



City of Brentwood, Missouri

Request for Proposals
For
On-Call Supportive Urban Forest
Tree Care Services

October 6, 2021

Submission Deadline: 12:00 p.m. October 21, 2021

1. REQUEST FOR PROPOSAL

The City of Brentwood (“City”) is requesting proposals from experienced and qualified service providers (“Contractor”) for the purpose of providing on-call supportive urban forest tree care services throughout the city of Brentwood, Missouri in accordance with the specifications contained within. The City has established special and specific qualifications for the proposals to assure quality of the provided service. The Contractor shall possess skill and experience to perform quality work as solely determined by the City, which qualifies it to provide on-call supportive community tree care services as detailed and specified.

Four (4) copies of the proposal, marked on the outside of the envelope “City of Brentwood On-call Community Tree Service RFP” should be delivered to:

City of Brentwood
Office of the City Clerk
City of Brentwood City Hall
2348 S. Brentwood Boulevard
Brentwood, MO 63144

The proposals should be delivered no later than 12:00 p.m. October 21, 2021. The date and time of receipt of the proposals as noted by the City of Brentwood will be conclusive for all purposes.

The City of Brentwood reserves the right to reject any or all proposals submitted. Any inquiries concerning the proposal should be directed to Eric Gruenenfelder, Director of Parks & Recreation at egrueenfelder@brentwoodmo.org. Contact with other City officials or members of the Board of Aldermen is prohibited.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those Contractors demonstrating a minimum of five (5) years of experience providing the services requested in this RFP for projects of similar scope and size.

Firms should meet or exceed Certification Requirements associated with operation of forestry equipment, such as CDLs, aerial lift operations and American National Standards Institute (ANSI) standards. A Certified Arborist is required to be on staff and on each work site.

3. PROJECT DESCRIPTION

The City of Brentwood Parks and Recreation Department seeks to contract a qualified Contractor to provide consulting, planting, chemical treatment, hazard trimming and removal services as needed throughout the City’s street and park tree populations. The Purpose of this Request for Proposal is to establish an on-going contract with a qualified Contractor who can provide all necessary transportation, supervision, labor, licenses, tools, equipment, services and expertise to perform hazard tree trimming, removal, and urban forest care.

4. SCOPE OF WORK

The City is seeking a Contractor to develop a multi-year work plan for providing systematic forestry services in an economical and effective manner, inclusive of consulting, planting, chemical treatments, hazard pruning, regular maintenance activities, removals, and emergency response. In addition, the Contractor will assist the City's Urban Forester to develop a Five to Ten (5 to 10) year Urban Forest Health Assessment and Action Plan - where maintenance activities will evolve to the direction of improving overall health, longevity and appearance of the City's urban forest.

The work to be performed under this contract includes furnishing all labor, equipment, materials, and expertise necessary to remove trees, trim trees, and provide other services listed above and in section 4.1. Specific work locations, durations, and details will be coordinated and approved by City Parks and Recreation Department on a determined and regular basis under this contract.

The City's highest priority maintenance requests pertain primarily to protecting public safety and are based on emergency conditions, or potential risks to the right-of-way, public property, the citizens and their property. "Emergency" conditions are those in which the City has determined that trees, downed limbs, or hanging limbs have damaged or might damage persons or property, or are impeding streets or other ingress/egress routes.

Safety considerations include increased threat from hanging limbs and uprooted trees, hindrance to life-saving efforts by blocked streets and driveways, power outages and power restoration efforts. Health and aesthetics of the urban forest will be determined by the City, as part of a forest management planning process, with the input of the Contractor for improvements. Rather than being reactionary, other maintenance activities can then be directed at improving overall health, longevity, and aesthetics of the urban forest.

The Contractor shall be responsible for all damage caused by their work to right-of-ways, sidewalks, buildings, or other structures and/or facilities. The Contractor shall also be responsible for restoring or replacing any shrubs, trees, turf, sprinkler lines, or irrigation systems that are damaged by their work. All tire ruts left by equipment must be repaired with topsoil and grass seed. Property and premises must be left in a "better than found state".

