

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUALIFICATIONS
INSURANCE BROKER OF RECORD SERVICES

RFQ # 6120

DUE: MAY 15, 2015 @ 2:00 PM

1. GENERAL INFORMATION

1.1. INTRODUCTION

The Town of Trumbull (herein after referred to as "Town", or "Owner") is requesting qualification statements from qualified firms or individuals (herein after referred to as "firm", "responder", "Contractor", "Vendor", "Organization" or "Proposer" to provide the services of **INSURANCE BROKER OF RECORD SERVICES**. Proposals will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ). One or more individuals/firms may be selected to provide all or part of the requested services, or no one may be selected. If a Respondent is selected, the governing body may approve a resolution awarding a contract to the Respondent. Respondent will not be compensated by the Town for these services, it being the Town's understanding that any compensation the Respondent may receive under any contract issued pursuant to the issuance of this RFQ will be earned through commissions. The Town does not guarantee any minimum amount of compensation for the Respondent if awarded a contract pursuant to this RFQ. The Town does not guarantee that it will take action during the contract term that if taken would result in the Broker earning a commission. The Town intends to qualify person(s) and/or firm(s) that:

- possess the professional, financial and administrative capabilities to provide the proposed services; and
- Will agree to work under the compensation terms and conditions determined by the Town to provide the greatest benefit to the taxpayers of the Town of Trumbull.

1.2. ISSUING OFFICE

This RFQ is being issued by the Purchasing Department of the Town of Trumbull.

1.3. INQUIRIES

- a) Inquiries regarding this request may be directed to Ms. Maria Pires, Finance Director (203.452.5013) mpires@trumbull-ct.gov. All other general inquiries regarding this RFQ must be in writing and addressed to: Kevin J Bova, Purchasing Agent (203.452.5042) at the Purchasing Department, 5866 Main, Trumbull CT 06611.
- b) It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to final submission of a proposal. Any notice of addendum shall be published on the Town website – Purchasing Department "Bid Notices". Failure to submit a proposal that does not address changes or addendums may result in disqualification of a proposal.

1.4. INCURRING COST

The Town will not be held responsible for any costs incurred for work performed in the preparation and production of the proposal or for any work performed prior to the issuance of a contract.

1.5. REJECTION OF PROPOSAL

The Town reserves the right to reject any or all proposals in whole or in part or to waive any informality or technicality, irregularity or omissions if, in its judgment, the best interest of the Town is served.

1.6. **PROJECT TIMETABLE**

The proposed project schedule for this RFQ is as follows:

RFQ Published:	April 24, 2015
RFQ Questions Due (no later than):	May 1, 2015
RFQ Due:	May 15, 2015
RFQ Evaluation & Award:	END OF MAY (Estimated)

Please note that the above dates are estimated and are subject to change.

1.7. **PERTINENT DATE**

- a) **One (1) Original & Three (3)** copies of the proposal must be received no later than 2:00 PM (EST) on or before MAY 15, 2015. Proposals received later than the date and time specified will not be considered and will be returned unopened.
- b) Submittal packages must be in a sealed envelope and clearly marked:
TOWN OF TRUMBULL – INSURANCE BROKER OF RECORD – RFQ 6120
Kevin J Bova, Purchasing Agent
Town of Trumbull – Purchasing Department
5866 Main Street, Trumbull, CT 06611

1.8. **PROPRIETARY INFORMATION**

The Town will not disclose any portion of the proposals except to members of the Evaluation Team prior to contract award. The Town retains the right to disclose the name of the successful firm, the financial considerations, and any other information in the proposal that is pertinent to the selection of the Proposer.

1.9. **AVAILABILITY OF FUNDS**

Any contract award under this RFQ is contingent upon the availability of funds to the Town. In the event that funds are not available, any contract resulting from this RFQ will become void and of no force and effect.

1.10. **TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE CONTRACTING AGENCY**

- a) Performance under a contract resulting from this RFQ may be terminated by the Town whenever:
- b) The Firm, in the sole opinion of the TOWN, is in default of the performance of the contract and shall fail to correct such default within the period specified by the TOWN in a notice specifying default; or the TOWN shall determine that the termination is in its best interest.
- c) Termination will be effected by delivery to the Firm of a notice to terminate, stating the date upon which the termination becomes effective. Upon receipt of the notice to terminate, the Firm shall:
 - Prepare to stop all work by the termination date.
 - Meeting with the Town's representative to review work in progress to determine time critical tasks and to take such action as is necessary to protect the Town's rights.
 - Cooperate and participate when needed in the orderly transition of the work being performed by the Firm.

