

Town of Hillsboro Beach

Request for Proposals

("RFP")

Mayor Dan Dodge
Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, Florida 33062
ddodge@townofhillsborobeach.com

Proposal Data

RFP Number: 2012-01
Proposal Title: Information Technology (IT) Management Services
Contact Person: Jean-Marie Mark, Town Clerk
Fax: 954-427-4834
E-Mail Address: jmmark@townofhillsborobeach.com
Issue Date: **February 13, 2012**

Proposal Submission Deadline

Day / Date: **March 23, 2012**
Time: **12:00 PM**
Location/Mail Address: **Town of Hillsboro Beach**
Attn: Town Clerk
1210 Hillsboro Mile
Hillsboro Beach, Florida 33062

RFP Content Sections

- 1.0 **Introduction** to Request for Proposals
- 2.0 **Specifications** describing what is needed
- 3.0 **General Terms and Conditions** that are general in scope
- 4.0 **Special Provisions**
- 5.0 **Instructions for Submitting Proposal and Evaluation Criteria** for this RFP
- 6.0 **Response forms and Check List** to be completed signed and submitted with Proposal

Sealed written Proposals must be received by the Town of Hillsboro Beach, Town Clerk's Office, no later than the date, time and at the location indicated above for the Proposal Submission. Submittal of Response by fax is not acceptable. Ten (10) copies of your Proposal and response forms must be returned to the Town or your Proposal may be disqualified. NOTE: The number of copies requested in this RFP together with completed Response Forms must be returned.

PUBLIC NOTICE

Sealed Proposals will be received by the Town of Hillsboro Beach, Town Hall located at:
1210 Hillsboro Mile, Hillsboro Beach, Florida 33062

RFP # 2012-01: Information Technology (IT) Management Services

The Town of Hillsboro Beach seeks is requesting sealed proposals for information technology (IT) management services for its main server and Exchange service, which are housed onsite in Town Hall, as well as a general IT supervision and recommendations for the Town's computer network. The proposals will be reviewed and considered by the Town Commission for final decision.

SUBMISSION DATE: March 23rd, 2012 at 12:00 PM

This Request for Proposals ("RFP") is available upon request at the Town Hall, 1210 Hillsboro Mile, Hillsboro Beach, FL 33062. The telephone number is (954) 427-4011.

1.0. INTRODUCTION TO REQUEST FOR PROPOSALS

1.1. Invitation

Thank you for your interest in this Request for Proposal (“RFP”) process. The Town of Hillsboro Beach, Florida (“Town”), through its Town Clerk, invites responses (“Proposals”) which offer to provide the services described in greater detail in Section 2.0: Specifications.

1.2. Terms

The respondent selected to provide the services requested herein (“Successful Proposer”) shall be required to extend to the Town the following services:

1. The Company is to provide a contract for IT management services which is to include at a minimum a detailed description of services to be provided, a schedule of fees to be charged to the Town for services for a term of two (2) years.

1.3. Business Objective

The Town, a municipal corporation of the State of Florida, is seeking the services of qualified and experienced (“Proposers”), for the purpose of entering into an Agreement to provide Information Technology (IT) Management Services to the Town for a term having a minimum of one (1) year with the Town having an option for an additional term to be negotiated between the parties.

1.4. Pre-Proposal Conference

Not required.

1.5 Request for Additional Information / Clarification

Each proposer shall examine all requests for proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to Request for Proposal shall be made in writing to the Ms. Jean-Marie Mark, Town Clerk, 1210 Hillsboro Mile Hillsboro Beach, FL 33062, no later March 23rd, 2012. The facsimile number is (954) 427-4834 or email jmmark@townofhillsborobeach.com. The response must contain the RFP number and title, Proposer’s name, name of Proposer’s contact person, address, phone number, and facsimile number.

The Town may issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal Submission Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

1.6. Instructions

Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit Proposals in accordance with the requirements of this RFP. Please read the entire solicitation before submitting a Proposal. Proposers shall make the necessary entry in all blanks provided for the responses.

The entire set of documents constitutes the RFP. The Proposer must return these documents with all information necessary for the Town to properly analyze Proposer's response in total and in the same order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed. All Proposals shall be returned in a sealed envelope with the RFP number and opening date clearly stated on the outside of the envelope.

Proposers must provide a response to each requirement of the RFP. Proposals should be prepared in a concise manner with an emphasis on completeness and clarity.

1.7. Changes / Alterations

Proposer may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed.

1.8. Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the Town Clerk. Should it be necessary, a written addendum will be incorporated to the RFP. The Town will not be responsible for any oral instructions, clarifications, or other communications.

1.9. Disqualification

The Town reserves the right to disqualify Proposals before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Proposals; to reject any or all Proposals in whole or in part, or to reissue a Request for Proposals.

1.10. Proposal Receipt

Sealed Proposals will be accepted in accordance with the instructions detailed on the cover of this RFP. After that date and time, Proposals will no longer be accepted. The Proposer shall file all documents necessary to support its Proposal and shall include them with its Proposal. Proposers shall be responsible for the actual delivery of Proposals during business hours to the exact address indicated on the cover and in the RFP. Proposals that are not received by the Town Clerk's Office by the deadline established in the RFP shall **not** be accepted or considered by the Town.

1.11. RFP Process Milestones

The anticipated schedule for this RFP is as follows. **All dates are tentative and subject to change.**

- RFP available for distribution..... February 13, 2012
- Proposal Due Date..... March 23rd, 2012 at 12pm
- Proposals Publicly Opened after 1:30 pm..... March 23rd, 2012
- Anticipated Town Commission Approval..... April 3rd, 2012
- Anticipated Implementation Date..... TBD

2.0. SPECIFICATIONS / SCOPE OF WORK

2.1 Background Information

The Town has five (5) elected officials and twenty-eight (28) employees who use the computer network. The network consists of two (2) servers.

2.2 Services Requested

- a) Monthly Checks at an Onsite Visit
 - i. Apply security patches to servers;
 - ii. Review error logs;
 - iii. Set up new user accounts;
 - iv. Document any new technology purchased.
- b) Semi-Annual Technology Planning
 - i. Assist with planning for upcoming purchase needs to maintain server integrity and network viability.
- c) Network Support (wired and wireless)
 - i. Maintain switches, VPN device, wireless routers and repeaters, and assist with smart phone connectivity.
- d) System Optimization and Tuning
 - i. Make adjustments, upgrades, and recommendations where applicable to ensure the network and servers continue to provide the service needed for staff and town commission.
- e) Backup Verification
 - i. Update documentation on backup process as needed and test at least quarterly.
- f) Anti-Virus and Anti-Spyware Maintenance
 - i. Ensure server and local PCs are running the most recent version the Town has purchased and that they are upgraded and scans are run as needed to limit the exposure of equipment to virus attacks.
- g) Email Monitoring
 - i. Monitor service provided through the Town's current spam filter company.
 - ii. Recommend changes as necessary.
- h) Help Desk Support
 - i. Local help desk support is available in form of a part time staff IT Coordinator; assist with issues that are escalated.
- i) Documentation
 - i. Assist in maintaining documentation on all system hardware and software.
- j) Other
 - i. Other standard and ordinary IT Management Services as necessary to maintain server to network health.
 - ii. Computer Upgrades and Migrations
 - iii. Network Design
 - iv. Security Valuation
 - v. Website Design, Hosting and Implementation

- vi. Cloud Hosted Exchange
- vii. Systems Disaster Recovery

3.0. GENERAL TERMS AND CONDITIONS

3.1. Acceptance/Rejection

The Town Commission reserves the right to accept or reject any or all Proposals or to select the Proposer, who in the opinion of the Town, will be in the best interest of and/or the most advantageous to the Town.

Additionally, the Town Commission reserves the right to reject any Proposal if an investigation reveals conflicting information with that which was submitted by Proposer. The Town Commission further reserves the right to waive any irregularities and technicalities and may, at its discretion, withdraw and/or re-advertise the RFP.

3.2. Town Not Liable for Delays

It is further expressly agreed that in no event shall the Town be liable for, or responsible to, the Successful Proposer, or to any other person for, or on account of, any stoppages or delay in the work herein provided for by injunction or other legal or equitable proceedings or on account of any delay for any cause over which the Town has no control.

3.3. Interlocal Agreement or Contract

The Proposals will be evaluated by the Town Commission. The Town Commission shall evaluate each Proposal based upon the evaluation criteria established herein (the "Evaluation Criteria"). A Proposer may receive the maximum number of available points or a portion of this score depending on the merit of its Proposal, as evaluated by the Commission.

The Town Commission reserves the right, in its sole discretion, to request one (1) or more Proposers to make oral presentations before the Town Commission as part of the evaluation process. Such presentations/interviews provide the Proposer with an opportunity to clarify the Proposal and to ensure a mutual understanding of its content. The presentation may be scheduled at the convenience of the Commission and shall be at a public meeting.

The Town Commission reserves the right to enter into negotiations with the top ranked Proposer. If the Town and the top ranked Proposer cannot negotiate on terms acceptable to the Town Commission, the Town may terminate said negotiations and begin negotiations with other responsive and responsible Proposers. This process may continue until an exclusive Franchise Agreement acceptable to the Town has been executed or all Proposals are rejected. The Town Commission reserves the right to negotiate with each responsive and responsible Proposer. No Proposer shall have any rights against the Town arising from such negotiations or termination thereof.

The final decision relative to the acceptance of the proposal shall be made by the Town Commission.

The Town Commission reserves the right to reject any or all Proposals, in whole or in part, and/or make award to more than one Proposer, whichever is deemed to be in the Town's best interests. The Town also reserves the right to waive any informalities, irregularities and technicalities in procedure at its sole discretion.

3.4. Cost Incurred By Proposers

All expenses involved with the preparation and submission of proposals to the Town, or any work performed in connection therewith shall be borne by the Proposer.

3.5. Legal Requirements

This RFP is subject to all applicable federal, state, county and local laws, ordinances, rules and regulations that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility.

3.6. One Proposal

Only one (1) Proposal from a private entity will be considered in response to this RFP.

3.7. Proposer Qualifications

Proposers shall satisfy each of the following requirements cited below. Proposers who do not meet the minimum qualification requirements or who fail to provide supporting documentation will not be considered by the Town.

- a) Provide at least three (3) relevant references that may be contracted.
- b) Describe experience with this type of support to customers.
- c) References will be evaluated on compliance with this RFP, project management and team experience of proposer, the skills, training, experience and educational background of the individuals who will provide the services. Proposals should quote an annual lump sum fee (to be paid monthly) and an hourly rate for services beyond those included in the proposal. The Town of Hillsboro Beach reserves the right to accept or reject any or all proposals.
- d) The Town expressly reserves the right to negotiate contract terms with the responsible proposer meeting the requirements of the RFP prior to awarding a contract.

The Proposer must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient services to the Town. The Town reserves the right before recommending any award to inspect the facilities, organization and financial condition, or to take any other actions necessary to determine the Proposer's ability to perform in accordance with the specifications, terms, and conditions of this RFP.

Proposers who do not meet the minimum qualification requirements or who fail to provide supporting documentation will not be considered by the Town.

3.8. Public Entity Crimes

A person or affiliate who has been placed on the convicted Proposer list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the construction or repair of a public building or public work's project, may not

submit a Response on a lease of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of Florida Statutes for Category Two for a period of 36 months from the date of being placed on the convicted Bidder / Proposer list.

3.9. Review of Proposals for Responsiveness

Each Proposal will be reviewed to determine if it is responsive to the submission requirements outlined in the RFP. A “responsive” Proposal is one which follows the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, is of timely submission, and has appropriate signatures as required on each document. Failure to comply with these requirements may deem a Proposal non-responsive. A responsible Proposer is one that has the capability in all respects to fully perform the requirements set forth in the Proposal, and that has the integrity and reliability, which will assume good faith performance.

3.10. Use of Name

The Town is not engaged in research for advertising, sales promotion, or other public purposes. No advertising, sales promotion or other publicity materials containing information obtained from this Proposal are to be mentioned, or imply the name of the Town, without prior express written permission of the Town.

3.11. Collusion

The Proposer, by submitting a Proposal, certifies that its Proposal is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Proposal for the same services, or with the Town’s Mayor, Commission members, or employees. The Proposer certifies that its Proposal is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and code of ethics laws. The Town will investigate all situations where collusion may have occurred and the Town reserves the right to reject any and all Proposals where collusion may have occurred.

4.0. SPECIAL PROVISIONS OF PROPOSED CONTRACT

4.1. Authorization

Upon authorization of the Town Commission, the Mayor or his designee with the Town Attorney shall negotiate all aspects a Contract with the Successful Proposer. The Town Attorney, if necessary, will provide assistance to the Mayor or his designee during the negotiations.

4.2. General

The Interlocal Agreement shall address, but not be limited to, the following terms and conditions:

A. Compliance With Orders And Laws:

The Successful Proposer shall comply with all local, state and federal directives, ordinances, rules, orders, and laws as applicable to this RFP and subsequent contracting including, but not limited to:

- **Executive Order 11246**, which prohibits discrimination against any employee, applicant, or client because of factors including, but not limited to, race, creed, color, national origin, sex, or age with regard to, but not limited to, the following: employment practices, rate of pay or other compensation methods, and training selection.
- **The State of Florida Statutes, Section 287.133(A) on Public Entity Crimes.**
- **Americans with Disabilities Act of 1990**, as amended.
- **The State of Florida Statutes Sections 218.73 and 218.74** on Prompt Payment.
- **The State of Florida Statutes Section 163.01**, known as the **Florida Interlocal Cooperation Act of 1969**.

Non-compliance with all local, state, and federal directives, orders, and laws may be considered grounds for termination of Contract(s).

B. Town Clerk:

The contact person shall be the Jean-Marie Mark, Town Clerk of the Town of Hillsboro Beach located at 1210 Hillsboro Mile, Hillsboro Beach, FL 33062.

C. Hold Harmless:

The Successful Proposer shall hold harmless and indemnify the Town for any errors in the provision of services and for any fines, which may result from the fault of the Successful Proposer.

D. Audit Rights and Records Retention:

The Successful Proposer agrees to provide access to the Town, or to any of its duly authorized representatives, to any books, documents, papers, and records of the Successful Proposer, which are directly pertinent to the Contract, for the purpose of audit, examination, excerpts, and transcriptions. The Successful Proposer shall maintain and retain any and all books, documents, papers and records pertinent to the Contract.

E. Proposer's Warranty:

Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services specified herein.

5.0. INSTRUCTIONS FOR SUBMITTING A PROPOSAL

5.1. General Information

The following information and documents are required to be provided with Proposer's Response to this RFP. Failure to do so may deem your Proposal non-responsive. Throughout this RFP, the phrases "must" and "shall" will denote mandatory requirements. Any Proposer's proposed system that does not meet the mandatory requirements is subject to immediate disqualification.

When responding to this RFP, all Proposers shall adhere to the guidelines defined below. Any and all proposals that do not follow the prescribed format are subject to immediate disqualification.

5.2. Submission Requirements

The following documentation shall be included as a minimum in the Proposal and submitted to the Town. Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain the information itemized below and in the order indicated. This information should be provided for the Proposer to be utilized for the work contemplated by this RFP. Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award. Proposers should submit one (1) original and ten (10) copies of your Proposal.

A. Cover Page:

The Cover Page should include the Proposer's name; Contact Person for the RFP; Firm's Liaison for the Contract; Local Business Address, if applicable; Business Phone and Fax Numbers; Title of RFP; RFP Number; Federal Employer Identification Number or Social Security Number, if applicable. Proof of State and county all applicable licenses.

B. Table of Contents:

The table of contents should outline, in sequential order, the major sections of the Proposal as listed below, including all other relevant documents requested for submission. All pages of the Proposal, including the enclosures, should be clearly and consecutively numbered and correspond to the table of contents.

C. Executive Summary:

A signed and dated summary of not more than two (2) pages containing Proposer's overall terms, as contained in the submittal. Proposer should include the name of the organization, business phone and contact person. Provide a summary of the work to be performed by Proposer.

D. Proposer's Qualifications and Experience:

1. Describe the Proposer's organizational history and structure; provide a brief history of the Department or company, including years Proposer has been in business providing a similar service(s), and indicate whether the Town has previously awarded any contracts to the Proposer.
2. Discuss in detail Proposer's qualifications and experience in working with similar entities, particularly governmental entities. List at three (3) references within the past five (5) years for whom similar services were performed.
3. Provide two (2) Letters of Reference on letterhead from, preferably governmental entities for whom similar services have been

performed. This information is subject to verification as part of the evaluation process.

E. Ability and Capability to Perform Required Services:

Identify in detail the method by which to service identified in this RFP would be delivered to the Town, specifically, identify manpower and type of equipment to be utilized in providing the services identified in the RFP. Specify the manpower, type of equipment and time response relative to the service to be provided to the Town.

F. Corporate Community Commitment:

1. Discuss Proposer's involvement in/with Town residents over the past three (3) years, if any;

G. Fees for Services:

Complete and Return with Proposal, **Fees for Services**. Failure to submit Fees for Services will disqualify Proposer. Detail any additional services and fees for any other services Proposer can provide and which are not specifically listed within this RFP.

H. Trade Secrets Exception to Public Records Disclosure:

All Proposals submitted to the Town are subject to public disclosure pursuant to Chapter 119, Florida Statutes. An exception may be made for "trade secrets".

I. Affidavits / Acknowledgments:

Proposers should complete and submit as part of its Proposal all of the following forms and/or documents:

- RFP Information Form
- Certificate of Authority
- Insurance Requirements
- Proposer Background Information
- Minority / Women Business Affairs Registration Affidavit
- Affirmative Action Policy for Equal Employment Opportunity (Sample)
- Debarment and Suspension Certificate
- Copy of Proposer's Certification
- Conflict of Interest, if applicable
- Complete Proposal Response, including all requested information and completed attachments.

5.3. Response Format

Ten (10) bound copies of your complete response, including one (1) original, to this RFP must be delivered to:

Town of Hillsboro Beach
Attn Town Clerk
1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Responses must be clearly marked on the outside of the package referencing **Information Technology (IT) Management Services**. Responses received after March 23, 2012 at 12:00 pm will not be accepted and shall be returned unopened to Proposer.

Proposals received at any other location than the aforementioned or after the Proposal submission date and time shall be deemed non-responsive.

Proposals should be signed by an official authorized to bind the Proposer to the provisions given in the Proposal. Proposals are to remain valid for at least 180 days.

5.4. Evaluation Criteria

Since it is the Town's desire to enter into an exclusive Franchise Agreement, which demonstrates the ability to provide the highest quality service at the best cost, the criteria used to select the institution will include, but not limited to:

<u>Evaluation Factors</u>	<u>Point Range</u>
A. Ability to provide the type and quality of services requested.	20 %
B. Responsiveness to Proposal	20 %
C. Fees charged to the Town for the services described herein.	20 %
D. Previous experience with governmental clients	20 %
E. Ability to provide time sensitive response to system glitches/failure	20 %

Maximum Points - 100

6.0. RFP RESPONSE FORMS

This checklist is provided to help you conform with all form/document requirements stipulated in this RFP.

CHECKLIST

	<u>Submitted With Proposal</u>
1 RFP Information Form This form must be completed, signed, and returned with Proposal.	YES_____
2 Certificate of Authority , must be completed, signed & returned	YES_____

with Proposal.

- | | |
|---|------------------|
| 3 Insurance Requirements | YES_____ |
| Acknowledgment of receipt of information on the insurance requirements for this RFP. (Must be signed). | |
| 4 Proposer Background Information | YES_____ |
| This form must be completed in its entirety to verify the capability of Proposer to perform the services specified in the RFP. | |
| 5 Affirmative Action Policy for Equal Employment Opportunity (Sample) | YES _____ |
| 6 Licenses/Certification - All Responses shall be accompanied by a copy of your current license(s) or certifications, as required. | YES_____ |
| 7 Complete Proposal with all required documentation and Attachments. | YES_____ |

Failure To Complete, Sign And Return This Form May Disqualify Response.

6.1. RFP Information Form

Contact: Jean-Marie Mark, Town Clerk
RFP No: 2012-01 Phone: (954)427-4011
Email: jmmark@townofhillsborobeach.com

Responses must be received by:
March 23, 2012 at 12:00 P.M.
at the Office of the
Town Clerk, 1210 Hillsboro Mile, Hillsboro Beach, FL 33062

**Information Technology (IT) Management Services
RFP # 2012-01**

This is to confirm that I have read the proposal specifications and the proposal form. I understand the operational needs of the Town of Hillsboro Beach relative to provide IT management services.

I understand that this contract incorporates the entire proposal specification and proposal form and that I am authorized to make this commitment to these terms and conditions.

_____ Name	_____ Name
_____ Street	_____ Position
_____ City, State, Zip	_____ Signature
_____ Phone #/Fax #	_____ Date

Failure To Complete, Sign And Return This Form May Disqualify Response.

6.2. Indemnification and Insurance

INDEMNIFICATION

Successful Proposer shall indemnify, defend and hold harmless the Town and its officials, employees and agents (collectively referred to as "Indemnities") and each of them from and against all loss, cost, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or non-performance of the services contemplated by _____ which is or is alleged to be directly or indirectly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Successful Proposer or its employees, agents, or subcontractors (collectively referred to as "Proposer"), regardless of whether it is, or is alleged to be, caused in whole or part (whether joint, concurrent, or contributing) by any act, omission, default or negligence (whether active or passive) of the Indemnities, or any of them or (ii) the failure of the Successful Proposer to comply with any of the provisions in the Contract or the failure of the Successful Proposer to conform to statutes, ordinances or other regulations or requirements of any governmental authority, federal or state, in connection with the performance of the _____. Successful Proposer expressly agrees to indemnify and hold harmless the Indemnities, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Proposer, or any of its subcontractors, as provided above, for which the Successful Proposer's liability to such employee or former employee would otherwise be limited to payments under state Workers' Compensation or similar laws.

6.3. Proposer Background Information

This questionnaire is to be included with your Response. **Do not leave any questions unanswered.** When the question does not apply, write the word(s) "None", or "Not Applicable", as appropriate. Please print.

A. **ENTITY NAME:** _____

B. **Certification, if applicable:**

1. State Certification. _____
(attach copy with Response)

E. **EXPERIENCE:**

1. Number of Years Proposer has been in business: _____
2. Number of Years experience PROPOSER has had in operation of the type required by the specifications of the RFP: _____
3. Number of Years experience PROPOSER has had in operation of the type required by the specifications of the RFP: _____
4. Experience Record: List references who may be contacted to ascertain information on past and/or present contracts, work, jobs, that PROPOSER has performed of a type similar to that required by specifications of the Town's RFP:

Proposer Background Information form (page 2)

F. **REFERENCE:**

CITY/TOWN

DESCRIPTION OF JOB

_____	_____	_____
_____	_____	_____
_____	_____	_____

Contact Person: _____

Phone No: _____

CITY/TOWN

DESCRIPTION OF JOB

_____	_____	_____
_____	_____	_____
_____	_____	_____

Contact Person: _____

Phone No: _____

CITY/TOWN

DESCRIPTION OF JOB

_____	_____	_____
_____	_____	_____
_____	_____	_____

Contact Person: _____

Phone No: _____

**FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR
RESPONSE**

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