4.1 Requirements

The successful Contractor will demonstrate an efficient method for performing the work required under this contract, which includes:

- Removal of trees deemed hazardous and varying between 6-60+ inches in diameter, including removal and/or grinding associated stumps, not adjacent to power lines
- Removal of trees deemed hazardous and varying between 6-60 inches in diameter, including removal and/or grinding associated stumps, adjacent to power lines
- Removal of trees deemed hazardous and varying between 6-60 inches in diameter, under emergency conditions, as defined by the City per imminent threats to persons and property, with work initiated within 4 hours of request
- Removal of trees and large limbs with restraint from the practice of "free falling" the trees as often as possible and as deemed necessary by the City

- Removal of trees and large limbs by use of ropes, mechanical equipment, and ISA Certified Climbers
- Removal of limbs down or hanging under emergency conditions, including blocking rights of way or damaging houses or vehicles, with work initiated within 4 hours of request
- Tree stumps ground to 8” below surface level and backfilled with soil and grindings to 4” above grade level
- Routine trimming / pruning of trees
- Collecting and disposing of debris, including green waste disposal, within 24 hours of work completion and in accordance with all governing laws
- Tree planting, watering, fertilization, insect and disease treatment
- Providing protection for, or otherwise repairing, any visible or known grates, guards, manholes, streets, sidewalks, or other property damaged or otherwise impacted by the above actions

The successful Contractor will demonstrate an efficient method for:

- Organizing on a daily basis, the regular maintenance service requests that are made from the City on a monthly basis
- Responding promptly to service requests made under Emergency Status, normally but not exclusively associated with storms
- Placing appropriately skilled technicians onto scenes timely
- Deploying optimal rolling stock (vehicle & equipment) in service delivery
- Deploying optimal service equipment in service delivery
- Handling and removal of all materials, including trees, branches, chips and debris within 24 hours of work completion, at an approved disposal facility
- Restoring or replacing anything damaged by contractor work, and notification to the City of said damage, within 24 hours of its occurrence
- Leave work area in a “better than found state”, with any limbs or trunks to be temporarily left behind being done so without any obstruction to people or vehicles

4.2 Service Levels

The successful Contractor will address the following performance measures:

- Turnaround time on constituent complaint intake by the City
- Turnaround time on emergency tree calls, with work initiated within 4 hours of City call, and City calls acknowledged within 2 hours
- Tree trimming and removal volumes
- Stump removal volumes, ground to 8” below surface level and backfilled to 4” above grade level
- Occurrences of debris left on job site more than 24 hours after job completion
- Damage claims by the City or filed by constituents to right-of-ways, sidewalks, buildings, or other structures and/or facilities resulting from Contractor work.
- Equipment up-time status

4.3 Reporting

The successful Contractor will propose a System of Management Reporting for the purpose of documenting the contractors' performance while it increases the City's awareness of the requirements of a healthy urban forest. This will include invoicing in accordance with the City of Brentwood policies, as well as reports of regular service activity levels and of service activities associated with problems; such as unhealthy trees or environmental conditions. These reports will provide a means of communicating information for proactive response and timely actions to formulate patterns for continuous improvement.

The City will regularly inspect vendor timeliness and quality of performance of work under this contract. We expect the vendor in its System of Management Information to at least address:

- Monthly invoices that detail by line item the trees removed and other work performed
- Weekly progress reports on the City's assignment queue, to facilitate the City's inspection of work in a timely manner
- Daily reports of any damage occurring in the performance of the work under this contract
- Semi-annual documentation of relevant employee and equipment certifications, and insurance coverage status

4.4 Compliance (Environmental, Safety & Other requirements)

The successful Contractors will demonstrate understanding of environmental and safety aspects of urban forestry, including but not limited to:

- Certification requirements associated with operation of forestry equipment, such as CDLs, aerial lift operations and ANSI standards
- Environmental regulations and local ordinances relating to debris handling
- OSHA and MIOSHA standards
- Diagnosis of dangerous and diseased trees, and disposal of diseased trees under regulatory requirements and guidelines, such as Ash trees under Missouri Department of Natural Resources requirements and guidelines
- The awarded Contractor shall provide barricades, display necessary warning signs, and take all necessary precautions for public safety
- In the event that streets, sidewalks, or paths require temporary closing, the contractor shall contact the City in advance to coordinate those efforts
- Field crew sizes shall be appropriate to assure satisfactory progress and to maintain safety standards

4.5 Other Considerations

The successful Contractor will be proactive in improvement suggestions and make cost savings and cost avoidance recommendations and participate in improvements in the best interest of the City and the public. The successful Contractor will address other considerations important to economical and effective long term maintenance of the urban forest.

