



B-19/20-05

Elevator Maintenance Services

Issue Date: 5/12/2020

Questions Deadline: 5/22/2020 12:00 PM (CT)

Response Deadline: 5/28/2020 02:00 PM (CT)

Contact Information

Contact: Heather Falls

Address: Purchasing

702 SE 291 Highway

Lee's Summit, MO 64063-4306

Event Information

Number: B-19/20-05
Title: Elevator Maintenance Services
Type: Informal Bid Request
Issue Date: 5/12/2020
Question Deadline: 5/22/2020 12:00 PM (CT)
Response Deadline: 5/28/2020 02:00 PM (CT)
Notes: The Lee's Summit R-7 School District is soliciting bids for Elevator Maintenance Services. This contract will include but is not limited to: providing elevator and chair lift inspections and service located throughout the district for a 3-year term with the option of two additional 1-year terms. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their bids electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire bid, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

If you are having difficulty submitting electronically, please contact Heather Falls at heather.falls@lsr7.net for instructions.

It is the responsibility of interested firms to check <https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Ship To Information

Contact: Heather Falls
Address: Purchasing
702 SE 291 Highway
Lee's Summit, MO 64063-4306

Billing Information

Address: 301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Bid Attachments

5_ - Prevailing Wage Order No. 26.pdf

Prevailing Wage Order No. 26

[Download](#)

General Terms & Conditions for RFPs, RFQs and Bids.pdf

General Terms and Conditions

[Download](#)

Sample Insurance Certificate.pdf

Sample Insurance Certificate

[Download](#)

E-Verify-LSR7.pdf

E-Verify-LSR7

[Download](#)

MO Tax Exemption Certificate.pdf

[Download](#)

MO Tax Exemption Certificate

PW-4 Form.pdf

[Download](#)

PW-4 Form

Price Sheet Bid B-19-20-05.xls

[Download](#)

Pricing Sheet - Please fill out and upload to "Response Attachments" tab.

Bid Attributes

1 Introduction

The Lee's Summit R-7 School District is soliciting bids for Elevator Maintenance Services. This contract will include but is not limited to: providing elevator and chair lift inspections and service located throughout the district for a 3-year term with the option of two additional 1-year terms. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their bids electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire bid, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

2 Instructions to Respondents

1. All questions regarding this bid shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the bid(s) deemed most advantageous to the District.
2. It is the responsibility of each respondent before submitting a bid to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.
3. Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.
4. Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
5. Acceptance of this bid or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's bid on the written order of the District.
6. The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.

I have read and understand.

(Required: Check if applicable)

3 Responding to Attributes

There are attributes, including this one, associated with this bid. Some are notes and require no response, but most have a required response. **Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.**

4 Attachments Required

Be sure to upload all required documents and forms (if any) to the "Response Attachments" Tab.

5 Pricing Sheet

The pricing sheet can be found as an attachment in the "attachments" tab. Please fill out and upload to the "response attachments" tab.

I have read and understand.

(Required: Check if applicable)

6 Purchase Agreements

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

7 Terms of This Bid

The terms of this bid shall remain in effect for three years from date of award. All prices MUST remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of three (3) years. The District may, at its option, renew the Contract for up to two (2) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

(Required: Check if applicable)

8 Bid Pricing

Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Mastercard P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

I have read and understand.

(Required: Check if applicable)

9 Communications Statement

Communications: Contact between vendors and Lee's Summit R7 personnel during the bid process is prohibited. Any attempt by vendors during the bid process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

(Required: Check if applicable)

1
0 **General Terms and Conditions**

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to to the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

1
1 **Bid Requirement**

BID REQUIREMENTS

1
2 **Scope**

Specifications:

Annual Safety Test: Perform annual safety test following the standards set forth by the American National Safety Code ANSI, A17.1 for elevators and State of Missouri Department of Public Safety Code 11 CSR 40-5.

Annual Safety test includes but is not limited to:

Relief Valve – check pressure release

Cylinder leakage

Normal and final terminal stopping devices

Simulated operation under fire or other emergency condition

Simulated standby (emergency) power operation

Emergency terminal speed limit device

Governors

Safeties

Oil buffers

Power operation for doors

Tag bearing Company name with inspection date attached to valve

Testing Procedures: the same person cannot perform Inspections and testing. Under state statute, Inspectors cannot test elevator equipment.

Testing in Absence: Testing in the absence of a licensed inspector is against Missouri state law. The elevator inspection must be performed by the contractor, in the presence of a state of Missouri licensed inspector. Contractor shall be responsible for any state of Missouri fees and shall include such fees in his bid.

