



**REQUEST FOR PROPOSAL
CSD-03-21**

For

**MUNICIPAL GROUNDS & GARDENS
MAINTENANCE SERVICES**

Please submit the complete proposal using the attached forms, in a sealed envelope quoting the above RFP number and closing date; and forward to:

Municipal Clerk
1111 Victoria St.
Petawawa, Ontario
K8H 2E6

Closing Date & Time: 10:00:00 a.m. local time, Tuesday April 20, 2021.

Proposals must be received before the above mentioned time and date in order to be considered and must be in accordance with the attached RFP Forms, Specifications, Instructions to Vendors, and Standard Terms and Conditions.

A mandatory inspection of all sites is required by parties wishing to submit a proposal. Site inspections will be held on **Tuesday April 6th at 1:00 to 4:00 pm**. Please RSVP the Community Services Department receptionist at 613-687-5678 ext. 2101 or recreation@petawawa.ca to be included in the site tour and to receive site tour details including meeting location and COVID protocols.

Contact:

Kelly Williams, Director of Community Services
Town of Petawawa
613-687-5675 ext. 2104
kwilliams@petawawa.ca

**REQUEST FOR PROPOSAL No. – CSD-03-21
MUNICIPAL GROUNDS AND GARDEN MAINTENANCE**

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SECTION A – THE PROJECT AND PROPOSALS

1. Purpose

The Purpose of this document is to obtain formal proposals from interested parties to provide annual Municipal Grounds & Garden Maintenance within the Town of Petawawa for the spring, summer and fall seasons.

2. Term of Contract

The service contract will be for a three year term commencing May 10, 2021, operating from the first week of May to the last week of October each year, and expire October 31, 2024.

3. RFP Schedule

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Town reserves the right to modify any or all dates at its sole discretion

Release of RFP:	Tuesday March 23, 2021
Site Inspection:	1:00 - 4:00 p.m. Tuesday April 06, 2021 (Foul weather alternative April 08, 2021)
Deadline for Submitting Questions:	4:00 p.m., Tuesday April 13, 2021
Deadline for Responding to Questions:	4:00 p.m. Thursday April 15, 2021
RFP Closes:	10:00 a.m. Tuesday, April 20, 2021
Final Selection:	Early May, 2021

4. Project Authority and Involvement

This Request for Proposal is administered by the Director of Community Services.

All inquiries regarding this Request for Proposal must be directed as specified in section A. 6. of this document.

5. Project Stakeholders

The decision making authority rests with the Corporation of the Town of Petawawa.

6. Inquiries

Any clarification of this document or request for additional information must be received by **4:00 p.m. Tuesday April 13, 2021** in writing by email to kwilliams@petawawa.ca.

Kelly Williams
Director of Community Services
1111 Victoria St.
Petawawa, Ontario
K8H 2E6
613-687-5678 ext. 2104

7. Site Inspection

Site inspections will be held on **Tuesday April 6th, 2021 at 1:00 to 4:00 pm**. Mr. Mark Reinert, Parks and Recreation Facilities Supervisor, will be conducting the site tour. Please RSVP the Community Services Department receptionist at 613-687-5678 ext. 2101 or recreation@petawawa.ca to be included in the site tour and to receive site tour details including meeting location and COVID protocols. The site tour is mandatory for all companies wishing to submit a proposal. In the event of foul weather, proponents will be notified by the Town and an alternate inspection date of Thursday April 8th from 1 pm to 4 pm will be scheduled. Proposals received from companies/individuals that did not attend the mandatory site meeting will not be accepted.

8. Proposal Content

Each proposal submitted must include a demonstrated understanding of the objectives, scope and particulars of the goods and services required as well as a clear statement as to the actual total price, including the following:

- a) Submissions shall include the legal name and form of the firm, a company profile, specify the parent company if applicable, including years in business and an overview of the responding firm's experience in providing similar services or goods and any other relevant information about the responding firm.
- b) Provision of statement of cost reflecting the total all-inclusive upset cost in Canadian dollars including applicable taxes, disbursements and all other related charges.

9. Evaluation of Proposals

The following scoring system will be used to evaluate each accepted proposal.

