

REQUEST FOR RESPONSE

DFW-2016-022 Bog Grading Associated with the Restoration of Cranberry Bog Land to Natural Wetland Habitat at the Burrage Pond Wildlife Management Area in Hanson and Halifax, Massachusetts

**MASSACHUSETTS DIVISION OF FISHERIES AND WILDLIFE
195 BOURNE DALE ROAD
BUZZARDS BAY, MA 02532**

RFR ID# DFW-2016-022

PURCHASING DEPARTMENT: Department of Fish and Game, Division of Fisheries and Wildlife

CONTACT PERSON: Jason Zimmer, Division of Fisheries and Wildlife, 195 Bournedale Road, Buzzards Bay, MA 02532

TELEPHONE: 508-759-3406

BRIEF DESCRIPTION OF PROCUREMENT: This is a turnkey project whereby the selected vendor will perform all necessary work to conduct "pit-and-mound" grading on a total of ten (10) acres within two former cranberry bog cells to create microtopographical variation as part of an ongoing habitat restoration project at the Burrage Pond Wildlife Management Area in Hanson and Halifax, Massachusetts.

ACQUISITION METHOD: Outright purchase.

SINGLE OR MULTIPLE CONTRACTORS ARE REQUIRED FOR CONTRACT: Single.

SINGLE OR MULTIPLE DEPARTMENTS ABLE TO USE: Only procuring department may contract under this RFR.

PREVAILING WAGE APPLICABLE: Yes. A current wage rate sheet for this project will be provided in the bid package available at Southeast Wildlife District, 195 Bournedale Road, Buzzards Bay, MA 02532. Ph. 508-759-3406.

BIDDERS CONFERENCE: DFW will hold an optional pre-bid conference for interested parties on Monday, December 21, at 1:00PM. Those planning on attending are REQUIRED to RSVP by e-mail to Jason Zimmer at DFW (jason.zimmer@state.ma.us) by Friday, December 18th at 4PM.. Prospective bidders should meet at the parking lot for the Burrage Pond Wildlife Management Area located at 10 Hawks Avenue, Hanson, MA.

EXPECTED DURATION OF CONTRACT: Contract will terminate on 06/30/2016.

OPTION TO RENEW: No.

ANTICIPATED EXPENDITURES FOR EXPECTED DURATION OF CONTRACT: \$30,000

CONTRACT PERFORMANCE AND BUSINESS SPECIFICATIONS:

I. Introduction

The Commonwealth of Massachusetts, Department of Fish and Game, Division of Fisheries and Wildlife (DFW) is seeking a qualified vendor to perform all necessary work to conduct "pit-and-mound" grading on a total of ten (10) acres within two former cranberry bog cells to create microtopographical variation as part of an ongoing habitat restoration project at the Burrage Pond Wildlife Management Area in Hanson and Halifax, Massachusetts. The project includes the grading of 10 acres of former cranberry bog to create microtopographical variation. A Division of Fisheries and Wildlife staff person will be on-site during all phases of construction to provide guidance and ensure regulatory compliance.

II. Purpose of Procurement

The Commonwealth of Massachusetts, Department of Fish and Game, Division of Fisheries and Wildlife (DFW) is seeking a qualified vendor to conduct construction activities associated with the restoration of former cranberry bogs into emergent wetlands at the Burrage Pond WMA. The Division is seeking a lump sum bid for a complete job as part of this RFR.

III. Specifications

The Burrage Pond WMA consists of over 2,000 acres of protected open space in the Towns of Hanson and Halifax, Massachusetts. Approximately 300 acres of former cranberry bog and associated dikes, water control structures and access roadways exist on the property. Primary access to the site is gained via a gravel access drive entering the property off Hawkes Avenue in Hanson. This project involves grading 10 acres of former cranberry bog to create pit-and-mound topography as specified below.