5. PROPOSAL FORMAT AND REQUIREMENTS

The proposal shall include the qualifications and components requested below. No contract will be awarded to any Contractor who, as determined by the City, has an unsatisfactory performance record or experience, or who lacks the necessary capital, organization and equipment to conduct and complete the services in strict accordance with the specifications. Each Contractor must submit as part of its Proposal, a written statement covering the following points. Information should be complete and address the following areas.

5.1 Introduction

Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work. Include a statement on how the firm will provide services and address the scope of work contained herein. Describe the contractor's ability to provide timely access and service to the City.

5.2 Personnel

Identify individuals and list qualifications of key personnel who would be assigned to this project. Detail experience in work related to the proposed assignment. The expertise of each personnel must be clearly presented; it is recommended that resumes be included.

5.3 Experience

Provide company contact information, how long you have been in business, and what services you provide. Identify and briefly describe related work completed in the last three years. Describe only work related to the proposed effort and include any examples of similar local government projects. Include evidence of satisfactory and timely completion of similar work performed for past projects. Contractors must have at least five (5) consecutive years of experience.

5.4 Price and Budget

Provide a schedule of hourly rates for various services offered. Proposals should utilize Exhibit A and a description of any fees and services deemed to be outside the scope of this contract. Not less than prevailing hourly rate of wages shall be paid to all workmen performing under this contract in this area according to the rates determined by the Department of Labor and Industrial Relations of the State of Missouri.

5.5 Service Levels

Provide responses to the service levels addressed in Section 4.2.

5.6 Reporting

Provide responses to the reporting requirements addressed in Section 4.3.

5.7 Current Client Listing

Include a listing of clients for which the Contractor provided similar scope of services in the past three years. Provide a minimum of three references with contact names and phone numbers.

5.8 Appendix

Any supplementary information or material the Contractor wishes to include. The appendix material may or may not be considered

6. EVALUATION PROCESS

6.1 Review Process

A panel of reviewers will rate the proposals. After evaluation of all submittals, a short list of companies may be invited to provide a formal proposal, if necessary. The review panel will make a preliminary recommendation and forward it onto the Board of Aldermen. The Brentwood Board of Aldermen will approve the contract with the selected contractor.

6.2 Right to Reject Proposal

The City reserves the right to reject any or all Proposals and to waive any informalities in the Proposal process and to accept the Proposal that, in the sole judgment of the City, will be in the best interest and/or most advantageous to the City and the citizens to be served by the Agreement.

7. COMPENSATION

Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after the receipt of such billing statement.

8. INSTRUCTIONS TO CONTRACTORS

8.1 The Proposal

In submitting the Proposal (“Proposal”) as herein described, the Contractor represents, warrants and covenants that:

- The Contractor has carefully examined specifications and all provisions contained in this Request for Proposal relating to items to be furnished or the work to be done and understands the meaning, content and requirements of and agree to the same.
- The Contractor will enter into a written contract (the “Agreement”) with the City with the terms and conditions set forth herein and furnish the items and complete the work in the time specified for the prices quoted in the accepted Proposal.
- Four (4) copies of the Proposal must be signed and marked “On-Call Tree Service for Brentwood’s Urban Forest Management Proposal” and delivered to Brentwood City Hall, 2348 S. Brentwood Blvd., Brentwood, Missouri, 63144, **no later than 12:00 p.m. on October 21, 2021.**
- The City may not accept any submittal after the time and date specified on the RFP.
- Proposals will be reviewed by the City.

8.2 Proposal Form

Proposals must be accompanied by a completed Proposal Form (the “Proposal Form”) and include all information required by this Request for Proposal pertaining to equipment, personnel, references, past experience and insurance. **Failure to do so could result in the disqualification of the Proposal.**

8.3 Bidder’s Declaration

The Contractor will not be permitted to use, to its advantage, any omission or error in the Request for Proposal, the specifications, requirements, or the contract documents, and the City of Brentwood reserves the right to issue new instructions for such error or omission if originally specified. All Contractors submitting Proposals must submit the Bidders Declaration (the “Bidders Declaration”), which is part of the Proposal Form. The Bidder’s Declaration states that he/she has examined the information and conditions of the Proposal, and is familiar with the requirements as to equipment, supplies and labor of such undertaking; and that he/she has carefully prepared, examined and checked the Proposal to ascertain that no mistake or error is contained in the Proposal; and that he/she will make no claim for correction or modification after the closing time for the receipt of the proposals.

