



REQUEST FOR BID

KENILWORTH ASSEMBLY HALL LIGHTING RENOVATION

KENILWORTH PARK DISTRICT (OWNER)

Kenilworth Assembly Hall 410 Kenilworth Avenue
Kenilworth, Illinois 60043

PARK DISTRICT CONTACT

JOHNATHAN KIWALA | EXECUTIVE DIRECTOR
410 KENILWORTH AVE.
KENILWORTH, IL 60043
PHONE | 847-251-1691
EMAIL | JKIWALA@KPDISTRICT.ORG

SECTION 1 ADVERTISEMENT FOR BID

1.1 LEGAL NOTICE

NOTICE is hereby given that the Kenilworth District [the "District"] is accepting sealed bids for the Kenilworth Assembly Hall Lighting Renovation Project. Instructions to Bidders, Specifications and other documents relevant to the scope and terms of the Bid may be obtained from The Kenilworth Park District main office, 410 Kenilworth Ave. Kenilworth, IL 60043 Monday through Friday from 9:00 a.m. until 4:00 p.m. starting on Monday, August 5, 2019.

Bids will be opened and read aloud on September 30, 2019 at 1:00 pm at the Kenilworth Assembly Hall located at 410 Kenilworth Avenue, Kenilworth, IL 60043.

No bids will be withdrawn without the written consent of the District. If a Bid is withdrawn, the Bidder will not be permitted to submit another Bid for the same project. Only bids in compliance with the provisions of the Bid Documents will be considered. Bids considered firm for a period of ninety (90) days. The District reserves the right to reject any or all bids or portions of bids/portions of work and to waive any technicalities in the bidding if it should be deemed in the public interest.

Bids shall not include federal excise tax or state tax. An exemption certificate will be furnished on request of the bidder. If you have any questions contact Johnathan Kiwala, jkiwala@kpdistrict.org.

SECTION 2 INSTRUCTION TO BIDDERS

2.1 INVITATION TO BID

The Bid may be awarded by the Board of Commissioners at a future Park Board Meeting.

Plans, specifications, and bidding documents are available to anyone who requests them via e-mail. Requests can be made to Johnathan Kiwala at jkiwala@kpdistrict.org. Physical copies of bidding documents can be made available upon a request in the same manner. Full-scale plotting of plans and specifications will carry a \$50.00 charge, be requested via e-mail to jkiwala@kpdistrict.org, and be picked up at the Kenilworth Park District Main office at 410 Kenilworth Ave. Kenilworth, IL 60043.

Plans and specifications will be available beginning Monday, August 5, 2019 at 8:00AM.

Proposals are to be enclosed in a sealed envelope addressed to:
Kenilworth Park District, 410 Kenilworth Avenue, Kenilworth, IL 60043, Attention:
Johnathan Kiwala and marked on the outside "**SEALED BID:" KENILWORTH
ASSEMBLY HALL LIGHTING RENOVATION PROJECT**"

The Kenilworth Park District Board of Commissioners reserves the right to waive any irregularities and to accept or reject any proposal.

2.2 BID Q&A & WALKTHROUGH, DUE DATE AND OPENING:

Bid Q&A and Walkthrough – MANDATORY:

Date and Time:

***August 21, 2019 at 1:00PM**

Location:

Kenilworth Park
District Assembly Hall
410 Kenilworth Avenue
Kenilworth, IL 60043

SEALED BIDS DUE BY:

Date and Time

***SEPTEMBER 27, 2019 at 4:00PM**

BID OPENING:

Date and Time:

***SEPTEMBER 30, 2019 at 1:00PM**

Location:

Kenilworth Park
District Assembly Hall
410 Kenilworth Avenue
Kenilworth, IL 60043

2.3 BID DOCUMENT DEADLINE:

Please submit all sealed bid documents no later than September 27, 2019 at 4:00 pm.

Kenilworth Park
District Assembly Hall
410 Kenilworth Avenue
Kenilworth, IL 60043

All documents include your signed Bid Notice, Instructions to Bidders, Invitation to Bid, Performance Specifications, Prevailing Wage Statement, Insurance Requirements, Statement verifying all employees of contractor are able to work in the United States, Cover Letter, Bid Information Form, Agreement, Schedule of Values, Sexual Harassment Form, Illinois Drug Free Workplace Form, Bid Rigging/Anti-Collusion Affidavit, Equal Opportunity and General Policies Form, General Law Compliance Form, Project References Form, Addenda (if any) in a sealed envelope. These forms must be filled out, signed, and returned in a sealed envelope, or your bid will not be considered

SECTION 3

GENERAL INSTRUCTIONS

PREPARATION OF BIDS

Each bid shall be submitted on the Bid Form furnished in these documents. All bids must be written in black ink or typewritten, and signed with the legal signature of the Bidder, in a sealed envelope. The envelope must also contain the name and address of the Bidder. The Bidder must ensure that the “sealed bid” envelope is properly identified. The District will not be responsible for the premature opening of bid envelopes that are not properly marked. Any bids opened prior to the scheduled bid opening due to the Bidder’s failure to properly mark the envelope in accordance with this section shall be deemed non- responsive and not considered.

Before submitting a proposal, each Bidder shall examine carefully all documents pertaining to the work and visit the sites to verify conditions under which work will be performed.

Submission of a bid will be considered presumptive evidence that the Bidder has visited the sites and is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State or Local Codes, the state of Labor and Material Markets, and has made due allowance in his bid for all contingencies. Include in bid all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes, insurance and contingencies, with overhead and profit necessary to produce a complete project, or to complete those portions of the work covered by the Specifications on which proposal is made including all trades, without further cost to the Owner. Obtain all permits and arrange for all inspections. Pay all fees and costs incurred.

No compensation will be allowed by reason of any difficulties, which the Bidder could have discovered, or reasonably known prior to bidding.

All proposals must be made upon the Bid Form furnished by the Owner, attached hereto, and should give the amounts bid for work, in numbers, and must be signed and acknowledged by the contractor.

The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the bid.

Modifications of bids already submitted will be considered if received at the office designated in the Invitation to Bid by the time set for opening of bids. Unless called for, alternate bids will not be considered.

3.1 REQUIRED BID PROPOSAL DOCUMENTS

The following items are to be returned as your completed Bid Proposal:

- Request for Bid and Bid Instructions therein
- Plans and Specifications prepared by Northwest Design and Specification 11/16/18.
- AIA A105 together with General and Supplementary Conditions (Appendix B)
- Appendices A-H

- Architect Bid Form
- Schedule of Values

3.2 INSPECTION TOUR OF ASSEMBLY HALL - MANDATORY

Bidders should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or the cost thereof. Failure to do so will not relieve Bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work. In addition, the maps and information provided in the bid specifications are estimates of boundaries, acres, etc. It is the sole responsibility of the bidders to make sure all information is accurate.

3.3 QUALIFICATIONS OF BIDDER

The District may take action deemed necessary to investigate the qualifications of each bidder. Each bidder shall complete the project reference form in these Bid Documents and submit such form with the Bid Form. The District reserves the right to qualify or disqualify bidders as a result of lack of similar project experience and/or any other information obtained from the project reference form. Potential bidders must provide references from five (5) successful projects with similar scope and magnitude. Bidders must also demonstrate that they have sufficient resources (i.e. capital, laborers, sub- contractors, etc.) to accomplish all tasks required.

Bids and modifications or withdrawals thereof received at the office designated in the Invitation to Bid after the exact time set for opening of bids will not be considered. Bids maybe withdrawn by written request received from Bidders prior to the time set for opening of bids.

3.4 TAX EXEMPTION

The District is not subject to Federal Excise Tax or Illinois Retailers Occupation Tax. An exemption certificate will be furnished on request of the bidder.

3.5 COMPLETION DATE

Bidder shall complete the services within the timeline set forth in the Specifications. Failure of the Bidder to complete these services in accordance with the Specifications shall constitute a breach of the Contract.

3.6 ADDENDA AND INTERPRETATION

All interpretations and requests for interpretations of the Bid Documents must be made in writing. Any addenda shall become part of the Contract Documents.

3.7 AWARD SELECTION

Bids will be awarded to the lowest responsible bidder complying with the Conditions and the Specifications presented them. Although price is a major consideration in the award of bids, the District does not award on price alone. The District also considers the quality of the product, as judged by the District, terms of delivery, serviceability and any and all other factors as permitted by law.

No bids may be withdrawn after the official opening date. All bids submitted must be valid for a minimum of ninety (90) days after the date set for the bid opening. Bids are submitted to the District Board for approval at a regular scheduled meeting.

3.8 CONTRACT

The Bidder to whom the Contract is awarded is required to enter into a contract, with the District, substantially in the same form as the Agreement contained in these Bid Documents.

3.9 COMPLIANCE WITH LAWS

All labor and materials provided under this bid must comply with all federal, state, county and local laws, ordinances, rules and regulations and orders that in any manner affect the service contained herein. Additional certifications, attached as addenda, will be required in the event federal or state funds are used to fund this contract. Lack of knowledge on the part of the Bidder will in no way be cause for release of obligation. The Bidder shall, at its sole cost and obligation, be responsible for obtaining all permits required to perform its duties under the Contract. The District reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary if the District becomes aware of a violation of any laws on the part of the Bidder.