1.11. **AMBIGUITY IN THIS REQUEST FOR PROPOSAL**

Prior to submitting a response to this request, it is the responsibility of the Firm to bring to the attention of the Town any ambiguity in this document. Not to do so shall result in the Firm forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent Firm.

1.12. **OWNERSHIP INFORMATION**

The Town shall have unlimited right to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented, or furnished by the Firm under any contract resulting from this RFQ.

In the event of contract award, all data collected and other documentation produced as part of the contract will become the exclusive property of the Town and may not be copied or removed by any employee of the Firm without written permission of the Town.

1.13. NEGOTIATED CHANGES

In the event negotiated changes occur after the awarding of the contract, the same pricing policies called for in the original contract will remain in effect.

1.14. CONTRACT AGREEMENT

- a) If selected to provide services, the successful Respondent shall be required to execute a form contract, which may include indemnification, insurance, termination and licensing provisions.
- b) It must also be agreed and understood that the acceptance by the respondent of the final payment shall be considered a release in full of all claims against the Town of Trumbull arising out of, or by reason of, the work done and materials furnished under a Contract.

1.15. INSURANCE REQUIREMENTS

The Firm, upon the submission of a proposal shall deliver to the Town proof of professional liability insurance in the sum of three (\$3,000,000) million dollars issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

1.16. HOLD HARMLESS AGREEMENT

In addition to its obligation to provide insurance as specified above, the selected firm, its agents and assigns shall indemnify and hold harmless the Town of Trumbull including, but not limited to, its elected officials, its officers and agents from any and all claims made against the Town, including, but not limited to, damages, awards, costs and reasonable attorneys' fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by the selected firm during the performance of this Agreement or any other Agreement of the firm entered into reason thereof. The Town agrees to give the firm prompt notice of any such claim.

1.17 TOWN OPTIONS

- a) The Town reserves the right to reject any or all bids or proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) If a proposal does not meet or better the required specifications and requirements contained herein on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications and requirements.
- c) The Town reserves the sole and exclusive right to determine whether or not a proposal meets or exceeds the stated specifications.

1.18 AWARD AND AUTHORITY

- a) The requested services shall be awarded to the Proposer whose proposal is deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.
- b) The Town of Trumbull Purchasing Agent will issue notification of award in writing.

1.19 ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town.

1.20 CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an official, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall. Please disclose whether you have a contract to perform private work for any Town employee, Town official, elected or appointed, if said contract has a value of \$5,000 or more.

1.21 CANCELLATION OF AGREEMENT

The Town/Town reserves the right to cancel any contract/agreement, at any time, with sixty (60) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the BOE/Town for continuance of this agreement.
- The Town/Town, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

1.22 PERIOD OF SERVICES

July 1, 2015 through June 30, 2016.

1.23 CONTRACT PERIOD

A contract for INSURANCE BROKER OF RECORD SERVICES may be issued at any time during the Qualification Period for a period not to exceed a year.

1.24 GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications (RFQ):

- a) "Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.
- b) "Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Town) have satisfied the qualification criteria set forth in this RFQ.
- c) "RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

1.25 Conditions Applicable to RFQ.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- a) This document is an RFQ and does not constitute a Request for Proposals (RFP).
- b) This RFQ does not commit the Town to issue an RFQ nor to follow any other procurement or process for obtaining services.
- c) All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- d) The Town reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- e) The Town reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- f) The Town reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.

- g) All Qualification Statements shall become the property of the Town and will not be returned.
- h) All Qualification Statements will be made available to the public at the appropriate time, as determined by the Town (in the exercise of its sole discretion) in accordance with law.
- i) The Town may request Respondents to send representatives to the Town for interviews.