Preventive Maintenance: During a preventive maintenance check the contractor will systematically examine, adjust, and lubricate, as needed, all existing elevator equipment. During preventive maintenance the elevator hatch equipment including the door hangers, tracks, hatchway switches, car top, buffers, and pits will also be cleaned and serviced.

Lubricants: Furnish all lubricants as needed or required for repair or maintenance.

Parts: The contractor will maintain and have access to original equipment parts for repair or maintenance as needed.

Special Instructions:

The specifications shall cover and include the furnishing of all professional services, skilled services, labor, materials, tools, equipment, insurance, permits and fees, if any, necessary to accomplish the maintenance and permit rendering services at the specified district locations herein designated as Exhibit A.

All bids shall be quoted per unit unless otherwise specified. All installation services will be performed in accordance with industry standards and shall not void any manufacturer warranties.

Location – All elevators and chair lifts are within the Lee’s Summit R-7 School District. A list of all elevators and chair lifts are attached to this bid as Exhibit A.

Bids shall be awarded in accordance with regulations adopted by the Lee’s Summit R-VII Board of Education and

adhere to all applicable purchasing policies. Final pricing will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, service and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that appears to be in the best interest of the District.

The successful bidder and installation company, if subcontracted must have a valid business license, hold all applicable certifications and agree to maintain them throughout the project. The successful bidder and subcontractors must also maintain a liability insurance policy, not less than \$2 million dollars when working on District premise.

The terms of this bid shall remain in effect for at least 90-days from date of award.

The successful bidder shall provide parts & services as stated on each order. All service dates and installation shall be made in accordance with an agreed upon schedule and shall be adhered to by the successful bidder(s); except in such cases where the service will be delayed due to acts of God, employee strikes, or other causes beyond the control of the bidder. In these cases, the successful bidder shall notify the District of the delays in advance of the delivery dates so that a revised schedule can be negotiated.

If the bidder experiences a delay of products from its manufacturer or distributor, the bidder shall ensure that such order is filled within (3) calendar days from the date of the initial request was placed. The successful bidder shall not invoice the District for parts & services until such services are delivered and accepted by the District's authorized representative. It is understood and agreed that the District may, at its discretion, verbally cancel delayed orders after the grace period identified in this paragraph has lapsed, and seek services from another vendor and choose to cancel this bid or agreement.

Response Time Criteria:

Under this contract, it is required that the contractor be available for service 7 days a week, 24 hours a day. Some work under this contract is of an emergency nature. The contractor shall provide a single twenty-four (24) hour telephone number to assure prompt response to calls from the District for needed repairs. The method of notification and the assignment of a technician to the call shall be the contractor's responsibility.

It shall be the District's responsibility, upon placing a call for service, to designate an emergency or non-emergency situation.

The contractor shall verbally confirm to the initial request for emergency service within one (1) hour of notification and shall have a qualified service technician on the job site within three (3) hours of the original notification. In the event that persons are trapped in an elevator, response time shall not be greater than one (1) hour.

In the event repairs cannot be completed with the initial response, every effort by the contractor shall be made to provide limited repair to allow for effective functioning of the system until complete restoration can be made.

Failure to meet the above requirements may result in the District contacting another vendor and requesting the work be performed by them. In this circumstance, the contractor shall not be entitled to any payment or damages and shall pay the District for any additional costs incurred. Failure to respond or report to the job site within the agreement time frame, may be construed as a breach of this agreement, and at the District's discretion, this contract may be terminated upon written notice by the District.

Requests for non-emergency service shall have a response time within twenty-four (24) hours from notification. The District reserves the right to schedule times and dates for non-emergency service to be performed under this contract.

Post award information:

No testing, maintenance or work of any kind shall be performed without authorization from one of the following authorized District personnel:

Bruce Gibson, Facilities Maintenance at 816-986-2173 or designee
Kyle Gorrell, Director of Facilities Maintenance at 816-969-2425 or designee

Contractor shall not perform more than five hundred dollars (\$500.00) of non-emergency work, including materials,

for a given job without a written estimate and obtaining written approval from authorized District personnel listed in 2.1.1 or designee. The District reserves the right to bid any project over the District's bid threshold amount of \$1,000.00 and is determined to be in the best interest of the District.

Contractor will be contacted for services as required for ALL work by authorized District personnel listed or the supervisors on the approved call out list. Contractor shall not perform work for any department without prior approval by authorized District personnel listed in 2.1.1 or designee.