8.4 Addenda to Request for Proposal

If the Contractor has any questions which arise concerning the true meaning or intent of the specifications or any other requirements stated herein, the Contractor shall request that an interpretation be made in an Addendum issued by the City which shall be made available to all Contractors submitting pursuant to this Request for Proposal. Failure to have requested an Addendum governing any such question shall not relieve the Contractor from delivery in accordance with the intent of the specifications. All questions regarding this specification shall be directed to Eric Gruenenfelder, Director of Parks & Recreation, in writing to 2505 S. Brentwood Blvd., Brentwood, MO 63144, or email at egruenenfelder@brentwoodmo.org.

8.5 Proposals Valid for Three Months

No proposal may be withdrawn for a period of three (3) months following the date specified for receipt of proposals.

8.6 Right to Request Additional Information

The City reserves the right to request clarification of information submitted and to request additional information from any respondent.

8.9 Not a Contract: Expense of Proposal

Neither the distribution of this RFP nor acceptance of any response should be construed as creating a contractual obligation between the City of Brentwood and any Contractor. The City of Brentwood does not authorize and will not be responsible for any expense or charges associated with providing a response to this Request for Proposal.

8.10 Obligation of the City – Annual Appropriation

The obligations of the City to the Contractor firm are subject to annual appropriation. The proposal and any contract may be cancelled in the event of non-appropriation by the city.

9. GENERAL CONDITIONS

9.1 Exclusive Contract

It is the desire of the City to award an exclusive Agreement to one Contractor to provide on-call community urban forestry management services throughout the city of Brentwood and at times work hours and intervals to be negotiated with the successful Contractor and the City.

9.2 Contract Term

The term of this contract will be three (3) years with an option for two (2) one-year extensions under the same terms and conditions. This contract shall be contingent upon annual appropriation by the Board of Aldermen of the City of Brentwood. The contract will begin January 1, 2022.

9.3 Contract Termination

This Agreement shall be subject to termination by the City in the event of sale or destruction of the facilities or because of misfeasance or non-misfeasance by the Contractor. The City may also terminate this Agreement for repeated non-compliance with the requirements as set forth in these specifications. Either party may terminate the contract for any reason with a 30-day written notice.

The City also reserves the right, by the Agreement, to cancel any part or all of the same for failure by the Contractor to follow terms of said Agreement.

9.4 Licensing

All licensing required by Ordinances of the City of Brentwood will be required of the Contractor.

9.5 Regulations

The Contractor will be required to meet all regulations set forth by Ordinances of the City of Brentwood and St. Louis County as well as abide by State and Federal Laws.

10. INSURANCE

10.1 General Liability Insurance

The Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The minimum amount of insurance shall be \$1,000,000 per occurrence, \$3,000,000 general aggregate.

The Contractor shall not commence work under the Agreement until it has obtained the insurance required under this Section 10, and such insurance has been approved by the City. The Contractor shall not permit any employee to commence work in relation to the Agreement until insurance equivalent of that required of the Contractor has been so obtained and approved by the City. An *original* Certificate of Insurance from the company of record must be furnished to the City and provide that the City of Brentwood is "Additional Insured" during the term of the Agreement. The Contractor must obtain and maintain (at its sole expense) during the life of

the Agreement, insurance of the type and the minimum amounts stated in Sections 10.1 through 10.5. This requirement of insurance does not limit the Contractor's liability under the Agreement in any manner.

10.2 Worker's Compensation Insurance

The Contractor shall procure and shall maintain during the Term of the Agreement, Worker's Compensation Insurance in an amount equal or greater than Missouri Workers Compensation statute requirements (\$500,000) for all of its employees to be engaged and perform work under the Agreement.

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the City.

Contractor shall be in full compliance with the Workmen's Compensation Act of the State of Missouri and Employer's Liability Coverage as required by Missouri State statute.

