

## **RFP #2024-001 / Program Management Oversight (PMO) Services – HVAC Upgrades at Somers Elementary School**

### **Introduction and Background:**

The town of Somers, CT on behalf of Somers Public Schools (SPS) is seeking proposals from qualified firms for professional services to serve in a Program Management Oversight (PMO) capacity for the upgrades to the HVAC systems upgrade at Somers Elementary School. The work shall be performed in cooperation with SPS and town staff, the towns selected design consultant (Consulting Engineering Services, Inc.), and Construction Manager (not selected yet).

The project details include an extensive HVAC upgrade to the existing Somers Elementary School (100,885 sqft of project scope). HVAC upgrades include, but not limited to, replacement/addition of 16 rooftop units, ductwork distribution, as well as VRF indoor and outdoor unit installation. Structural supports to be provided under new roof top units. New sprinkler distribution will be provided as well as new lighting throughout the project scope. New architectural ceilings to be provided as indicated on drawings. Refer to provided bid documents for complete scope of work.

The Town desires to engage a single entity to provide a complete range of professional consulting services to support its program as described below. It is anticipated that the selected firm will provide PMO services input and guidance concerning the organization and management of the program. The PMO shall not serve as the owner, architect, engineer or constructor for this program. The full contracted scope of services shall be negotiated with the selected firm based on the services proposed by firm and/or required by the Town. It is essential that the selected firm recognizes the need to preserve participative culture of the community while effectively and efficiently completing the program. It is critical that the PMO is successfully able to blend the authority delegated to the PMO by the Town, through the Building Committee, with the Town's non-delegable responsibilities to form a constructive and effective working relationship.

This Request for Proposals (RFP) describes the program, required scope of services, consultant selection process, and minimum information that must be included in the proposal. This RFP requires each Proposer to concisely state its qualifications and its concept for how the PMO and the Town will develop a constructive and effective partnership to ensure the success of this program.

The Town intends to contract with a single firm and not with multiple firms doing business as a joint venture. Accordingly, where two or more firms desire to join in preparing and submitting Proposals, such firms should do so on a prime-sub consultant basis, rather than as a joint venture or informal team. The firm acting as the "prime", if it receives the Award, will execute the Program Management Oversight Agreement with the Town. Proposers are required to reveal all parties and relationships with their Proposal for any joint offer submitted under this RFP.

The Senior Program Management Oversight professional will report directly to the Program Building Committee, but shall also interact with the Board of Selectman, Board of Finance, Board of Education, Building Committee members, Chief Financial Officer, Director of Business Services, as well as various other departments throughout the Town.

### **Program Schedule and Budget:**

- The appropriation for funding of the initial 2024 air conditioning upgrade project at Somers Elementary School has been secured in the amount of \$10,500,000.00 This funding dollar amount is based on a conceptual estimate provided by Construction Cost Solutions.
- The timeline for this phase of the program estimates:
  - Two to three (2 to 3) months for approval and bid process (May 2024 – July 2024)
  - Twenty Six (26) months for construction oversight (July 2024 – August 2026)

The Town & SPS have established a building committee consisting of citizens of the Town of Somers and may or may not have design and or construction experience.

### **Pre-Bid Meeting:**

A non-mandatory pre-bid meeting will commence at **11:00AM, Somers Elementary School, 4 Vision Boulevard, Somers, Connecticut, on Tuesday, February 20th, 2024**, for prospective bidders to scope the conditions.

- While the meeting is non-mandatory, prospective Proposers will be required to sign-in at commencement of the meeting. The sign-in sheet will be posted on the Business Office website as below. Copies will not be made available at the meeting, nor will they be faxed out.
- All requests for information will be answered in writing as specified below under Addenda.

### **Addenda / Requests for Information (RFI):**

Addenda concerning important information and/or modifications to specifications will be posted on the Somers Public Schools Business Office website at [https://www.somers.k12.ct.us/departments/business/rfp\\_bids](https://www.somers.k12.ct.us/departments/business/rfp_bids)

- It is each Proposer's sole responsibility to monitor the above website for all updated information.
- Addenda will not be mailed, e-mailed or faxed out.
- Written requests for information will not be accepted after 4:00PM on Monday the 26th of February, 2024.
- Verbal requests for information via phone or other means will not be accepted.
- Failure to comply with these conditions will result in the bidder waiving the right to dispute bid specifications and conditions, no exceptions.

