



MONROE COUNTY  
**R O A D**  
**COMMISSION**

---

840 S. Telegraph Road • Monroe, Michigan 48161 • Phone: (734) 240-5102 • Fax: (734) 240-5101

**PROPOSAL**

**FOR**

**ASPHALT REJUVENATING SURFACE TREATMENT**

**BID OPENING:**

Tuesday, May 17, 2016 at 10:00 a.m.

**BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF MONROE**

Paul Iacoangeli, Chairman  
Dan Minton, Vice Chairman  
Bruce R. Stammer, Jr., Member  
Stephen J. Pace, Member  
Charles A. Londo, Member

**MONROE COUNTY ROAD COMMISSION  
INVITATION TO BID**

Sealed bids will be received by the Board of County Road Commissioners of the County of Monroe until **10:00 a.m.** local time on **Tuesday, May 17, 2016** at their office located at 840 South Telegraph Road, Monroe, Michigan, 48161 for the following:

- 2016 Monroe Township HMA Paving Program
- 2016 Microsurfacing Program
- Asphalt Rejuvenators
- Milan Township Berm Removal

Bids will be publicly opened and read aloud by the Bid Committee at 10:00 a.m. Proposals may be downloaded from the Road Commission's website at [www.mcrc-mi.org/bids.html](http://www.mcrc-mi.org/bids.html) .

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF MONROE, MICHIGAN

**MONROE COUNTY ROAD COMMISSION  
PROPOSAL  
ASPHALT REJUVENATING SURFACE TREATMENT**

TO: The Board of County Road Commissioners of the County of Monroe, Michigan

FOR: 3.17 miles of asphalt rejuvenating surface treatment and traffic control on Grafton Road from Matlin Road to Will Carleton Road and on Samaria Road from Minx Road to US-24 in Monroe County, Michigan

Ladies and Gentlemen:

The undersigned bidder hereby affirms that:

1. The proposal is in all respects fair and without any collusion or fraud.
2. The undersigned have examined the site of the proposed project and have made a personal investigation and estimate of quantities.
3. The undersigned will contract to furnish all labor, equipment, tools and materials necessary for the complete construction of the above described project at the unit prices stated on the attached bid forms and to complete the work in the time specified to the satisfaction of the Board of County Road Commissioners of the County of Monroe, Michigan.

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

NOTE: If the bidder is a co-partnership, each member must sign the proposal.

Corporations must execute the proposal by duly authorized officers in accordance with Articles of Incorporation.

INSTRUCTIONS TO BIDDERS  
and  
GENERAL CONDITIONS

The Michigan Department of Transportation 2012 Standard Specifications for Construction are incorporated as part of these bidding documents and shall govern except as provided in the Invitation to Bid, Instructions to Bidders and General Conditions, Proposal, Contract, and Special Provisions. Reference to the Department or Commission in the Michigan Department of Transportation 2012 Standard Specifications for Construction shall for this project mean the Board of County Road Commissioners of the County of Monroe, hereinafter referred to as "Board", unless otherwise specified.

OWNER

The owner of the project is the Board of County Road Commissioners of the County of Monroe, also referred to as the "Board."

ENGINEER

The Engineer is the County Highway Engineer or the individual assigned by the County Highway Engineer to be in charge of the project.

BIDDER

The Bidder is one who submits a signed bid with the required documentation directly to the Board at the time and place specified.

BID FORMS

Sealed proposals must be submitted on the bid forms furnished by the Board. The proposal shall be submitted in its entirety (pages 1 through 15) with no modifications or changes except as authorized by an addendum and with no pages removed. Unit prices as listed will govern in determining the correct total of the bid. All proposals must be filled out in ink or typewritten and shall be legibly signed, giving the complete name and address of the Bidder.

All bids must be in a sealed envelope and clearly marked "**Bid for Asphalt Rejuvenating Surface Treatment.**"

BIDDER'S SURETY

A bid bond or bid deposit will not be required for this proposal.