10.3 Comprehensive Automobile Liability Insurance

The Contractor shall maintain Comprehensive Automobile Liability insurance coverage in the amount of \$1,000,000 per occurrence, and shall supply proof of coverage to the City before commencing work in the facility.

10.4 Satisfactory Coverage

The insurance which the Contractor is required to obtain and maintain pursuant to this Section 10 of the Request for Proposals shall be written by a company or companies licensed to do business in the State of Missouri and satisfactory to the City. Insurance is to be placed with insurer with a Bests' rating of no less than A: VII. The Contractor shall not allow any policies to be canceled or permit the policies to lapse during the Term of the Agreement. All insurance policies shall include a clause to the effect that the policy shall not be canceled or changed unless thirty (30) days prior written notice has been received by the City and provided further that the notice must be evidenced by receipt of registered letter.

10.5 Proof of Insurance Coverage

"Certificates of Insurance" shall be originals, not copies, shall contain true transcripts for the policy, authenticated by the proper officer of the insurer, evidencing in particular those insured, the extent of the insurance, the location and operation to which the insurance applies, the effective date and expiration date and the notice of cancellation clause referred to in Section 10.4. An original "Certificate of Insurance" shall be furnished to the City, clearly specifying the City as an "Additional Insured" and the date of issue, prior to commencement of services by the Contractor.

11. THE CITY OF BRENTWOOD TO BE INDEMNIFIED AND HELD HARMLESS

The Agreement shall require that the Contractor covenants and agrees to release the City from any and all liabilities of any kind or nature in which the right, cause of action or claim of any kind or nature whatsoever may hereafter accrue to the Contractor, its employees or agents, by virtue of the Agreement between the Contractor and the City. Contractor further covenants and agrees to indemnify and hold the City harmless from any and all claims, rights or causes of

actions or damages of every kind and nature whatsoever which may arise as a result of the Agreement between the City and the Contractor and Contractor shall defend or pay the cost of defense of the City arising by virtue of any claim or cause of action for damages. Contractor agrees to pay any and all amounts which the City may be required to pay for damages for compensation connected with any claim arising by virtue of the Agreement between the Contractor and the City. Contractor further agrees to furnish a Certificate of Insurance to the City in the sum of Three Million Dollars (\$3,000,000.00) with certificate designating the City as “Additional Insured” under its terms so as to indemnify the City from any liability.

12. LICENSES AND PERMITS

The Contractor shall be responsible for obtaining and paying the costs of all necessary permits and licenses required by any applicable laws, rules and/or regulations (including the Ordinances of the City of Brentwood) necessary for the operation of the carnival rides and games.

13. HEALTH AND SAFETY STANDARDS

The Contractor shall meet all Health and Safety Standards regulations set forth by Ordinance of the City of Brentwood and St. Louis County.

14. CONTRACT AND PERFORMANCE BOND

Contractor, upon being awarded the contract specified herein, may be asked to furnish Surety Bond in the amount of Twenty-five Thousand Dollars (\$25,000) from a bonding company authorized to do business in the State of Missouri as guarantee to perform said services in strict accordance with all conditions, specification, etc., of this bid proposal. If required, Surety Bond must be furnished within ten (10) days of notification of being the accepted contractor.

**CITY OF BRENTWOOD
TREE SERVICES
PROPOSAL FORM**

The undersigned, having examined and being familiar with the conditions affecting the service desired to be performed as outlined in the specifications and other contract documents relating to the City of Brentwood City of Brentwood On-Call Tree Service hereby proposes and agrees to perform everything required and to provide and furnish any and all labor, materials, tools, and expendable equipment necessary to operate the area in a safe, healthy, sanitary and efficient manner, in strict accordance with aforementioned contract documents for the sum hereinafter specified.

The Contractor agrees to provide all services as listed in the accompanying specifications as part of the base proposal.

