



**Request for Qualifications  
Specification RFQ07102023  
for  
Mechanical Contractors and  
Architectural Contractors**

Submittals from minority, women and disadvantaged business enterprises are encouraged.

**Late proposals will not be accepted.**

**Questions are due by Friday, September 8, 2023 by 3:00pm**

**Submissions are due by Monday, September 18, 2023 by 3:00pm**

Electronic submittals are **preferred** and should be e-mailed to [slittle@cedaorg.net](mailto:slittle@cedaorg.net). It is the respondent's responsibility to ensure the electronic submittal meets file size requirements. If your submittal is too large to send electronically it is YOUR responsibility to get it turned in by the submittal date. Late proposals will not be accepted, please be mindful of that when using the FED EX, UPS, USPS, etc.

Please keep in mind that we are still a hybrid office so if delivering by hand no that there may or may not be someone available.

**PRE-PROPOSAL MEETING**

This meeting will be hosted on Microsoft Teams and will be held on **Thursday, September 7, 2023 from 10:00AM – 12:00PM.**

**NOTE:** In order to attend the meeting, responders will be required to email Shawnee Little ([slittle@cedaorg.net](mailto:slittle@cedaorg.net)) your contact information at least 24hrs prior to the meeting to obtain the link.

## **SUBMITTAL INSTRUCTIONS**

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**CEDA Weatherization Multi-Family is soliciting for Mechanical and Architectural Contractors. As a respondent you can respond to one or both projects. Both projects will have multiple awards.**

**MECHANICAL CONTRACTORS: If you are interested in being ONLY a Mechanical Contractor, please include on the subject line Mechanical Contractor ONLY.**

**ARCHITECTURAL CONTRACTORS: If you are interested in being ONLY an Architectural Contractor, please include on the subject line Architectural Contractor ONLY.**

## **SECTION 1 INTRODUCTION**

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The Community and Economic Development Association of Cook County Inc. (CEDA) is a community action agency serving Cook County. It provides economic development and human service programs to address the needs of low-income County residents and the underlying conditions which cause those needs. CEDA provides a variety of services including but not limited to WIC, Emergency, Low Income Heating and Energy Assistance Program (LIHEAP), Housing and Weatherization. These services and many others are offered at CEDA.

The Illinois Home Weatherization Assistance Program (IHWAP) is designed to help low-income residents save energy and money while increasing the comfort of their homes. CEDA administers this program to low-income homeowners and qualified renters to help to make their homes more energy efficient.

The intent of this RFQ is to identify and contract multiple Mechanical contractors to provide project delivery for CEDA Weatherization's Multi-Family Department. The number of projects each year ranges between 5 and 10 with an annual budget of \$8M.

## **SECTION 2 SCOPE OF SERVICE**

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CEDA is soliciting qualified vendors for Mechanical Contractors to provide all permitting, labor, materials and equipment necessary to replace, maintain, repair, adjust and calibrate all miscellaneous air-conditioning, refrigeration, heating and ventilation systems, domestic hot water, control systems, and related HVAC equipment. Project sizes range from walk-up buildings with five (5) or more units to high-rise buildings with several hundred units, with an emphasis on central HVAC and DHW plant replacement.

### **2.1 Multi Family Component**

The Multi-Family Program consists of multi-family buildings with 5 or more units and single-family rental units. Contractors will be assigned jobs in the dwelling units of eligible persons after the bid is awarded. Prior to beginning the work, Contractors must review the work order. If differences exist, CEDA and Contractor must agree via written change order prior to work beginning. Both task and material deletions and additions require written change orders. Contractors working in the multi-family and single-family rental units program must have the knowledge, skills, abilities and equipment to perform weatherization retrofits including but not limited to:

1. Mechanical ventilation – ASHRAE 62.2 compliance.
2. Combustion safety testing (if applicable).
3. Prescriptive air sealing measures.
4. Installation of foam insulation including phenolic foam insulation.
5. Dense pack insulation installation.
6. Loose blown insulation installation.
7. Window installation.
8. Window Air conditioner installation.
9. Baseload – lightning, refrigerators and freezers
10. Water conservation measures – faucet aerators and low flow shower heads
11. Single family/individual dwelling unit mechanical systems – repair and/or replacement of forced air furnace, hydronic heating boiler, domestic hot water, central A/C, ductless mini-split, equipment venting, combustion safety and safety testing, etc.

Contractors must also comply with the following.

12. Local, State and Federal Code and permitting
13. Scaffolding requirements in the City of Chicago
14. Quality control monitoring on every job site
15. All applicable OSHA and safety requirements.

## 2.2 Responsibilities

Mechanical Contractor Respondents must possess the experience and qualifications to provide all services needed to deliver completed project using a design-build methodology. The Submission to this solicitation should therefore emphasize the specific type of experience, identify the composition of the design-build team, including all necessary sub-contractors, and include biographies of all key personnel who will be assigned to the project. CEDA is also interested in references for past projects in the last five (5) years.

The selected company(ies) will be required to participate in the following:

## 2.3 Site Visits

Respondents are required to do site visits on all properties. At the time of the site visit, Respondents are required to collect all necessary information to review Basis of Design (BOD) document and specifications to prepare preliminary budgetary pricing and RFQ proposal when project is announced.