1. Former cranberry bog grading/excavation.

- a. **Bog G14-15** – Excavate/grade approximately 4.5 acres of the northern portion of this bog unit to create a “pit-and-mound” topography. Pits should be excavated to a maximum depth of 12 inches below existing bog grade and mounds should be left at no higher than 12 inches above existing bog grade. Pits should be located randomly throughout the treatment area at the discretion of the machine operator based on field conditions and direction from DFW staff. Mounds will measure approximately 20 feet in diameter, but will vary in size and configuration to provide habitat diversity. DFW staff will work with the contractor to determine the final layout of the pit and mound features. Excess material removed from the bog shall be stockpiled on site for later use by DFW staff and as described above in Sections 1 and 2. Division staff will work with contractor in the field to provide direction on specific location of treatment area.
- b. **Bog G16-17** – Same specifications as for Bog G14-15 above in Section 1a. The approximate size of the treatment area is 5.5 acres. Division staff will work with contractor in the field to provide direction on specific location of treatment area.

Operational Requirements

- The Vendor must notify the DFW representative prior to commencement of operations, even if a Notice to Proceed has been issued. Any work that is completed prior to notification is considered unauthorized and will not be paid for.
- All equipment operators are required to meet with a DFW representative at the project site prior to beginning work.
- Any accidents or injuries to workers, environmental accidents, or damage to public or private property associated with this project must be reported to DFW immediately.
- The winning bidder will be required to thoroughly clean the exterior, undercarriage, and tires/tracks of his/her motorized equipment with a high pressure washer at a maintenance facility prior to bringing the equipment on site. Cleaning will substantially reduce the chance of spreading invasive exotic plants from a previous work site. Machinery that has not been cleaned in this manner will not be allowed on site.
- Any flagging or other materials used on site during the project must be removed upon project completion (biodegradable flagging can be left in place).
- Any/all spills of hazardous material must be reported immediately to DFW.
- Vendor will be responsible for obtaining all necessary permits for disposal of materials removed from the work area..
- The Vendor shall be responsible for all damage or injury to property of any character during the prosecution of the work resulting from any act, omission, neglect, or misconduct in his/her manner or method of executing the work, or at any time due to defective work or materials, and said responsibility will not be released until the project shall have been completed and accepted by DFW, town officials, and other agencies with enforcement jurisdiction.

- When or where any direct or indirect damage or injury is done to public or private property by, or on account of any act, omission, neglect, or misconduct in the execution of the work, or in consequence of the non-execution thereof by the Vendor, he/she shall restore, at his/her expense, such property to a condition similar or equal to that existing before such damage or injury was done, by repairing, or otherwise restoring as may be directed, or he/she shall make good such damage or injury in an acceptable manner.
- The Vendor shall be required to indemnify the Commonwealth from and against any liability for claims arising from the Vendor's activities under the contract. To support this indemnification requirement, the Vendor shall provide a) comprehensive commercial general liability insurance, with coverage for bodily injury, wrongful death, and property damage in the amount of \$1,000,000 naming the Commonwealth as an additional insured regarding the work to be performed under this contract, and b) Workman's Compensation Insurance as required under Massachusetts law for all persons employed by the Vendor, and provide Certificates of Insurance for all sub-contractors evidencing the same coverage required of the Contractor.
- The Vendor shall comply with all federal, state, and local laws and regulations controlling pollution of the environment. The Vendor shall take necessary precautions to prevent pollution of streams, lakes, ponds, and reservoirs with fuels, oils, bitumens, chemicals, or other harmful materials and to prevent pollution of the atmosphere from particulate and gaseous matter.
- The storage or disposal of fuels, oils, bitumens, chemicals, or other harmful materials on any project sites or neighboring property is strictly prohibited.
- Any person employed by the Vendor or by any Subcontractor who, in the opinion of DFW's representative, does not perform his/her work in a proper and skillful manner or is intemperate or disorderly shall, at the written request of DFW's representative, be removed by the Vendor or Subcontractor employing such person, and shall not be employed again in any portion of the project without the approval of DFW.
- Should the Vendor fail to remove such person or persons or fail to furnish suitable and sufficient personnel for the proper prosecution of the work, DFW's representative may suspend all work by written notice given to the Vendor until compliance with such orders has been met.
- All equipment which is proposed to be used on the work site shall be of sufficient size and in such mechanical condition as to meet requirements of the work and to produce a satisfactory quality of work. Equipment used on any portion of the work shall be such that no injury to previously completed work or adjacent property will result from its use.
- All mechanized equipment must be free of leaks in fuel and hydraulic lines during the course of work and must be removed from the site at the conclusion of work. Further, all mechanized equipment must carry oil-absorbent pads, quality subject to the approval of DFW, at all times to be used in the event of a fluid spill. Any employee working on a project site must receive instruction on proper response procedures to hazardous materials spills.
- A project schedule will be arranged with the winning bidder. Vendors are required to bid on the acreage as calculated using ArcGIS 9.0. If the necessary funds are not available to complete the entire project, DFW reserves the right to discontinue or reduce the scope of work. DFW also reserves the right to increase the acreage of the project at the low bid price if additional habitat work is required.
- All operations must be performed during normal working hours (Monday – Friday, 7:00 a.m. to 5:00 p.m.) unless other arrangements are made.
- The total bid amount should not be limited to the previous description but shall include all materials and labor necessary to produce a completed job equal to or exceeding industry standards.

Considerations and Instructions for Bid Submission

Contracts will be awarded to the lowest responsible and eligible bidder. The term "lowest responsible and eligible bidder" shall mean (1) the Bidder whose Bid is the lowest of those Bidders demonstrably possessing the skill, ability, and integrity necessary for the faithful performance of the work, and who meets the requirements set forth in M.G.L. c.149 sec.44 (2)(B) and not debarred from bidding under M.G.L. c.149 §44C; (2) and who shall certify that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; and (3) who shall certify that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work, and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee.

The Owner reserves the right to waive any informalities in, or to reject any or all Bids if it be in the public interest to do so.

The cost associated with the operator site walk required prior to starting work should be reflected in the Contractor's bid.

Prevailing wage rates are required; rate schedules are attached to this Request for Response. For more information about prevailing wage requirements, see the Massachusetts Division of Occupational Safety website: <http://www.mass.gov/dls/pw/>

The Contractor shall provide as surety a payment bond **in the amount of 50% of the contract price within 10 days of contract award**. The payment bond must be furnished to DFW in the form of a surety bond issued by a surety company; a certified, treasurer's or cashier's check drawn on a responsible bank or trust company payable to the awarding authority; or cash.

The Contractor shall provide as surety a performance bond **in the amount of 100% of the contract price within 10 days of contract award**. The performance bond must be furnished to DFW in the form of a surety bond issued by a surety company; a certified, treasurer's or cashier's check drawn on a responsible bank or trust company payable to the awarding authority; or cash.) [M.G.L. c. 149, §44A(2)(C) and M.G.L. c. 30, §39M(a)]. The performance bond shall be forfeited, as liquidated damages if all contract provisions covered are not faithfully and fully performed by the Contractor. Should the amount of damages, as determined by DFW, exceed the amount of said bond, the Contractor agrees to pay the excess balance within 90 days. Otherwise, said bond will be returned to the Contractor after all terms of this contract are fulfilled to the satisfaction of DFW.

Total payment for this project shall be agreed upon before any work is initiated. The agreed sum shall be stated in the Notice to Proceed. Payment shall be made as a lump sum payment upon determination by DFW of completion of work, or as agreed upon in the scope of services and payment plan, and shall be made by DFW within thirty (30) days of receipt of an invoice. This provision shall not apply if DFW notifies the Contractor of insufficiencies in the work or non-compliance with the contract terms within thirty (30) days of receipt of said invoice. If so notified, the invoice amount will not be remitted and no invoice or demand for payment will be accepted until the contract compliance has been met. Once compliance has been met, payment after resubmission of an invoice will be made within thirty (30) days.

Contractors shall submit all certified payroll sheets for all employees employed at the work site with their request for payment.

This project shall not commence until all required procurement forms have been submitted to DFW by the vendor, and until a "Notice to Proceed" has been received by the Vendor from the Division.

If, during the progress of the work, the contractor or the awarding authority discovers that the actual subsurface or latent physical conditions encountered at the site differ substantially or materially from those shown on the plans or indicated in the contract documents either the contractor or the contracting authority may request an equitable adjustment in the contract price of the contract applying to work affected by the differing site conditions. A request for such an adjustment shall be in writing and shall be delivered by the party making such claim to the other party as soon as possible after such conditions are discovered. Upon receipt of such a claim from a contractor, or upon its own initiative, the contracting authority shall make an investigation of such physical conditions, and, if they differ substantially or materially from those shown on the plans or indicated in the contract documents or from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the plans and contract documents and are of such a nature as to cause an increase or decrease in the cost of performance of the work or a change in the construction methods required for the performance of the work which results in an increase or decrease in the cost of the work, the contracting authority shall make an equitable adjustment in the contract price and the contract shall be modified in writing accordingly.

(1) The awarding authority may order the general contractor in writing to suspend, delay, or interrupt all or any part of the work for such period of time as it may determine to be appropriate for the convenience of the awarding authority; provided however, that if there is a suspension, delay or interruption for fifteen days or more or due to a failure of the awarding authority to act within the time specified in this contract, the awarding authority shall make an adjustment in the contract price for any increase in the cost of performance of this contract but shall not include any profit to the general contractor on such increase; and provided further, that the awarding authority shall not make any adjustment in the contract price under this provision for any suspension, delay, interruption or failure to act to the extent that such is due to any cause for which this contract provides for an equitable adjustment of the contract price under any other contract provisions.

(2) The general contractor must submit the amount of a claim under provision (a) to the awarding authority in writing as soon as practicable after the end of the suspension, delay, interruption or failure to act and, in any event, not later than the date of final payment under this contract and, except for costs due to a suspension order, the awarding authority shall not approve any costs in the claim incurred more than twenty days before the general contractor notified the awarding authority in writing of the act or failure to act involved in the claim.

Any additional project costs must be approved by the Division's Chief Financial Officer prior to being incurred.

Sealed Bids must be received, in writing, no later than 2:00 pm on Wednesday, December 30, 2015 at which time they will be publicly opened and read.

INSTRUCTIONS FOR SUBMISSION OF RESPONSES:

1) Two complete paper copies of your response must be received, in writing, no later than **2 pm on Wednesday, December 30, 2015** at which time bids will be publicly open and read.

Submit responses to:

Division of Fisheries and Wildlife
Attn: Lori Cookman
1Rabbit Hill Rd
Westborough, MA 01581

On the outside of the envelope containing the two complete copies of your bid(s), clearly mark: **Bid Documents Enclosed, DFW-2016-022: Bog Grading at Burrage Pond WMA.**

All responses must include **two copies** of each of the documents listed below. **BE SURE TO INCLUDE ALL ITEMS LISTED HERE OR YOUR RESPONSE MAY BE FOUND TO BE INCOMPLETE AND NON-RESPONSIVE.**

- 1) Completed Mandatory Bid Sheet
- 2) Affidavit: Proposal for RFR DFW-2016-022: Bog Grading at the Burrage Pond Wildlife Management Area. **One copy must be notarized original.**
- 3) Bid deposit in the amount of 5% of total bid price, payable to the Division of Fisheries and Wildlife, in the form of a surety bond issued by a surety company; a certified, treasurer's or cashier's check drawn on a responsible bank or trust company payable to the awarding authority; or cash. [M.G.L. c. 149, §44A(2)(C) and M.G.L. c. 30, §39M(a)]
- 4) Business Reference Form outlining the bidders experience for conducting the type of work described in this RFR with references.

The winning Contractor(s) will be required to submit the following items upon award:

- 1) MA Construction Contract Form to be provided by awarding authority
- 2) Commonwealth Terms and Conditions filled out and signed by the respondent
- 3) Commonwealth W-9 tax information form filled out and signed by the respondent (If not already on file)
- 4) Contractor Authorized Signatory Listing, completed and signed by the Contractor.
- 5) Proof of liability insurance coverage
- 6) Electronic Funds Transfer form
- 7) Within 10 days after presentation thereof by the awarding authority, furnish a **labor and materials or payment bond** from a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and in the sum of **50%** of the contract price, payable to the Division of Fisheries and Wildlife, in the form of a surety bond issued by a surety company; a certified, treasurer's or cashier's check drawn on a responsible bank or trust company payable to the awarding authority; or cash. [M.G.L. c. 149, §44A(2)(C) and M.G.L. c. 30, §39M(a)].
- 8) Within 10 days after presentation thereof by the awarding authority, furnish a **performance bond** in the amount of **100%** of the contract price in the form of a surety bond issued by a surety company; a certified, treasurer's or cashier's check drawn on a responsible bank or trust company payable to the awarding authority; or cash. DFW

