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**Holly Williams**

**Carrie Geitner**

**Longinos Gonzalez, Jr.**

**Commissioners:**

**Stan VanderWerf (Chair)**

**Cami Bremer (Vice-Chair)**

**Financial Services Department**

**Eileen Gonzales, cppo, cppb – Contracts & Procurement Manager**

**REQUEST FOR PROPOSALS**

**RFP NO.: 21-065**

Sealed proposals for **CJC Mental Health Aftercare Services** for the El Paso County Sheriff’s Office shall be received by the El Paso County Contracts & Procurement Division**, by no later than** **Wednesday, May 19, 2021 at 2PM (MST).** Faxed proposals shall not be accepted. All proposals shall be submitted electronically via Bidnetdirect.com.

A **Voluntary Pre-Proposal Conference** will be held **Thursday, April 29, 2021 at 2PM (MST)**, via teleconference. While this meeting is not mandatory, it is strongly recommended that interested firms attend to have questions answered.

Any questions regarding this proposal should be submitted via [**www.rockymountainbidsystem.com**](http://www.rockymountainbidsystem.com). Do not contact any other individual regarding this solicitation. **Final questions are due by no later than Monday, May 3, 2021 at 2PM (MST).**

**PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE &** **LOG ONTO www.rockymountainbidsystem.com** **TO DOWNLOAD DOCUMENTS.**

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE

FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

**It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.**

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| **PUBLICATION DATES:** | |
|  | **BidNet:**  **April 12, 2021**  **Fountain Valley News:**  **April 14, 2021**  **April 21,2021** | |
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BOARD OF COUNTY COMMISSIONERS

EL PASO COUNTY

/s/ Eileen Gonzales

CONTRACTS MANAGER

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**RESPONSE CHECKLIST**

**For**

**CJC MENTAL HEALTH AFTERCARE SERVICES**

The Proposer’s attention is especially called to the items listed below, which shall be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this RFP (Request for Proposals) may be cause for rejection of the proposal.

Proposer shall check each box indicating compliance.

**THIS CHECKLIST SHALL BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE**

|  |  |
| --- | --- |
| **Please submit the following items through Rocky Mountain E-Procurement Website.**  **See Proposal Submission section for details** | |
|  | Response Checklist |
|  | Addendum(s) Acknowledgement if any |
|  | Project Plan |
|  | Copies of requested Insurance Certificate |
|  | Qualification Statement |
|  | Fee Proposal |

PLEASE READ THE **“INSTRUCTIONS FOR SUBMITTING PROPOSALS”** INCLUDED IN THIS PACKAGE**.**

|  |  |
| --- | --- |
| COMPANY NAME | PHONE NUMBER |
|  |  |
| STREET ADDRESS | FAX |
|  |  |
| CITY, STATE, ZIP | EMAIL |
|  |  |
| AUTHORIZED REPRESENTATIVE NAME (PRINT) | TITLE |
|  |  |
| AUTHORIZED REPRESENTATIVE SIGNATURE | DATE |

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**GENERAL SPECIFICATIONS**

**for**

**CJC MENTAL HEALTH AFTERCARE SERVICES**

The El Paso County Sheriff’s Office (County) is seeking proposals from existing, qualified, and experienced vendors for the purpose of contracting for Mental Health Aftercare Services for its Criminal Justice Center (CJC).

1. **INTRODUCTION**

The El Paso County CJC recognizes the need for continuation of care for individuals experiencing mental illness who are transitioning from incarceration to community. There has been an identified gap in services for incarcerated individuals to receive psychiatric care as they are released from jail and return to community. With many incarcerated individuals being held on “pre-sentence” status, there is an inability to establish post release psychiatric services for continuation of medication prior to release. These transitioning individuals require unscheduled psychiatric appointments within one week of this release.

The CJC recognizes the burden this process has to the community and the ability to make psychiatric services available to client with little to no prior notice. As a result, it is the intention of the El Paso County Sheriff’s Office to provide a contractual service(s) agreement, funded by the Sheriff’s Office to bridge the gap in services to the mentally ill population.

1. **OBJECTIVES**

* To reduce recidivism among offenders with mental illness by providing accessible psychiatric services for transitioning individuals.
* Meet with and assess eligible clients referred to the program prior to releasing from the jail.
* To provide psychiatric and case management services to the greatest number of offender possible, subject to available funding.
* To reduce recidivism among participants with diagnosed mental illness.
* Coordinate with behavioral health steering committees to create a community collaborative approach for releasing inmates.

