ADDENDUM TO CONTRACT is made this first day of September, 2012, by and between Stephen F. Austin State University (hereinafter referred to as "Institution") and Security Shredding (Contractor).

The University and Contractor agree to the changes listed below. All other provisions, terms and conditions of the Contract remain in full force and effect.

Paragraph 10 is modified (change is shown in bold print):

10. TERM

This agreement begins upon execution and ends on August 31, 2013. Thereafter, the term of this agreement may be extended as mutually agreed by the parties, in writing for one (1) additional one-year periods at the option of SFA. Contracted rates will remain at the same rate as the previous year unless negotiated annually to be effective September 1 of each year.

________________________, President

Date: 1/2/13

________________________, Contractor

Date: 1/2/13
REQUEST FOR PROPOSAL

RFP NUMBER

DOCUMENTDESTRUCTION-07

PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, THURSDAY MARCH 6, 2008

MAIL PROPOSAL TO:

Stephen F. Austin State University
Purchasing Services
P. O. Box 13030
Nacogdoches, TX  75962

HAND DELIVER AND/OR EXPRESS MAIL TO:

Stephen F. Austin State University
Purchasing Services
2124 Wilson Drive
Nacogdoches, TX  75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE:  PROPOSAL must be time stamped at Stephen F. Austin State University Purchasing Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:

Sonja Hendry-Witt
Stephen F. Austin State University
Purchasing Services
936-468-4472
email: hendrysl@sfasu.edu
STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #DOCUMENTDESTRUCTION-07

TABLE OF CONTENTS

Section 1 – INTRODUCTION
1.1 Scope of Proposal
1.2 Contract Term
1.3 SFA Information
1.4 Contractor Requirements
1.5 Schedule of Events
1.6 Open Records
1.7 Confidentiality
1.8 HIPPA Compliance
1.9 Legislative Directives

Section 2 – STATEMENT OF WORK
2.1 Scope of Work
2.2 Contractor’s Employment Requirements
2.3 Destruction Containers and Service
2.4 Reporting
2.5 Performance Expectations
2.6 Insurance Requirements
2.7 Access to Record

Section 3 – INSTRUCTIONS TO RESPONDENTS
3.1 Contact Information
3.2 Submittal Deadline and Location
3.3 Submittal Instructions
3.4 Acceptance and Formation of Agreement
3.5 Evaluation Criteria
3.6 Proposal Format

EXHIBITS
Exhibit A Execution of Offer
Exhibit B Acknowledgment of Addenda
Exhibit C Contractor’s References
SECTION 1
INTRODUCTION

1.1 SCOPE OF PROPOSAL

Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking proposals for Data Destruction Services on a regular schedule or an “as needed basis” depending on the needs of the department.

1.2 CONTRACT TERM

This contract will begin after award as mutually agreed with an ending date through August 31, 2008. Thereafter, the term of this Agreement may be extended for four (4) additional one-year periods at the option of SFA. Contracted rates will be negotiated annually to be effective September 1 of each year.

1.3 SFA INFORMATION

Since its founding in 1923, Stephen F. Austin State University has established a reputation of providing a traditional, residential college experience serving approximately 2,300 part-time students and more than 9,000 full-time students, with approximately 4500 making SFA residence halls their home-away-from-home. To meet the needs of these students, SFA employs approximately 1,400 full and part-time faculty and staff.

1.4 CONTRACTOR REQUIREMENTS

Contractor must have at least three (3) years minimum experience in document destruction.

1.5 SCHEDULE OF EVENTS*

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of Request for Proposals</td>
<td>February 7, 2008</td>
</tr>
<tr>
<td>Proposal Closing</td>
<td>March 6, 2008, 5:00 pm</td>
</tr>
<tr>
<td>Evaluation of Proposals and Selection of Finalists and/or Negotiations</td>
<td>March, 2008 – April, 2008</td>
</tr>
<tr>
<td>Award of Agreement</td>
<td>March, 2008 – April, 2008</td>
</tr>
</tbody>
</table>

*Dates are tentative and subject to change.

1.6 OPEN RECORDS

The parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and contracts, after all negotiations are completed, may be subject to open records.
1.7 CONFIDENTIALITY

Pursuant to the Gramm-Leach-Bliley Act (GLBA), every Service Provider (Contractor), defined as any person or entity that receives, maintains, processes or otherwise is permitted access to nonpublic personal information as defined in 16 C.F.R. § 313.3(n), whether in paper, electronic, or other form, about a University employee, or student through its provision of services directly to the University is subject to the following requirements:

a. The Service Provider (Contractor) must ensure the security and confidentiality of nonpublic personal information as defined in 16 C.F.R. § 313.3(n), protect against any anticipated threats or hazards to the security and integrity of such information and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any University employee or student.

b. To the extent Contractor is provided Stephen F. Austin State University employee or student information owned, possessed or used by Stephen F. Austin State University and that is communicated to, learned, or otherwise acquired by Contractor in the performance of Contractor's duties and obligations under this Agreement, Contractor, its management, employees and agents agree to keep such information confidential, beginning on the date Contractor is first given access to said data and continuing through the term of this Agreement and any time thereafter. Contractor shall take appropriate safeguards to protect the data and limit access to such to only those representatives of Contractor that must have access for the purposes of the destruction of the data.

1.7 HIPPA COMPLIANCE

Contractor must meet all requirements mandated by the Health Insurance Portability & Accountability Act (HIPAA: U.S. Department of Health and Human Services, Office for Civil Rights, Standards, for Privacy of Individually Identifiable Health Information, 45 CFR Parts 160 through 164). Contractor warrants that it will cooperate with SFA in the course of performance of the contract so that both parties will be in compliance with HIPPA, including cooperation and coordination with SFA privacy officials and other compliance officers required by HIPPA and its regulations.

1.8 LEGISLATIVE DIRECTIVES

The Texas Information Disposal Act, House Bill 698 Session 79R amends the Texas Business and Commerce Code adding document retention and disposal requirements. Specifically, it requires that business records containing personal identifying information be shredded, erased or destroyed by other means prior to disposal.

a. 698(3) (d) When a business disposes of a business record that contains personal identifying information of a customer of the business, the business shall modify, by shredding, erasing or other means, the personal indentifying information to make it unreadable or undecipherable.

b. 698(3) (e) A business is in compliance with Subsection (d) if the business contracts with a person engaged in the business of disposing of records for the modification of personal identifying information on behalf of the business in accordance with Subsection (d)
SECTION 2
STATEMENT OF WORK

2.1 SCOPE OF WORK

Stephen F. Austin State University, hereafter referred to as “SFA” or “the University”, is seeking responses from qualified firms or individuals for Secure Destruction of Restricted and Sensitive Information. Both on-site and off-site secure destruction services shall be provided. University departments shall have the option to arrange for Contractor’s services either on a regularly scheduled or “as needed” basis.

2.2 CONTRACTOR’S EMPLOYMENT REQUIREMENTS

The successful Contractor shall provide appropriate staff to provide destruction services to the campus. Contractor shall be responsible for certifying that all employees have undergone a security background check, which includes criminal history, credit history, and driving records. Contractor shall provide certification upon request that employees have undergone pre-employment drug screening and that random drug screens are routinely required of all Contractor employees. Employees shall be bonded and insured by the Contractor. The Contractor and the Contractor’s personnel shall be prohibited from reading or copying any of the material at any time. Employees shall wear an identifying uniform and carry photo ID badges. By submittal of this proposal respondent certifies and agrees that all employees shall be bonded. No subcontractors or third parties shall be involved prior to destruction.

2.3 DESTRUCTION CONTAINERS AND SERVICE

2.3.1 Contractor shall shred all materials to particles 5/16 of an inch or smaller or otherwise destroy the materials so that no information can be retrieved from the debris.

2.3.2 The Contractor shall provide all material, labor, vehicles, equipment, and supplies necessary to perform the services.

2.3.3 Contractor shall provide upon request secured (locked) cabinet-style containers at no charge to the University. Each container shall have a drop-slot and key-locked deadbolt or padlock. Containers shall be placed by the Contractor in locations specified by the individual departments using this service.

2.3.4 Contractor shall be responsible for securely emptying all containers weekly, bi-weekly, monthly, or on an “on-call” basis, depending on the individual departmental needs. There shall be no unattended open containers or transport units.

2.3.5 Destruction and recycling services shall be for the University’s confidential mixed paper waste that may include, but not be limited to, paper, metal and plastic.

2.3.6 On-site services shall be performed on the campus of Stephen F. Austin State University in Contractor’s mobile unit. Documents to be destroyed on-site may be in Contractor’s containers or in the University’s own storage boxes.

2.3.7 Off-site services shall be performed at Contractor’s location.
2.4 REPORTING

2.4.1 Receipts or Certificates of Destruction shall be provided to the specified liaison in each department for each service, listing services rendered and stating the department’s documents were destroyed on-site (on the campus) or off-site (Contractor’s facility) and recycled. At a minimum the Receipt/Certificate shall include the name, address, date of service, type of service, volume of records and the service representative’s name.

2.4.2 All invoicing shall be itemized with each individual department referenced and services rendered. A copy of each receipt/certificate of destruction shall be provided with the corresponding invoice.

2.5 PERFORMANCE EXPECTATIONS

Contractor shall perform all services to the sole satisfaction of the University. The University reserves the right to routinely audit the security of all destruction and recycling processes and services. Contractor must understand and agree that University designee may, at any time throughout the effective period of the agreement, accompany the Contractor during any collection, transport or destruction process being conducted by the Contractor. Contractor shall not restrict nor in any way limit the University’s right or ability to oversee any or all services provided by the Contractor.

2.6 INSURANCE

The Contractor shall not commence work under this Contract until he has obtained all the insurance required hereunder and certificates of such insurance have been filed with and reviewed by the Owner. Acceptance of the insurance certificates by the owner shall not relieve or decrease the liability of the Contractor.

If policies are not written for the amounts specified below (except Worker’s Compensation and Employer’s Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of primary policy.

This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten(10) days for non-payment of premium, has been given to the Owner.

Contractor’s insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract.

Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the workers’ compensations policy.

The workers’ compensation insurance coverage must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor’s policy or under the policy provided by a subcontractor. The Contractor’s policy shall provide that, in the event that a subcontractor’s policy fails to provide worker’s compensation coverage of a worker that such insurance coverage is provided by the Contractor’s policy.
Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by the Owner, the minimum insurance coverage as follows:

<table>
<thead>
<tr>
<th>TYPE OF COVERAGE</th>
<th>LIMITS OF LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Workers’ Compensation</td>
<td>Statutory</td>
</tr>
<tr>
<td>2. Employer’s Liability</td>
<td>$500,000 each occur/aggregate</td>
</tr>
<tr>
<td>3. Comprehensive General Liability</td>
<td></td>
</tr>
<tr>
<td>a. Bodily Injury</td>
<td>$500,000 each occur</td>
</tr>
<tr>
<td>b. Property Damage</td>
<td>$300,000 each occur/aggregate</td>
</tr>
<tr>
<td>4. Comprehensive Automobile Liability</td>
<td></td>
</tr>
<tr>
<td>a. Bodily Injury</td>
<td>$500,000 each person, each occur</td>
</tr>
<tr>
<td>b. Property Damage</td>
<td>$300,000 each occur</td>
</tr>
</tbody>
</table>

2.7 ACCESS TO RECORDS

Contractor shall keep full and accurate records in connection with the services provided by it under this Agreement. The University, or any of its duly authorized representatives, at any time during the term of this Agreement, shall have access to, and the right to audit or examine any pertinent books, records or documents of Contractor related to Contractor’s performance under this Agreement.
SECTION 3
INSTRUCTIONS TO RESPONDENTS

3.1 CONTACT INFORMATION

3.1.1 All questions regarding the RFP, services, or response must be forwarded to Contracting Specialist:

Sonja Hendry-Witt
PO Box 13030
Nacogdoches, TX 75962
Phone: 936/468-4472
Fax: 936/468-4282
Email: hendrysl@sfasu.edu

3.2 SUBMITTAL DEADLINE AND LOCATION

3.2.1 All proposals must be received by SFA no later than 5:00pm, Thursday, March 6, 2008.

3.2.2 Proposals are to be submitted to:

MAIL PROPOSAL TO:                     HAND DELIVER AND/OR
                                      EXPRESS MAIL TO:
Stephen F. Austin State University    Stephen F. Austin State University
Purchasing Services                     Purchasing Services
P. O. Box 13030                        2124 Wilson Drive
Nacogdoches, TX 75962-3030             Nacogdoches, TX 75962

3.2.3 All U.S. Mail addressed to any component of SFA is delivered to a central mail room and redistributed by SFA personnel to the addressee’s on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mail room and receipt in the Purchasing and Inventory Department. Proposals must be in the office of the Purchasing and Inventory Department by the time set for RFP closing in order to be considered, and receipt by SFA at the central mail room will not be deemed sufficient.

3.2.4 Proposals will be publicly opened Friday, March 7, 2008 9:00 am in the purchasing office, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.

3.2.5 Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner regardless of delivery method or circumstances.

3.2.6 Faxed or electronically mailed proposals will not be accepted.

3.2.7 Proposals may be withdrawn at any time prior to the time and date set for proposal closing.

3.2.8 Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide a competitive advantage to any Respondent in the judgment of Stephen F. Austin State University.
3.3 SUBMITTAL INSTRUCTIONS

3.3.1 All proposals must be submitted in the format prescribed in Section 3.6.

3.3.2 Each Respondent must submit at least one original proposal with original signatures on the Execution of Offer and Form of Proposal and three (3) complete copies.

3.3.3 All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, SFA alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

3.3.4 Each respondent, by submitting a proposal, represents that the respondent has read and completely understands the request for proposal documents and agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement.

3.3.5 Proposals shall be signed by a legally authorized representative of the Respondent. Unsigned proposals (Exhibit A) will be rejected as a material failure.

3.4 ACCEPTANCE AND FORMATION OF AGREEMENT

3.4.1 No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to render the specified data destruction service.

3.4.2 The University reserves the right to further negotiate, after proposals are opened, with any Respondent that submits a proposal. SFA may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.

3.4.3 SFA reserves the right to enter into an agreement not based only on the cost to the University, but which, in the sole opinion of SFA, is deemed to represent the best value to SFA.

3.5 EVALUATION CRITERIA

3.5.1 Award will be based on a comprehensive review and analysis based on a weighted value of averaged evaluation scores and negotiation of the proposal that best meets the needs of the University. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, Respondents will not, under any circumstances, dispute any award made using this method.

3.5.2 Evaluation of the proposals will be performed by an evaluation committee representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in no particular order. Stephen F. Austin State University reserves the right to award an agreement not based only on the cost to the University, but on the criteria that best meet the University's requirements and needs. The University shall be the sole judge of determining which proposal represents the best value to the University.
3.5.3 Criteria

a. 30%--Contractor’s hiring practices including employment certification, insurance, bonding, and confidentiality/statement agreement.

b. 5%--Unique services, containers, or data destruction processes that would benefit SFA

c. 25%--Security, style, and size of containers along with the cost and availability of collection services of containers.

d. 20%--On-Site and Off-Site data destruction services and equipment, including volume pricing and data collection limitations.

e. 20%--Post collection procedures and protocols including recycling of debris.

3.6 PROPOSAL FORMAT

3.6.1 Proposals shall be prepared in a straightforward and concise manner, identifying clearly and concisely any deviations, enhancements, and other differences that exist between the RFP and the respondent’s proposed services. Emphasis should be placed on responsiveness to the RFP requirements, completeness and clarity of content and conformance to the RFP instructions. Respondents shall organize their proposal in a point-by-point format according to Section 3.6.2. Failure to follow point-by-point presentation could be grounds for disqualification.

3.6.2 Proposal shall include the following information and be submitted in the following order:

a. Required Submittal
   i. Exhibit A – Signed Execution Of Offer
   ii. Exhibit B – Acknowledgement of Addenda, if any

b. Proposal Submittal
   i. Exhibit C—Contractor’s References, including contact name, phone number, or email address of reference. References shall be clients within the last 3 years of similar size and scope of the University and may include SFA if respondent has serviced SFA in the last 3 years. Stephen F. Austin State University reserves the right to check references prior to award. Any negative responses received may be grounds for disqualification of the bid.
   ii. Respondent’s standard form of agreement, including all terms and conditions

c. Evaluation Submittals
   i. Contractor’s hiring practices
      a. provide description of the hiring practices, orientation and training that Respondent provides for employees, including the basic security protocols
      b. provide information about employee certification and bonding
      c. provide a sample of the Contractor’s confidentiality statement/agreement.
ii Contractor’s Unique Features or Services
   Description in detail of any additional unique business features, pricing arrangements, special services or other value add services the Contractor’s firm would provide which have not already been discussed, and how the University might benefit from them.

iii Security, style, size and cost of containers
   a. provide sizes and styles of containers including a description of the locks on the containers
   b. provide all pricing options for shredding data in the above containers; include pricing on pick-up services, volume options, frequency options; i.e., weekly, bi-weekly, monthly, etc.

iv On-site and off-site destruction services
   a. describe Respondent’s on-site destruction capabilities and average rate of shredding (volume per hour) for each of the following areas:
      1. Paper or printed media -- information printed on paper or other material that can be read by the naked eye without the assistance of a special device, such as documents, ID, badges, credit-debit cards and photos.
      2. Media/Micro media -- any form of confidential or protected information containing mediums to be destroyed, including but not limited to paper, microfilm, microfiche, X-rays, ID badges, credit/debit cards, computer hard drives, magnetic or digital tapes, disks or cartridges.
      3. Identify any shredding limitations, such as cardboard boxes, bound materials, or books.
   b. describe Respondent’s off-site destruction capabilities including the equipment and process from pick-up to disposal and the secure transport and interim storage of materials until destruction is completed; include anticipated time frames for various media.
   c. provide pricing for destruction services on-site including volume pricing breakdowns by pounds for media not stored in Contractor designated containers
   d. describe any responsibilities required of the University; i.e., sorting of various media, removal of staples, etc.

v. Post collection procedures and protocols
   a. describe any recycling subcontractor(s) used, their capabilities and why the Respondent chooses to subcontract the services and the basis for each subcontractor’s selection.

vi. Minimum Contractor Requirements
   a. provide company history showing 3 years minimum experience in document destruction
   b. list any certifications, licensing, or memberships to which Respondent belongs. Higher scores may be given to Contractors that are members of the National Association for Information Destruction (NAID)
EXHIBIT A
EXECUTION OF OFFER

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualifications. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all bid lists.

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws nor communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 34 TAC 20.38.

Certifications:
Texas Family Code Child Support Certification. By signature hereon, Respondent certifies as follows: "Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate."

Sales Tax Certification. By signing the Agreement, the Respondent certifies as follows: "Under Section 2155.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Franchise Tax Certification. By signing the Agreement, a corporate or limited liability company, Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University's option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.0551, Texas Government Code, the Respondent agrees that any payments owing to the Contractor under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer’s Identification Number:__________________________
Sole Owner should also enter Social Security No.:__________________________
Respondent/Company:______________________________________________
Signature (INK):___________________________________________________
Name (Typed/Printed):______________________________________________
Title:______________________________________________________________
Street:____________________________________________________________
City/State/Zip:______________________________________________________
Telephone No/Fax No:______________________________________________
Email:___________________________________________________________

THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT’S PROPOSAL. FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.
EXHIBIT B
ACKNOWLEDGEMENT OF ADDENDA

Receipt is hereby acknowledged of the following addenda to this RFP.

Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________
Addenda No. _______  Dated ____________

Respondent/Company: ______________________________________________________

Refer to the SFA Purchasing Department web-site to confirm all addenda issued:
http://www.sfasu.edu/purchasing/Contractor/procurement.asp
EXHIBIT C
CONTRACTOR REFERENCES

No less than three references will be provided with respondent proposal. The references may be used as a basis for inquiry concerning respondent’s quality of service. References cited may be contacted and asked to rate quality of services provided by the respondent. Referenced facilities should have utilized Contractor’s service for at least one (1) year and should be essentially the same in all significant attributes as those of the SFA specifications attached.

Customer Name: ________________________________________________________________
Address: ________________________________________________________________________
Contact Name/Title: _______________________________________________________________
Contact Telephone Number: ____________ email: ______________________________________
Dates Serviced: from _________ to _______
Services Provided: __________________________________________________________________

Customer Name: ________________________________________________________________
Address: ________________________________________________________________________
Contact Name/Title: _______________________________________________________________
Contact Telephone Number: ____________ email: ______________________________________
Dates Serviced: from _________ to _______
Services Provided: __________________________________________________________________

Customer Name: ________________________________________________________________
Address: ________________________________________________________________________
Contact Name/Title: _______________________________________________________________
Contact Telephone Number: ____________ email: ______________________________________
Dates Serviced: from _________ to _______
Services Provided: __________________________________________________________________