

Overview of an RFP posted by City of Pittsburgh for Vendors Submitting Proposals

1. General Expectations of the City of Pittsburgh

- a) Expect you have and maintain any certifications related to the job/service being requested
- b) Expect you to provide the necessary tools, materials, etc. and know how to use them in the setting where job/service being performed
- c) Communicate regularly with them (may stop in or request updates)
- d) Good recordkeeping of all your activities (save these as they may ask you to retain these files)
- e) Provide proof of insurance related to your business and list them as an “additional insured party”

2. Written Proposal Expectations

- a) Provide **proof** of experience and qualifications
 - contracts held
 - references with contact emails/numbers
 - visual samples of work
 - qualifications of each team member
- b) In providing your “Project Plan and Approach” show the **methodology** that you used
 - Example: If you say you can mow 60 lawns per week, how did you come up with that number?
- c) In the “Cost Proposal” be detailed
 - Include breakdown and schedule if needed
- d) Remember that **cost is NOT always the most important** criteria they look for. They detail what criteria will be weighted heavier than others
 - Example: an art proposal may weigh “visual examples” higher than the “cost” criteria
 - Project approach and plan is often heavily weighted

3. Other Components (These sections are the same for most RFP)

Award and Contract

- If chosen, you will be invited to a follow-up interview. In this they may select multiple vendors or just you to complete the project/job.

Contracting Process

- Contract is not binding until it is fully executed by authorized representatives of the City and of the Proposer (all have to sign off), No invoices will be processed and no payments are made until this is complete.

4. General Terms & Conditions

Examination of Proposal Documents

Submission serves as acknowledgement that all documents are correct, you have the capability to complete project, did not collude with anyone or organization to better the terms of the proposal, and that the city can check in to see how the project is doing and request pertinent information to the project/job.

RFP Term

The proposal will be firm and effective, subject to the City's review and approval in which they may be in contact with multiple respondents on proposals, for a period of 120 days from the closing date for the receipt of proposals. This period is for addressing any questions or issues prior to the contract start.

RFP Communications

- You may not discuss terms with any other City of Pittsburgh officials other than the RFP Coordinator or risk being disqualified.
- The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.
- The City will publish all official responses and communications pursuant to this RFP to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.

Addenda/Clarifications

Questions or comments regarding the RFP need to be put in writing and sent to the RFP Coordinator (and no one else)

Withdrawal of Proposals

You can withdraw your proposal at any time but needs to be in writing

Public Record

All information in proposal is public information once given to the City of Pittsburgh. Therefore, any proprietary information should be indicated so it can be discussed.

Non-conforming Proposal

Do not stray from proposal format or information requested as it could disqualify you

Disqualification - **You will be disqualified if...**

- 1) Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- 2) Any attempt to improperly influence any member of the evaluation team;
- 3) Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;

- 4) Evidence of incorrect information submitted as part of the proposal;
- 5) Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- 6) Proposer's default under any previous agreement with the City, which results in termination of the agreement.

Restrictions on Gifts & Activities

The City of Pittsburgh Ethics Code and Chapter 198 of the City Code (Code of Conduct) outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

Rights of the City of Pittsburgh

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

1. Reject any and all proposals;
2. Issue subsequent Requests for Proposals;
3. Cancel this RFP with or without issuing another RFP;
4. Remedy technical errors in the Request for Proposals process;
5. Approve or disapprove the use of particular sub-consultants;
6. Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
7. Meet with select proposers at any time to gather additional information;
8. Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
9. Accept other than the lowest offer.
10. Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
11. Reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City;
12. Reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
13. Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
14. Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
15. Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
16. Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

Miscellaneous Requirements

Acknowledgements - By submission of a proposal, you agree that...

- a) there is no conflict of interest present,
- b) you will abide by the Code of Ethics of The City of Pittsburgh ,
- c) you have not made any attempt to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition,
- d) agree to sign a non-disclosure agreement,
- e) this RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts,
- f) you must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.