Questions concerning this RFP must be submitted in writing and directed only to:

Stephanie Levin, Director of Business Services,

[Stephanie.levin@somers.k12.ct.us](mailto:Stephanie.levin@somers.k12.ct.us)

Response will be in the form of an addendum that will be posted approximately Thursday, the 29<sup>th</sup> of February, 2024 to the Somers Public Schools website, which is [https://www.somers.k12.ct.us/departments/business/rfp\\_bids](https://www.somers.k12.ct.us/departments/business/rfp_bids). It is the responsibility of each Proposer to retrieve addenda from the website. Any contact about this RFP between a Proposer and any other Town official and/or department manager and/or Town of Somers employee, other than as set forth above, may be grounds for disqualification of that Proposer. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above.

### **Program Management Oversight (PMO) Selection Process:**

The Program Management Oversight Selection Committee (Selection Committee) intends to review each RFP response received and create a short list of PMO proposers. Each short-listed proposer selected will be interviewed by the Selection Committee. The final selected PMO proposer will be forwarded and presented to the Board of Selectmen for final approval.

### **RFP Content:**

To be considered complete, the response to this RFP must include certain minimum information:

- A complete explanation of the experience and capabilities of the proposers;
- A narrative describing the proposer's understanding and approach to the proposed program;
- A description of the proposer's legal standing, i.e. corporation, LLC, etc...
- A listing of all Company Officers;
- A description of the proposer's years of experience providing PMO services, current and average annual workload i.e. typical program size and total value of projects on an annual basis; and
- Names, titles and resumes of those individuals proposed for the program assignment.

### ***PROGRAM MANAGEMENT OVERSIGHT (PMO) RESPONSIBILITIES:***

#### **1. Pre-Construction Phase Services:**

The pre-construction phase commences at the inception of the program and continues through the award of the construction contract to the CM/GC. The PMO shall be responsible for managing the pre-construction phase by assisting the responsible Building Committee, but shall also interact with the Board of Selectmen, Board of Finance, Board of Education, Building Committee members, CFO, Director of Business Services, as well as various other departments throughout the Town, concerning the following activities:

A. Advise the Town on program planning, implementation strategies, procedures, sequences and actions.

B. Assist the Town with project scope development, preliminary budget development, early phase studies and evaluations and preliminary schedule development.

C. Develop detailed milestone schedules for the pre-construction phase outlining all working group meetings, town meetings, required approvals, review times, and major milestones.

D. Assist the Town with procuring additional funding approval if needed from Board of Selectmen, Board of Finance and Representative Town Meeting.

E. Provide appropriate reports, support town staff and attend meetings as required to provide information required by town boards, departments and committees.

F. Coordinate all activities between town departments, boards and commission and retained consultants and/or CM/GC.

G. Determine required state and federal agency approvals and coordinate all meetings and submissions to gain said approvals.

H. Determine Town agency and other Town boards and/or commissions requiring approvals and coordinate all meetings and submissions to gain said approvals.

I. Assist the Town in determining the most appropriate procurement strategy and delivery methodology for the program.

J. Determine list of vendors and consultants that shall be required to be retained by the Town to fully execute the entire program. (i.e. Architect, CM/GC, specialty design consultants, commissioning agents, FF&E vendors, environmental consultants, material testing, move services, special inspections, etc.)

K. Provide support to the Town concerning retaining construction managers and other services required to successfully complete the program. The PMO shall develop all Request for Qualifications (RFQs) and Request for Proposals (RFPs) document specifications for review and approval by the Town. This shall be performed in cooperation with the Town's Finance Department.

L. Assist the Town in the review of all responses to RFQ's, RFPs and/or other proposals for goods and services. Provide analysis of each proposer and present a recommendation to the Town. Assist the Town with final negotiations and execution of contracts.

M. Assist the Town with the identification of any applicable grant, rebate or incentive programs.

Q. Provide budget management and tracking of the total program budget utilizing an established and proven electronic budget management system. Reconcile with Town's general ledger on at minimum a monthly basis to ensure that all program costs are being accounted for, tracked and reported accurately.

R. Review of all program invoices from the architect, CM/GC and other vendors providing pre-construction services. Provide to Town a recommendation for payment or withholding. Ensure that all invoices are (1) accurate, (2) complete, and (3) within contracted values issued by the

Town Finance Department. Track all invoices utilizing an electronic budget management system. PMO shall also respond to any questions presented by the Town's Finance Department.