## 2.4 Expected Goals and Outcomes

Respondents are expected to successfully complete major Design-Build mechanical projects within agreed upon schedule and budget, and in compliance with all IHWAP Standards and DOE's Standard Work Specifications (See Appendix).

## 2.5 Contractor Certifications

Respondents desiring to provide services must be certified or licensed as required by the City of Chicago, local municipalities and the State of Illinois.

Mechanical Contractor Respondents should preferably have Professional Engineer (PE) on staff, or have a contract with outside PE to provide design engineering services.

National Certifications: The Department of Energy requires all weatherization firms in the US to have these three certifications. These certifications can be received from multiple vendors in the US. The General Contractor and Subcontractors must have these certifications before beginning a weatherization job in IL:

1. **Environmental Protection Agency/Renovate Repair and Paint (EPA/RRP) Certification** – Contractors must be firm certified with the EPA for EPA/RRP. Firm certification expires every five years so please ensure your firm certification is up-to-date. In addition to the firm certification, your architectural crews are required to have at least one person with an EPA RRP certification on every worksite at the beginning and end of all jobs that require lead safe work.
  - a. The EPA enforces this certification with massive fines.
2. **OSHA 10 Hour Certification** – All of your architectural and mechanical crew members are required to have this certification.
3. **OSHA Confined Space Certification** – All contractor and associated subcontractors crew members are required to have this certification.
  - a. All contractor firms are required to submit a confined space safety plan.

**Worker Safety Training:** All contractors and associated subcontractors must comply with all Federal, State, and local worker safety training requirements, standards, regulations, and work practices. CEDA Weatherization is not responsible for the oversight or compliance with any and all applicable regulations related to worker safety and Weatherization. Contractors and associated subcontractor are solely

responsible for compliance of any and all applicable regulations related to worker safety and Weatherization

OSHA and EPA certified Respondents with no willful safety violations in the past 3 years are preferred.

Respondents who have previous experience bidding with local housing authorities (HACC and CHA) or other low income housing projects are preferred.

Illinois Certification: The Illinois Commerce Commission (ICC) requires the Energy Efficiency Installer Certification----- for any firm, contractor, or entity involved in the installation of energy efficiency measures. Current requirements and more information is available on the ICC website, <https://www.icc.illinois.gov/authority/energy-efficiency-measures-installer>

Respondents must have knowledge of city, state, and federal codes including but not limited to:

- City of Chicago Building Code
- Chicago Energy Code
- American National Standards Institute (ANSI)
- International Energy Conservation Code
- Uniform Mechanical Code
- ASHRAE Standard 62.1 and 62.2
- Energy Star Standards
- Illinois Home Weatherization Assistance Program (IHWAP)
- Department of Energy Standard Work Specifications
- Mechanical Code for State of Illinois and the City of Chicago
- Electric Code for State of Illinois and the City of Chicago
- NFPA Codes and Standards
- Environmental Protection Agency rules and regulations
- OSHA Regulations

Mechanical Contractor Respondents to this RFQ shall demonstrate knowledge and prior experience in providing following products and services in a course Design-Build project execution:

- **HVAC Refrigeration** Type – Direct Expansion, Chilled Water
- **Ventilation Products and Devices** Type- rooftop exhaust fans, dampers (CAR, backdraft, bypass), registers
- **Unitary** Type-rooftops, split systems, Heat Pumps, PTACs, mini-splits
- **Air handling** Type- central station-manufactured or custom makeup air, fan, filter, coil sections
- **Air Terminal Devices and Heating Products** Type- Fan Coils, Unit Ventilators, Unit Heaters, Fin Tube Radiation/Convectors
- **DDC Controls** Type-core components, end devices, lighting, panels
- **Pumps** Type- single stage, split case, end suction, inline, circulator, booster, ECM, VFD
- **Boilers & Water Heaters** Type- modulating condensing, storage, indirect
- **Equipment Parts and Supplies** Type- manufactured parts, emergency parts service, miscellaneous material and supplies and other
- **Startup & Commissioning Services** Type - equipment startups, system checkouts, control verification, retro commissioning
- **Service & Maintenance** Type- preventative and full maintenance contracts, man-at attendance, remote monitoring, annuals, emergency services, regulatory compliance, cleaning (e.g., duct, coils and filters), scheduled maintenance (e.g., oil, chemical and vibration analysis) and other
- **Warranty Services** Type- Extended parts & labor (define maximum number of years available), delayed start-up and other
- **Equipment Rentals** Type-temporary heat, cranes
- **Professional Services** Type- Engineering, Design, Drafting, Architectural, Project

Management and other

- Site Surveys Type- Equipment, system analysis, operational, architectural and other

## B. CEDA Required Certifications –

### 1. Foam Insulation Certification

#### a. Phenolic Foam

- i. CEDA requires any and all architectural contractors and subcontractors to have a manufacturer material training certificate.
- ii. Contractors must provide CEDA a copy of all their company and crew certifications.

### 2. **Advanced Diagnostics training** - All architectural contractors and associated architectural subcontractors must attend a hands-on advanced building pressure diagnostics training. The training will include but is not limited to Zone Pressure Diagnostics (ZPD), pressure pan and fan flow measurement.

### 3. **Weatherization Retrofit Installer/Technician Intermediate WAP Certification** - (formerly known as Building Envelop or Architectural certification):

- a. At least one crew leader on all your architectural crews and the Primary Owner or Managing Director of your firm must have a certificate of completion for this class.

#### b. Prerequisites for Retrofit Installer / Technician Certification

- i. All items below are required prior to taking the written and/or field certification exams:
  1. Education: GED/high school diploma OR equivalent education from another country **OR** state career readiness certificate (with a minimum score of 3 in each work key) **OR** additional points explained below:
  2. If you have a GED/high school diploma or equivalent from another country **OR** a state career readiness certificate, you must obtain a minimum of **35 points** from any combination of activities below:
    - i. If you do not have a GED/high school diploma or equivalent from another country **OR** a state career readiness certificate, you must obtain a minimum of **50 points** from any combination of activities below:
    - ii. Industry specific experience (in energy efficiency & renewable energy) (installing windows, doors, heating systems, insulation, air sealing, etc); maximum of **30 points 10 points** for each 500 hours
    - iii. Building experience (framing, roofing, drywall, siding, etc); **maximum of 10 points 5 points** for each 1,000 hours
    - iv. Training from industry specific training center (training whose content can be matched against and lines up with the content of the job task analysis for the certification); **maximum of 10 points 5 points** for every 16 hours
    - v. Industry certifications (RESNET, BPI, NATE, EPA). Other certifications also considered; **maximum of 10 points 5 points** per certification

### 4. **OSHA 30 Hour Certification** – All of your architectural and mechanical crew leaders are required to have this certification.

- a. Every weatherization job site must have a crew member identified as the “crew leader”.

### 5. **HVAC Requirements**

- a. Every Weatherization Project with an HVAC scope of work will require a certified HVAC Installer/Technician on site at all times during work in progress.
  - b. A Certificate from an accredited certifier must be submitted at time of bid submission. The information submitted to comply with this mandate is subject to review and research by CEDA.
6. **CEDA Enhanced Health and Safety Protocols.**  
CEDA has implemented measures to comply with the IHWAP Enhanced Health and Safety Protocols. All contractors and associated subcontractors shall complete CEDA's training and comply with the required protocols.
7. **Self-Performance**  
The Contractor shall perform with its own organization and forces the architectural work amounting to not less than 50% of the total amount of labor hours performed at the Project site. Note: CEDA has determined that the percentage of self-performance is a critical performance criterion. As such, failure to achieve or exceed the self-performance requirements will constitute a reason to terminate the Contract. As requested by CEDA, the Contractor shall provide a report monthly showing the amount of self-performance achieved by project and total cumulative amount. Confirmation of the amount of self-performance will be made by examination of the Contractors Payrolls. The percentage calculation does not include field superintendents or office management personnel. Compliance with the self-performance requirement will be based on the cumulative amount of Work self-performed on all Projects as a percentage of cumulative amount of Work performed under the Contract.

## 2.6 Build America Buy America

The Build America Buy America Act, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States.

Successful Build America, Buy America implementation will create an opportunity for a "virtuous cycle" in which infrastructure investment, critical supply chain efforts, and other Biden-Harris Administration priorities, including sustainability and equity, align and support each other.

Q. What are the requirements of Build America, Buy America? (1) All iron and steel items used in covered projects must be produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) All manufactured products used in covered projects must be produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product. (3) All construction materials used in covered projects must be manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

## 2.7 Contract Period

The contract runs through June 30, 2024. CEDA intends to award a one (1) year contract with up to one (1) optional one (1) year renewal periods to be exercised at the mutual agreement of CEDA and the Contractor. All awards are contingent on the availability of funds for these programs.

This will be a multiple contract award. The Respondents whose submissions, in the sole judgment of CEDA; most thoroughly meets the specifications outlined in this document. CEDA reserves the right to reject any and all Submissions, to accept Submissions in whole or in part, and to waive any irregularities or defects in any Submission, should it deem such action to be in the best interests of CEDA.

## 2.8 Participation of Minority, Women-Owned, Small and Disadvantaged Business Enterprises

CEDA is a Community Action Agency in partnership with communities to bring public and private resources to end poverty. CEDA understands the impact that small and minority business can have on poverty. CEDA intends to employ an additional creative solution to the abatement of poverty, by leveraging its procurement dollars in such a way that minority and women business enterprises are stimulated by these funds.

CEDA aggressively seeks minority, women-owned and disadvantaged and small business enterprises to participate in its procurement activities. Vendors must complete Exhibit C of this document. Certification will be accepted from the City of Chicago, County of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

## SECTION 3 CONTRACTOR QUALIFICATIONS

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A. Proposers will need to meet the following qualifications in order to be considered for Contract award:

1. **Mandatory Meetings & Trainings:** Contractors and crew workers hired by the contractor must attend all CEDA Weatherization Program informational meetings and mandated training programs that are targeted to them. The Weatherization program requires all training and certifications outlined in CI-15 when working on homes in IHWAP.
2. **Certifications,** see CI-15
3. **Bonding,** see IB-06
4. **Experience:** Selected contractor(s) must have a minimum of three (3) consecutive years in business as a general contractor. Contractors bidding on any contract are required to have a minimum of three (3) years of Weatherization or other documented experience in completing home weatherization work. The decision of whether or not the documented weatherization experience is satisfactory for the award of any contract will be in the sole opinion of CEDA. Contractor must provide information on experience and references in the following areas:
  - a. Attic, basement, crawl space, and sidewall insulation
  - b. Air bypass sealing (Sealing building envelope, reducing air infiltration).
  - c. Caulking and weather-stripping
  - d. Window and door replacement and repair
    - i. Scaffolding requirements in the City of Chicago
  - e. Dense-pack insulation (Both Cellulose and Fiberglass insulation)
  - f. Phenolic foam or equivalent injection foam insulation installation.
  - g. Mechanical ventilation installation
  - h. Repair and/or replacement of single family/individual dwelling unit mechanical systems including but not limited to:
    - i. Forced air furnace, hydronic heating boiler, domestic hot water, central A/C, ductless mini-split, equipment venting, combustion safety, etc.
  - i. Combustion safety testing
  - j. Quality control inspections
  - k. Prescriptive air sealing/air infiltration reduction
  - l. Installation of energy conservation measures.



- m. Project site safety plan (especially as it pertains to COVID-19).
8. **License:** Contractor must have a business license in a city, town, village, or municipality in Cook County and be able to act as a general contractor for Weatherization work.
    - a. Contractor must be licensed for roofing, plumbing, and electrical or list a subcontractor who is licensed for roofing, plumbing, and electrical.
  9. **References:** Contractor must have three (3) references from projects that are comparable in scope and size to CEDA Weatherization projects.
  10. **System for Award Management (SAM):** Provide a SAM number for general and subcontractor. For information on how to obtain a SAM number for your organization, please refer to the following website: <http://www.sam.gov>
  11. **Financial Viability:** Contractors must be, in the sole judgment of CEDA, financially viable and have the ability to pay project expenses until payment is forthcoming. Bidders must provide the last three (3) years audit reports (independent audit and schedule of Federal awards) and management letters as well as a copy of the most recent internally-prepared financial statement. Must also provide the last three (3) years' Forms 990 or 990-EZ, including all supporting schedules and attachments (also Form 990-T, if applicable).
  12. **Equipment:** Contractor must have sufficient equipment to fulfill the work capacity they selected in this bid. Contractor and/or associated subcontractors, in addition to standard contractor equipment, are required to maintain the following equipment:
    - a. Truck or Van (Arch & Mech)
    - b. Tiff- or Equivalent-Gas Sniffer (Arch & Mech)
    - c. Digital Camera capable of time and date stamping photographs. (Arch & Mech)
    - d. Insulation Machine with capability of dense packing both cellulose and fiberglass insulation. (Arch)
    - e. Dense pack Test Box, test gauge and scale (Arch)
    - f. Phenolic/injection foam machine (for use in cold temperatures - heated truck, heated hoses) (Arch)
    - g. Confined space equipment (Arch & Mech)
    - h. HEPA Vacuum (Arch & Mech)
    - i. EPA RRP containment (Arch & Mech)
  13. **Specialized Equipment:** Contractor and/or associated subcontractors must have additional specialized equipment prior to the assignment of any work. Example of specialized equipment:
    - a. Calibrated Blower Door and manometer.
    - b. Pressure pan, fan flow meter, and diagnostic testing accessories (air current tester, test tubes, probes, tee taps, etc.)
    - c. Combustion Analyzer
    - d. Gas Flow Meter
    - e. Infrared Camera
  14. **Good Standing:** Contractor must be in Good Standing with the State of Illinois. Contractor must be able to provide valid certification. Inquiries regarding certification can be made at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

- a. Contractors must provide documentation of good standing from any associated vendors, suppliers, and subcontractors.
15. **Workforce:** Contractor must be able to show that they have a workforce. The workforce should include work crews, office staff, etc.
- B. **Minority/Women/Disadvantaged/Small/Veteran Business Enterprise:** Certified minority, women, disadvantaged, small and veteran business (M/W/D/S/VBEs) are encouraged to respond to this solicitation (Form E). In addition, non-M/W/D/S/VBE contractors are encouraged to utilize M/W/D/S/V business enterprises as subcontractors for the procurement of supplies to the greatest extent possible.
  - C. CEDA reserves the right to take such steps as it deems necessary to determine the qualifications of the Respondent to adequately perform the requirements of the Contract, and the Respondent shall furnish to CEDA all information and data requested for this purpose. Failure of the Respondent to cooperate with CEDA in its investigation or submit any additional documents requested by CEDA shall be grounds for disqualification.
  - D. CEDA reserves the right to refuse to award a Contract to any person, firm or corporation that is default of a contract with CEDA or had failed to perform faithfully on any previous contract with CEDA.
  - E. The Respondent, if requested, must present within a reasonable time, as determined by CEDA, evidence satisfactory to CEDA of performance ability and possession of necessary facilities, pecuniary resources, and adequate insurance to comply with the terms of these specifications and Contract Documents. Such evidence may include but not limited to a site-visit and in-person interview conducted by CEDA staff.

## SECTION 4 EVALUATION PROCESS

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### 4.1 Submission Evaluation and Award

Submissions will be evaluated based the quality of the Respondents' credentials and experience. Evaluation of Submissions is the sole responsibility of CEDA staff and based totally on CEDA's assessment of Submissions. The CEDA Procurement Director reserves the right to award a contract or reject any or all Submissions when, in her opinion, the best interest of CEDA will be served.

### 4.2 Selection Process

Upon review of all information provided by Respondents, the Evaluation Committee will make a recommendation for selection to the Procurement Manager for concurrence and submission to CEDA Board of Directors. CEDA reserves the right to check references on any projects performed by the Respondent whether provided by the Respondent or known by CEDA. The selected Respondent(s) will be submitted for approval to CEDA Board of Directors. CEDA intends to select a submission(s) that best meets the needs of CEDA and provides the best overall value. Upon approval of the Respondent(s), a contract will be prepared by CEDA and presented to the Respondent(s) for signature.

#### 4.2.1 Payment and Performance Bond

For each individual contract, the successful Respondent shall furnish a payment and performance security in the form of a bond in the amount listed below. The successful Respondent(s) must submit the Payment and Performance Bond prior to Contract award. The Responder shall acquire the bond at its own expense with a surety company having a policy holder rating of not lower than "A" and a financial rating not lower than "-AAA" in Best's Insurance guide (current addition). A Contractor's failure to satisfactorily complete an assigned job will result in invoking the Payment and Performance bond, as liquidated damages so that weatherization work can be successfully complete in the affected home.

Specification No.	Contract	Area	Amount of Payment and Performance Bond
RFQ07102023	Multi-Family	Cook County	\$2,000,000

**4.2.2 Surety Company**

Bidders must use a responsible surety company listed on the U.S. Treasury List of Approved Sureties, with an AM Best rating of A-Class VII or better and licensed to do business in the State of Illinois to issue and sign IFB bonds, and the payment and performance bonds of the type required hereunder by CEDA. If a surety is downgraded during the term of a bond and no longer appears on the U.S. Treasury List of Approved Sureties or is downrated by AM Best, Responder shall promptly supply CEDA with a replacement bond issued by a surety that meets the surety qualification requirements stated herein.

**4.3 Investigations Prior to Contract Award**

CEDA may make such investigations as are deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any Submission if the evidence submitted by, or investigation of such vendor, fails to satisfy it that such vendor is properly qualified to carry out the obligations of the contract.

**4.4 Responsiveness Review**

CEDA personnel will review all Submissions to ascertain that they are responsive to all submission requirements.

**4.5 Acceptance of Submissions**

CEDA reserves the right to reject any or all Submissions or any part thereof, to waive informalities, and to accept the Submission deemed most favorable to CEDA.

**4.6 Evaluation Process**

Submissions will be scored on a one hundred (100) point scale by an evaluation committee comprised of CEDA personnel. The committee will evaluate all Submissions in accordance with the evaluation criteria detailed below.

This evaluation process may result in a short-list of Respondents. The evaluation committee, at its option, may request that all or short-listed Respondent make a presentation, offer customer testimonials or reference, submit clarifications, schedule a site visit of their premises (as appropriate), respond to questions, or consider alternative approaches.

**4.7 Right to Inspect**

CEDA reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Respondent and any proposed sub-respondents and to reject any Submission regardless of price if it shall be administratively determined that in CEDA's sole discretion the Respondent is deficient in any of the essentials necessary to assure acceptable standards of performance. CEDA reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFQ.

## SECTION 5 EVALUATION CRITERIA

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### 5.1 Responsiveness of Submission

Respondent is compliant with all the submission requirements of the RFQ.

### 5.2 Evaluation Criteria

Proposals will be reviewed and selected on the following criteria:

Evaluation Criteria	Points
<b>Years and Qualifications of the Firm</b> <ul style="list-style-type: none"> <li>• Contractor's years of experience must meet or exceed three (3) years directly relevant experience as a mechanical contractor with installation experience in commercial and/or large multi-family residential.</li> <li>• Respondents must provide a narrative listing the qualifications and experience that allow him/her to provide this service. Please refer to the list in Contractor Qualifications section (2.5) as a guide. Include a description of the firm's history and experience.</li> </ul>	0-25
<b>Key Personnel</b> <ul style="list-style-type: none"> <li>• Qualifications and experience of key personnel as evidenced by their credentials and relevant experience.</li> </ul>	0-20
<b>Past Performance</b> <ul style="list-style-type: none"> <li>• The Respondent demonstrated success in previous and or similar work. Firms should highlight all prior City of Chicago and Cook County experience.</li> <li>• The Respondent illustrates how previous and/or similar work will aid in their success with this project.</li> </ul>	0-20
<b>Demonstrated Understanding/Quality of the Proposed Plan of Action</b> <ul style="list-style-type: none"> <li>• Quality of the proposed plan of action as evidenced by the level of understanding of the proposed RFQ.</li> </ul>	0-10
<b>Minority, Women-Owned, Small, Veterans and Disadvantaged Business Enterprises (Must Provide Certified Paperwork)</b>	0-10
<b>Financial History / Capacity</b> of the organization to undertake and successfully complete the services required. Company financial viability and ability to pay project expenses etc. as is evidenced by financial statements, bank, and supplier references.	0-10
<b>Quality of Professional References</b> Quality of references as evidenced by relevant experience in projects of similar magnitude and/or scope of CEDA.	0-5
<b>TOTAL</b>	<b>0-100</b>

## SECTION 6 SUBMISSION OF SUBMISSIONS

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CEDA plans to award a contract from this RFQ to the firm that most thoroughly meets the qualifications set forth in this document.

### 6.1 Instructions for Submission

#### 6.1.1 Time for Submission

Submissions shall be submitted no later than the date and time indicated for submission in this RFQ. Late submittals will not be considered.

#### 5.1.1.1 Late Submissions

The Respondent remains responsible for ensuring that its Submission is received at the time, date, place, and office specified. CEDA assumes no responsibility for any

Submission not so received, regardless of whether the delay is caused by the U.S. Postal Service, CEDA Postal Delivery System, or some other act or circumstance.

**6.1.2 Complete Submission**

Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. Incomplete Submissions may lead to a submittal being deemed non-responsive. Non-responsive submittals will not be considered.

**6.1.3 Schedule of Revisions to RFQ Schedule**

Should the Respondent consider that changes in CEDA's RFQ schedule are required; the Respondent shall submit a revised summary schedule with an explanation for the revision for CEDA's review. CEDA will be under no obligation to accept revised schedules.

**6.2 Submission Requirements**

**6.2.1 Cover Letter**

The cover letter shall be signed by an authorized representative of the Respondent. The letter shall indicate the Respondent's commitment to provide the services proposed at the price and schedule proposed.

**6.2.2 Qualifications of the Firm**

Describe the firm's previous experience with providing the services listed in this RFQ for projects of similar type as described in the Scope of Services. Provide those skills that demonstrate prior experience in providing similar services. Provide at least three (3) contract examples with firms similar in size to CEDA.

Provide a list of references where relevant projects were implemented. Include the name of the contact person, name of the organization, project dollar value, address, telephone number and email address, so CEDA may verify the accuracy of all statements may be completing the reference form found in Exhibit E.

**6.2.3 Key Personnel**

Provide a chronological resume for each of the key personnel proposed. Identify their specialized experience and professional qualifications as it relates to this contract as describe in the Scope of Services. In addition, provide the time commitment for each key personnel. Indicate the level of their commitment to other projects if any.

**6.2.4 Proposed Plan of Action**

Submissions must contain a brief statement of the company's methodology and relevant philosophy for the services requested in this RFQ. In addition, the Respondent must provide a detailed proposed plan of action indicating how all requirements will be met as stated in the Scope of Services and the methodology the implementation plan to successfully meet the goals of CEDA. The proposed plan of action shall include key milestones, staff & schedule, and ability to deliver value with a solution evidenced by cost savings as well as a current budget for the project.

**6.2.5 Past Performance**

Provide sufficient information to allow CEDA to obtain references related to at least three (3) projects of similar scope that have been successfully completed within the past five (5) years that illustrate the Proposer's ability to perform services required for this engagement. The projects referenced must include the names of key personnel responsible for the projects. For each referenced project, provide the following information:

1. Project name and location.

2. Name, address, and telephone number of the project owner's representative for the project.
3. Scope of services provided.
4. List of projects in the last five (5) years that you have completed that are similar in character, cost and size.

**6.2.6** Tax Returns, Audited Financial Statements, or Unaudited (Compilation, Prepared, Reviewed) for the last two (2) years (Please submit these financial documents in a separate sealed envelope identified as "Confidential.")

**6.2.7 MBE/WBE/SBE/DBE/VBE Participation**

The Respondent must complete Exhibit D of this document, which will provide a listing of the minority and women-owned, small, veterans and disadvantaged business enterprises that will be used on this project and proof of certification for each firm listed. Certification will be accepted from the City of Chicago, CEDA of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

**5.2.8 Legal Actions**

Respondent shall include a detailed description of any disputes they currently are involved in, as well as, a complete list of any lawsuits, judgments occurring within the last five (5) years, and all current liens pending.

**5.2.9 System for Award Management (SAM)**

Provide a SAM number. For information on how to obtain a SAM number for your organization, please refer to the following website: <http://www.sam.gov>

**5.2.10 Insurance**

Proof of current insurance or ability to obtain insurance coverage outlined in Exhibit A.

**5.2.11 Other**

Submit any information the Respondents deems pertinent to demonstrate its qualifications to perform the services being requested such as memberships in any professional associations.

**6.3 Proposal Evaluations and Award**

**6.3.1 Interviews**

CEDA reserves the right to interview any and all Respondents to discuss their submittals. Respondent agrees to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this Submission.

**SECTION 7 GENERAL CONDITIONS**

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**7.1 Insurance Requirements and Indemnification**

Submission must be accompanied by written evidence of the type and amount of insurance maintained by Contractor. The Contractor shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the Contractor or his employees, of a sub-contractor of his employees, if any, or of CEDA or its employees. The Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against CEDA in any such action, the Contractor shall, at his own expenses, satisfy and discharge them. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise

provided by Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the CEDA as herein provided.

### **7.2 Conflict of Interest**

No member of the Board of Directors, officer, employee or agent of CEDA who exercises any functions or responsibilities in connection with the carrying out of the project will have any personal or financial interest, direct or indirect, in the AGREEMENT.

Contractor represents that they presently have no interest and will not acquire any interest, direct or indirect, in the project to which this AGREEMENT pertains which would conflict in any manner or degree with the performance of their work hereunder. Contractor covenants that in their performance of the AGREEMENT, no person having any such interest shall be employed.

[ ] To the best of our knowledge, the undersigned company has no potential conflict of interest due to any other clients, contracts, nepotism or property interest for this project.

**OR**

[ ] The undersigned company, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, nepotism or property interest for this project.

Failure to check the appropriate blocks above and failure to provide documentation of a possible conflict of interest may result in termination of the AGREEMENT.