	<u>Weight</u>
Pricing and Related Costs Prices quoted in Canadian Dollars	50%
Company Profile Office location and/or warehouse/greenhouse and availability of product Experience on similar contracts Credentials/ qualifications of staff that would be assigned to this project Equipment to be used to provide daily maintenance services Environmental/IPM/Plant Health Care compatibility/ work practices	30%
Health and Safety Policy Provide a copy of your companies Health and Safety Policy including demonstrated compliance with the Ontario Occupational Health and Safety Awareness and Training, O.Reg 297/13 as it relates to the work to be performed under the RFP	10%
References Provide 3 references on the forms provided (Appendix D) for similar grounds/gardens maintenance services completed in municipal/ institutional/ agency settings within the past 5 years.	10%

The Director of Community Services will facilitate the evaluation of proposals in conjunction with other representatives of the Town of Petawawa.

10. Submission of Proposals

The following must be submitted in order for a Proposal to be considered complete. Failure to provide the required components may result in rejection of the Proposal.

- ✓ One original complete proposal and one copy proposal including signed Section D - Irrevocable Offer and the attached Pricing Schedule (Appendix B)
- ✓ Evidence of general liability insurance naming the Town of Petawawa as additional insured.
- ✓ Current WSIB clearance.
- ✓ Company's Health and Safety Policy.
- ✓ List of qualified personnel, including copies of their qualifications/ certificates.
- ✓ References (minimum 3).

If the submitter of a proposal is an incorporated company, the proposal must be executed by the signing officer(s) of the company with the company seal placed beside the signature(s). If the submitter of a proposal

is not an incorporated company, the submitter of a proposal should sign his or her own name in the presence of a witness who should sign beside the submitter of a proposal's name.

Proposals in sealed envelopes, clearly marked "**Request for Proposal - # CSD-03-21 Municipal Grounds and Gardens Maintenance Services**", will be received by the Municipal Clerk no later than **10:00 a.m. Local Time, Tuesday April 20, 2021** and shall be addressed to the Municipal Clerk, Town of Petawawa, 1111 Victoria St., Petawawa, Ontario, K8H 2E6. **Proposals will be accepted by mail, courier or hand delivered only.**

Proposals to receive consideration must be received prior to the specified time of closing.
Proposals received after the above due date and time will not be considered.

11. RFP Award

The award of the service contract associated with this request for proposal is subject to obtaining approval as per the municipal procurement by-law. All submitters of proposals will be notified by letter mail.

The Town reserves the right, in its absolute discretion, to accept a proposal which it deems most advantageous to itself and the right to reject any or all proposals, in each case without giving any notice.

In no event will the Town be responsible for the costs of the preparation or the submission of a proposal from any proposal submitters. Proposals which contain conditions or otherwise fail to conform to the Request for Proposal requirements may be disqualified or rejected. The Town may, however, at its sole discretion, reject or retain for its consideration proposals, which are non-conforming because they do not contain the content or form required by the submission requirements of the RFP or for failure to comply with the process for submission set out in the Submission of Proposals (section A. 10.)

12. Formal Contract

The contractor subsequently offered the service contract will be required to enter into a Formal Contract satisfactory to the Town of Petawawa, which will include, but not be limited to, provisions set out in this Request for Proposal.

SECTION B - PROJECT REQUIREMENTS

1. Services Required

The Town of Petawawa is known for its natural beauty and pleasant surroundings. Well maintained, attractively designed and aesthetically pleasing municipal gardens and planter boxes throughout Town contribute to the overall appearance of the Town and provide a sense of welcome and civic pride for residents and to visitors. The successful proponent would perform a variety of tasks necessary to achieve a pleasant and functional outdoor environment. This RFP was initiated to hire a company to perform a wide variety of landscape maintenance functions related to the care and upkeep of the Town of Petawawa properties included in this RFP.

The Town of Petawawa is seeking proposals for the provision of Landscaping and Ground Maintenance services as it relates to the care, maintenance and development of landscape beds, planter boxes/pots and street trees on Town owned property. This service would also include trimming, edging, weeding, pruning of trees and shrubs, and application of seeds, bulbs, plants, mulch and fertilizers. This service would also require the provision and operation of both hand and hand held power tools and related landscape equipment as required. Plant Health Care and IPM practices are to be applied at all times during the term of the service contract. The service will include spring clean-up, seasonal maintenance and fall/winter preparation/ shut down.