1. **SCOPE OF SERVICES**

**Scope of Services to include, but not limited to:**

1. The Contractor shall meet regularly with CJC mental health and behavioral health staff to discuss client referrals. Clients selected to participate in this program will be identified by CJC staff through diagnosis, need for services and limited access to care post release due to pre-sentence status.
2. The Contractor shall meet with referred clients while they are incarcerated for program enrollment and eligibility. A treatment team comprised of mental health and case management staff will make recommendations for acceptance into the program. The final decision regarding placement will be made by the services provider.
3. The Contractor shall make psychiatric and/or case management appointment available to eligible clients within one week of their jail release (planned or unplanned). CJC mental health and behavioral health staff will notify Contractor of a clients release within 2 business days of the release.
4. Contractor shall have a minimum of 2 days per week of a psychiatrist or psychiatric nurse practitioner to provide continuation of medication received in jail or evaluate for medication changes. The Contractor will have a case manager available to meet with eligible clients a minimum of 1 time per week in the jail and be available a minimum of 2 days per week for assisting released clients.
5. Contractor shall ensure continuation of medication through bridge scripts or psychiatric evaluations of each client enrolled in the program.
6. Contractor shall provide case management services to assist in enrolling clients with psychiatric services post release with community mental health centers.
7. Contractor shall assist clients with enrollment in Medicaid.
8. Contractor shall assist clients with obtaining psychotropic medication.
9. Contractor shall assist clients with referrals to community case managers and/or peer support for services to include but not limited to; housing, transportation, vocational skills, employment, SSI or SSDI enrollment, substance abuse and/or mental health treatment, general medical care, and emergency care items such as food, clothing and hygiene items.
10. The Contractor agrees to keep detailed records of services provided to clients. The Contractor will provide data and information to the Sheriff’s Office regarding services provided, and expenses. All releases shall follow applicable federal and state law, including but not limited to the Health Insurance Portability and Accountability Act and its related regulations, the Colorado Open Records Act, and the Colorado Criminal Justice Records Act.
11. Contractors employees and subcontractors must be able to pass the El Paso County Sherriff’s Office (EPSO) background check and shall be enrolled in the FBI’s Criminal Justice Information Services Vendor Management Program. A CJIS Vendor Management Program certification is required. This program is part of the finger printing and background check requirement. All finger printing and background checks MUST be completed on employees before the start of services. This program is designed to make it easier for a vendor to meet CJIS Security Policy Standards. CJIS certificates of personnel working this contract will be given to the County Representative prior to start of services for approval. CONTRACTOR’S fee proposal should consider the price for CJIS for their employees. Fingerprinting price is $15.00 per participation employee and CJIS price is $39.50 per participating employee.
12. **PROJECT PLAN**

The following information shall be included in the Project Plan, in the order listed:

1. Provide a brief description of your firm including location(s), office locations, and size of firm.
2. Ability of the firm to meet or exceed the requirements defined in the RFP (do not repeat this information in the Qualification Statement, reference this section):
3. Describe/summarize the firm’s relevant experience.
4. Describe project scope and services provided.
5. Specifically identify key personnel involved in the similar project.
6. Summarize/list the Company’s applicable qualifications and/or certifications. The County shall request proof of the listed certifications prior to performing work.
7. References:
8. Provide 3 minimum, 5 maximum references other than El Paso County and preferably city or county governments, where your firm provided similar services. It is preferred that representatives of El Paso County not be provided as references.
9. Provide a list of Sub-Contractors that shall be used for the proposed work. (company name, primary contact: contact info and position title). Describe the scope of work that shall be provided by each Sub-Contractor.
10. Ability of the Company’s Key Personnel to meet or exceed the requirements defined in the RFP:
    1. Describe number and nature of professional staff available for this project.
    2. Describe/summarize Key Personnel’s relevant experience and role in the project. Include relevant projects with similar services, timelines and/or magnitudes, as applicable. (This may include experience with a different Company).
    3. Summarize/list applicable qualifications, licenses, training and/or certifications of Key Personnel. The County shall request proof of the listed training, certifications, and/or licenses prior to performing work.
    4. Resumes for Key Personnel may be included if additional information is deemed necessary. If included, resumes shall be in an appendix and referenced in the proposal as applicable. Do not exceed one (1) page per resume.
11. Understanding and approach:
12. Provide a summary narrative describing the Company’s understanding and approach for completing the proposed work as described in this RFP.
13. Address any other responses requested by this RFP.
14. State any reservations, conditions, exceptions, or constraints related to this RFP specification or County’s standard contract. If none, then state that you have none.
15. **FEE PROPOSAL**

Proposer should include Fee/rate/cost schedule for services proposed in a separate file.