**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF PITTSBURGH AND CONSULTANT FOR DESIGN
SERVICES OF <<TYPE OF PROJECT>> AT LOCATION**

MADE this ____ day of Month, 20##.

BETWEEN

CITY OF PITTSBURGH, a municipal corporation of the Commonwealth of Pennsylvania, "CITY,"

AND

CONSULTANT, a Type of Company, with local offices at ### Street Name, City, State, Zip Code, "abbreviation for CONSULTANT."

WHEREAS, The CITY desires to engage **CONSULTANT** to render professional architectural and engineering (change category of work as needed) design services for the type of project (the "Project") at location with address (the "Site"); and

WHEREAS, **CONSULTANT** possesses professional experience, expert skill, and is qualified to render the desired services for the Project; and

WHEREAS, **CONSULTANT** was selected by the CITY through a competitive process to provide these services; and

WHEREAS, The CITY desires to engage **CONSULTANT** upon the terms and conditions hereinafter set forth, and **CONSULTANT** is willing to accept this engagement upon those terms and conditions.

NOW, THEREFORE, in consideration of the mutual premises and intending to be legally bound hereby, the parties hereto agree as follows:

1. **INCORPORATION OF RECITALS/SCOPE OF WORK:** The above recitals are incorporated herein, by reference.
 - a. CITY Request for Proposal (RFP) 20000###, including scope of work and all attachments
 - b. Addendum # (if applicable) to the RFP, dated Month ##, 20##
 - c. **CONSULTANT's** response to Request for Proposal dated Month ##, 20##
 - d. All negotiated modifications to **CONSULTANT's** response to the Request for Proposal

The CITY hereby engages **CONSULTANT** as an independent consultant to perform **architectural and engineering** design services further described in **Exhibit A**, and **CONSULTANT** hereby agrees to perform these services upon the terms and conditions hereinafter set forth.

2. **COMPENSATION:** As full compensation for the performance of these professional services, CITY will pay **CONSULTANT** and **CONSULTANT** will accept a fee not to exceed **AMOUNT SPELLED OUT (\$###,###.##)**.

3. **METHOD OF PAYMENT:** Payment of this fee will be made as professional services are completed in a manner satisfactory to the CITY, and after receipt and approval by the CITY of certified invoices. Invoicing will proceed after written approval of each milestone and/or deliverable (as delineated in the RFP). Invoices will be made no more frequently than on a monthly basis. Payments for services will be in proportion to services completed within each phase of work. When requesting payment, the invoice will identify the milestone and portion completed broken out by the Capital Account(s) delineated in Article 23 of this Agreement. All invoices will state the name and address to which payment will be made, the services completed, and the dates of completion. Upon **CONSULTANT's** proper submission of invoices for work performed, the CITY will review and, if the work is in conformance with the terms of the Agreement, make payment within 30 days of the CITY's receipt of the invoice. The final payment will be paid after the CITY receives the final post-construction, warranty, and close-out documents as further described in **Exhibit A**.

4. **PAYMENT OF TAXES AND SET-OFF:** **CONSULTANT** warrants that any and all taxes or municipal claims that may be payable to the City of Pittsburgh by **CONSULTANT** are current and not delinquent. If the CITY determines that there is an outstanding delinquency or if any taxes or municipal claims become delinquent and owing during the term of this contract or prior to final payment by the CITY, **CONSULTANT** hereby grants the CITY the right to set-off that indebtedness against any amounts owing to **CONSULTANT** under the terms of this contract. The CITY reserves the right to apply set-off payments in whatever manner it deems appropriate.

5. **TERM OF AGREEMENT:** The term of this Agreement begins on the date first written above and will terminate at the completion of the architectural and engineering design services, as set forth in the Scope of Work, within **Exhibit A**. However, the term will not run past **Number (##)** months from Notice-To-Proceed, except with written approval from the CITY to extend the term.