INTERPRETATION AND ADDENDA

All questions about the meaning or intent of the Contract Documents are to be directed to the Engineer. Interpretation or clarification considered necessary by the Engineer to such questions will be issued by Addenda faxed and mailed or delivered to all parties recorded by the Engineer as having received the Bidding Documents. Questions received less than seven days prior to the date for opening the bids may not be answered. Only questions answered by formal written Addenda are binding. Oral and other interpretations or clarifications will be without legal effect.

OPENING OF BIDS

Bids will be received by the Board at 840 S. Telegraph Road, Monroe, Michigan, 48161 until **10:00 a.m.** local time on **Tuesday, May 17, 2016** at which time they will be publicly opened and read aloud.

ALTERNATE BIDS

This contract is an alternate bid contract. Bidders are allowed to submit bids for any or all of the alternates. The selection process will evaluate the bids based on price, references from past clients, impacts to traffic and the materials used for each of the surface treatment alternates.

#### ACCEPTANCE AND REJECTION OF BIDS

The Board reserves the right to accept, reject and/or modify any or all bids received, to waive any irregularities therein and to make the award in any manner deemed to be in the best interest of the Monroe County Road Commission.

#### TITLE VI ASSURANCE

The Monroe County Road Commission, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC 2000d to 2000d-4) and Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, hereby notifies all bidders that it assures that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, gender, age, or disability in consideration for an award.

#### PROHIBITION OF DISCRIMINATION

In accordance with Act No. 453, Public Acts of 1976, the Contractor and subcontractors hereby agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980, the Contractor and subcontractors hereby agree not to discriminate against an employee or applicant for employment tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of this contract.

#### CONTRACT EXECUTION

The Bidder to whom the contract is awarded shall, within ten (10) calendar days after notice of award, enter into a written contract with the Board and furnish bonds and proof of insurance as hereinafter specified. Failure to execute the contract or furnish satisfactory bonds and proof of insurance will be considered cause for annulment of award and forfeiture of the Bidder's surety.

#### EXTENSION OF CONTRACT

Upon mutual agreement of both parties, the Board may extend the length of this Contract for up to three additional years. Requests for an extension must be made in writing to the County Highway Engineer by February 1<sup>st</sup>.

#### INCREASED OR DECREASED QUANTITIES

The Board reserves the right to increase or decrease quantities from those originally estimated and such changes will be paid for at the unit price bid so long as the total contract amount is not changed more than twenty-five (25) percent. Changes in excess of that amount will be individually negotiated.

#### TIME OF COMPLETION

All work shall be completed on or before **September 17, 2016**.

#### FAILURE TO COMPLETE ON TIME

Liquidated damages in the amount of **\$200** per day will be assessed for each calendar day that the work remains incomplete beyond the completion date.

#### PAYMENTS TO CONTRACTOR

The Contractor shall invoice the Monroe County Road Commission for their work on the contract. The invoice shall contain, at a minimum, the following information: road names and limits, the quantities of work completed for each segment of road, and the contract unit prices.

#### FINAL INSPECTION, ACCEPTANCE AND FINAL PAYMENT

The Engineer will make a final inspection of all work included in the contract and notify the Contractor of defects to be remedied prior to final acceptance. Payment for all work completed and accepted, less previous payments, will be made within thirty (30) days of final acceptance.

#### ASSIGNMENT CLAUSE

The contract between the Board and the Contractor may not be assigned to a third party without the written consent of the Board.

#### DISPUTES

The Engineer's written decision on any question arising under the contract between the Board and Contractor shall be final and binding upon both the Board and the Contractor in the absence of fraud, bad faith, or abuse of discretion.

#### PROGRESS SCHEDULE

In no case shall any work be commenced prior to receipt of formal notice of award by the Board.

The selected Contractor for the work covered by this proposal will be required to meet with the Board's representative to review the Contractor's proposed work schedule. The schedule for this meeting will be set within two (2) weeks after the Contractor is selected.

The Board's representative will arrange the time and place for the meeting.

#### TAXES

The Contractor shall include, and will be deemed to have included, in its base bid and contract price all applicable Michigan Sales and Use taxes which have been enacted into law as of the date the bid is submitted.

#### BOARD RESPONSIBILITY

The Board shall not supervise, direct or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences or procedures of construction or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with laws and regulations applicable to the furnishing or performance of the work unless otherwise specified in the Special Provisions. Board will not be responsible for Contractor's failure to perform or furnish the Work in accordance with the Contract Documents.

#### INDEMNIFICATION, DAMAGE LIABILITY AND INSURANCE

- A. Indemnification. The Contractor must hold harmless, indemnify, defend and represent the Board and its officers, agents and employees against any and all claims for bodily injury or property damage, or any other claim arising out of performance of the work on this contract. The Contractor will not be responsible for claims that result from the sole negligence or willful acts of said indemnitee.
- B. Workers' Compensation Insurance. The Contractor must carry the necessary Workers' Compensation Insurance and submit a certification that it carries Workers' Compensation to the Board.
- C. Bodily Injury and Property Damage. The Contractor must carry adequate insurance, satisfactory to the Board, to afford protection against all claims for damage to public or private property and injuries to persons arising out of performance of the work. Copies of completed certificates must be submitted to the Board.
  1. General Liability, Bodily Injury and Property Damage. The Contractor must provide the following minimum limits of property damage and bodily injury liability:

Bodily Injury and Property Damage Liability:	
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

2. Automobile Liability, Bodily Injury and Property Damage. The Contractor must provide the following minimum limits of property damage and bodily injury liability:

Bodily Injury Liability:	
Each Person	\$500,000
Each Occurrence	\$1,000,000

Property Damage Liability:	
Each Occurrence	\$1,000,000

Combined Single Limit for Bodily Injury and Property Damage Liability:	
Each Occurrence	\$2,000,000

3. Umbrella Policy. The Contractor may meet the requirements of above minimum limits of bodily injury and property damage liability through an umbrella policy.

- D. Additional Insured. The Bodily Injury and Property Damage Policy must include the following endorsements, verbatim:

“Additional Insured: The Board of County Road Commissioners of the County of Monroe, the Monroe County Road Commission and its officers, agents and employees.”

“Provide written notice ten (10) days prior to cancellation, expiration, termination or reduction in coverage for nonpayment of the premium and written notice thirty (30) days prior to cancellation, expiration, termination or reduction in coverage for all other reasons.”

- E. Notice. The Contractor must ensure that all insurance policies and binders include an endorsement by which the insurer agrees to notify the Department in writing at least 30 days before there is a cancellation or material change in coverage. The Contractor must stop operations if any insurance is canceled or reduced, and must not resume operations until new issuance is in force.
- F. Reports. The Contractor or insurance carrier shall report to the Board any claims received, inspections made and the disposition of claims. The Board will withhold final payment release until either the Contractor pays the claim or until final disposition of the claim by the Contractor’s insurance company has been received by the Board.

MAINTENANCE OF TRAFFIC

Two-way traffic, with a minimum of one lane of traffic, shall be maintained with traffic regulators on all roads during the application and curing of the asphalt rejuvenating surface treatment. Temporary signing shall be in accordance with Part 6 of the Michigan Manual of Uniform Traffic Control Devices.

Intermediate traffic regulators will be required at intersecting streets and commercial driveways as directed by the Engineer.

The Contractor shall coordinate this work with any other contractors or maintenance agencies performing work within the work zone or adjoining areas to avoid conflicts in the maintenance of traffic, construction signing and the orderly progress of contract work.

Channelizing devices for lane closures shall be 28 inch traffic cones.

The Contractor shall notify the Engineer a minimum of 48 hours prior to the implementation of any lane closures.

No work shall be performed during the Memorial Day, Independence Day or Labor Day holiday weekends as defined by the Engineer.

All work shall be conducted during normal daytime hours unless otherwise approved by the Engineer. Normal daytime hours are considered to be Monday through Saturday from 7 a.m. to 7 p.m.

The Contractor will be responsible for the protection of vehicular and pedestrian traffic, temporary signing, channelizing devices and maintaining two-way traffic with traffic regulators. This work will be not be paid for separately and is included in the unit price for the asphalt rejuvenating surface treatment.