Hourly charges, if applicable, are to begin when service technician arrives at job site or reports to the Department Head or his designee, whichever is requested by the District. Contractor shall NOT commence any work until he has notified the proper District personnel of his arrival. District shall not be responsible for payment to contractor for any briefings or meetings held between the District and the contractor, as these meetings are to the mutual benefit of both parties.

Contractor will not be allowed fuel surcharges.
Contractor will not be allowed travel time.
Contractor will not be allowed mileage reimbursement.

Contractor should adjust quoted hourly rate as necessary.

The District reserves the right to determine if equipment should be serviced, maintained or repaired as an emergency in unusual and unpredictable situations. Prior to commencing any work, the contractor may be required to provide a Work Order Cost Estimate. The estimate shall be reviewed and approved by authorized District personnel listed in 2.1.1 or designee. The estimate may be required on work considered NEW or REPAIR at the District's discretion. The estimate may be ORAL or WRITTEN at the District's discretion.

All work shall be performed and all complaints handled with due regard to the District public & student relations. The contractor shall utilize competent employees in performing the work. At the request of the District, the contractor shall replace any incompetent, unfaithful, abusive or disorderly person in his or her employ. The District and the contractor shall each be promptly notified by the other of any complaints received.

The contractor shall be responsible for performing complete background checks to include sex offender and child abuse checks and drug screenings of all employees in their employment and shall provide an affidavit to the District explaining their procedure, at the start of this contract and any time the District requests it.

The contractor shall be responsible for providing, maintaining and transporting all necessary and customary equipment, tools and fuel needed to fulfill the contract. In no event shall the District be responsible for any damages to any of the contractor's equipment or clothing, either lost, damaged, destroyed or stolen.

Proper safety precautions shall be used at all times and shall remain the contractor's responsibility. The contractor shall be equipped to enter confined spaces and hazardous atmospheres meeting all Occupational Safety and Health Administration (OSHA) criteria.

Supplies and materials: The District reserves the right to determine the urgency and necessity of emergency shipping and the District shall be responsible for any such charges (i.e. overnight express). Upon notification by the District, the contractor shall make all necessary arrangements and include the emergency shipping costs with invoice. Any emergency shipping costs shown on an invoice shall also designate District personnel authorizing the shipping.

Invoices and payment:

The contractor shall submit, with each invoice, an itemized detailed statement of services rendered, including the following information:

Name of District personnel authorizing the work,
Name of the employees who performed the work,
The hours and rates spent on each job for each given day,
A list of all materials used for each job and the location,
When parts were used for the job, the percentage of cost must also be shown on invoice
The purchase order number shall be designated on all invoices.
Certified payroll for any new work performed.

The contractor shall keep complete records of all the work performed under the contract. Work covered under this contract shall be invoiced separately from any other work and/or purchases by the District. Requests for payment shall be submitted by job.

For prompt payment, all invoices (an original and one duplicate), and copies of work orders shall be sent directly to Business Services, Lee's Summit R-7 School District, 301 NE Tudor Rd, Lee's Summit, MO 64086, or faxed to 816-986-1168.

The District reserves the right to audit the successful contractor's financial records.

Tax Exempt: All or certain items required for this contract are for the constructing, repairing, or remodeling facilities for an exempt entity and qualify for exemption from State and local sales and use taxes under RSMo 144.062. The Instruction to Bidders and General Conditions include tax exemption provisions covering the submission of the application for tax exemption determination by the Bidder awarded the Contract.

I have read and understand.

(Required: Check if applicable)

**1
3** **No Deviations or Exceptions**

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.

(Required: Check if applicable)

**1
4** **Deviations and Exceptions**

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

(Required: Maximum 4000 characters allowed)

**1
5** Cooperative Procurement with Other Jurisdictions

This section is optional; it will not affect the agreement.

1) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.

2) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.

3) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other agreement administration will be the responsibility of the ordering jurisdiction.

4) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

Yes No

(Optional: Check only one)

**1
6** Consultant Profile

CONSULTANT PROFILE

**1
7** Lead Consultant Name

Enter the Lead Consultant Firm(s) (or Joint Venture) name.