3.10 PREVAILING WAGE ACT

In calculating its bid hereunder, Contractor is advised that the Illinois Department of Labor has concluded that the Illinois Prevailing Wage Act does not apply to mowing services or pure landscape maintenance services like weeding; however, it is possible that the Department of Labor may subsequently determine that the Act applies to the work set forth hereunder and to the Contractor. Accordingly, to the extent that the Act applies, Contractor shall comply with the provisions of the Act. Failure of Contractor to comply with the Act, including, but not limited to the inspection of records, and any rules or regulations promulgated by the State of Illinois about the Act, can result in the cancellation of the Contract. Contractor expressly waives any right for recovering damages due to such Contract cancellation. Contractor's bonds shall include such provision and will guarantee the faithful performance of such prevailing wage clause as provided by this contract. Contractor shall maintain accurate records of the names, occupations, and wages paid to each laborer, worker, and mechanic employed in connection with the work and either file certified payroll, as required by the Act, or a letter setting forth the reasons for why Contractor is excused from having to file certified payroll with the District. Contractor is to check the Department of Labor website found at <https://www.illinois.gov/idol/laws-rules/conmed/pages/prevailing-wage-rates.aspx> for any changes to the Act or applicable rates.

3.11 FAIR EMPLOYMENT

Bidder's signature on the Bid Form will be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to wages of laborers, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said

acts are herein incorporated by reference and become a part of this Proposal and Specifications

3.12 EQUAL OPPORTUNITY

In connection with the performance of work under this contract, the Bidder agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. The Bidder further agrees to take affirmative action to ensure Equal Employment Opportunities. The Bidders agree to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Equal Opportunity Clause.

3.13 DRUG FREE WORKPLACE ACT

At the time of contract, the Contractor will make certification required in the Contract and will comply with all provisions of the Drug Free Workplace Act that are applicable to the Company. False certification or violation of the requirements of the Drug Free Workplace Act may result in sanctions including but not limited to suspension of the Contract with the District, termination of the Contract and debarment of contracting with the District for at least one (1) year but not more than five (5) years.

3.14 HAZARD COMMUNICATION

All on-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working for the District. Upon request, this information is made available to the contractors and their subcontractors by the Park Manager. It is the contractors and subcontractor's responsibility to train their own employees on Hazardous Communications. It is the responsibility of the contractor to inform the District of any hazardous substances brought and stored on District property. The contractor must also provide a Safety Data sheet for such chemicals.

3.15 WARRANTY/GUARANTEE

The Bidder warrants to the District that the labor and materials furnished under the Contract will be of good quality and new unless otherwise required or permitted under the Specifications, that the work and materials will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the Specifications. Work and materials not conforming to the Specifications, including substitutions not properly approved and authorized, may be considered defective and will be rejected by the District. This warranty excludes remedy for damage or defect caused by abuse, modifications, not executed by the Bidder, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage.

3.16 NON-BARRED BIDDING

The Bidder must certify that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid-rigging or bid rotating by executing the included certification.

3.17 ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)

Contractor understands that amendments to the Illinois Freedom of Information Act (P.A. 96-0542), which took effect January 1, 2010, requires the Contractor to produce to the Requester any of its company records and documents which are in any way related to the performance of services under this agreement and not exempt from disclosure within five

(5) business days of the Kenilworth Park District's receipt of a request for said records. Accordingly, the Contractor agrees to be bound by the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), and agrees to deliver to the District all records in its possession relating to this agreement within three (3) business days of a request by the District for said records. Contractor agrees to reimburse the District any fees, fines, or costs incurred by or assessed against the District for its failure to deliver requested records in the possession of the Contractor, and which the Contractor failed to deliver to the District within three (3) business days of its receipt of a request from the District to do so. An e-mail request for records and documents will be considered received by the Contractor on the day sent. The Contractor shall not be entitled to receive any wages, fees, or costs of any kind from the District for the production of documents and records in response to a Freedom of Information Act request.

SECTION 4 TERMS AND CONDITIONS

4.1 SCOPE

Bid items shall be delivered to the District in accordance with the following specifications.

Any alterations or modifications of the work herein specified shall be made only by written agreement between the Bidder and the Park District and shall be made prior to commencement of any such alterations or modifications. No claims for any extra work or materials will be allowed unless covered by written agreement.