2. Resource Requirements

Contractors must detail any resources they will provide and/or require as part of their proposal. This includes their resources, third party consultants or sub-contractors as well as Town resources and requirements they are assuming outside of those we have defined in Section B.

3. General Duties and Responsibilities

All plants, flowers, soil, fertilizer, water etc. will be supplied by the contractor. All required mulch will be provided by the Town of Petawawa. A preferred sample inventory of plantings from previous years has been included with this RFP as Appendix A in order to provide a **minimum planting standard** for the proponent to follow in the preparation of their proposal. Replanting issues are to be handled as required based on the individual circumstance by the Parks and Recreation Facilities Supervisor. In the event that new gardens are created or new street trees planted (in addition to what is identified in this RFP) that require maintenance as set out in this RFP, those fees would be charged in addition to this contract as agreed upon with the Parks and Recreation Facilities Supervisor.

The contractor shall supply all of the required equipment to perform the duties as specified in this RFP.

General duties to be performed across all sites included in this RFP:

- ✓ The Contractor will report directly to the Parks and Recreation Facilities Supervisor or his designate.
- ✓ Maintain shrubbery and trees as specified including planting, watering, trimming, pruning of trees and shrubs, shrub and flower bed preparation and mulching, edging, fertilizing, and weed and pest control to a level approved by landscape standards.
- ✓ Prepare areas for direct planting by clearing, grading, fertilizing and watering the bed.
- ✓ Apply mulching material as required.
- ✓ Oversee planting of concrete planters, park planters, soil amendments, and appropriate plantings in early spring.
- ✓ Apply fertilizer to plants in containers with watering as appropriate to soil conditions; frequency to depend on material absorption rates.
- ✓ Prune as required and apply appropriate fertilizer to all nursery stock trees on Town – owned property three times per year.
- ✓ Select and plant other seeds, plants, bulbs as required to maintain attractive and visually pleasing gardens.
- ✓ Make suggestions regarding treatment of soils in shrub beds etc.
- ✓ Carry out necessary excavation, using suitable machinery,
- ✓ Pick-up and disposes trash and debris in assigned areas.
- ✓ Trim hedges and shrubs with hand shears or power edger, prune and trim trees. Remove dead tree branches and plants using handsaw, clippers, etc.
- ✓ Clean the area around the gardens of debris and litter as required.
- ✓ Watering of all plants, flowers, trees and shrubs as necessary to their health and vitality. This watering detail will include hanging flower baskets at the Town Office.
- ✓ Maintain accurate work records as required.
- ✓ Report any noticeable damage to property or non-operational safety equipment or lighting.
- ✓ Report any situation that might be potentially hazardous for pedestrians.

- ✓ Provide advice on garden maintenance and upkeep.

4. Properties To Be Maintained Including Site Specific Details

- a. Gardens/shrub beds at Hilda and Doran Intersection.
 - i. Town clock/digital sign.
 - ii. Flag poles
 - iii. Island
 - iv. Rock garden.
- b. Trees along Petawawa Blvd. between Doran and Murphy.
 - i. 72 maple species.
- c. Front entrance to the Town office including 2 hanging baskets.
 - i. Baskets to be newly planted (annuals) each spring.
- d. OPP Station/ Peace Park – shrubs and planting beds.
- e. Trees along Brumm Road/Petawawa Blvd. (small apple trees)
- f. Shrub beds, trees, interlock brick/stairs located at the 4 entrance features in Centennial Park/ Millennium Trail. The 4 entrance locations are:
 - i. East entrance – Victoria St. and Wolfe Ave.
 - ii. South entrance – 1111 Victoria St.
 - iii. West entrance – 18P Park Drive.
 - iv. North Entrance – Petawawa Blvd./ Petawawa River Bridge.
- g. Planters (5) along the Millennium Trail from West Entrance (Park Drive) to Wedding Gazebo.
 - i. Planters purchased new in 2017.
- h. Wedding Gazebo – gardens surrounding and at the base of the Gazebo (see B.9)
- i. Shrub beds at Town entrance sign at McGregor's Hill.
- j. Maple trees (4) on Maple Avenue/Petawawa Blvd.
- k. Petawawa Point/ Island View Drive – viewing areas along limestone retaining wall.
- l. Concrete Planters (20) as set up by the Public Works Department at various sites throughout town.
- m. Gardens at the entrance to the Petawawa Market Mall.
- n. Public benches and adjacent gardens along Petawawa Blvd.
 - i. Mohns Ave. and Petawawa Blvd.(Mac's)
- o. Gardens at the Petawawa Public Library (Civic Centre).
 - i. Tranquility garden.
 - ii. Concrete planter at front entrance.