(Required: Maximum 1000 characters allowed)

**1
8** Lead Consultant Address

Enter the Lead Consultant Firm(s) (or Joint Venture) address.

street
city, state zip

(Required: Maximum 4000 characters allowed)

19 Lead Consultant Provider
Please designate the service area provided by the lead consultant.
 Local Regional National
(Required: Check only one)

20 Year Provider Firm Established
Please enter the year the provider's firm was established.

(Required: Numbers only)

21 Years of Experience
Please enter the number of years of experience providing this service.

(Required: Numbers only)

22 Licensed in Missouri
Are you licensed to do business in the State of Missouri?
 Yes No
(Required: Check only one)

23 Principal Contact
Please provide name, title, telephone number and email address of Principal contact

(Required: Maximum 4000 characters allowed)

24 Address of Office to Perform Work
Please provide address of office to perform work if different than Lead Consultant Firm address.

(Optional: Maximum 4000 characters allowed)

25 Number of Persons Committed to District's Project
Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project

(Required: Numbers only)

26 **Joint Venture Areas of Responsibility**
If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm.

(Optional: Maximum 4000 characters allowed)

27 **Has This Joint Venture Previously Worked Together?**
Has This Joint Venture Previously Worked Together?
 Yes No
(Optional: Check only one)

28 **Key Outside Consultants**

Key Outside Consultants

(Optional: Maximum 1000 characters allowed)

29 **Subcontractor #1 Name**
Please provide name of Subcontractor.

(Optional: Maximum 1000 characters allowed)

30 **Subcontractor #1 Address**
Please provide address of Subcontractor.

(Optional: Maximum 1000 characters allowed)

31 **Specialty/Role with this Project**
Provide Subcontractors Specialty/Role with this Project.

(Optional: Maximum 1000 characters allowed)

32 **Worked with Lead Firm Before?**
Worked with Lead Firm Before?
 Yes No
(Optional: Check only one)

33 **Year Firm Established**
Year Firm Established

(Optional: Numbers only)

34 **Years of Experience**
Please provide number of years experience providing this service.

(Optional: Numbers only)

35 **Subcontractor #2 Name**
Please provide name of subcontractor #2.

(Optional: Maximum 1000 characters allowed)

36 **Subcontractor #2 Address**
Please provide address of subcontractor #2

(Optional: Maximum 1000 characters allowed)

37 **Specialty/Role with this Project**
Please provide subcontractors specialty/role with this project

(Optional: Maximum 1000 characters allowed)

38 **Worked with Lead Firm Before?**
Has this Subcontractor worked with the lead firm before?
 Yes No
(Optional: Check only one)

39 **Year Firm Established**
Please provide year Subcontractors firm was established.

(Optional: Numbers only)

40 **Years of Experience**
Please provide subcontractors number of years of experience.

(Optional: Numbers only)

41 **How many years has your company been in business?**

(Required: Numbers only)

4 2	References List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:
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4 3	Reference 1 Reference 1
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4 4	Reference #1 Contact Person's Name <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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4 5	Reference #1 - Contact Person's School District/Business <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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4 6	Reference #1 Address Enter Street address, city, state, zip code <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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4 7	Reference #1 Phone Number <input type="text" value="(____) _____ - _____"/> ext: <input type="text"/> <i>(Required)</i>
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4 8	Reference #1 Email <input type="text"/> <i>(Required: Email address)</i>
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4 9	Reference #1: Description of services performed and completion date Describe the services performed and completion date of project. <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Required: Maximum 4000 characters allowed)</i>
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5 0	Reference 2 Reference 2
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5 1	Reference #2 - Contact Person's Name
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

5 2	Reference #2 - Contact Person's School District/Business
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

5 3	Reference #2 Address: Street, City, State, Zip Code
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

5 4	Reference #2 Phone Number
	<input type="text" value="(____) ____ - ____"/> ext: <input type="text"/>
<i>(Required)</i>	

5 5	Reference #2 Email
	<input type="text"/>
<i>(Required: Email address)</i>	

5 6	Reference #2: Description of services performed and completion date
	Describe the services performed and completion date of project.
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	<i>(Required: Maximum 4000 characters allowed)</i>

5 7	Reference #3
	Reference #3

5 8	Reference #3 Contact Person's Name
	<hr/> <hr/> <hr/>
	<i>(Required: Maximum 1000 characters allowed)</i>

59 Reference #3 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

60 Reference #3 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

61 Reference #3 Phone Number

(____) _____ - _____ ext: _____

(Required)

62 Reference #3 Email

(Required: Email address)

63 Reference #3: Description of services performed and completion date

Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

64 Additional References

Additional References

Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.

Be sure to include the following information:

- Reference Contact Name
- Reference contact's school district/business
- Reference address (street, city, state, zip)
- Reference phone number
- Reference email address
- Description of services performed and completion date

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature