



# PRINCE GEORGE'S COMMUNITY COLLEGE

## **Solicitation #21-07**

### **BUILDING MAINTENANCE AND CUSTODIAL SERVICES**

#### **OBJECTIVE AND OVERVIEW:**

Prince George's Community College's (PGCC) Facilities Department is seeking proposals for the building maintenance and custodial services for its three extension centers located at Laurel College Center, Westphalia Training Center, and Camp Springs Skilled Trades Center.

The College is seeking bidders to provide pricing/rates for the project described in this Solicitation.

The College anticipates awarding one vendor; however, the College reserves the right to award multiple vendors for all services or for any part of services. Upon the College's need, the College may contact the awarded vendor/s for additional proposals/quotes for future services.

The College does not guarantee any amount of work to any awarded vendor. The awarded contracts shall be on an as needed basis.

The College is currently operating in a remote educational mode where classes are primarily online and most employees are working from home. Only labs and other activities that require hands on skills training and practical examinations required for certifications and licensure are taking place in the extension centers. The College anticipates that computer labs will re-open at the LCC location during the Fall semester.

This scope of work describes the level of services needed during "normal" non-Covid-19 times. Although the College is operating in a remote learning posture at the extension centers, the services described herein remain required. However, should activity increase at the extension centers while the college remains in the current phase, additional "porter" services shall be needed to ensure adequate Covid-19 driven cleaning and sanitization processes are in place.

#### **CONTRACT TERMS AND DURATION:**

The initial term of the contract shall start on or around October 26, 2020 – June 31, 2021. The College reserves the right to renew the contract for four (4), one-year renewal terms by the issuance of an amendment or Purchase Order. The total aggregate contract value shall not exceed \$245,000 unless modified by an amendment and approved by the College's Board of Trustees.

#### **1. Instructions:**

- a. Use only forms supplied by the College.
- b. Email your proposal/quote/questions to Nena Charity - [charitnl@pgcc.edu](mailto:charitnl@pgcc.edu) and Beth Kirk - at [kirkbv@pgcc.edu](mailto:kirkbv@pgcc.edu)
- c. Do not alter or change any wording in the proposal form

#### **2. Dates: *(Dates are subject to change)***

- **Issue Date: September 22, 2020**

**Last Day for Questions: September 28, 2020 by 10:00 AM ET.** Questions received will only be directly responded to the inquirer, unless the College deems any question/response should be issued via Addendum. It is the sole responsibility of potential proposer to monitor the College's website for associated information pertaining to this Solicitation.

- **Response to this Solicitation Due on October 9, 2020 by 12:00 PM ET**
- **Proposed selection date: October 19, 2020**

3. **Submission:** Email your submission to Nena Charity at [charitnl@pgcc.edu](mailto:charitnl@pgcc.edu) and Beth Kirk at [kirkbv@pgcc.edu](mailto:kirkbv@pgcc.edu) no later than the time and date noted above. Late submissions may not be susceptible for an award.

4. **MINORITY BUSINESS ENTERPRISE (MBE):**

Minority Business Enterprise participation is important to PGCC. Prince George's Community College strongly encourages qualified local minority businesses and local business to provide goods and services for the performance of College functions. Minority Business Enterprises (MBE) are strongly encouraged to respond to this solicitation. A Minority Business Enterprise (MBE) is any legal entity, other than a joint venture, organized to engage in commercial transactions which is at least 51% owned and controlled by one or more minority persons (African Americans, Hispanics, American Indians, Asians, women and the physically or mentally disabled), or a non-profit entity organized to promote the interest of the physically or mentally disabled.

Although State certification is not required, Offerors shall be required to provide adequate proof that each MBE proposed/utilized meets the College's requirement/status and be required to execute the College's MBE Affidavit or other execute/provide other required documents determined by the College, at a later date.

**The MBE Goal Commitment is 15%**

Potential proposers that are not certified by the Maryland Department of Transportation (MDOT), are encouraged to initiate certification as soon as possible. For more information on the State's MBE program or questions related to certification, please contact MDOT's Office of Minority Business Enterprise/Equal Opportunity, telephone 800-544-6056 or view the MDOT website: <http://www.mdot.state.md.us/mbe/index.html>

5. **Response Requirements:** Provide a comprehensive proposal/quote including your firm's experience as it relates to the Scope of Work (SOW) described in this Solicitation.

