

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION

REQUEST FOR QUOTATION (RFQ)

INSTALLATION OF 3M SAFETY WINDOW FILM

RFQ: 5975 DUE: APRIL 4, 2013 AT 2:00PM

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed Quotations from qualified firms (hereinafter referred to as bidder, vendor, contractor, or firm) for the installation of 3M Ultra S600 Safety and Security Window Film at various school locations for the Trumbull Board of Education in accordance with the enclosed specifications.

1. **PREPARATION OF PROPOSALS**

Quotations shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit Quotation in a clear, concise and legible manner to permit proper evaluation of responsive Quotation.

Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements of this bid request.

2. **BID SUBMISSION**

a) Quotations are to be submitted in and sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – Bid 5975 - Due: April 4, 2013
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

b) Please be advised that the person signing the formal proposal must be authorized by your FIRM to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

c) No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to the Quotation may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of Quotation, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all Quotation, and to waive any or all formalities in connection therewith.

3. **BID TIME**

a) Quotations shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.

b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. **TOWN OPTIONS**

a) The Town reserves the right to reject any or all Quotation 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 your proposal does not meet or better the required specifications on all points, which must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.

c) The Town of Trumbull-Board of Education reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications.

5. **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. **INQUIRIES**

a) All inquiries regarding this request shall be answered up to close of business (5:00 PM) March 29, 2013 after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to Stephen Kennedy (203-452-4306)

- Plant Operations, Trumbull Board of Education KennedyS@trumbullps.org . All other questions may be directed to Robert J. Chimini, Purchasing Agent (203.452.5042) rchimini@trumbull-ct.gov .
- b) Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.
 - c) It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. All addendums shall be posted on the Town Website in the Purchasing Department section (Bid Invitations). Failure to submit a bid or proposal that does not address any changes or addendums may result in a disqualification of a bid submission.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent or Board of Education will issue notification of award in writing.

8. **PRICING**

All prices quoted are to be firm for a period of ninety (90) days following bid opening. **Special Consideration will be given to responses that can expedite the work.** The Town is always interested in any and all cost reduction opportunities.

9. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, 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 of Trumbull.

10. **HOLD HARMLESS CLAUSE**

Bidder agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

11. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. Additional regulations and/or standards as listed in the specifications shall apply.

12. **WARRANTIES**

A copy of all applicable warranties must be submitted in full detail. A Minimum 10 year warranty from the vendor and manufacturer is required for this project.

13. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, 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.

14. **DELIVERY**

Installation shall be scheduled with the BOE Plant Operations Department. All work must be done in a manner that will not interfere with student work or the safety of the building occupants. All bidders should include the cost of any work that may be disruptive to the school and may need to be performed off-hours (weekends, evening).

15. **INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability	\$1,000,000	\$1,000,000	\$1,000,000
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees that fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the BOE Plant Operations Office.

18. SPECIFICATIONS –

- a) Each Bidder will be held responsible to have studied the Specifications, visit the sites (if necessary), regarding the proposed work, satisfied itself regarding all existing conditions and measurements, and to have included in the proposal an amount sufficient to cover all work.
- b) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the Town at once. The Town may then, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of Specifications.
- c) The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall acknowledge receipt of same on the blank provided therefore. It is the bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this bid.
- d) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

19. Site Visitation and Inspection of Existing Conditions

All bidders must visit the sites and inspect the existing conditions. Site visits can be arranged by calling the BOE Plant Operations office at 203-452-4306.

20. REFERENCES

The Town may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. Bidders shall submit at least five (5) references for previous similar service as requested herein. If the Town is not satisfied that the bidder is properly qualified, the Town reserves the right to reject the proposal of said proposer.

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BID SPECIFICATIONS AND GENERAL REQUIREMENTS

There are thirteen (13) building locations where film is to be installed. The film, in general, is to be installed at the front entrances of each building and at the main office locations. Diagrams of each building have been attached to the bid with specific locations.

Film will be installed on all glass in the doors and transoms in these locations up to the height of the doors (glass above door height is not included). It is **up to each bidder to visit the locations and measure the window sizes.**

Vendors can visit these sites independently once setting up a general appointment by calling the BOE Plant Operations office, 203-452-4306. When visiting each school location, vendors MUST check in at the main office of each school to announce their presence.