1. **PROPOSAL PROCESS REQUIREMENTS**
2. **INQUIRIES**

Questions related to this Request for Proposals (RFP) shall be directed to Becky Schaffstein, CPPB, Procurement Specialist II, Contracts & Procurement Division at [beckyschaffstein@elpasoco.com](mailto:beckyschaffstein@elpasoco.com) . All technical questions shall be submitted in writing via **www.rockymountainbidsystem.com**. If needed, written responses to those questions shall be published as an addendum after the final questions are due. All final questions are due **no later than Monday, May 3, 2021 2PM (MST).** **Do not contact any other individual regarding this RFP other than the Procurement Contact listed above.**

1. **PRE-PROPOSAL CONFERENCE**

A **Voluntary Pre-Proposal Conference** will be held **Thursday, April 29, 2021 at 2PM (MST)**, via teleconference. While this meeting is not mandatory, it is strongly recommended that interested firms attend to have questions answered.

The Pre-Proposal Conference for this RFP will take place VIA TELECONFERENCE utilizing the call-in information below:

Participant-guest login:

1.  Dial access number: 1-877-820-7831

2. Enter the participant-guest pass code: 514880#

1. **PROPOSAL RESPONSE REQUIREMENTS**

The following items shall be included in the proposal in the order listed herein:

* 1. The Response Checklist (form included in this RFP package).
  2. An Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
  3. Project Plan
  4. Copies of requested insurance certificates
  5. Qualification Statement
  6. Fee Proposal (separate file)

1. **PROPOSAL SUBMISSION**

Proposals shall be submitted through Rocky Mountain E-Procurement System by **no later than 2PM (MST), Wednesday, May 19, 2021** [**www.rockymountainbidsystem.com**](http://www.rockymountainbidsystem.com). Proposers shall submit three .pdf files: The County prefers the .pdf files to be searchable. Proposers shall follow the naming convention as described below.

* 1. Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 19-001 Tech)
  2. Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 19-001 Fee)
  3. Public Copy: Company Name RFP # Public. Example (ABC Cleaning 19-001 Public)

Public Copy shall be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals that are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP, and (2) are capable of performing quality work to achieve the County’s objectives.

1. **ORAL PRESENTATIONS / INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical and/or cost information may be requested from any firm by the Evaluation Committee prior, during or after the interview for clarification purposes, but in no way shall change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted. If required interviews shall be conducted via teleconferencing.

1. **RFP TIMETABLE**

***NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING, AND ARE SUBJECT TO CHANGE.***

|  |  |
| --- | --- |
| RFP NOTICE ADVERTISED | April 21st & 28th |
| PRE-PROPOSAL CONFERENCE | 2 PM (MST), April 29, 2021 |
| FINAL RFP QUESTIONS DUE | 2 PM (MST), May 3, 2021 |
| PROPOSAL DUE DATE | 2 PM (MST), May 19, 2021 |
| EVALUATION OF PROPOSALS | *TBD* |
| INTERVIEWS (IF APPLICABLE) | *TBD* |
| RECOMMENDATION OF AWARD TO BOCC | *Early to Mid-June* |

1. **TERM OF CONTRACT**

Issuance of this RFP and receipt of proposals does not commit the County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP. The County may negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or any part of this RFP.

In initial contract term will be from July 1, 2021 until December 31, 2021. The contract may be renewed for four (4) optional one-year terms upon satisfactory performance by the successful Contractor and at a negotiated rate agreed to in writing at least ninety (90) days prior to the contract expiration date. Failure to negotiate an agreed-upon rate for the forthcoming year shall result in non-renewal of the contract. Award of a contract or renewal of a contract is contingent upon available and approved funding.

Any contract awarded between El Paso County and the successful firm shall consist of the County’s standard Services Contract (a copy of which is included in this RFP package) signed by both parties, this RFP and any addenda, the submitted proposal, all negotiation documents and the resulting Purchase Order and original certificates of insurance.

If proposer does not agree with any terms or conditions of the County’s standard Contract or any items in this document, the proposer shall present its exceptions with its proposal. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract shall control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract terms and conditions.

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime Contractor and as a sub-Contractor to another prime Contractor). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action Stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.

By submitting their proposal, the Proposer certifies that they are not currently debarred from submitting bids or proposals for contracts by any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by El Paso County, Colorado or the State of Colorado.

1. **INSURANCE REQUIREMENTS**

For proposal purposes, proposers shall submit copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist. The Contractor shall be required to provide original certificates of Insurance showing coverage for the items identified in the “INSURANCE CHECKLIST”, at its own expense, **naming El Paso County as an additional insured**, along with an original Workers’ Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

1. **EVALUATION AND AWARD PROCESS**

The Evaluation Committee shall evaluate all proposals received for completeness and the proposer’s ability to meet all specifications as outlined in this RFP. The committee may then short-list for interviews the specific firms whose proposals best meet all the criteria required.

1. **SELECTION CRITERIA**

The following factors (not listed in order of priority) shall be considered when evaluating each proposal. The County reserves the right to consider other factors not named here in making its decision.

1. Completeness of the response to this RFP.
2. Project Plan.
3. Experience, resumes, and references
4. Reservations, conditions, exceptions, or constraints related to this RFP.
5. Fee Proposal.
6. **ATTACHMENTS:**
7. Insurance Checklist
8. Instructions for Submitting Proposals
9. General Services Contract

Any questions regarding this RFP should be directed to Becky Schaffstein, CPPB, Procurement Specialist II, Contracts & Procurement Division by e-mail to [beckyschaffstein@elpasoco.com](mailto:beckyschaffstein@elpasoco.com)

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|  | ***Becky Schaffstein*** |
|  | Becky Schaffstein, CPPB  Procurement Specialist II |

EL PASO COUNTY

CONTRACTS & PROCUREMENT DIVISION

**CONTRACTOR’S QUALIFICATION STATEMENT**

**For**

**CJC MENTAL HEALTH AFTERCARE SERVICES**

This statement shall provide information which shall enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it along with the other required proposal documents. If there is not enough room on the form to answer the questions, attach additional pages if necessary.

**(PRINT or TYPE):**

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| FIRM NAME: | |  | | | |
| ADDRESS: | |  | | | |
| CITY, STATE, ZIP: | |  | | | |
| AUTHORIZED REPRESENTATIVE: | | |  | | |
| TITLE: | | | |  | |
| **AUTHORIZED REP. SIGNATURE:** | | | |  | |
| PHONE: |  | | | FAX: |  |
| E-MAIL: |  | | | | |

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| 1. TYPE OF BUSINESS: | | | | | | | | | | | | | | |  |  | | | | | | | | | | | 2. TYPE OF LICENSE & LOCATION: | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| CORPORATION | | | | | | | |  | |  | | INDIVIDUAL | | | | | | | | |  | |  | | | |  | | | | | | | | | |
| PARTNERSHIP | | | | | | | |  | |  | | JOINT VENTURE | | | | | | | | |  | |  | | | |  | | | | | | | | | |
| OTHER: | | | | |  | | | | | | | | | | | | | | | |  | |  | | | |  | | | | | | | | | |
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| 3. TYPE OF SERVICE TO BE PROVIDED FOR RFP: | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
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| 4. NUMBER OF YEARS IN BUSINESS: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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| 5. ON A SEPARATE SHEET, PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE, AND | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ASSIGNED TO THIS PROJECT. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| 7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | YOU? | | | | | NO | | |  | |  | | | YES | |  | |  | | IF “YES”, EXPLAIN: | | | | | | | | | | | | | | | | |
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| 8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | CONTRACT WITHIN THE LAST FIVE (5) YEARS? | | | | | | | | | | | | | | | | | | | | | | | | | NO | | | |  |  | | YES | |  |
|  | IF “YES”, EXPLAIN: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | BANKRUPTCY ACTION? NO | | | | | | | | | | | | | | | | |  | | YES | | | | |  | | | | IF “YES”, EXPLAIN: | | | | | | | |
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| 10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | GOVERNMENT AGENCY? | | | | | | | | | | | | | | | | NO | | |  | | YES | |  | | | | IF “YES”, EXPLAIN TYPE, | | | | | | | | |
|  | KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 11. BANK REFERENCE: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | ADDRESS: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | CONTACT: | | | | |  | | | | | | | | | | | | | | | | | | | | PHONE: | | | | |  | | | | |
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| 12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE, **OTHER** THAN THE COUNTY) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | FROM THE LAST FIVE (5) YEARS – INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):  **NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):  **NOTE:** DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 14. | | | LIST OF SUBCONTRACTORS TO BE USED FOR THIS PROJECT: (INCLUDE FIRM NAME, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND TYPE OF WORK): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | 5. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 15. BONDING COMPANY AND AGENT (IF EVER BONDED): | | | | | | | |
|  | NAME: | | |  | | | |
|  | PHONE: | | |  | | | |
|  | (A) CURRENT BONDING RATE: | | | |  | | |
|  | (B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: | | | | |  | |
|  |  | |  | | | | |
| 16. SURETY (insurance) REFERENCE FOR LAST FIVE (5) YEARS: | | | | | | |  |
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| IF ADDITIONAL **INFORMATION IS PROVIDED ON A SEPARATE SHEET** FOR ANY OF THE ABOVE ITEMS, **CLEARLY SPECIFY ON THIS FORM** WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE. | | | | | | | |