1. Narrative of your firm's services and include a list clients similar services are currently being performed in the last 5 years that demonstrates your firm's ability to provide the required services described in this Solicitation.
2. Staffing: Explain how your firm hires and assigns staff to perform the services. Include the background checks performed (criminal, sex offender and etc.)
3. Name and contact information for the College's Account Manager. This shall be the individual the College contacts to schedule services, discuss service issues, invoice issues, etc.
4. All fees proposed shall include all labor and necessary supplies and equipment to complete the required services. Proposers are to complete and return the Pricing/Bid Sheet, see form below.
5. Minority Business Enterprise. **The College is seeking a goal commitment of 15%.** Complete and submit the following Minority Enterprise Business forms (attached):  
Minority Business Enterprise Utilization Affidavit and MBE Schedule

If a commitment cannot be provided, please provide a written explanation within your proposal/quote. MBE Terms and Conditions shall be provided to the apparent awardee.

6. References: Name of the client, description of the services, date of when services started and ended, description of duties/services, other notable information of your services.
7. Exceptions to the attached Contract. Proposers shall include any exceptions to the College services its right to modify as needed.
8. Bid/Pricing Proposal Affidavit (attached).

**6. Reserved Rights:**

The College reserves the right to reject any and all bids or to accept any bid in the interest of Prince George's Community College. For the same reason the College reserves the right to waive any informality in a bid.

THE COLLEGE RESERVES THE RIGHT TO MAKE AN AWARD IN THE AGGREGATE OR TO AWARD MORE THAN ONE AWARD OR REJECT ANY OR ALL BIDS, TO ACCEPT PART AND NOT THE OTHER PART, IN THE BEST INTEREST OF THE COLLEGE.

This solicitation and award are subject to provisions provided within this Solicitation and Appendix S, Appendix M, and Attachment A, Contract Documents (all provided under a separate cover).

Awarded Contractor shall accept College's Contract Terms and Condition, including but not limited to: Attachment A: Contract, Contract Documents and Contract Affidavit.

**7. SCOPE OF WORK**

**Contractor shall provide the services described in this Scope of Work and as directed by the College at a later date. Services shall include but are not limited to:**

Contractor will provide all labor, tools, equipment, materials, cleaning supplies, including paper for wall-mounted paper dispensers, and hand soap for wall-mounted dispensers, transportation, etc., necessary to provide full custodial service for the PGCC extension center locations described below. Cleaning services may be extended to the Largo campus locations, on an as needed basis.

**LOCATIONS:**

**1. Laurel College Center (LCC)**

The Executive Office Building  
312 Marshall Avenue  
Laurel, MD 20707

The **Laurel College Center (LCC)**, located in Laurel MD, fully occupies 3 Floors and partially occupies 2 additional floors. NASF is 12,245 and contains classrooms, science lab, microbiology lab, information technology labs, conference room, offices and restrooms. All learning spaces are typically used during the day and evenings throughout the semester. An internal corridor contains the elevators and stairs, which are shared with other building tenants. A second, external corridor connects the classrooms, study areas and break room. Study areas are located along the external corridor. The break room provides vending machines and tables for group study.

## **2. Westphalia Training Center (WTC)**

9109 Westphalia Road  
Upper Marlboro, MD 20774

The **Westphalia Training Center (WTC)**, located in Upper Marlboro, MD, is a single story building occupied fully by the College. NASF is 20,343 and contains skilled trades labs, classrooms, a conference room and four offices. **WTC** offers students training programs in building maintenance and construction trades such as carpentry, framing, welding, HVAC and mechanical systems, locksmith, and restrooms. There is a computer lab for computer aided design classes as well as a dedicated classroom for the carpentry program. Four classrooms are available of which three can be combined into one large space. Additionally, there is an automotive center and motorcycle repair shop behind the building.

## **3. Skilled Trades Center (STC)**

6400 Old Branch Avenue  
Camp Springs, MD 20748

The **Skilled Trades Center (STC)**, located in Camp Springs, MD, is a single story building fully occupied by the College. NASF is 5,397 and contains Trades labs, classrooms, offices, lounge, and restrooms. **STC** offers students training programs in building maintenance and construction trades such as carpentry, electrical, plumbing and heating, ventilation, air-conditioning-refrigeration.

### **STANDARDS:**

Under the Association of Physical Plant Administrators (**APPA**) there are five levels of cleaning. Please reference below for standards for each level.

The Building Services Contractor must perform levels of cleaning to APPA Standards in compliance with Levels 1, 2 and 3.