### **7.3 Cost/Ownership of Submissions**

CEDA owns all Submissions. CEDA shall not be responsible for expenses incurred in preparing and submitting the Submission. Such costs shall not be included in the submission.

### **7.4 Confidentiality**

The Contractor agrees to keep the information related to all contracts in strict confidence. Contractor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information in the Contractor possession, to those employees on the Contractor staff who must have the information on a "need-to-know" basis. The Contractor agrees to immediately notify, in writing, CEDA's authorized representative in the event the Contractor determines or has reason to suspect a breach of this requirement.

### **7.5 Submission to Exhibits**

Respondents are required to complete and submit detailed Submissions to this RFQ, including, but not limited to the submittal requirements set forth in Section 5.2 of this document and all Exhibits and applicable schedules.

### **7.6 Non-Discrimination**

The Respondent participating on this agreement shall not (1) fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his or her compensation, or the term, conditions, or privileges of his/hers employment because of such individual race, color, religion, sex, age, handicap or national origin. (2) Limit segregate or classify employees or applicants for employment in any way which deprives or tends to deprive any individual of employment opportunities or otherwise adversely affect his/hers status as an employee, because of such individuals.

### **7.7 Master Release of Lien**

By agreeing to perform weatherization work the Respondent agrees to the following terms.

1. The Respondent agrees that they will not, under any circumstances, seek payment from the owner or occupant of the premises improved.

2. The Respondent shall not file, suffer or permit any lien or other encumbrance of record as a claim against any site of a weatherization project in recognition that the only recourse for payment is from CEDA.
3. Signed lien waivers from each individual work location/property are required from any parties providing labor under a weatherization contract. The proposer agrees to inform any sub-contractor providing material to a weatherization property, prior to engaging such sub-contractors, that lien waivers are required in order for the proposer to invoice CEDA for weatherization material provided.

### **7.8 Drug-Free Workplace**

Every contract of over \$10,000 shall include the following provisions:

During the performance of this contract, the Respondent agrees to (i) provide a drug-free workplace for the Respondent's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Respondent's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the Respondent that the Respondent maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-Respondent.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Respondent in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

### **7.9 Appeal and Protest**

Unsuccessful Respondents shall have (5) five calendar days from the date of notification of the contract award to file a written protest with CEDA, through the Procurement Department. The written protest shall include reason(s) for the protest with supporting documentation where appropriate.

Appeal/Protest procedures that are required by federal/state program funding sources shall take precedent where applicable take precedent where applicable. The President/CEO or his designee shall conduct a review of all information/documents submitted by the Respondent and shall take other steps as deemed necessary for a fair and impartial process of review. The President/CEO will render a final decision, which shall be binding and without additional appeal rights.



**SECTION 8 PROPOSAL AFFIDAVIT**

---

On behalf of \_\_\_\_\_ I submit this proposal to the Community and  
(Company Name)  
Economic Development Association of Cook County, IL to provide services as described in  
this document and exhibits.

I have full authority to bind \_\_\_\_\_ to this proposal and the terms and  
(Name )  
conditions of this proposal.

\_\_\_\_\_  
Signature of President our Authorized Officer

\_\_\_\_\_  
Title of President or Authorized Officer

\_\_\_\_\_  
Date

---

**For questions regarding this Submission please contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Mailing Address, City, State Zip

## EXHIBIT A INSURANCE REQUIREMENTS

Proposers must meet the following CEDA standards and maintain at a minimum the types and amounts of insurance coverage set forth below and must provide CEDA with the certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

TYPE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Worker's Compensation	Statutory-State of Illinois
Employers a. Each Accident  b. Each Employee Disease  c. Policy Aggregate Disease	\$500,000.00  \$500,000.00  \$500,000.00
Commercial General Liability a. Per occurrence  b. General Aggregate 1. General Aggregate-Per Project 2. General Aggregate Products  Completed Operations  Personal and Advertising Injury  Fire Legal Liability (any one fire)  Medical Expense (any one person)	\$1,000,000.00  \$2,000,000.00 \$2,000,000.00 \$1,000,000.00  \$1,000,000.00  \$100,000.00  \$5,000.00 To the fullest extent allowable by law, the policy must include a waiver of subrogation in favor of CEDA.
Umbrella Excess Liability (Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more restrictive than the primary coverage listed.)	\$2,000,000.00 over Primary Insurance \$1,000.00 retention for Self-Insured Hazards Each Occurrence

Business Auto Liability (This Policy must provide coverage for all owned, non-owned, and hired autos.)	\$1,000,000.00
-----------------------------------------------------------------------------------------------------------	----------------

CEDA must be named as additional insured on all coverages noted above. Proposers' policies must include Primary and Noncontributory status in favor of CEDA. Contractor must name the following as additional insured on all certificates of insurance:

**CEDA, its board members, officers, employees, agents, and consultants**

All insurance companies must be rated A-VIII or better by the A. M. Best Company.

Contractor's assumption of liability is independent from, and not limited in any manner by, the Contractor's insurance coverage obtained pursuant to this proposal, or otherwise. All amounts owed by Contractor to CEDA as a result of the liability provisions of the Contract shall be paid on demand.