6. **INTERRUPTION: POSTPONEMENT: ABANDONMENT:** In the event that the work herein contemplated, or any phase thereof, will be interrupted, postponed, or abandoned due to circumstances that the CITY considers to be in its best interests, **CONSULTANT** will not be entitled to any further payment for work or portion thereof in excess of the amount due at that time, in accordance with Article 2 hereof; and final payment will be based on the fee earned to that date.

7. **EXTRA SERVICES:** If extra services are required for satisfactory completion of the work or any phase thereof, and extra costs are thereby necessarily

incurred by **CONSULTANT**, **CONSULTANT** may be reimbursed only upon approval of the City Controller pursuant to proper legislative action by the CITY. However, the CITY will not reimburse **CONSULTANT** for any extra services occasioned by interruption, postponement, or abandonment of the work because of circumstances which the CITY deems to be to its best interests. In those cases, the CITY will pay only the cost of services rendered up to the time of that interruption, postponement, or abandonment, pursuant to Article 6 hereof.

8. MONITORING AND EVALUATION: All services provided under this Agreement will be subject to monitoring and evaluation by the CITY or its authorized representatives. **CONSULTANT** will supply the CITY with written reports on program activity, in a form approved by the CITY with that additional information and data as may be periodically required by federal or state authorities, or by the CITY itself. Authorized representatives of the CITY will have access to the books and records maintained by **CONSULTANT** with respect to any services or materials provided to the CITY pursuant to this Agreement at all reasonable times and for all reasonable purposes, including, but not limited to, inspecting and copying any books, records, memoranda, checks, correspondence or other relevant documents. All those books and records will be preserved by **CONSULTANT** for a period of three (3) years after the termination of this Agreement.

9. RIGHTS IN DATA: COPYRIGHTS: DISCLOSURE:

- a. Definition. The term “data”, as used in this Agreement, includes written reports, studies, drawings, or other graphic, electronic, chemical or mechanical representations.
- b. Rights in data. All data developed pursuant to this Agreement will belong solely and exclusively to the CITY, and the CITY will have the full right to use those data for any official purpose and in whatever manner is deemed desirable and appropriate, including making it available to the general public. That use will be without any additional payment to or approval by **CONSULTANT**. The CITY will have unrestricted authority to publish, disclose distribute and otherwise use, in whole or in part, any data developed or prepared under this Agreement.
- c. Copyrights. No data developed or prepared in whole or in part under this Agreement will be subject to copyright by **CONSULTANT** in the United States of America or in any other country. **CONSULTANT** hereby relinquishes, or will cause to be relinquished, any and all copyrights and/or privileges to data developed or prepared under this Agreement without any additional payment to **CONSULTANT** therefore. **CONSULTANT** agrees at the request of the CITY to include a copyright notice indicating the date of publication and identifying the CITY as the copyright owner on any materials produced under this Agreement. **CONSULTANT** will not include in the data any copyrighted matter unless **CONSULTANT** obtains the prior written approval of the City

Solicitor and provides the Controller with written permission of the copyright owner for **CONSULTANT** to use that copyrighted matter in the manner provided herein.

10. **CONFIDENTIALITY:** **CONSULTANT** agrees not to divulge or release any information or data developed or obtained in conjunction with any aspect of its performance under this Agreement, except to authorize the CITY personnel or upon prior written approval of the City Solicitor.

11. **WORKER'S COMPENSATION:** **CONSULTANT** hereby certifies that it has accepted the provisions of the Workers Compensation and Occupational Disease Acts, as amended and supplemented, insofar as the work covered by this Agreement is concerned, and that it is has insured its liability thereunder in accordance with the terms of the these Acts, as evidenced by the certificate of insurance it has caused to be attached hereto, or that it has duly filed a proper certificate of exemption from insurance with the Pennsylvania Department of Labor and Industry.

12. **COMPLIANCE WITH LAWS:** **CONSULTANT** will fully obey and comply with all laws, ordinances, resolutions, and administrative regulations which are or should be applicable to any work performed under this Agreement.