GENERAL REQUIREMENTS

- 1) All operations must be performed during normal working hours (Monday – Friday, 8:00 a.m. to 4:00 p.m.). Exceptions to this may be authorized by the District Manager.
- 2) This is a prevailing wage rate job. Contract must conform to the attached prevailing wages assigned to this job.
- 3) The total bid amount should not be limited to the previous description but shall include all materials and labor necessary to produce a completed job.
- 4) Proof of liability insurance coverage shall be attached to the signed contract prior to project commencement.
- 5) For interpretation of these specifications contact Jason Zimmer Southeast District Manager at 508.759.3406.
- 6) This project will not commence until a "Letter to Proceed" has been received by the Contractor from the Division's Chief Financial Officer. The final award of this bid will be contingent upon availability of sufficient funds. The Division reserves the right to award part or all of this contract pending availability of sufficient funds.
- 7) The contractor is required to fully complete this job by June 30, 2016.
- 8) Any additional project costs must be approved by the District Manager and Chief Financial Officer prior to being incurred.
- 9) The Division will make payment following a satisfactory completion and inspection of finished job.

- 10) **The sealed bid package clearly marked DFW-2016-022: Bog Grading at Burrage Pond WMA must be returned no later than 2:00 p.m. on December 30, 2015 at which time they will be publicly opened and read. Bids received after this time will not be considered.**

Work Date: All work shall be done by June 30, 2016. Work dates and daily work times shall be scheduled in advance and in agreement with the District Supervisor.

VII. RESPONSE EVALUATION

- a. **The DFW/DFG reserves the right to reject any and all proposals and select the proposal it finds the most advantageous to completing this project.**

VIII. NOTICE TO PROCEED: The Contractor may begin performing specified contract work when he/she has been given a notice to proceed by DFW/DFG. ALL WORK MUST BE COMPLETED WITHIN THE TIMELINE OUTLINED IN THE NOTICE TO PROCEED.

IX. DISCLAIMER/LIABILITY CLAUSE: The Contractor will release and agree to hold blameless the Commonwealth of Massachusetts, Division of Fisheries and Wildlife, its employees and agents acting within the scope of their official duties from any and all liability or loss resulting from acts or omissions except willful torts.

X. BUDGET AND SCHEDULE OF PAYMENT

Total payment for this project shall be agreed upon before any work is initiated. The agreed sum shall be stated in the Notice to Proceed.

Payment shall be made as a single payment, upon the DFW/DFG determination of completion of work, or as agreed upon in the scope of services and payment plan, and shall be made by DFW/DFG within thirty (30) days of receipt of an invoice. This provision shall not apply if the DFW notifies the Contractor of insufficiencies in the work or non-compliance with the contract terms within thirty (30) days of receipt of said invoice. If so notified, the invoice amount will not be remitted and no invoice or demand for payment will be accepted until the contract compliance has been met. Once compliance has been met, payment after resubmission of an invoice will be made within thirty (30) days.

BID PROPOSAL FORM

RFR ID# DFW-2016-022: Bog Grading Associated with the Restoration of Cranberry Bog Land to Natural Wetland Habitat at the Burrage Pond Wildlife Management Area in Hanson and Halifax, Massachusetts.

Location: Massachusetts Division of Fisheries and Wildlife
Field Headquarters
1 Rabbit Hill Road
Westborough, MA 01581

To the party of the First Part:

The undersigned agrees that, if selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a **performance bond** in the sum of 100% of the contract price **and also a labor and materials or payment bond**, in the sum of 50% of the contract price, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority, the premiums for which are to be paid by the general contractor and are included in the contract price; provided, however, that if there is more than 1 surety company, the surety companies shall be jointly and severally liable.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to sections 39M of Chapter 30 of the General Laws of Massachusetts.

The undersigned, as bidder, further certifies under the penalties of perjury, that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the location of the proposed work, the proposed form of contract, the standard specifications and plans therein referred to and the Special Provisions hereto annexed; and he proposes and agrees, if this proposal is accepted, that he will contract with the Party of the First Part, in the form of the contract referred to herein and to be annexed hereto, to provide all necessary machinery, tools, apparatus and other means of construction and to do all the work and furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements of the Chief Fiscal Officer as therein set forth, and that he will take in payment therefore the following, to wit:

Item No.	Quantity	Item with Unit Bid Price Written in Words	Amount
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Lump Sum (Written in Words)

The above prices are to include and cover the furnishing of all materials, except as herein otherwise specified, the performing of all the labor, requisite or proper, and the providing of all necessary machinery, tools, apparatus and other means of construction, and the doing of all the above mentioned work in the manner set forth, described and shown in the specifications for the work and in the form of contract, and the completion thereof by _____.

If this proposal shall be accepted and the undersigned shall fail to contract as aforesaid and to give a bond in the sum to be determined as aforesaid with surety satisfactory to the Department, within ten days (not including Saturdays and Sundays) from the date of mailing of a notice from the Department to him according to the address herewith given, that the contract is ready for signature, the Department may at its opinion determine that the bidder has abandoned the contract, and thereupon this proposal and the acceptance thereof shall be null and void.

Full name and address of individual or concern submitting this bid:

Signed by _____ Title _____

Phone # _____ Email _____

Notice: Bid should be signed in ink by a person having proper legal authority, and the person's title should be given, such as "owner" in the case of an individual, "partner" in the case of a general partnership, "president," "treasurer" or other authorizing officer in the case of a corporation.

If the bidder is an individual or individuals doing business as a firm give the full name and address of each individual:

Name

Address

If the bidder is a corporation, give the State in which incorporated. If bid is submitted by joint ventures, this should be stated here: _____
and if any of the joint ventures is a corporation, a copy of the vote of the corporation authorizing the joint venture should be attached hereto.

The proposed surety on the bond to be given is:

Name: _____

Home Office Address:

Massachusetts Address (if different):

NOTE: PLEASE SUBMIT BID DEPOSIT IN AMOUNT OF 5% OF TOTAL BID PRICE, PAYABLE TO THE DIVISION OF FISHERIES AND WILDLIFE, IN THE FORM OF A BID BOND, CASH, CERTIFIED CHECK, OR TREASURER'S OR CASHIER'S CHECK ISSUED BY A RESPONSIBLE BANK OR TRUST COMPANY WITH THIS BID PROPOSAL FORM.

AFFIDAVIT

State of _____

Date _____ 20____

County of _____

The undersigned being duly sworn, deposes and says that he is the

Sole owner; partner; president; treasurer or
other duly authorized official of a corporation

of _____, for work in

City/Town

Location

on _____
Date bids were open

and certifies that of his own knowledge, said bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

Signature and title of person making affidavit

Sworn to before me this

_____ day of _____ 20____.

Notary Public

At a duly authorized meeting of the Board of Directors of the

(Name of Corporation)

held on _____ at which all the Directors were present or
(Date)

waived notice, it was VOTED, that _____,
(Name)

_____, of this company and he hereby is
(Officer)

authorized to execute contracts and bonds in the name and behalf of said company, and affix its corporate seal thereto; and such execution of any contract or obligation on this company's name on its behalf by such

(Officer)

under seal of the company, shall be valid and binding upon this company.

A true copy,

ATTEST: _____

Place of business:

Date of the Contract: _____

I hereby certify that I am the clerk of the _____

that _____ is duly elected _____

of said company, and that the above vote has not been amended or rescinded

and remains in full force and effect as of the date of this contract.

_____ Corporate Seal

BUSINESS REFERENCE FORM

The bidder shall supply the Division, as part of their bid package, a statement of their qualifications to conduct the type of work required under this RFR. The contractor shall also include a list of the similar jobs they have completed within the past 5 years, including the names, addresses, and contact numbers for each contract manager or owner of the job sites. Attach additional sheets if necessary.

Bidder: _____ Phone # () _____

RFR Name/Title: _____

RFR Number: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

References will be contacted to confirm the bidder's abilities and qualifications as stated in the bidder's response. The Division may deem the bidder's response unresponsive if a reference is not obtainable from a listed reference after reasonable attempts.

Burrage Pond WMA
Bog Grading Project FY16