In addition to the detailed specifications below, all vendors must comply with the following:

- Installer must be 3M licensed and certified for installation of 3M film
- Must have been in business a minimum of 10 years
- Lead installer must have a minimum of seven (7) years of experience
- Bidder must have at least ten (10) references for film installation work using 3M products, three (3) of which must be from jobs in CT, and at least one of which must be a school reference
- Vendor and manufacturer must warrant the film against crazing, peeling, and cracking for a period of 10 years after installation.
- All work must be performed in a professional manner.
- Workers will be required to check –in at each building and must wear an ID at all times.
- Workers shall not fraternize with the students.
- The film will be fitted and bonded securely to the surface by factory trained professional window film installers. **Upon completion, the film will be an integral part of the window.**
- The bidder is responsible for cleaning and preparing the window surface prior to installation.
- Work site will be left clean and all scrap and rubbish from installation removed at the end of each day or installation.

BOARD OF EDUCATION

REQUEST FOR QUOTATION (RFQ) INSTALLATION OF 3M SAFETY WINDOW FILM

RFQ: 5975 DUE: APRIL 4, 2013 AT 2:00PM

3M ULTRA S600 SAFETY AND SECURITY WINDOW FILM MATERIAL AND INSTALLATION SPECIFICATIONS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Safety and security films.

1.2 RELATED SECTIONS

- A. Section 08500 - Windows; windows to receive architectural window film.
- B. Section 08600 - Skylights; glass skylights to receive architectural window film
- C. Section 08800 - Glazing; general glazing applications to receive architectural window film.
- D. Section 08900 - Glazed Curtain Walls; curtain walls to receive architectural window film.

1.3 REFERENCES

- A. ASHRAE - American Society for Heating, Refrigeration, and Air Conditioning Engineers; Handbook of Fundamentals.
- B. STM International (ASTM):
 - 1. ASTM D 882 - Standard Test Method for Tensile Properties of Thin Plastic Sheeting.
 - 2. ASTM D 1004 - Standard Test Method for Tear Resistance (Graves Tear) of Plastic Film and Sheeting.
 - 3. ASTM D 1044 - Standard Method of Test for Resistance of Transparent Plastics to Surface Abrasion (Taber Abrader Test).
 - 4. ASTM D 2582 - Standard Test Method for Puncture-Propagation Tear Resistance of Plastic Film and Thin Sheeting.
 - 5. ASTM D 4830 - Standard Test Methods for Characterizing Thermoplastic Fabrics Used in Roofing and Waterproofing.
 - 6. ASTM E 84 - Standard Method of Test for Surface Burning Characteristics of Building Materials.
 - 7. ASTM E 308 - Standard Recommended Practice for Spectrophotometry and Description of Color in CIE 1931 System.
 - 8. ASTM E 903 - Standard Methods of Test for Solar Absorbance, Reflectance and Transmittance of Materials Using Integrating Spheres.
 - 9. ASTM E 1886 - Standard Test Method for Performance of Exterior Windows, Curtain Walls, Doors, and Impact Protective Systems Impacted by Missile(s) and Exposed to Cyclic Pressure Differentials.
 - 10. ASTM E 1996 - Standard Specification for Performance of Exterior Windows, Curtain Walls, Doors and Impact Protective Systems Impacted by Windborne Debris in Hurricanes.
- C. Window 5.2 - A Computer Tool for Analyzing Window Thermal Performance; Lawrence Berkeley Laboratory.
- D. ANSI Z97.1 - American National Standard for Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test.
- E. Consumer Products Safety Commission 16 CFR, Part 1201 - Safety Standard for Architectural Glazing Materials.
- F. GSA Standard Test for Glazing and Glazing Systems Subject to Airblast Loadings.
- G. ISO 16933, International Standard for Glass in Building: Explosion-resistant security glazing - Test and classification for arena air-blast testing.
- H. Underwriters Laboratories Inc. (UL): UL 972 - Burglary Resisting Glazing Material.

1.4 PERFORMANCE REQUIREMENTS

- A. Fire Performance: Surface burning characteristics when tested in accordance ASTM E 84:
1. Flame Spread: 25, maximum.
 2. Smoke Developed: 450, maximum.
- B. Abrasion Resistance: Film must have a surface coating that is resistant to abrasion such that, less than 5 percent increase of transmitted light haze will result in accordance with ASTM D 1044 using 50 cycles, 500 grams weight, and the CS10F Calbrase Wheel.

1.5 SUBMITTALS

- A. Submit under provisions of Section 01300.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
1. Preparation instructions and recommendations.
 2. Storage and handling requirements and recommendations.
 3. Installation methods.
- C. Selection Samples: For each film specified, submit film samples representing manufacturer's film type for the project.
- D. Verification Samples: For each film specified, two samples representing film color and pattern.
- E. Performance Submittals: Provide laboratory data of emissivity and calculated window U-Factors for various outdoor temperatures based upon established calculation procedure defined by the ASHRAE Handbook of Fundamentals, Chapter 29, or Lawrence Berkeley Laboratory Window 5.2 Computer Program.

1.6 QUALITY ASSURANCE

- A. Manufacturer Qualifications: All primary products specified in this section will be supplied by a single manufacturer with a minimum of ten years experience.
- B. Installer Qualifications: All products listed in this section are to be installed by a single installer with a minimum of five years demonstrated experience in installing products of the same type and scope as specified.
1. Provide documentation that the installer is authorized by the Manufacturer to perform Work specified in this section.
 2. Provide a commercial building reference list of 5 properties where the installer has applied window film. This list will include the following information:
 - a. Name of building.
 - b. The name and telephone number of a management contact.
 - c. Type of glass.
 - d. Type of film.
 - e. Amount of film installed.
 - f. Date of completion.
 3. Provide a Glass Stress Analysis of the existing glass and proposed glass/film combination as recommended by the film manufacturer.
 4. Provide an application analysis to determine available energy cost reduction and savings.
- C. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.
1. Finish areas designated by Architect.
 2. Do not proceed with remaining work until workmanship, color, and sheen are approved by Architect.
 3. Refinish mock-up area as required to produce acceptable work.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Store products in manufacturer's unopened packaging until ready for installation.
- B. Store and dispose of hazardous materials, and materials contaminated by hazardous materials, in accordance with requirements of local authorities having jurisdiction.

1.8 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by

manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

1.9 WARRANTY

A. At project closeout, provide to Owner or Owners Representative an executed current copy of the manufacturer's standard limited warranty against manufacturing defect, outlining its terms, conditions, and exclusions from coverage.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Acceptable Manufacturer: 3M Window Film, which is located at: 3M Center Bldg. 0235-02-S-27; St. Paul, MN 55144-1000; Toll Free Tel: 800-480-1704; Tel: 651-733-2222; Fax: 651-737-3446; Email: pneumann@mmm.com; Web: www.3m.com/windowfilm

B. No substitutions.

2.2 CLEAR MICROLAYERED SAFETY AND SECURITY WINDOW FILM

A. Clear Microlayered Safety and Security Window Film: 3M Ultra S600 Safety and Security Window Film. Optically clear micro-layered polyester film, with a durable acrylic abrasion resistant coating over one surface and a pressure sensitive adhesive on the other. The film is clear and will not contain dyed polyester. Film contains at least forty-two micro-layers.

1. Physical / Mechanical Performance Properties:

a. Film Color: Clear.

b. Thickness: Nominal 6.0 mils (0.15 mm), comprised of 42 micro-layers. c. Tensile Strength (ASTM D 882): 30,000 psi.

d. Break Strength (ASTM D 882) (Per Inch Width): 180 lbs. e. Tear Resistance (ASTM D 1004): Greater than 1,150 lbs.

f. Puncture Propagation Tear (ASTM D 2582): 19.2 lbs.

g. Young's Modulus (ASTM D 882): 500 kpsi nominal.

2. Uniformity: No noticeable pin holes, streaks, thin spots, scratches, banding or other optical defects.

3. Variation in Total Transmission Across the Width: Less than 2 percent over the average at any portion along the length.

4. Identification: Labeled as to Manufacturer as listed in this Section.

5. Solar Performance Properties: Film applied to 1/4 Inch (6.4 mm) thick clear glass.

a. Visible Light Transmission (ASTM E 903): 84 percent.

b. Visible Reflection (ASTM E 903): Not more than 10 percent. c. Ultraviolet Transmission (ASTM E 903): Less than 1 percent.

d. Solar Heat Gain Coefficient (ASTM E 903): 0.78.

6. Impact Resistance for Safety Glazing: Tested on 1/4 inch (6.4 mm) annealed glass.

a. Safety Rating (CPSC 16 CFR, Part 1201): Category II (400 ft.-lbs).

b. Safety Rating (ANSI Z97.1): Class A, Unlimited Size.

7. Windstorm Protection: Film shall pass impact of Medium Large Missile "C" and withstand subsequent pressure cycling (per ASTMs E 1996 and E 1886) at 50 psf Design Pressure with use of 3M Impact Protection Adhesive or 3M Impact Protection Profile attachment system.

8. Bomb Blast Mitigation: Independent testing with results from high explosive arena blast testing.

a. GSA Rating with minimum blast pressure and impulse of 14 psi and 60 psi.msec, respectively: "2" (No Hazard / Very High Protection).

b. GSA Rating with minimum blast pressure and impulse of 10 psi and 89 psi.msec, respectively: "3B" (Low Hazard / High Protection).

PART 3 EXECUTION

3.1 EXAMINATION

A. If preparation of glass surfaces is the responsibility of another installer, notify Architect in writing of deviations from manufacturer's recommended installation tolerances and conditions.

1. Glass surfaces receiving new film should first be examined to verify that they are free from defects and imperfections, which will affect the final appearance:

B. Do not proceed with installation until glass surfaces have been properly prepared and deviations from manufacturer's recommended tolerances are corrected. Prepare surfaces using the methods recommended by the manufacturer for

achieving the best result under the project conditions.

C. Commencement of installation constitutes acceptance of conditions.

3.2 PREPARATION

A. Clean surfaces thoroughly prior to installation.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.3 INSTALLATION

A. Install in accordance with manufacturer's instructions.

B. Cut film edges neatly and square at a uniform distance of 1/8 inch (3 mm) to 1/16 inch (1.5 mm) of window sealant. Use new blade tips after 3 to 4 cuts.

C. Spray the slip solution, composed of one capful of baby shampoo or dishwashing liquid to 1 gallon of water, on window glass and adhesive to facilitate proper positioning of film.

D. Apply film to glass and lightly spray film with slip solution.

E. Squeegee from top to bottom of window. Spray slip solution to film and squeegee a second time.

F. Bump film edge with lint-free towel wrapped around edge of a 5-way tool.

G. Upon completion of film application, allow 30 days for moisture from film installation to dry thoroughly, and to allow film to dry flat with no moisture dimples when viewed under normal viewing conditions.

3.4 CLEANING AND PROTECTION

A. Remove left over material and debris from Work area. Use necessary means to protect film before, during, and after installation.

B. Touch-up, repair or replace damaged products before Substantial Completion.

C. After application of film, wash film using common window cleaning solutions, including ammonia solutions, 30 days after application. Do not use abrasive type cleaning agents and bristle brushes to avoid scratching film. Use synthetic sponges or soft cloths.

BOARD OF EDUCATION

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SCHOOL LOCATIONS

School Adresses are as follows:

Booth Hill School, 545 Booth Hill Rd., Trumbull, CT

Daniels Farm School, 710 Daniels Farm Rd., Trumbull, CT

Jane Ryan School, 190 Park Lane, Trumbull, CT

Frenchtown School, 30 Frenchtown Rd., Trumbull,CT

Middlebrook School, 220 Middlebrooks Avenue, Trumbull, CT

Trumbull Early Childhood Education Center, 240 Middlebrooks Avenue, Trumbull, CT

Tashua School, 401 Stonehouse Rd., Trumbull, CT

Hillcrest Middle School, 530 Daniels Farm Rd., Trumbull, CT

Madison Middle School, 4630 Madison Avenue, Trumbull, Ct

REACH Building (on Madison Middle School campus), 4630 Madison Avenue, Trumbull, Ct

Trumbull High School, 72 Strobel Rd., Trumbull, Ct

Trumbull Regional Agriscience Center, 536 Daniels Farm Rd., Trumbull, Ct

Long Hill Administration Building, 6254 Main Street, Trumbull, Ct

CONTACT STEVE KENNEDY, SUPERVISOR OF PLANT OPERATIONS - (203) 452-4306 – AT THE TRUMBULL BOARD OF EDUCATION OR ROBERT CHIMINI, PURCHASING AGENT - (203)452-5042 - FOR FURTHER DETAILS OF SITE LOCATIONS ASSOCIATED WITH THIS REQUEST.

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BID PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions **to the specifications requested are clearly and completely noted.** Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request. This proposal is submitted in full compliance with all Specifications and General Terms and Conditions except as noted below under exceptions. **TOTAL PROPOSED: Includes all labor, materials, and equipment as specified herein.**

LOCATION	PRICE FOR ALL LABOR AND MATERIALS
Booth Hill School	\$
Daniels Farm School	\$
Jane Ryan School	\$
Frenchtown School	\$
Middlebrook School	\$
Trumbull Early Childhood Education Center	\$
Tashua School	\$
Hillcrest Middle School	\$
Madison Middle School	\$
REACH Building	\$
Trumbull High School	\$
Trumbull Regional Agriscience Center	\$
Long Hill Administration Building	\$
TOTAL ALL LOCATIONS:	\$

Work, as proposed above shall commence work _____ calendar days after receipt of "Notice to Proceed" or Purchase Order and shall be completed within _____ calendar days thereafter. This quotation is to remain firm for _____ DAYS

 Company Name

 By (Signature)

 Address

 Print Name

 City, State, Zip code

 Title

 Phone /Fax

 email

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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): _____