- p. Coureur de Bois Parkette located at Laurentian Drive and Petawawa Blvd.
- q. Civic Centre Park.
 - i. Mini golf – 4 gardens.
 - ii. Peacekeeping monument.
- r. Trees at EXPO 150 Parkette located at Petawawa Blvd. and Murphy Rd.
- s. Town of Petawawa Cenotaph – Petawawa Legion, 3583 Petawawa Blvd. (See B.7.)

Submitters of proposals shall carefully inspect the worksite in order to satisfy themselves by personal examination as to all conditions and materials affecting the Contract and as to the detailed requirements of the performance of the contract. The Submitter must not rely upon any verbal information or any estimate or representations, made by any officer, servant, or employee of the Town of Petawawa.

5. Hours of Work

Work is generally to be performed Monday through Friday. Work should occur between 7am and 7 pm daily. Work to be performed on weekends will be permitted by request only. Due to recreational programming at some locations, the successful contractor will be required to provide weekly work schedules in advance to the Parks and Recreation Facilities Supervisor to ensure the mitigation of work conflicts with scheduled use of Town properties. Monthly records of work are to be completed on Town of Petawawa forms and submitted for payment to the Parks and Recreation Facilities Supervisor. Payments terms are 14 days of receipt of invoice.

6. Tree Watering

All trees and ornamental trees located in and adjacent to garden beds as listed in this RFP, section B.4, are to be watered as appropriate to soil conditions in order to maintain tree health and vigour. Trees identified in sections B.4.b.,e.,j. and r. will be watered in accordance with a separate seasonal watering contract.

7. Town of Petawawa Cenotaph

The Town of Petawawa and its community partners, the Royal Canadian Legion Branch #517 and Garrison Petawawa, constructed a new Cenotaph in 2014 located at the Petawawa Legion. This high profile garden property was constructed to provide the municipality with a memorial befitting the municipality's current population and one that is adjacent to Canada's largest military base. As a result, the gardens in this location require a heightened level of care and attention throughout the summer months. In 2016, two 30" planters were added to the entrance of the monument. These planters are to be included in this service contract. A site plan indicating the garden layout and current plant species located at the site has been included with this RFP as Appendix C.

8. Centennial Park/Millennium Trail

Centennial Park is one of three community parks in Petawawa. It plays host to the Millennium Trail, a 2 km paved trail that winds through the park and connects Victoria St to Petawawa Blvd. via the Petawawa River. The park, like the Cenotaph mentioned above, is a high profile park that often defines Petawawa's natural beauty and distinction as being Dynamic by Nature. As a result, the gardens in this location require a heightened level of care and attention throughout the summer months.

9. Experience and Qualifications

- ✓ It is preferred that the successful contractor should have at least 5 years of full time experience in performing landscape maintenance work, two of which were spent in commercial landscaping or graduation from a recognized educational institution with a specialty in grounds keeping/ horticulture/landscaping or a combination thereof.

- ✓ Knowledge, training and recognized experience in the care and maintenance of flowers, shrubs and street trees.
- ✓ Knowledge of standard planting techniques.
- ✓ Knowledge and use of proper body mechanics.
- ✓ Aware of the functions of and skills in safe use of hand tools such as shears, hoes, pruners and power edgers.
- ✓ Proper method of operation for any/all motorized equipment.

10. Licenses and Certificates

The proponent and staff working under the authority of the proponent must carry all licenses and certificates for the work undertaken or required by provincial legislation/ statutes.

- ✓ Possession of a valid Ontario Driver's Licence.
- ✓ First Aid and CPR valid Certificate.
- ✓ Proof of Ontario Health and Safety Awareness Training Regulation (O.Reg.297/13).