For tree removals, submit bids per the table below, by:

- Size categories, based on diameter at Breast Height (4 ½' above ground), using estimated work order quantities
- Near utility power lines, or not
- With City designated Emergency Status

Units Prices per Tree:

Item	Size	Tree Removal; No Utility Line	Tree Removal; Near Utility Line	Stump Removal; No Utility Line	Stump Removal; Near Utility Line	Pruning; No Utility Line	Pruning; Near Utility Line
1	0-6"						
2	7"-12"						
3	13"-18"						
4	19"-24"						
5	25"-30"						
6	31"-36"						
7	37"-42"						
8	43"-48"						
9	49"-54"						
10	55"-60"						

Units Prices per Tree:

Item	Size	Emergency Tree Removal; No Utility Line	Emergency Tree Removal; Near Utility Line	Emergency Pruning; No Utility Line	Emergency Pruning; Near Utility Line	Tree Planting; Tree furnished by City	Tree Planting; Tree furnished by contractor
1	0-6"					7 Gal. Size:	7 Gal. Size:
2	7"-12"						
3	13"-18"						
4	19"-24"					15 Gal. Size:	15 Gal. Size:
5	25"-30"						
6	31"-36"						
7	37"-42"					Balled and Burlapped:	Balled and Burlapped
8	43"-48"						
9	49"-54"						
10	55"-60"						

For services other than tree removals, submit bids by:

- Crew Work Order Hour
- Equipment Hour
- Cubic Yard of Debris
- Materials and supplies, describe with Price per Unit of Measure

Prices for Services Other Than Tree Removals:

Item	Billable Expense	Bill Rate \$ per ____	Emergency Rate	Other
1	Crew Work Order Hour			
2	Equipment Hour			
3	Materials and supplies			
4	City wide storm debris removal			
5	Supervision / Management			
5	Other (define)			

Taxes

The Contract amount as stated above includes all sales taxes, excise taxes, and other taxes, for all materials and appliances subject to and upon which taxes are levied.

Dated this _____ day of _____, 2021.

PROPOSAL OF _____

UNDER THE LAWS OF THE STATE OF _____

A PARTNERSHIP* CONSISTING OF _____

AN INDIVIDUAL* TRADING AS _____

A JOINT VENTURE CONSISTING AS _____

*Insert Corporation(s), partnership or individual, as applicable

TO: Brentwood Parks and Recreation Department
2505 S. Brentwood Blvd.
Brentwood, Missouri 63144
Attn: On-Call Supportive Urban Forest Tree Care Services

1. Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted. Also attached is a Statement of Contractor's Qualifications.
2. Contractor understands that the City reserves the right to reject any and all proposals and to waive any informality in the bidding.
3. The Contractor agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.
4. Upon receipt of written notice of the acceptance of this proposal, Contractor will execute the formal contract attached within ten (10) calendar days and deliver the required Surety Bond or Bonds.
5. Contractor's Signature

Note: All signatures must be original, not copies, duplicated, stamped, etc.

IF AN INDIVIDUAL:

_____	Residence Address:
Name of Individual	_____
_____	_____
Signature of Individual	
Address for Communications	Telephone Number
_____	_____
_____	_____

IF A CORPORATION:

Name of Corporation

1. Incorporated under the laws of the State of _____:

Name and Title of Officer

2. Licensed to do business in Missouri:
Yes: _____ No: _____
(check one)

Signature of Officer

Address for Communications

Telephone Number

IF A PARTNERSHIP:

Name of Partnership

Names and residences addresses of all partners:

Signature of Partner

(attach separate sheet if necessary)

Address for Communications

Telephone Number

STATEMENT OF CONTRACTOR'S QUALIFICATIONS

(To be submitted by the Contractor with this Proposal.)

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. The Contractor may submit any additional information he desires. **This statement must be notarized.**

1. Company Name _____

Phone Number _____

2. Permanent main office address: _____

3. When organized: _____

4. If a corporation, where incorporated: _____

5. Number of years in business _____. If not under present firm name, list previous firm names and types of organizations.

6. General character of work performed by your company: _____

7. Have you ever failed to complete any contract awarded to you? If so, where and why. _____

9. Have you ever defaulted on a contract? If so, where and why. _____

10. Other experience qualifying you for this project. _____

11. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Contractor's Qualifications.

Date at _____ this _____ day of _____, 20__.

Name of Contractor

By: _____

Title: _____

State of _____)
County of _____) ss
_____)

_____, being duly sworn, deposes and says that he is

_____, of
(Name of Organization)

_____, and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public: _____

My Commission expires: _____