### **Reference:**

[http://www.local39training.org/courses/support/LEED/course4/APPA\\_Five\\_Levels\\_of\\_Clean.pdf](http://www.local39training.org/courses/support/LEED/course4/APPA_Five_Levels_of_Clean.pdf)

### **Level 1 - Orderly Spotlessness indicators:**

- Floors and base molding shine and/or are bright and clean; colors are fresh.
- There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

### **Level 2 - Ordinary Tidiness indicators:**

Same as Level 1 with the following exceptions:

- There can be up to two-days' worth of dust, dirt, stains, or streaks on floors and base molding
- Dust, smudges, and fingerprints are noticeable on vertical and horizontal surfaces

### **Level 3 - Casual Inattention indicators:**

- Floors are swept or vacuumed clean, but upon close observation, there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.

- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

**Level 4 - Moderate Dinginess indicators:**

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, marks, smudges, and fingerprints.
- Lamp fixtures are dirty, and some lamps (up to 5%) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked.
- Trash containers smell sour.

**Level 5 - Unkempt Neglect indicators:**

- Floors and carpets are dull, dirty, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5%) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

**Additional Standards - Covid-19 or Other Health and Safety Issues:**

COVID-19 or other health and safety event/s pandemic shall increase the required cleaning to be performed and shall be to the require standards directed by the College with emphasis on using CDC recommendations. Contractor shall only use College approved products to sanitize and disinfect frequently high touched surfaces; to include by not limited to, counter tops, door handles & bars, restrooms, etc. Building and space inspections and quality assurance checks will be required; outcomes will be documented in Contractor’s Quarterly Performance Report to Site Coordinator, Manager, Enviro Services, Facilities and other PGCC stakeholders.

**HOURS AND REQUIRED PERSONNEL:**

The hours and personnel requirements identified here serve as the base services needed whether the extension centers are operating in the current online educational environment or in a fully onsite normal environment.

**LCC (Laurel College Center):**

Monday - Friday: One Service Worker on duty, 7:30 am – 7:00 pm.

Saturday: One Service Worker on duty, 8:00 am – 4:00 pm.

**WTC (Westphalia Training Center) and STC (Skilled Trades Center):**

Monday through Friday: One Service Worker on duty: 9:00am – 9:00pm

Saturday: Schedule/Hours to be determined.

Additional cleaning requirements are possible due to the need to schedule more classes/labs because of COVID-19 class size accommodations. Contractor shall ensure adequate staffing is available to respond to current and any changes to cleaning requirements.

Additional “porter” services may be required as defined in this Solicitation or as directed by the College at a later date

## **SUPERVISION:**

- Contractor shall provide adequate supervision to ensure scope of work and contractual requirements of Agreement are executed in accordance with the provisions expressed within.
- Contractor will ensure Service Workers have conducted and received cleared background checks and while performing their duties comply with safety and OSHA Guidelines, e.g. proper wearing of Company's uniform and donning of Personal Protective Equipment, posting of safety-caution signs when and where required.
- Contractor will ensure Service Workers report to work on time and leave at scheduled time. When sickness or absence of a worker occurs, replacement(s) will be made immediately to ensure no loss or disruption of cleaning services to the College.
- Contractor shall report to the College (Site Coordinator, Enviro Svcs Mgr., Procurement) any injuries, accidents or matters (emergencies) requiring immediate attention in the performance of their duties and/or responsibilities.

## **SERVICES:**

### **Daily Services.**

- Remove and dispose of all trash and recycled materials, e.g. paper, beverage cans, in **PGCC** occupied spaces and restrooms (replacing soiled liners)
- Full cleaning of each restroom located on Floors 3, 4 and 5; **LCC** (to include cleaning of floors, sinks, mirrors, counters, toilets, urinals, and all touch points); **WTC** and **STC**, throughout First Floor of Building
- Contractor's staff will supply and restock all soaps and paper products
- Clean all classrooms, offices, common areas, study rooms, labs, and conference rooms (to include boards, ledges, tables, and chairs)
- Sweep all tile flooring with dust mop and remove any debris located throughout **PGCC** occupied spaces, **LCC**; at **WTC** and **STC**, throughout First Floor of Building.
- Clean the lunchroom, breakrooms, and vending area (arranging chairs and tables to uniformed position)
- Spot clean walls, doors, and floors, as needed

### **Weekly Services.**

- Vacuum all carpet areas of space occupied by **PGCC** at **LCC**; **WTC and STC**, throughout First Floor of Building
- Spot clean any visible stain in offices
- Clean windows, glass doors, water fountains, light fixtures, and all touch points (i.e. door handles, light switches, etc.)
- Dust blinds, windowsills, vents, ledges, and all flat surfaces
- Sweep and wet mop both staircases from floors 2 to 5 at **LCC**

### **Bi-Weekly Services.**

- Spray buff all public area **VCT** (Vinyl Composition Tile) flooring; provide work schedule in advance of work

### **Monthly Services.**

- Spray buff all interior **VTC** Floorings; provide work schedule in advance of work

### **Quarterly Services.**

- Carpet cleaning with bonnet and shampoo to all carpeted areas; provide work schedule in advanced of work
- Light scrub **VCT** flooring to bring back the shine of **VCT** floors; provide work schedule in advanced of

work.