11. Working Conditions

- Exposure to adverse weather conditions and hazards associated with the operation of various hand held power tools and equipment.
- Performs physically demanding manual work in bending, lifting, pushing and pulling heavy objects and power equipment.
- Must be able to report for work on time and to perform the duties of the job for an entire workday.

12. Contractor as Representative of the Town of Petawawa

The contractor will be responsible for presenting a good professional image at all times while working on Town property. The contractor and its employees will dress, behave and use appropriate language for the conditions and in the performance of their duties associated with the Grounds and Garden Maintenance contract.

SECTION C - GENERAL TERMS AND CONDITIONS

1. Withdrawal of Proposal

The Submitter of a proposal will be permitted to withdraw their proposal unopened after the proposal has been delivered to the Town of Petawawa at any time up to the official opening time by submitting a written request from the Proponent to the Director of Community Services, prior to the time specified for the RFP opening. The Town reserves the right to withdraw, at its discretion, this proposal at any time and shall not be liable for any expense, cost, loss or damage incurred or suffered by any submitter as a result of such withdrawal nor for the preparation and submission of any RFP by any submitter whether the RFP be accepted, rejected or withdrawn by the Town.

2. Collusion

More than one tender from an individual firm, partnership, corporation or association under the same or different names will not be considered. Collusion between submitters shall be sufficient cause for rejection of all proposals so affected.

3. Prime Contractor

The submitter of a proposal shall bid on all items under the Agreement. The Town representative will deal only with the Prime Contractor, whose name is shown in the RFP document or the Contractor's appointed Representative. This contract will be awarded to only one company/contractor. No work will be subcontracted without the express written consent of the Town of Petawawa.

4. Questions During Bidding

Should an RFP submitter have any questions or find discrepancies in or omissions from the RFP documents, he/she should clarify them with the Town representative, who shall send a written addendum to all RFP submitters. Please direct all questions for this RFP to the Director of Community Services at the Town of Petawawa. Neither the Town of Petawawa nor its officers and employees shall be responsible for any oral instructions.

5. Harmonized Sales Tax (HST)

If applicable, the HST shall be shown as a separate item in the Agreement and be included in the total proposal price. If applicable, the proponents HST registration number must also be shown in the contract where applicable. The Contractor will be required to pay HST on purchases which he/she makes under this Contract. Bidders are instructed to include this tax in the prices proposed herein.

6. Insurance

The Contractor shall take out and keep in force until the contract end date a comprehensive policy of public liability and property damage insurance acceptable to the Town providing insurance coverage in respect of any one accident to the limit of at least \$5,000,000.00 – exclusive of interest and cost, against loss or damage resulting from bodily injury to or death of, one or more persons and loss of or damage to property and such policy shall name the Town of Petawawa as an additional insured there under and shall protect the Town against all claims for all damage or injury including death to any person or persons and for damage to any property of the Town or any other public or private property resulting from or arising out of any act or omission on the part of the Contractor or any of his servants or agents during the execution of the contract and the Contractor shall forward a certified copy of the policy or certificate thereof to the municipality before the work is started.

7. Workplace Safety & Insurance Board

The Contractor is responsible for Workplace Safety & Insurance Board coverage for all persons including the Contractor and all employees of the contractor. The Contractor will provide a letter from Workplace Safety & Insurance Board certifying that the Contractor is in good standing with Board.

8. Health & Safety

All work to be performed and all equipment operated by the Contractor and all employees shall be in compliance with the Ontario Occupational Health & Safety Act. The contractor must report all workplace incidents/injuries/hazards/damage/vandalism to the Parks and Recreation Facilities Supervisor.

Roadside Work – All roadside work must conform to the Ministry of Transportation Traffic Control Manual for Roadway Work Operations.

9. Work to be Performed to the Satisfaction of the Owner

All work is to be done in accordance with all terms of this RFP document, to the satisfaction of the Town, who shall supervise the Contractor and shall be the sole arbiter in any dispute regarding interpretation of the RFP. Should the Contractor fail to comply with the directions of the Town to make good on defective or incomplete work under the terms of the RFP service contract, then the Town may, upon two weeks written notice, cancel the contract. At the completion of the fall seasons in 2021, 2022 and 2023 the contractor will participate in an annual evaluation of the past season with the Community Services Department as a means of ensuring operational effectiveness.

10. Failure to Execute Contract

Failure by the successful RFP submitter to execute the agreement with the Town and to deposit with the Town the certified copy of Public Liability and Property Damage Insurance Policy, Automobile Liability Insurance

policy and Workplace Safety and Insurance Board letter, within the specified times as provided herein may be just cause for the annulment of the contract.

11. Applicable Law

This RFP, each submission and the Project itself are each subject to the provisions of all applicable law, including:

- The *Municipal Freedom of Information and Privacy Act*, RSO 1990, c. M54. Any information including all work as described in these documents, service or product details, prices, statements and any other information provided by the bidder shall be kept strictly confidential and release of same, except for any details regarding this tender document stated in a report to Council of the Town of Petawawa, shall only be granted in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56 as amended.
- *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, Each proponent warrants that they have the experience training and equipment to ensure all work performed under the contract is done safely and in accordance with all applicable health and safety legislation and that they have control over the workplace and is fully responsible for the health and safety of all employees and others present on the site. Each proponent also acknowledges that the City is relying on this warranty in its decision to award the contract to the proponent
- *Highway Traffic Act R.S.O. 1990, c.8 and Ontario Traffic Manual - Book 7.*
- *Ontarians with Disabilities Act, 2001*, S.O. 2001, c.32, section 13 of which statute states:
In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.

This RFP, each submission and the Project itself are also each subject to the provisions of the Procurement Bylaw 306/04 of the Corporation of the Town of Petawawa as amended.

SECTION D - FORM OF IRREVOCABLE OFFER

I hereby offer to provide the requirements under RFP No. CSD-03-21 the Corporation of the Town of Petawawa according to the terms set out in this proposal as well as in the RFP including the requirement for and acceptance by a formal contract acceptable to the Corporation of the Town of Petawawa. I also agree that this irrevocable offer shall be open to acceptance by the Corporation for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

WITNESS _____

OR

(Affix Company Seal if applicable)

SIGNED _____

NAME _____

TITLE _____

VENDOR NAME _____

ADDRESS _____

CITY/PROV. _____

POSTAL CODE _____

TELEPHONE _____

FAX NO. _____

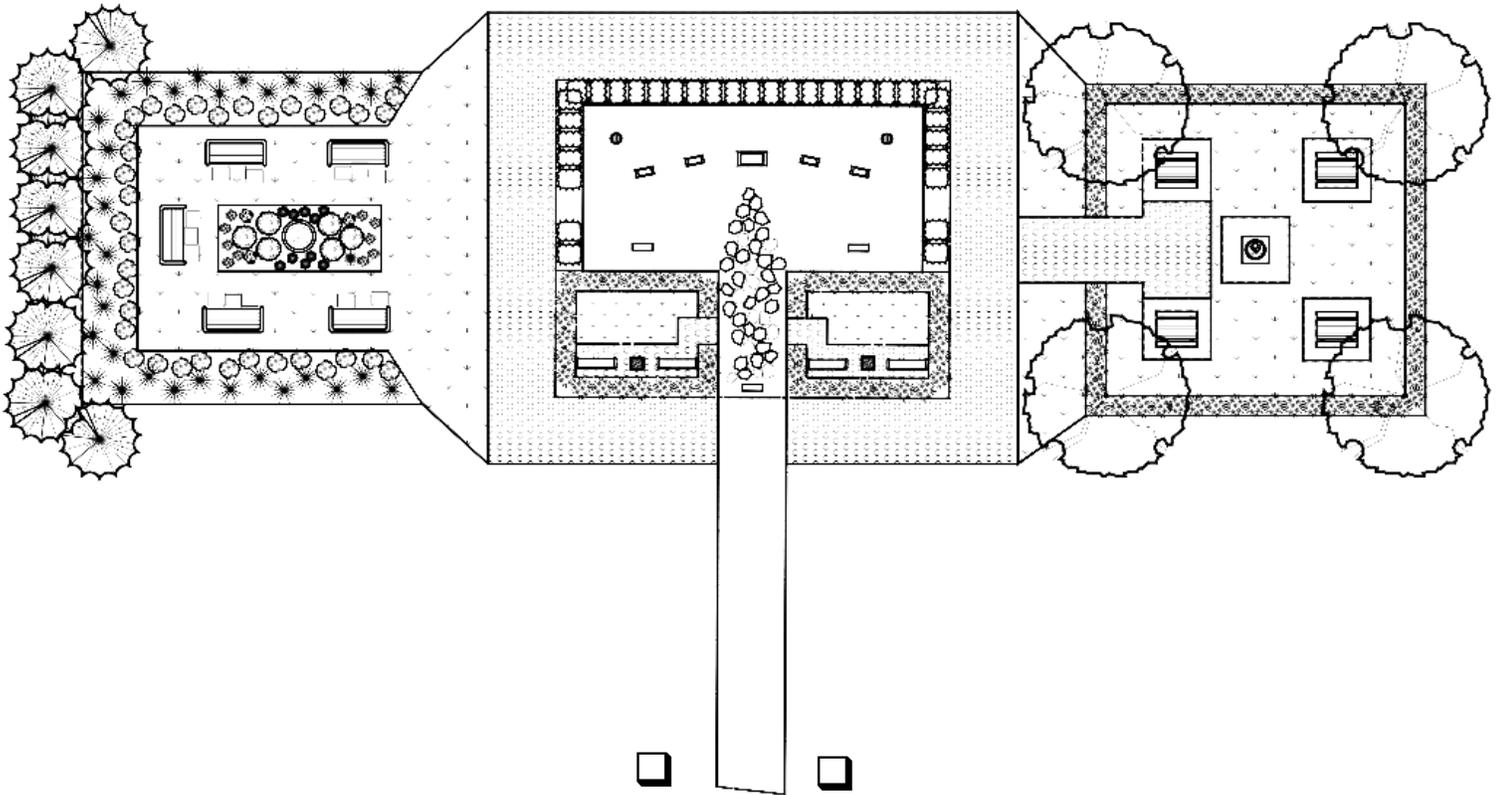
APPENDIX A – PREFERRED SAMPLE PLANTING INVENTORY

Quantity	Description
24	White daisies
308	Red geraniums
5	Flats white alyssum
9	Packs of celosia new look
18	Packs of alyssum
60	Portulaca trailing
60	Lime potato vine
68	Rose wave petunia
54	Scaevola
15	Packs marigold
52	Osteospermum (purple)
6	Packs dream mid petunia

APPENDIX B – PRICING SCHEDULE

Item	Description	Project Price
Year 1 (2021)	Supply of Grounds and Gardens Maintenance in the Town of Petawawa as specified in RFP - No. CSD-03-21.	\$ _____ Inc. applicable taxes
Year 2 (2022)	Supply of Grounds and Gardens Maintenance in the Town of Petawawa as specified in RFP – No. CSD-03-21	\$ _____ Inc. applicable taxes
Year 3 (2023)	Supply of Grounds and Gardens Maintenance in the Town of Petawawa as specified in RFP – No. CSD-03-21	\$ _____ Inc. applicable taxes
	Total - Three Year Term	\$ _____ Inc. applicable taxes

APPENDIX C - TOWN OF PETAWAWA CENOTAPH LANDSCAPE PLAN



Softscape Features

Evergreen - Spruce	8
Shade trees - Red maple	4
Large shrub - Serviceberry	10
Hedge shrubs - Privet	33
Small flowering shrub - Hydrangea	6
Large Ornamental Grasses - Maiden/reed	40
Small ornamental grasses - Blue Oat	10
Flowering perennials - Coneflower	35
Day lilies - Stella d'oro	120
Perennials - Coreopsis	10

Hardscape Features

Benches	9
Tables	4
Floodlights (solar)	2
Parking lot lights (solar)	2
Flagpole	1

APPENDIX D - PAST EXPERIENCE/ REFERENCES – CONTACT INFORMATION

List three (3) service contracts similar in scope within the last five (5) years including contract dates, locations and owner’s contact name. Acknowledgement of list of references from the bidder will give consent to the owner to contact the references.

Corporate Name:	
Address:	
Contact Person:	
Phone #:	
Email Address:	
Site Location(s):	
Service Period:	

Corporate Name:	
Address:	
Contact Person:	
Phone #:	
Email Address:	
Site Location(s):	
Service Period:	

Corporate Name:	
Address:	
Contact Person:	
Phone #:	
Email Address:	
Site Location(s):	
Service Period:	