**EXHIBIT B  
CONTRACTOR'S AFFIDAVIT**

Contractor

Contractor Address

Contractor Telephone Number

*Instructions:*

FOR USE WITH ALL CONTRACTS. Every Contractor submitting a bid/proposal to CEDA must complete this Affidavit. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a separate and completed Contractor's Affidavit. In the event the Contractor is unable to certify any of the statements contained herein, the Contractor must contact CEDA and provide a detailed factual explanation of the circumstances leading to the Contractor's inability to so certify.

I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Proposer set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Name of Authorized Officer (Print or Type)

Title

All bidders/proposers shall provide the following information with their bid/ proposal/ contract. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

- 1. Date of application: \_\_\_\_\_
- 2. Company: \_\_\_\_\_
- 3. Parent Company: \_\_\_\_\_
- 4. Contact Name: \_\_\_\_\_
- 5. Street Address: \_\_\_\_\_  
\_\_\_\_\_
- 6. Mailing Address [if different]: \_\_\_\_\_  
\_\_\_\_\_
- 7. Telephone (1): \_\_\_\_\_
- 8. Telephone (2): \_\_\_\_\_
- 9. Fax Number: \_\_\_\_\_
- 10. Website Address: \_\_\_\_\_
- 11. E-mail Address (include name): \_\_\_\_\_
- 12. Employer's Federal ID# / Social Security #: \_\_\_\_\_
- 13. SAMS Cage Code No.: \_\_\_\_\_

Contractor is a                     Corporation                     Sole Proprietor  
                                           Partnership                     Not-For-Profit  
                                           Joint Venture                     LLC

Date Business Started: \_\_\_\_\_

**Based on the selection above, complete the corresponding section below:**

**SECTION 1. For Profit Corporations, Limited Liability Corporations, or Not-For-Profit Corporations**

- a. Incorporated in \_\_\_\_\_
- b. Authorized to do business in the State of Illinois    Yes    No
- c. Names of all officers and directors of corporation (or attach a list)

*Name & Title*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2. Partnership**

If the bidder/proposer is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<i>Name of Partners</i>	<i>Percentage of Interest</i>
_____	%
_____	%
_____	%
_____	%
_____	%

**SECTION 3. Sole Proprietorships**

- a. The bidder/proposer is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:  
 Yes  No *If "No," complete items b and c.*
- b. If the sole proprietorship is held by an agent(s) or a nominee, indicate the principle(s) for whom the agent or nominee holds such interest.

*Name(s)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4 – Joint Venture**

If the Contractor is a joint venture, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<i>Name of Partners</i>	<i>Percentage of Interest</i>
_____	%
_____	%
_____	%
_____	%
_____	%

**SECTION 5. Certification Regarding Suspension and Disbarment**

The contractor certifies to the best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal, State or local government agency and have not within a (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statutes, or the commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, contractor certifies it is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Section 2(a) above, and have not within a (3) year period preceding this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

**SECTION 6. Verification**

Under penalty of perjury, I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Contractor set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

\_\_\_\_\_  
Signature of President or Authorized Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NOTARY PUBLIC**

On this day, \_\_\_\_\_ personally appeared before me to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public in and for the State of \_\_\_\_\_, County of \_\_\_\_\_.

My commission expires \_\_\_\_\_.

Notary Signature \_\_\_\_\_

**AFFIX NOTARY SEAL:**

**EXHIBIT C  
CERTIFICATION REGARDING LOBBYING**

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Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Authorized Officer Signature

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Title

---

Organization



**EXHIBIT D  
DIVERSITY FORM**

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**GENERAL PROPOSER INFORMATION:**

1. Name of Company: \_\_\_\_\_
2. Are you or your firm certified as a small, minority, female or disadvantaged business enterprise by a municipal, State or Federal agency?  
[ ] Yes [ ] No
3. If yes, answer the following:
  - a. List agency: \_\_\_\_\_
  - b. Attach a copy of your certification letter.
4. Is your firm certified as a minority business by the Chicago Minority Business Development Council?  
[ ] Yes [ ] No
5. Is your firm certified as a female owned business by the Women's Business Development Agency?  
[ ] Yes [ ] No
6. Attach a copy of your certification letter.

**SUB-CONTRACTOR INFORMATION:**

1. Are you using sub-contractor or suppliers certified as small, minority, female, or disadvantaged businesses? Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, please answer the following:
  - a. What approximate percentage of work is performed by these sub-contractors?
  - b. What are the names of the firms?
  - c. Please attach certification forms for all certified sub-contractors.
  - d. What are the names of the firms used and the approximate dollar amount of the supplies purchased from small, minority, female, or disadvantaged businesses?
  - e. What approximate percentage is that of the total dollar amount purchased?
  - f. Please attach certification forms for all certified suppliers.

When contracting for goods and services preferences will be given to Proposers who subcontract with small businesses, minority-owned firms and women owned enterprises.

**EXHIBIT E  
BUSINESS INFORMATION AND REFERENCES**

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1. How many years has this company been in business? \_\_\_\_\_

2. Do you have a current business license? Yes \_\_\_\_\_ No \_\_\_\_\_

In what City or Town is the company licensed? \_\_\_\_\_

3. Please provide the name, telephone number and address of three references for jobs whose scope of work and dollar value are similar to that which is specified in this RFQ. Please specify the type of work performed for the reference.

Company/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact \_\_\_\_\_

Type of Business \_\_\_\_\_

---

Company/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact \_\_\_\_\_

Type of Business \_\_\_\_\_

---

Company/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact \_\_\_\_\_

Type of Business \_\_\_\_\_