S. Establish uniform procedures for reviewing, analyzing and assessing each cost estimate submitted to the Town. Prepare and/or review budgets prepared by the architectural design team, the Owner, and/or the CM/GC to ensure that all categories of work are properly accounted for, that unit costs are accurate, quantity take-offs are accurate, level of detail is appropriate to the design stage and that the pricing for such work accurately reflects the current market conditions. Prepare and/or review cash flow analysis. Note: This includes developing the budget for soft costs and a review of the comprehensive construction cost budget subsequently prepared by the CM/GC.

T. Manage the program budget by properly forecasting cost exposures and provide monthly financial reports to the Town.

U. Ensure that all local, state and federal reviews and approvals for the program are attained prior to proceeding with bidding.

V. As applicable, review and provide comments to the Town on the CM/GCs proposed bid packages, general conditions, proposed allowances and bid alternates proposed prior to bidding.

W. Review CM/GC proposed phasing plan and review with the Town prior to bidding to ensure that the proposed phasing plan does not impede the operations of the building facility.

X. Assist Town, in collaboration with the CM/GC, with any required public notice advertising of the program and the proper posting to town and state websites (CTDAS Contracting portal).

Y. Attend all subcontractor pre-bid meetings with the CM/GC. Monitor the bidding process including the posting of any required addenda materials.

Z. Attend all subcontractor bid openings with the CM/GC and Town Finance Department.

AA. Attend all bid submission scoping meetings between the CM/GC and the trade subcontractors.

BB. Upon the development of the Guaranteed Maximum Price proposal, or lump sum bid by general contractor, review the proposal/bid submission for conformance with the contract documentation. Review all proposed clarifications, exclusions, allowance amounts, general conditions, general requirements, fees, site services, and other CM/GC markups and ensure subcontractor bid submission amounts are accurately reflected. Provide written review and recommendation of approval to the Town.

CC. Assist Town with the review and negotiation of the final terms and conditions of the construction contract.

## **2. Construction Phase Services:**

- A. Attend all pre-construction meetings hosted by the CM/GC and/or Town staff. Provide a system for tracking the resolution of any issues at that are identified at any such meetings.
- B. Provide recurring construction observation and oversight (ie. 2-3 visits weekly/one (1) weekend per month if necessary) as requested by the Building Committee and provide written reports including photos for each site visit. Advise the Building Committee of any construction related/quality assurance issues or risks found in the field or determined by the site visit.
- C. Attend all Town/Architect/Contractor (TAC) meetings. Review and comment on published meeting minutes.
- D. Submit monthly PMO reports to the Building Committee of the progress of the program including but not limited to; progress of the work against approved schedules, change orders, proposed change orders, potential schedule and/or budget impacts, approvals and inspections, the Architect's performance, performance of any Town retained vendors and/or other open items or issues.
- E. Assist the Town and the CM/GC with coordination of Town required work or reviews and approvals necessary to meet the program schedule.
- F. Assist the Town and the CM/GC with coordination of 3rd party required work or reviews and approvals necessary to meet the program schedule.
- G. Review and provide comments on the CM/GC baseline/as-planned schedule including but not limited to; completeness, accuracy, conformance with the overall program milestones and the terms of the contract.
- H. At minimum on a monthly basis, review and provide comments on the CM/GC schedule updates including but not limited to; completeness, accuracy, conformance with the overall program milestones and the terms of the contract.
- I. Review and provide recommendations regarding the CM/GC initial submittal for the construction schedule of values.
- J. Assist the Town in ensuring all required insurance certifications and other contractually required paperwork has been submitted.
- K. Review of all invoices from the architect, CM/GC and other vendors providing goods or services for the program. Provide the Building Committee with a written recommendation for payment or withholding. Ensure that all invoices are (1) accurate, (2) complete, and (3) within the contracted values issued by the Town Finance Department. Track all invoices utilizing an electronic budget management system. PMO will also respond to any questions posed by the Town's Finance Department.

L. Review all proposed change orders by CM/GC and procure architect's review and written approval. Confirm if proposed work constitutes extra work per the contract. Ensure that all applicable supporting documentation is provided, and all costs are supported, per the terms of the contract and are reasonable for the scope of the work.

M. Manage and track all proposed change orders and potential exposures to the against the owner's contingency. PMO shall provide status in monthly written report to the Town.

N. Review and track CM/GC's expenditures against the approved GMP. Track all requests for use of allowances and construction contingency. Verify that all owner approved Change Orders and/or Budget Transfers are appropriately and accurately documented in Change Orders to the CM/GC subcontractors.

O. Continue total program budget management and tracking. Report to the Town, on a monthly basis, any budgetary line items that are tracking over budget and make recommendations to the Town to resolve those items.

P. Monitor and report on any incomplete or non-conforming work.

Q. Ensure that the CM/GC is receiving certified payroll documentation from the subcontractors as well as monthly lien waivers.

R. Coordinate those goods and services procured directly by the Town that are not the CM/GC's responsibility.

S. Coordinate the Furniture, Fixture & Equipment (FF&E) review process, product selection, product review, bidding approvals, advertising and bidding of all FF&E procurements

T. Assist the Building Committee with the bid evaluation and review process concerning all FF&E submission.

U. Coordinate FF&E deliveries and installation with construction schedule. Coordinate with Town building officials and the fire marshal with respect to the delivery or installation of any FF&E prior to the receipt of the temporary certificate of occupancy (TCO) and/or the Certificate of Occupancy (CO).

V. Ensure that the TCOs and CO are obtained by the CM/GC from all Town building officials, fire marshals, and other town departments as necessary.

#### **Construction Close-Out:**

A. Assist the Town in the preparation of a project punch lists.

B. During construction closeout ensure that the CM/GC has provided all the required contractual closeout documentation such as operation and maintenance manuals, warranties, punch list closeout, attic stock, training, etc.

C. Review final requisition from CM/GC. Ensure that all lien waivers have been properly submitted and that all allowances and contingencies have been reconciled with proper returns to the Town.

D. Manage all construction closeout requirements with the Town, state (OSCGR) and federal agencies as required. Compile project related documentation representing a complete program record to be turned over to Building Committee and the Town.

E. Ensure that all final funding, incentive and/or reimbursement paperwork has been properly submitted, processed by the applicable grantor, and that the Town awards have been received.

F. Prepare and issue a final close-out report including a financial reconciliation.

**Building Occupancy and Commissioning Phase Services:**

A. Coordinate and manage commissioning process.

B. Ensure Commissioning process is coordinated between all parties to include but not limited to; the contractor and its associated subcontractors, the School Facilities Department and the Architect.

C. Report inadequacies of systems to appropriate parties.

D. Ensure all pre-functional checklists are being completed and functional testing is being performed.

E. Ensure all proper commissioning reports and closeout documentation is submitted by Commissioning agent.

F. Ensure Town staff, including those employed by the Somers Public Schools, is receiving proper training by subcontractors and that Commissioning agent is in attendance

G. Ensure all deficiencies are corrected.

**Program Management Oversight Records:**

All operational working records and reports must be retained, at the Proposer's expense, for a minimum of five (5) years beyond the expiration of the contract, unless the Proposer is notified in writing by the Town of Somers of the need to extend the retention period. The Proposer shall be required to make such operational working records and reports available, upon request to the following parties or their designee:

- The Town of Somers
- The State of Connecticut

**Evaluations of Performance:**



Assist the Building Committee and the Town in compiling evaluations of the performance of all parties of the CM/GC, Architect, sub-contractors and any other vendor contracted by the Town for this program.

### **Review and Selection Process:**

The Program Management Oversight Selection Committee (Selection Committee) intends to review each RFP response received and create a short list of PMO proposers. Each short-listed proposer selected will be interviewed by the Selection Committee. The final selected PMO proposer will be forwarded and presented to the Board of Selectmen for final approval.

### **Selection Criteria:**

The Town will evaluate the proposal submissions based on the following criteria:

1. Proposer's background and professional expertise, including size and scope of previous projects, and specific expertise coordinating HVAC upgrade projects, and the expertise and experience of assigned personnel.
2. The Proposer's ability to complete this phase of the program within the required timeline, and to commit staff in a timely way when requested.
3. The Proposer's demonstrated understanding of the work.
4. Evidence of any special or innovative approach that the firm will use.
5. The proven ability to submit cost-effective solutions.
6. Fee proposal.

After review of all factors, terms and conditions, including price, the Town Finance Department reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Somers.

### **Format of Proposal:**

All responses to this RFP must conform to these instructions.

#### 1. Delivery of responses:

- All responses to this RFP should be complete, accurate and concise and must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Proposer's name and address must appear on the outer envelope.
- The Town of Somers is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Proposers are encouraged to submit proposals that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All proposal pages should be secured with a binder clip, staple or elastic band, and may not be submitted in plastic binders or covers, nor may the proposal contain any plastic inserts or

pages.

2. Proposal Submission Content: Proposals should put forth full, accurate, and complete and concise information as required by this request. In addition to the Pricing Response Form, Schedule of PMO staff and values, the proposal should include:

A. Title Page: This should include your company name, address, telephone and fax numbers, email addresses, and proposed program representatives.

B. Executive Summary: Provide a brief history of your firm and outline similar current or completed projects. Identify key qualities or services to distinguish your firm from other Program Management Oversight organizations.

C. Organization and Staffing: Discuss your company organization, along with your proposed program team organization. Include resumes of all key program team members.

- Provide an organizational chart for the firm and the proposed staffing for this project, including any proposed consultants or those otherwise not full time employees of Proposer's firm.

- Include information concerning previous assignments such as title, length of time on job, references and contract information. Provide a brief description of previous projects, similar to this program, where the key personnel have worked together as a team. List any municipal /public school HVAC upgrade projects in Connecticut that have been completed and/or are in-process during the past seven (7) years; provide the owner's name and contact information, program description and value, start and completion dates, and other pertinent information related to the program. The Town reserves the right to interview and select key staff members for this program. Provide an estimate as the percentage of time and the approximate number of hours that you are proposing to have each staff member working on each of the phases of the assigned program.

- Provide the name of the professional who will be responsible for the program.

D. List the name and address of any consulting firm(s) or sub-consultants to the PMO that may be used on this program, with a brief description of qualifications and your association with them.

E. Pre-Construction Phase Services: Provide a narrative describing your Firm's understanding and proposed approach to providing PMO pre-construction services for this program. Include a brief overview describing how your firm would interact with the Building Committee and the other Town Departments and Officials under this phase of the program.

- List any additional services not noted in the preceding Scope of Services.

F. Construction Phase Services: Provide a narrative describing your Firm's understanding and proposed approach to providing PMO construction services for this program. Include a brief

overview describing how your firm would interact with the Building Committee and the other Town Departments and Officials under this phase of the program.

- List any additional services not noted in the preceding Scope of Services.

G. Construction Close-Out Phase Services: Provide a narrative describing your Firm's understanding and proposed approach to providing PMO construction close-out services for this program. Include a brief overview describing how your firm would interact with the Building Committee and the other Town Departments and Officials under this phase of the program.

- List any additional services not noted in the preceding Scope of Services.

H. Building Occupancy and Commissioning Phase Services: Provide a narrative describing your Firm's understanding and proposed approach to providing PMO construction close-out services for this program. Include a brief overview describing how your firm would interact with the Building Committee and the other Town Departments and Officials under this phase of the program.

- I. Provide a sample of all proposed reports (financial, progress / status, schedule, etc.).

#### J. Fee Proposal and Agreement

- Provide proposed monthly fee for each phase of the program (to remain firm) and its basis (ex. Proposed staffing levels and the proposed number of hours per employee) for that monthly rate. Submit hourly rates per discipline / employee for the proposed work and for any additional work that may be required, or should the contract term be extended.
- Provide an estimate for direct expenses by category and if applicable unit rates. Include multiplier on direct expenses.

K. Provide the Town with proposed sample contract between your firm and the Town of Somers.

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

**Pricing Response Form:**

**1. Proposed Monthly Fees:**

Pre-construction Phase Services: Proposed Monthly Fee: \$  
\_\_\_\_\_

Construction Phase Services: Proposed Monthly Fee: \$  
\_\_\_\_\_

Construction Close-Out Phase Services: Proposed Monthly Fee: \$  
\_\_\_\_\_

Building Occupancy & Commissioning Phase Services: Proposed Monthly Fee: \$  
\_\_\_\_\_

**2. For informational purposes please identify the estimated time in working hours for each phase:**

Pre-construction Phase Services: Total Monthly Hours: \_\_\_\_\_

Construction Phase Services: Total Monthly Hours: \_\_\_\_\_

Construction Close-Out Phase Services: Total Monthly Hours: \_\_\_\_\_

Building Occupancy & Commissioning Phase Services: Total Monthly Hours: \_\_\_\_\_

**3. Identify the key team members who will provide these services. Quantify their involvements (X%) for each phase of the program. Provide an estimate of proposed monthly hours along with the proposed hourly rate for each team member.**