#### GENERAL SPECIFICATIONS

All work not otherwise specified shall be done in accordance with the Michigan Department of Transportation 2012 Standard Specifications for Construction. Within these specifications all references to the Michigan Department of Transportation shall mean the Board.

#### BIORESTOR ASPHALT SEALER SPECIFICATIONS

- A. **Description.** This work consists of preparing the pavement surface and applying a Biorestor asphalt sealer and rejuvenator.
- B. **Materials.** The asphalt sealer and rejuvenator shall be Biorestor by BioBased Spray Systems.
- C. **Construction.**
  - 1. Clean the pavement surface to be treated of all standing water, dirt and foreign material with a truck-mounted vacuum sweeper.
  - 2. Do not apply the Biorestor material to wet or damp pavement surfaces.
  - 3. Do not apply the Biorestor material when rain is anticipated within two hours after the application is completed.
  - 4. The pavement and ambient temperatures shall be 50 degrees Fahrenheit and rising prior to application.
  - 5. Apply the Biorestor material at an application rate of 0.02 to 0.03 gallons per square yard.
  - 6. Do not allow traffic on the new surface until the material has fully cured. Repair traffic damage to the surface treatment at no additional cost to the Board.
- D. **Measurement and Payment.** The Engineer will measure **Biorestor Surface Treatment** by the area of the surface treatment in place. The unit price for **Biorestor Surface Treatment** includes the cost of the following:
  - 1. Cleaning the pavement surface;
  - 2. Applying the Biorestor material;
  - 3. Maintaining traffic with traffic regulators; and
  - 4. Providing, installing, maintaining, relocating and removing temporary signs and channelizing devices.

#### PASS QB TEXTURE SEAL SPECIFICATIONS

- A. **Description.** This work consists of preparing the pavement surface, applying a PASS QB asphalt emulsion, and applying a black, hard, angular sand to maintain skid resistance.
- B. **Materials.** The asphalt emulsion shall be PASS QB, undiluted. The sand shall be Black Beauty, Blackjack or Black Diamond.



**C. Construction.**

1. Clean the pavement surface to be treated of all standing water, dirt and foreign material with a truck-mounted vacuum sweeper.
2. Do not apply the PASS QB asphalt emulsion to wet or damp pavement surfaces.
3. Do not apply the PASS QB asphalt emulsion when rain is anticipated within two hours after the application is completed.
4. The pavement and ambient temperatures shall be 55 degrees Fahrenheit and rising prior to application.
5. Apply the undiluted PASS QB asphalt emulsion at an application rate of 0.08 to 0.12 gallons per square yard.
6. Apply the sand at an application rate of 0.50 to 1.00 pounds per square yard.
7. Do not allow traffic on the new surface until the material has fully cured. Repair traffic damage to the surface treatment at no additional cost to the Board.

**D. Measurement and Payment.** The Engineer will measure **PASS QB Texture Seal** by the area of the texture seal in place. The unit price for **PASS QB Texture Seal** includes the cost of the following:

1. Cleaning the pavement surface;
2. Applying the PASS QB emulsion and sand;
3. Maintaining traffic with traffic regulators; and
4. Providing, installing, maintaining, relocating and removing temporary signs and channelizing devices.

**GSB-88 EMULSIFIED SEALER SPECIFICATIONS**

**A. Description.** This work consists of preparing the pavement surface, applying a GSB-88 emulsified sealer, and applying a black, hard, angular sand to maintain skid resistance.

**B. Materials.** The emulsified sealer shall be GSB-88 Ready-to Apply or GSB-88 Concentrate, diluted 1 part GSB Concentrate to 1 part water. The sand shall be Black Beauty, Blackjack or Black Diamond.

**C. Construction.**

1. Clean the pavement surface to be treated of all standing water, dirt and foreign material with a truck-mounted vacuum sweeper.
2. Do not apply the GSB-88 emulsified sealer to wet or damp pavement surfaces.
3. Do not apply the GSB-88 emulsified sealer when rain is anticipated within two hours after the application is completed.
4. The pavement and ambient temperatures shall be 65 degrees Fahrenheit and rising prior to application.
5. Apply the GSB-88 emulsified sealer at an application rate of 0.10 to 0.15 gallons per square yard.
6. Apply the sand at an application rate of 0.25 to 0.75 pounds per square yard.
7. Do not allow traffic on the new surface until the material has fully cured. Repair traffic damage to the surface treatment at no additional cost to the Board.

**D. Measurement and Payment.** The Engineer will measure **GSB-88 Emulsified Sealer** by the area of the emulsified sealer in place. The unit price for **GSB-88 Emulsified Sealer** includes the cost of the following:

1. Cleaning the pavement surface;
2. Applying the GSB-88 emulsified sealer and sand;
3. Maintaining traffic with traffic regulators; and

4. Providing, installing, maintaining, relocating and removing temporary signs and channelizing devices.

#### ONYX FRICTIONAL MASTIC SURFACE TREATMENT SPECIFICATIONS

- A. **Description.** This work consists of preparing the pavement surface and applying an Onyx frictional mastic surface treatment.
- B. **Materials.** The frictional mastic surface treatment shall be Onyx by Invia Pavement Technologies.
- C. **Construction.**
  1. Clean the pavement surface to be treated of all standing water, dirt and foreign material with a truck-mounted vacuum sweeper.
  2. Do not apply the Onyx frictional mastic surface treatment to wet or damp pavement surfaces.
  3. Do not apply the Onyx frictional mastic surface treatment when rain is anticipated within two hours after the application is completed.
  4. The pavement and ambient temperatures shall be 60 degrees Fahrenheit and rising prior to application.
  5. Apply the Onyx frictional mastic surface treatment at a minimum application rate of 0.20 gallons per square yard.
  6. Do not allow traffic on the new surface until the material has fully cured. Repair traffic damage to the surface treatment at no additional cost to the Board.
- D. **Measurement and Payment.** The Engineer will measure **Onyx Frictional Mastic Surface Treatment** by the area of the surface treatment in place. The unit price for **Onyx Frictional Mastic Surface Treatment** includes the cost of the following:
  1. Cleaning the pavement surface;
  2. Applying the Onyx frictional mastic surface treatment;
  3. Maintaining traffic with traffic regulators; and
  4. Providing, installing, maintaining, relocating and removing temporary signs and channelizing devices.

#### PAVEMENT MARKING SPECIFICATIONS

The **Pavt Mrkg, Waterborne, 4 inch, White** and **Pavt Mrkg, Waterborne, 4 inch, Yellow** items of work shall be in accordance with section 811 of the Michigan Department of Transportation 2012 Standard Specifications for Construction. The Monroe County Road Commission will perform the layout of the permanent pavement markings.

The **Temp Raised Pavt Marker, Type 1, Yellow, Bidirectional** item of work shall be in accordance with section 812 of the Michigan Department of Transportation 2012 Standard Specifications for Construction. This item of work will be used for the placement of temporary pavement markings along the centerline of the road prior to the application of the asphalt rejuvenating surface treatment. The temporary raised pavement markers shall be spaced at 50 feet center-to-center of marker.

LIST OF ROADS

<b>Township</b>	<b>Road</b>	<b>From</b>	<b>To</b>	<b>Length (Ft)</b>	<b>Width (Ft)</b>	<b>Area (Syd)</b>
Ash	Grafton	Matlin	Will Carleton	8,130	Varies 23.5 - 35	21,510
Erie	Samaria	Minx	US-24	8,600	23	22,140

**Total = 43,650**

COMMUNICATIONS

Any questions regarding this bid shall be directed to the person listed below:

Name: Michael Smith  
Phone: 734-240-5103  
Email: MSmith@mcrc-mi.org

**MONROE COUNTY ROAD COMMISSION  
UNIT PRICE CONTRACT  
ASPHALT REJUVENATING SURFACE TREATMENT**

TO: Board of County Road Commissioners of Monroe County, Michigan

The undersigned, having full knowledge of the proposal and specifications for the **Asphalt Rejuvenating Surface Treatment** including Bidders' Addenda 1, and the conditions of these Contract Documents, hereby agrees to furnish all labor, equipment, materials, transportation and incidentals necessary to perform the Work as specified in the Instructions to Bidders and General Provisions at the unit price named below:

**Bidder may submit bids for more than one alternate.**

<b>Alternate 1 – Biorestor Asphalt Sealer</b>				
<b>Item Description</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Bid Amount</b>
Biorestor Asphalt Sealer	43,650	Syd	\$	\$
<b>Total Bid</b>				<b>\$</b>

<b>Alternate 2 – PASS QB Texture Seal</b>				
<b>Item Description</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Bid Amount</b>
PASS QB Texture Seal	43,650	Syd	\$	\$
Pavt Mrkg, Waterborne, 4 inch, White	32,750	Ft	\$	\$
Pavt Mrkg, Waterborne, 4 inch, Yellow	6,450	Ft	\$	\$
Raised Pavt Marker, Temp, Type 1, Yellow, Bidirectional	332	Ea	\$	\$
<b>Total Bid</b>				<b>\$</b>

<b>Alternate 3 – GSB-88 Emulsified Sealer</b>				
<b>Item Description</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Bid Amount</b>
GSB-88 Emulsified Sealer	43,650	Syd	\$	\$
Pavt Mrkg, Waterborne, 4 inch, White	32,750	Ft	\$	\$
Pavt Mrkg, Waterborne, 4 inch, Yellow	6,450	Ft	\$	\$
Raised Pavt Marker, Temp, Type 1, Yellow, Bidirectional	332	Ea	\$	\$
<b>Total Bid</b>				<b>\$</b>

<b>Alternate 4 – Onyx Frictional Mastic Surface Treatment</b>				
<b>Item Description</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Bid Amount</b>
Onyx Frictional Mastic Surface Treatment	43,650	Syd	\$	\$
Pavt Mrkg, Waterborne, 4 inch, White	32,750	Ft	\$	\$
Pavt Mrkg, Waterborne, 4 inch, Yellow	6,450	Ft	\$	\$
Raised Pavt Marker, Temp, Type 1, Yellow, Bidirectional	332	Ea	\$	\$
<b>Total Bid</b>				<b>\$</b>

Contractor Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Quantities are not guaranteed. Final payment will be based on actual quantities.

Bidder agrees that the work will be completed and ready for final payment in accordance with the General Conditions. Work on the **Asphalt Rejuvenating Surface Treatment** contract is to be completed by **September 17, 2016** as detailed in the Time of Completion section above.

Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the work on time.

Communications concerning this Bid shall be addressed to the Bidder's representative.

Name of Representative: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

The terms used in this Bid, which are defined in subsection 101.03 of the Michigan Department of Transportation 2012 Standard Specifications of the Construction, have the meanings assigned to them in the Standard Specifications for Construction.

SUBMITTED on: \_\_\_\_\_, 2016

If Bidder is:

An Individual

By: \_\_\_\_\_ (SEAL)  
Individual's Name

Doing Business As: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

A Partnership

By: \_\_\_\_\_ (SEAL)  
Firm Name

\_\_\_\_\_  
General Partner

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

A Corporation

By: \_\_\_\_\_ (Corporate SEAL)  
Corporate Seal

\_\_\_\_\_  
State of Incorporation

By: \_\_\_\_\_  
Name of Person Authorized to Sign

\_\_\_\_\_  
Title

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

A Joint Venture

By: \_\_\_\_\_  
Name

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

By: \_\_\_\_\_  
Name

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)



## REFERENCES

Please submit up to three (3) references for past clients. This information will be used in the selection process.

**Client No. 1:**

Agency or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Year(s) Services Were Provided: \_\_\_\_\_

**Client No. 2:**

Agency or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Year(s) Services Were Provided: \_\_\_\_\_

**Client No. 3:**

Agency or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Year(s) Services Were Provided: \_\_\_\_\_