### **Semi-Annual Services.**

- Carpet Cleaning with water extraction on all carpeted areas; provide work schedule in advanced of work
- Foam disinfectant cleaning of all restroom walls and fixtures; provide work schedule in advanced of work

### **Annual Services.**

- Strip and apply finish (wax) to all VCT flooring in PGCC occupied space. discuss and provide work schedule
- Contractor's chemicals must be Environmental Protection Agency (EPA) and/or Green Seal certified.
- Contractor's labor must work in uniform and present documentation of a successful background check within past year
- Contractor will be required to submit an Annual; composite of Quarterly Performance Report to the College; e.g. Site Coordinator; copy furnished to Manager, Enviro Svcs, Facilities and Procurement, PGCC; minimum content to include but not limited to; 1. General assessment of performance, e.g. labor, equipment, supplies, issues with proposed solutions, and observations for consideration; e.g. best practices; 2. Quality Assurance Inspections and Work Schedules; e.g. checklists; results and corrective actions initiated if were required; 3. Digital photographs; as may be appropriate to showcase contractor's performance.

**Annual Services are to be performed during the first quarter (July -September) of the contract**

### **PORTER CLEANING SERVICES:**

During the COVID-19 Pandemic (or other Health and Safety issues), Contractor may be called upon to clean classrooms or computer labs between class periods to the combined APPA and Covid-19 standards as defined in this document or at a later date by the College. Additional "porter" service will be billed on an hourly basis, upon the College's approval of a quote.

### **OTHER REQUIREMENTS:**

#### **Inventory Control.**

For inventory management purposes, the Contractor shall record the amount of dispenser supplies used weekly and summarize usage in a Quarterly Performance Report to Site Coordinator, Manager, Enviro Services, Facilities, and Procurement, PGCC.

#### **Training.**

Contractor shall; (1) provide ongoing training for its staff in the proper methods of sanitizing surfaces necessitated by COVID-19 environment and utilize products known to effectively eliminate the virus on surfaces; (2) provide diligent oversight of its onsite staff and shall implement a comprehensive system to monitor the staff performance and address deficiencies through use of a written scope of work (work schedules) and checklists; (3) maintain written logs of performance reviews and appraisals and make them available to the College quarterly

#### **LABOR:**

Contractor provides service workers to perform environmental service requirements in PGCC buildings and Extension Centers used for educational teaching, to include but not limited to.

Clean, sanitize and disinfect flat surfaces – high touched surfaces, e.g. door handles, doorknobs, door bars, light switches, counter tops, restroom fixtures handle, toilet stall handles/latches. Clean floors for spills and stains as required.

**CHEMICALS:**

Contractor provides and use Environmental Protection Agency (EPA) and/or Green Seal certified chemicals.

**SUPPLIES:**

Contractor provide supplies associated with Porter service duties, e.g. Personal Protective Equipment, wipes, and cloths.

Contractor remove from site all supplies and chemicals, to include empty disposables, used in the performance of their duties.

**OPTIONAL SERVICES:**

The Contractor may be required to provide steam cleaning of carpeted areas up to two times per year, as requested by college.



**PRICING SHEET**

**Instructions:**

1. Complete the pricing matrix, below
2. Contractor provides an hourly rate for Environmental Service Worker
3. Contractor provides an hourly rate for Working Supervisor and Quality Assurance Services
4. Provide hourly pricing for additional “porter” services.
5. Provide a separate quote for possible Saturday coverage from 9 am to 5 pm.

**Pricing Sheet: Solicitation #** \_\_\_\_\_

**Due Date:**

**Firm/Contractor:** \_\_\_\_\_

**B. BASE CONTRACT SCHEDULE OF RATES**

<b>BUILDING MAINTENANCE AND CUSTODIAL SERVICE FOR WESTPHALIA TRAINING CENTER (WTC)</b>	
FEE FOR DAILY TASKS	\$
FEE FOR WEEKLY TASKS	\$
FEE FOR BI-WEEKLY TASKS	\$
FEE FOR MONTHLY TASKS	\$
FEE FOR ANNUAL TASKS	\$
<b>ENVIROMENTAL SERVICE WORKER HOURLY RATE</b>	\$
<b>WORKING SUPERVISOR AND QUALITY ASSURANCE SERVICES</b>	\$
<b>OPTIONAL SERVICES: CARPET STEAM CLEANING (two times per year)</b>	\$
<b>TOTAL BID AMOUNT</b>	\$
<b>Hourly Rate for Porter Service</b>	\$

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
FIRM

The Offeror represents, and it is a condition precedent to acceptance of this proposal, that the Offeror has not been a party to any agreement to submit a fixed or uniform price. Sign where applicable below.