*A. Pre-Construction Phase:*

|    | <u>Name</u>        | <u>Title</u> | <u>% Involved</u> | <u>Monthly Hours</u> |
|----|--------------------|--------------|-------------------|----------------------|
|    | <u>Hourly Rate</u> |              |                   |                      |
| A. |                    |              |                   |                      |
| B. |                    |              |                   |                      |
| C. |                    |              |                   |                      |

*B. Construction Phase:*

|    | <u>Name</u>        | <u>Title</u> | <u>% Involved</u> | <u>Monthly Hours</u> |
|----|--------------------|--------------|-------------------|----------------------|
|    | <u>Hourly Rate</u> |              |                   |                      |
| A. |                    |              |                   |                      |
| B. |                    |              |                   |                      |
| C. |                    |              |                   |                      |

*C. Construction Close-Out Phase:*

|    | <u>Name</u> | <u>Title</u> | <u>% Involved</u> | <u>Monthly Hours</u> | <u>Hourly</u> |
|----|-------------|--------------|-------------------|----------------------|---------------|
|    | <u>Rate</u> |              |                   |                      |               |
| A. |             |              |                   |                      |               |
| B. |             |              |                   |                      |               |
| C. |             |              |                   |                      |               |

*D. Building Occupancy & Commissioning Phase:*

|    | <u>Name</u> | <u>Title</u> | <u>% Involved</u> | <u>Monthly Hours</u> | <u>Hourly</u> |
|----|-------------|--------------|-------------------|----------------------|---------------|
|    | <u>Rate</u> |              |                   |                      |               |
| A. |             |              |                   |                      |               |
| B. |             |              |                   |                      |               |
| C. |             |              |                   |                      |               |

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Company* \_\_\_\_\_

\_\_\_\_\_  
*Printed name* \_\_\_\_\_ *Title* \_\_\_\_\_

\_\_\_\_\_  
*Address* \_\_\_\_\_ *City / State / Zip* \_\_\_\_\_

\_\_\_\_\_  
*Phone* \_\_\_\_\_ *E-mail* \_\_\_\_\_

**REFERENCES**

Provide reference details of most recent similar scope projects performed.

**REFERENCE #1:**

Name of Company \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell \_\_\_\_\_  
\_\_\_\_\_  
Company Address \_\_\_\_\_  
Email \_\_\_\_\_  
Project, Location, & Date Completed \_\_\_\_\_

**REFERENCE #2:**

Name of Company \_\_\_\_\_  
Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell \_\_\_\_\_  
\_\_\_\_\_  
Company Address \_\_\_\_\_  
Email \_\_\_\_\_  
Project, Location, & Date Completed \_\_\_\_\_

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**REFERENCE #3:**

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

Phone \_\_\_\_\_

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

Cell \_\_\_\_\_

Company Address \_\_\_\_\_

Email \_\_\_\_\_

Project, Location, & Date Completed \_\_\_\_\_

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**REFERENCE #4**

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

Phone \_\_\_\_\_

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

Cell \_\_\_\_\_

Company Address \_\_\_\_\_

Email \_\_\_\_\_

Project, Location, & Date Completed \_\_\_\_\_

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**REFERENCE #5:**

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

Phone \_\_\_\_\_

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

Cell \_\_\_\_\_

Company Address \_\_\_\_\_

Email \_\_\_\_\_

Project, Location, & Date Completed \_\_\_\_\_

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**SUBCONTRACTORS**

Provide subcontractor details if any are to be employed as part of this contract:

**SUBCONTRACTOR #1:**

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

Fed ID #

\_\_\_\_\_

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

Title \_\_\_\_\_

Company Address \_\_\_\_\_  
Phone \_\_\_\_\_

Trade \_\_\_\_\_  
Email \_\_\_\_\_

**SUBCONTRACTOR #2:**

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

Fed ID #

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

Title \_\_\_\_\_

Company Address \_\_\_\_\_  
Phone \_\_\_\_\_

Trade \_\_\_\_\_  
Email \_\_\_\_\_

**SUBCONTRACTOR #3:**

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

Fed ID #

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

Title \_\_\_\_\_

Company Address \_\_\_\_\_  
Phone \_\_\_\_\_

Trade \_\_\_\_\_  
Email \_\_\_\_\_

***NOTE: All sub- contractors are subject to approval by the Town of Somers and are required to provide Fed ID #.***