1.26 Rights of Town.

The Town reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- a) To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- b) To supplement, amend or otherwise modify the RFQ through issuance of addenda on the Town website.
- c) To waive any technical non-conformance with the terms of this RFQ.
- d) To change or alter the schedule for any events called for in this RFQ (upon the issuance of notice to all prospective Respondents, if prior to the date set for receipt of qualification statements who are known to have received a copy of this RFQ).
- e) To conduct investigations of any or all of the Respondents, as the Town deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- f) To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Town may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- g) A response to this RFQ is not considered to be a binding "bid". This RFQ does not guarantee that a contract for Services - INSURANCE BROKER OF RECORD SERVICES will be issued, or any set amount of compensation or limit on compensation if such a contract is issued. The Town of Trumbull disclaims any obligation to issue a contract pursuant to any compensation request contained in any Qualification Statement, even if a contract is issued in response to such Qualification Statement.
- h) The Town shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

2. SCOPE OF SERVICES

The Town seeks the services of a professional and experienced insurance broker ("Broker") that has expertise in the provision of services as described below and that demonstrate that they will have the continuing capabilities to perform these services as may be requested by the Town from time to time as follows:

- a) Manage, evaluate, and negotiate contracts for LAP on behalf of the Town;
- b) Prepare insurance applications as needed;
- c) Maintain a close working relationship with the administration of the Town.
- d) Assist the Town with risk management issues and ways to mitigate losses.
- e) Provide Insurance Brokerage Services of a specialized nature within the scope of Insurance Brokers expertise and professional qualifications shall include but not limited to:
 - LAP (Liability/Auto/Property)
 - Public Officials
 - Umbrella
 - School Leaders
 - And or Excess Workers Compensation (Self Insured Program)

3. SUBMISSION REQUIREMENTS

3.1 General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following information:

- a) An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
- b) An executed Letter of Qualification.
- c) Name, address and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.
- d) A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each Respondent, its ownership and its organizational structure.
 - Provide the names and business addresses of all Principals of the Respondent submitting the Qualification Statement. For purposes of this RFQ, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who has any operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm.
 - If a Respondent is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the Respondent submitting a Qualification Statement. Describe the approval process.
 - If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
 - A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- e) The number of years Respondent has been in business under the present name.
- f) The number of years Respondent has been under the current management.
- g) Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice or breach of contract. If yes, please explain.
- h) Whether the Respondent is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
- i) Confirm appropriate federal and state licenses to perform activities.
- j) An executed letter of intent.

3.3 Professional Information Requirements.

- a) Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - Description and scope of work by Respondent.
 - Name, address and contact information of reference to the RFQ.
 - Explanation of perceived relevance of the experience to the RFQ.
- b) Brief description of Respondent's relevant clients, including a listing of all municipal government or

- c) other public entity clients, during the last three (3) years.
- c) Resumes of key employees, and an indication of which employees would be directly working with the Town.
- d) A narrative statement of the Respondent's understanding of the Town's needs and goals.
- e) List all immediate relatives of Principal(s) of Respondent who are Town employees or elected officials of the Town. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.
- f) Limits of Malpractice/liability insurance coverage and name of insurance carrier.
- g) A listing of all other engagements where services of the type proposed was provided in the past five (5) years. This should include other municipal governments and other levels of government, including the Town of Trumbull. Contact information for the recipients of the similar services must be provided. The Town may obtain references from any of the parties listed.
- h) Demonstration of ability with appropriate personnel or other arrangements to perform the required tasks in a timely fashion, including the attendance at meetings, as necessary.
- i) A listing of all professional organization memberships.
- j) Demonstration of ability to properly perform insurance broker of record services.
- k) Respondents must list all cases where they have been adverse to the Town or in which they sued the Town or in which they represented a client that sued the Town in cases filed within the last five calendar years.
- l) A listing of all employment positions with the Town, its Boards, Agencies and subordinate entities, including salaried positions and/or professional service or other contracts of Respondent, stating the period of time and position held.

4. EVALUATION

The Town's objective in soliciting Qualification Statements is to enable the Town to select a Respondent that will provide high quality and cost effective services to the citizens of the Town of Trumbull. The Town will consider Qualification Statements only from Respondents that, in the Town's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Town in the manner described in this RFQ.

Qualification statements will be evaluated by the Town and Qualified Respondents will be selected based on the evaluation factors set forth below:

- a) Experience and reputation in the field;
- b) Knowledge of the Town and the subject matter of the pertinent contract;
- c) Availability to accommodate the required meetings of the Town ;
- d) Experience in the areas described in Section 2 of this RFQ;
- e) Pertinent government experience; and
- f) Other factors demonstrated to be in the best interests of the Town.

Each Qualification Statement must satisfy the objectives and requirements detailed in this RFQ. The Town will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in this RFQ.

Each Qualification Statement must satisfy the objectives and requirements detailed in this RFQ. Successful respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The Town reserves the right to:

- a) not select any of the Qualification Statements;
- b) award a contract for the requested services at any time within the qualification period;

Every Qualification Statement should be valid through the entire qualification period.

The Town shall not be obligated to explain the results of the evaluation process to any Respondent.

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUALIFICATIONS
INSURANCE BROKER OF RECORD SERVICES

RFQ # 6120

DUE: MAY 15, 2015 @ 2:00 PM

APPENDIX A

LETTER OF QUALIFICATION

(To be submitted on Respondent's Letterhead. NO MODIFICATIONS MAY BE MADE TO THIS LETTER)

Office of the Purchasing Agent
Trumbull Town Hall
5866 Main Street
Trumbull, Connecticut 06611

Dear Mr. Bova:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Town of Trumbull ("Town"), dated *(Insert Date)* in connection with the Town's need for services – **INSURANCE BROKER OF RECORD SERVICES** for the LAP, Public Officials, Umbrella, Schools Leaders and or Excess Workers Compensation (Self Insurance) .

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of *(Insert Name of Respondent)*

Chief Executive Officer Chief Financial Officer

Dated: _____ Dated: _____

Respondent shall sign and complete the spaces as provided above. If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant must execute this Letter of Qualification

TOWN OF TRUMBULL, CONNECTICUT
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APPENDIX B

LETTER OF INTENT

STATE OF CONNECTICUT
TOWN OF TRUMBULL ss:

I _____ certify that I am the _____

Of the firm of _____, the Respondent

Submitting Qualifications in response to a Request for same from the Town in regards to Services – INSURANCE BROKER OF RECORD SERVICES. I further certify that:

1. I executed said Proposal with full authority so to do; and
2. All statements contained in the Submission and in this affidavit are accurate, factual and complete, and made with full knowledge that the Town of Trumbull is relying upon the truth of the statements contained in the Submission and the statements contained in this affidavit in evaluating Respondent's Qualifications; and
3. Respondent has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project through participation with any other person, firm or party; and
4. Respondent agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the Town's procurement schedule;
5. Respondent acknowledges that all costs incurred by it in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results there from, shall be borne exclusively by the Respondent. In no event shall the Town have any liability to Respondent for any costs incurred by the Respondent for the Qualification Statement.
6. Respondent acknowledges and agrees that the Town may modify, amend, suspend and/or terminate the procurement process in its sole judgment.
7. Respondent is aware that any contract executed with respect to the services referred to in the RFQ must comply with the applicable affirmative action and similar laws, and agrees to take such actions as may be required to comply with such applicable laws in the event that a contract is formed.

We affirm that we Comply & have no conflict of interest as described in item 1.20 of this RFQ

(Signature of Respondent) _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF 20_____

NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL.

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUALIFICATIONS
INSURANCE BROKER OF RECORD SERVICES

RFQ # 6120

DUE: MAY 15, 2015 @ 2:00 PM

A. NON COLLUSION AFFIDAVIT

STATE OF NEW CONNECTICUT

TOWN OF TRUMBULL ss:

I certify that I am _____

Of the firm of _____

the Respondent submitting the Qualification Statement in response to the within Request for Qualifications, and that I executed said Qualification Statement with full authority so to do; that said Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with the within Request for Qualifications; and that all statements contained in the Respondent's Qualification Statement and in this affidavit are true and correct, and made with full knowledge that the Town of Trumbull will rely/relies upon the truth of the statements contained in said Qualification Statement and in the statements contained in this affidavit in awarding the contract(s) for the services sought in the within Request for Qualifications.

I further warrant that no person or selling agency has been employed to solicit or secure a contract for the services sought in the within Request for Qualification upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of the Respondent or as may be permitted by law.

(Signature of respondent) SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY OF 2010

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE) NOTARY PUBLIC OF MY COMMISSION EXPIRES:

20

NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL

B. PUBLIC DISCLOSURE INFORMATION

No corporation or partnership (general, limited or joint venture) shall be awarded for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

STOCKHOLDERS:

Name	Address	% owned

SIGNATURE: _____

TITLE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF 20
(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF MY COMMISSION EXPIRES: 20

NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL

REQUEST FOR QUALIFICATIONS
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DUE: MAY 15, 2015 @ 2:00 PM

The following Addenda have been received. The modifications to the Bid Documents noted therein have been Considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 2:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 3:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 4:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 5:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