**A. INDIVIDUAL PRINCIPAL**

In Presence of Witness: \_\_\_\_\_

VENDOR NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_  
SIGNED \_\_\_\_\_  
PRINTED NAME \_\_\_\_\_  
TITLE: \_\_\_\_\_

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**B. CO-PARTNERSHIP PRINCIPAL**

\_\_\_\_\_  
(Name of Co - Partnership)  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
In Presence of Witness:

TELEPHONE NO. \_\_\_\_\_  
Printed Name: \_\_\_\_\_

\_\_\_\_\_ as to

BY \_\_\_\_\_  
(Partner)  
Printed Name: \_\_\_\_\_

\_\_\_\_\_ as to

BY \_\_\_\_\_  
(Partner)

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**C. CORPORATION**

\_\_\_\_\_  
(Name of Corporation)  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

Attest:  
\_\_\_\_\_  
[Printed Name of Corporate (or Assistant Corporate) Secretary]

TELEPHONE NO. \_\_\_\_\_

\_\_\_\_\_  
[Corporate (or Assistant Corporate) Secretary Signature for Identification]

BY: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Printed Name

**PRINCE GEORGE'S COMMUNITY COLLEGE**

**MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT**

**(for submission with Proposal)**

I hereby declare and affirm that I am the \_\_\_\_\_  
(Title)

and the duly authorized representative of \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

1. I further declare and affirm that the Bidder acknowledges the Minority Business Enterprise participation goal of not less than \_\_\_percent of the total contract amount, and commits to make a good faith effort to achieve the goal.

Therefore, I will not be seeking a waiver pursuant to MBE provisions included in this solicitation.

**OR**

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee, I will submit all required waiver documentation in accordance with the provisions included in the solicitation or as requested by the College at a later date.

2. If requested and/or required under this solicitation by PGCC to submit an MBE Participation Schedule with our firm's Technical Proposal, I acknowledge that I will/identify the MBE's that meet the College's MBE status and goal requirements, per the solicitation documents.

3. I understand that if I am notified that I am the apparent awardee, I must submit the following additional documentation within 10 working days of receiving notice of the potential award or from the date of conditional award, whichever is earlier.

- (a) Outreach Efforts Compliance Statement (M-C Form)
- (b) Subcontractor Project Participation Certification (M-D Form)
- (c) Any other documentation, including waiver documentation, if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal.

I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

4. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided (or will be provided) not less than the same information and amount of time to respond as were(are)

non-MBE subcontractors.

5. I understand that my failure to comply with the requirements of this solicitation and the contract may result in my being assessed liquidated damages as stated in the Contract issued with this solicitation.

6. I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Bidder/Offeror Name

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_

\_\_\_\_\_  
Date

**SUBMIT THIS AFFIDAVIT WITH INITIAL TECHNICAL PROPOSAL**

**MBE Participation Schedule  
(for submission with Proposal)**

This document must be included with the bid or Price Proposal offer. If the Offeror fails to submit this form with the bid or Price Proposal offer as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the Offer is not reasonably susceptible of being selected for award. MBE Terms and Conditions shall apply, see Appendix M.

Prime Contractor (Firm Name, Address, Phone)	Project Description
Project Number	Total Contract Amount \$
<b>List Information For Each Certified MBE Subcontractor On This Project</b>	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed	
Dollar Amount or Percentage of Total Contract	

**USE THE ATTACHED CONTINUATION PAGE AS NEEDED**

TOTAL MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL AFRICAN-AMERICAN MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL ASIAN-AMERICAN MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL HISPANIC-AMERICAN MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL WOMAN-OWNED MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

TOTAL OTHER MBE PARTICIPATION: \_\_\_\_\_ % \$ \_\_\_\_\_

<p>Document Prepared By: (please print or type)</p> <p>Name: _____</p> <p>Title: _____</p>
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**REFERENCE REQUEST - EXPERIENCE**

Each bidder shall list below three recent customers/clients of similar requirements. description of the services, date of when services started and ended, description of duties/services, other notable information of your services

1. Customer Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

Start and End date:

Descriptions of Services:

2. Customer Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

Start and End date:

Descriptions of Services

3. Customer Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

Start and End date:

Descriptions of Services: