

### QUALIFICATIONS & REFERENCE FORM

Bidder: \_\_\_\_\_

The following shall accompany the Bid and is required as evidence of the Bidder's qualifications to perform the work, as Bid upon, in accordance with Attachment A, Scope of Services. This statement must be notarized. All questions must be answered. Additional data may be submitted on separate attached sheets. When assessing Bidder's qualification, the Town will not be limited to information provided herein. The Town intends to use information outside this document to assess Bidder Qualifications.

1. Permanent main office address \_\_\_\_\_  
\_\_\_\_\_

2. Official mailing address for this contract \_\_\_\_\_  
\_\_\_\_\_

3. When organized \_\_\_\_\_

4. Where incorporated, if a Corporation \_\_\_\_\_

5. Years contracting under present name \_\_\_\_\_

6. Attach a list of **ALL** transportation contracts from the past five (5) years.  
For each contract, please specify:

- Customer Name
- Customer Address
- Term (start and end dates of contract)
- Brief description of Service (ex. Yellow School Bus Transportation, Special Education Van Transportation, or other)
- Approx. Number of Vehicles Used (+/- 2 vehicles)
- Approx. Number of Employees (+/- 5 employees)
- Annual Contract Revenue (if less than one year, please specify total contract revenue)

7. Attach a list of at least three (3) schools or districts of comparable size and scope as Westwood and serviced by the Bidder during the last five (5) years. For each, please provide School Business Official or similar contact persons' names, email addresses, and telephone numbers.

8. Attach a Report of Accidents from the Bidder's insurer providing three (3) years of accident data.

9. List any work the firm has failed to complete in the last five years, state where and why.

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10. If you have ever defaulted on any contract, state where and why.

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11. List full names of all principals (i.e. Officers, Directors, Partners, Owners) interested in this Bid.

Name

Title

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12. State name(s) and qualifications of primary supervisor(s) for this contract.

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13. The undersigned hereby authorized and requests any person, firm or corporation, to furnish all information requested by the School Department relative to the recitals comprising this Statement of the Bidder's Qualifications.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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

By: \_\_\_\_\_

\_\_\_\_\_  
(Title)

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn in person, deposes and says

that he is \_\_\_\_\_ of \_\_\_\_\_,  
(Title) (Name of Bidder)

that he is the firm's duly authorized agent to execute these contract documents, and that the answers to the foregoing questions and all statements therein contained are correct and true.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

(SEAL)

\_\_\_\_\_  
(Notary Public)