****Work shall be scheduled to begin January 6, 2020 and to end on January 18, 2020 due to existing rentals scheduled within the Kenilworth Assembly Hall building.**

Floor Protection

All phases shall include the installation of floor protection on all historic flooring. Use of felt padding (on bottom), ram boards, and plastic is required on all floors within the building that will be trafficked due to new construction. Any damage to flooring shall carry a fine up to (but not limited to) \$100,000.00.

For Historic Exposed Ceilings

1. Remove existing exposed conduit and raceway.
2. Wiremold raceway and exposed conduit should be coordinated with designer to provide an un-obtrusive installation.
3. Data, LV Power, and 120V wiring can and should be combined raceway, providing

600V insulation rating is maintained for all conductors per NEC 2005.

4. Recommend combination of wiremold raceway & EMT to be installed behind beams wherever possible for hidden aesthetic.
5. Exposed raceway to be painted to match ceiling color.
6. Bidding shall be specified for each phase.
7. Phase 4 shall be bid separately and is an optional addition for the Kenilworth Park District.

Phase 1 Scope- Decorative and Ceiling Clean Up

***Work to begin promptly on January 6, 2020**

- Disconnect electrically and remove (4) existing chandeliers
- Disconnect electrically and remove (6) pendants
- Extend, or install new as needed, conduit & wiring for the (4) new chandeliers, including additional control wiring
- Install (4) new chandeliers
- Remove and rework existing electrical conduit and wiring to make it more aesthetic where possible and eliminate any unused conduit, wiring, boxes, and fixtures
- Cover or re-route existing low voltage cabling where possible and practical
- Disconnect electrically and remove existing sconce fixtures
 - Plaster work and painting will be necessary to repair any existing holes/damage
 - Painting color shall be an exact match to the area where the work has been performed
- Relocate fixtures boxes & wiring to new sconce locations, provide additional control wiring to the sconces and install the new sconces
 - Plaster work and painting will be necessary to repair any existing holes/damage
 - Painting color shall be an exact match to the area where the work has been performed

Phase 2 Scope – Architectural Lighting and Controls

- Install led lighting in Main Room Stair risers with remote EcoSystem Bus.
- Relocate fixtures boxes & wiring to new architectural cylinder locations; provide additional control wiring to the sconces and install the architectural cylinder locations.
- Pre-wire for future lighting in stairwell near kitchen with Lutron EcoSystem Bus.
- Pre-wire for future cove lighting behind stage with Lutron EcoSystem Bus.
- Install Lutron equipment and controls and provide programming.
- Install emergency-exit lights per plan.

Phase 3 Scope- Entry Foyer

- Disconnect electrically and remove existing electrical above the slat ceiling.
- Install recessed lighting per plan, including power and control wiring.
- Install emergency-exit lights per plan.
- Install Lutron equipment and controls and provide programming.
- Install framing and new drywall ceiling, tape, and mudding, sanding, and finishing.
 - Mud in newly installed fixtures.

Phase 4 Scope- Cove Lighting

*This Phase shall be bid as an optional addition to phase 1-3. Pricing for phase 4 shall be provided separate from phases 1-3.

* Work to be completed for phases 1-4 on January 18, 2020.

- Disconnect electrically and remove existing lighting as needed.
- Extend or install new conduit, junction boxes, & wiring as needed for the LED lighting.
- Install LED lighting at walls, beams, and coves.
- Install Lutron equipment and controls and provide programming.

4.2 CONTRACT

Successful bidder shall enter into the A105 Agreement, together with the General and Supplementary Conditions thereto, all of which are attached hereto.

4.3 PENALTIES

The Kenilworth Assembly Hall serves as a banquet and rental facility to outside renters. Several weddings and special events are scheduled to take place within the facility up to two year in advance. As such, the successful bidder shall adhere to the installation schedule as provided. Work shall begin promptly on January 6, 2020 and end on January 18, 2020. Should the successful bidder fail to meet the provided timeline, a \$5,000 per day fee will be assessed to the bidder beginning January 19, 2020. The fee will compound daily until all work has been finished.

**APPENDIX A BIDDER
INFORMATION**

Company Name:

Address:

City/State/Zip:

Telephone: _____ Fax: _____

Email:

Bidder's Printed Name:

Bidder's Title:

Bidder's Signature:

**APPENDIX B
AGREEMENT (SIGNED UPON CONTRACT
AWARD)**

**APPENDIX C
SEXUAL HARASSMENT POLICY**

The undersigned, on behalf of the entity making this proposal or bid, certified that a written sexual harassment policy is in place, pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 A.

This Act has been amended to provide that every party to a public contract must have a written sexual harassment policy that includes, at a minimum, the following information:

1. The illegality of sexual harassment;
2. The definition of sexual harassment, under State law;
3. A description of sexual harassment, utilizing examples;
4. The vendor's internal complaint process including penalties;
5. The legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission;
7. Protection against retaliation as provided by 6-101 of the Act.

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER AND AWARD MADE UNDER THE TERMS AND PROVISION OF THIS BID.

PRINTED NAME:

SIGNATURE:

TITLE:

DATE:

**APPENDIX D
ILLINOIS DRUG FREE WORKPLACE STATEMENT**

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace.
2. Specifying the actions that will be taken against employees for violating this provision.
3. Notifying the employees that, as a condition of their employment to do work under the contract with the District, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such a conviction.
4. Establishing a drug free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation or employee assistance program.
 - d. The penalties that may be imposed upon an employee for drug violations.
5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the District and shall post the statement in a prominent place in the workplace.
6. The undersigned will notify the District within ten (10) days of receiving notice of an employee's conviction.
7. Make a good faith effort to maintain a drug free workplace through the implementation of these policies.
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the workplace, he shall:
 - a. Take appropriate action against such employee up to and including termination; or
 - b. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.

PRINTED NAME:

SIGNATURE:

TITLE:

DATE:

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APPENDIX E
BID RIGGING/ANTI-COLLUSION AFFIDAVIT

I, _____ (Individual), having been first duly sworn on oath, do depose and state that I presently reside at:

(Address/City/State/Zip),

and that I am the duly authorized principal, officer or agent of:

(Name of Contractor)

and do hereby certify to the District, its Board Members, officers and employees that neither I nor

(Name of Contractor)

are barred from bidding on the contract for which this bid is submitted, as a result of violation of either Section 33E-3 ("Bid-rigging") or Section 33E-4 ("Bid-rotating") of Article 33E of the Criminal Code of 1961 of the State of Illinois approved July 28, 1961, as amended.

State of Illinois County of _____.

Signed (or subscribed or attested) before me on (date) by

(name of person).

(seal)

Signature of notary public

**APPENDIX F
EQUAL EMPLOYMENT OPPORTUNITY
GENERAL POLICIES OF
EMPLOYMENT**

The Contractor and all subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor also agrees that all of the Contractors employees are authorized to work in the United States.

The Contractor shall take affirmative action to ensure that all applicants are employed, and that employees are equally treated during employment, without regard to their race, religion, color, sex or national origin. Such action shall include, but not to be limited to the following:

1. Employment, upgrading, demotion and transfer.
2. Recruitment or recruitment advertising.
3. Layoff or termination.
4. Rates of pay or other forms of compensation.
5. Selection for training including apprenticeship.

The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

The Contractor and all subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

Comply with all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission.

PRINTED NAME:

SIGNATURE: _____

TITLE: _____

DATE: _____

**APPENDIX G
GENERAL LAW COMPLIANCE**

All project construction Work shall comply with all State and Municipal Laws and Regulations, and with all Local Ordinances and Rules pertaining to this Work. Such Laws, Regulations, Ordinances and Rules shall be considered a part of these Specifications.

All successful Contractors must comply with the provisions of the Illinois Human Rights Act (Act) dealing with equal employment opportunities (Section 2-105,775 ILCS5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The Contract with the successful Bidder will provide for this requirement. The Statutory provisions setting forth what such policies shall include as a minimum under the Act are on file with the District and available to the Contractor upon request.

PRINTED NAME:

SIGNATURE: _____

TITLE: _____ DATE: _____

**APPENDIX H
PROJECT
REFERENCES**

Failure to complete will result in disqualification of Bid. Please submit at least five (5) references for similar contracts completed within the past two (2) years.

Reference One (1):

Account Name: _____

Contact Person/Title: _____

Email/ Phone: _____

Project Cost: _____ Date of Completion: _____

Reference Two (2):

Account Name: _____

Contact Person/Title: _____

Email/ Phone: _____

Project Cost: _____ Date of Completion: _____

Reference Three (3):

Account Name: _____

Contact Person/Title: _____

Email/ Phone: _____

Project Cost: _____ Date of Completion: _____

Reference Four (4):

Account Name: _____

Contact Person/Title: _____

Email/ Phone: _____

Project Cost: _____ Date of Completion: _____

Reference Five (5):

Account Name: _____

Contact Person/Title: _____

Email/ Phone: _____

Project Cost: _____ Date of Completion: _____

4830-8746-0672, v. 1