13. **ANTI-DISCRIMINATION:** **CONSULTANT** will not discriminate in its employment on the basis of race, color, religion, ancestry, national origin, place of birth, sex, age, disability, non-job-related handicap, or sexual orientation. **CONSULTANT** will comply with the applicable provisions of the Pittsburgh Code, Title Six – Conduct, Article V-Discrimination, and any amendments thereto. **CONSULTANT** will also comply with the applicable provisions of Title I and Title II of the Americans with Disabilities Act, any amendments thereto and any regulations issued thereunder. **CONSULTANT** will incorporate in any subcontracts which may be permitted under the terms of this Agreement a requirement that these subconsultants also comply with the provisions of this section.

14. **ASSIGNMENT: SUBCONTRACTING:** **CONSULTANT** will not assign this Agreement or any right to monies to be paid hereunder without the written consent of CITY. None of the services covered by this Agreement will be subcontracted without the prior written approval of CITY. CITY explicitly gives approval herein for the following subcontracts as defined in **CONSULTANT's** proposal: **SUB A (abbreviation, if applicable), as type of consultant, SUB B (abbreviation, if applicable), as type of consultant, SUB C (abbreviation, if applicable), as type of consultant, (add more as needed).**

15. **INTERPRETATION:** In the event of any dispute as to the interpretation of the terms of this Agreement, the decision of the Director of the Department of Public Works will be binding.

16. **INSURANCE:** **CONSULTANT** will maintain insurance in the amount specified in this Section and will keep the CITY listed as an additional insured on that policy throughout the term of the Agreement. Attached hereto as part of **Exhibit B** and incorporated herein is a certificate of insurance duly executed by the officers or

authorized representatives of a responsible and non-assessible insurance company, evidencing the following minimum coverage(s) and specifically identifying the City of Pittsburgh as an additional insured (for general liability and automobile liability), which insurance will be non-cancelable, except upon thirty (30) days prior written notice to the CITY:

	Individual <u>Occurrence</u>	<u>Aggregate</u>
General Liability	\$500,000.00	\$1,000,000.00
Automobile Liability	\$500,000.00	\$1,000,000.00
Professional Liability (E & O)	\$1,000,000.00	\$1,000,000.00
Workers Compensation	Statutory limits	

All premiums will be at the expense of **CONSULTANT**. General and Automobile policies must be made on an occurrence basis. Claims-made policies are not acceptable. In the event that the term of this insurance will expire prior to the expiration of the term of this Agreement or the completion of all services required hereunder, whichever will occur later, **CONSULTANT** will renew this insurance in a timely manner and will promptly cause a certificate of insurance evidencing that renewal, and also identifying the City of Pittsburgh as an additional insured, to be forwarded to the City Controller.

17. **DEBARMENT:** **CONSULTANT** warrants that it is not prohibited from entering into this Agreement with the CITY by reason of disqualification under subsection (b) of Section 161.22 of the Pittsburgh Code. An affidavit certifying compliance with this Section is attached hereto as **Exhibit C** and is incorporated into and made a part of this Agreement.

18. **STATEMENT OF AFFILIATIONS:** **CONSULTANT** herewith files a Statement of Affiliations with the CITY, attached hereto as **Exhibit D**, in compliance with Section 197.08(c) of the Pittsburgh Code.

19. **GOVERNING LAW:** This Agreement will, in all respects, be governed by the laws of the Commonwealth of Pennsylvania.

20. **INDEMNITY:** **CONSULTANT** hereby agrees to indemnify, save and hold harmless, and defend CITY, its officers, agents and employees from and against all liens, charges, claims, demands, losses, costs, judgments, liabilities, and damages of every kind and nature whatsoever, including court costs and attorney's fees arising by reason of: the performance by **CONSULTANT** of any services under this Agreement; any act, error or omission of **CONSULTANT** or of an agent, employee, licensee, contractor or subcontractor of **CONSULTANT**; and any breach by **CONSULTANT** of any of the terms conditions or provisions of this Agreement.

21. **AMENDMENT:** This Agreement contains all terms and conditions agreed upon by the parties hereto, and no other agreement, oral or otherwise, regarding the subject matter of this Agreement, will be deemed to exist or to bind any of the parties hereto. This Agreement may not be changed, modified, discharged or extended except by written amendment, duly executed by the parties.

22. **TERMINATION:** The CITY may terminate this Agreement at any time, without cause or liability, by giving **CONSULTANT** thirty (30) days advance written notice of its intention to terminate. In that instance, **CONSULTANT** will be paid for the work it has completed up to the date of termination.

23. **HOME RULE CHARTER: LIABILITY OF THE CITY:** This Agreement is subject to the provisions of the Pittsburgh Home Rule Charter; and the liability of the CITY thereunder is limited to the sum of \$###,###.##, appropriated for the same, chargeable to and payable from the following Capital Account(s):

#####.#####.##, Item Number #####

24. **AUTHORIZING RESOLUTION:** This Agreement is entered into by the City of Pittsburgh pursuant to Resolution No. ## of 20##, approved **Month ##, 20##**, effective **Month ##, 20##**. This legislation is attached hereto as **Exhibit E**.

25. **WOMEN/MINORITY PARTICIPATION:** **CONSULTANT** agrees to assist the CITY's efforts to encourage the participation of minorities and women in the CITY contracts by making a good-faith effort to utilize women and minorities in performing the work required by this Agreement.

[THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK]

IN WITNESS, WHEREOF, the parties have duly executed this Agreement on the day and year first above written.

WITNESS:

CITY OF PITTSBURGH

By: _____
William Peduto, Mayor

WITNESS:

CITY OF PITTSBURGH

By: _____
Michael Gable, CPRP
Director, Department of Public Works

ATTEST:
(For **CONSULTANT**)

CONSULTANT

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

EXAMINED BY: _____
Lawyer's Name, Assistant City Solicitor

APPROVED AS TO FORM: _____
Yvonne S. Hilton, City Solicitor

COUNTERSIGNED: _____
Michael Lamb, City Controller

EXHIBIT A: SCOPE OF WORK

ATTACHED

EXHIBIT B: INSURANCE CERTIFICATE

ATTACHED

EXHIBIT D: STATEMENT OF AFFILIATIONS

1. Name of Entity, Office Address, and Phone Number:

() _____

2. List your qualifications and experience for performance of the contract.

3. Please give a brief description of any contractual or business relationships you have had with the CITY within the past three years. Please include the dollar value of the contract of business relationship.

4. Please identify by name and address the consultant's principals including all owners, partners, or shareholders and officers. If the consultant is a public corporation identify by name and address the officers, members of the board of directors, and shareholders holding more than three (3) percent of the corporate stock.

Additional pages may be attached to complete the information herein requested.

EXHIBIT E: RESOLUTION

ATTACHED



Solicitation Number: RFP19000650

City Cuts 2020

Request for Proposal (RFP)

City of Pittsburgh

January 03, 2020 - February 04, 2020

General Header Information

No. RFP19000650
Title: City Cuts 2020
Type: Formal Request for Proposal (RFP)
Who can see this bid?: Everyone
Start Date: January 03, 2020 at 4:00:00 PM EST
End Date: February 04, 2020 at 3:00:00 PM EST
Vendor Q&A Start Date:
Vendor Q&A End Date:
Estimated Total Value:
Who can respond to this bid? : All Vendors
Description: The City of Pittsburgh is seeking proposals from qualified lawn service businesses and/ or community-based organizations for the third year of its "City Cuts" seasonal grass-cutting program.

Justification:
Delivery Terms: Free On Board Destination
Payment Terms: Vendor Specified
Contact Information: City of Pittsburgh
 Dan Tobin
 414 Grant Street Room 502 Office of Management and Budget
 Pittsburgh PA, 15219 United States
 Tel: 412-255-2458
 Fax:
 daniel.tobin@pittsburghpa.gov

Contact Details: If you have any questions, Please contact:
 Dan Tobin
 414 Grant Street Room 502 Office of Management and Budget
 Pittsburgh PA, 15219 United States
 Tel: 412-255-2458
 Fax:
 daniel.tobin@pittsburghpa.gov

Selected Categories: Facility maintenance and repair services (72102900)
 Human resource development (80111500)
 Temporary personnel services (80111600)
 Work related organizations (94100000)
 Farming and Fishing and Forestry and Wildlife Machinery and
 Accessories (21000000)
 Farming and Fishing and Forestry and Wildlife Contracting Services
 (70000000)
 Environmental Services (77000000)

Solicitation Requirements:
Tentative Schedule of Events
Tentative Schedule of Events

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre-Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP released:	January 3, 2020
Pre-proposal conferences:	January 9, 2020 January 16, 2020 January 24, 2020
Cut-off for questions:	January 24, 2020 3:00 PM
Proposal submission deadline:	February 4, 2020 3:00 PM
Proposal review & supplier scoring:	February 2020
Contract award:	February 2020
Council approval:	March 2020
Awarded Contractor Orientation	March 2020
Contractor Assignments Given	Week of April 6, 2020
Program Start	April 15, 2020

If attending any of the pre-proposal conferences, please RSVP to the RFP Coordinator no later than 2 hours before the start time.

Three Pre-Proposal Conferences will be held in different city neighborhoods:

January 9, 2020

3:00 - 5:00 PM

Carnegie Library - West End

47 Wabash Street

Pittsburgh PA, 15220

January 16, 2020

6:00 - 7:30 PM

City County Building - OMB Conference Room 502 - 5th Floor

414 Grant Street

Pittsburgh PA, 15219

January 24, 2020

11:30 AM - 1:00 PM

Carnegie Library - Squirrel Hill - Meeting Room A

5801 Forbes Avenue

Pittsburgh PA, 15217

Scope of Services

Background

The City of Pittsburgh is seeking proposals from qualified lawn service businesses and/ or community-based organizations for the third year of its “City Cuts” seasonal grass-cutting program.

City Cuts is a grass-cutting service intended for and limited to City residents 62 years of age or older and/ or persons with a disability and/or veterans. People applying or re-applying for service through City Cuts identify as not having the financial or social means to cut their grass themselves. Scope and frequency of City Cuts service is communicated at the time of application or re-application and can be found online at <https://pittsburghpa.gov/citycuts/>

The City Cuts program is administered by the Mayor’s Office of Community Affairs

The City will pay a flat rate of \$35 per yard, per cut. The City intends to award multiple contracts and will assign clusters of proximally-close yards based on submitted Project Approach & Plan. For full details, see Scope of Services.

Scope Details

Scope of Services

Contractor Responsibilities:

Selected contractors will provide the following services once in April and twice a month from May through October 2020:

- Assess yard to remove litter or small impediments
- Cut grass with a lawn mower
- Weed perimeters of fences and sidewalks and curbs, as present
- Remove grass clippings from all sidewalks, driveways, and roads

Compensation:

Compensation is a flat rate of \$35 per yard, per cut, regardless of size. Area of service is the front, and back and sides, as present, of an assigned address. Minimum area of service will be defined as the front lawn. Work may not be subcontracted without the written consent of the City of Pittsburgh.

Selected contractors will:

- Provide all labor, tools, and equipment needed to meet the scope of services
- Attend an in-person City Cuts program orientation
- Communicate on a weekly basis at minimum with the City regarding concerns or feedback
- Maintain records clearly and accurately of the sites that have been mowed
- Invoice the City at least once a month, with dates of service clearly shown

The City will:

- Host in-person City Cuts program orientations for selected contractors
- Reserve the right to reasonably adjust assignments based on participant addition or removal
- Provide an invoice template for digital submission
- Provide technical assistance for billing as requested
- Track and respond to program participants' feedback
- Periodically inspect program participants' properties to ensure that service has been completed in a manner consistent with program standards
- Communicate on a weekly basis, at minimum, to share concerns or feedback submitted by program participants
- Support contractors by responding in a reasonable amount of time to questions and sharing resources as requested

Interested program participants will be required to provide consent for contractor to enter property and release the City of Pittsburgh and its contractors liability claims at the time of application or re-application for service.

Contractors are expected to be current, or have made satisfactory arrangements to be current, with City of Pittsburgh taxes.

Insurance Declaration

The selected contractor shall purchase and maintain the following insurance coverage and minimum limits during the contract period. The City must be named as “additional insured” and “certificate holder” for both Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance on the contractor’s policy. A certificate of insurance specifying these coverages must be provided at the time of award.

Insurance	Amount
Workers' Compensation Insurance	As required by law
Comprehensive General Liability Insurance	\$500,000 aggregate \$250,000 / occurrence
Comprehensive Automobile Liability Insurance	\$500,000 for bodily injury and property damage

Appendix Items

Appendix A - City Map

Proposal Format

Format Requirements

All submitted responses shall follow the formatting below, and all proposals will need to be provided electronically through Beacon. Each numbered section is to be uploaded as a separate file. If hard copies of submissions are required, each numbered section shall be a removable tab. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size.

1. Project Approach and Plan
2. Experience and Capability
3. Statement of Interest

Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably.

If additional hard copies are requested under Submittal Requirements, the proposal should be bound or contained in a loose leaf binder. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with this Section as specified below. All proposals will need to be provided electronically so the following format will apply for the electronic submittal through the Beacon website.

1. Project Approach and Plan

- Provide the number of program participants' yards the business or organization can cut twice monthly
- Describe the method used to calculate this number
- Share business or organization processes for maintaining records
- Share business or organization method for documenting and highlighting completed work (before and after photos, for example)
- Identify preference of geographic areas of the City to be considered for assignment, by neighborhood (Morningside or Windgap, for example) or broad region (South, East, West, North)

2. Experience and Capability

- Provide a summary of the business or organization's experience, including length of time in operation and whether a for-profit or non-profit operation
- Detail past or current customers/ clients and/ or contracts held

3. Statement of Interest

The City Cuts program serves hundreds of people who are 62 years of age or older and/ or persons with a disability and/or veterans city-wide. Please share business or organization's:

- Background of community service and engagement
- Reason for interest in cutting grass for City Cuts program participants.

Submittal Requirements

Submittal Requirements

1. All applicants must register on Beacon to submit a bid for this opportunity. The registration link can be found here: <http://pittsburghpa.gov/beacon/registration.html>
2. Once registered, applicants must login and find the RFP for which they intend to submit a proposal. The list of RFPs can be found here: <http://pittsburghpa.gov/beacon/bid-opportunities.html>
3. If additional assistance is needed with registration or submitting a proposal in response to the RFP, please email support.webprocure-support@proactis.com or call the support line at 866-889-8533.
4. Bidding participants must submit their proposals electronically within the eProcurement tool located on Beacon by the submission deadline.
5. Bidding participants are required to provide one (1) electronic copy of their proposal in either MS Word or PDF by the submission deadline.
6. Questions regarding proposals should be delivered **ONLY** to the RFP Coordinator, whose contact information can be found in the header of this solicitation.
- 7 Additional submission considerations:
 - Late proposals will not be accepted or considered. Bidding participants should allow enough time to register company on Beacon, search the solicitation they wish to respond to and complete the submission process online before the deadline.
 - The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.
 - All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned. All costs associated with proposal preparation shall be borne by the applicant.

Proposal Evaluation & Selection

Selection Procedure

1. Your Proposal will be evaluated by a Proposal Committee comprised of the Director or other supervisor of the Using Department, one or more members of the Director's staff, at least one member of the Office of Management & Budget and any other department representatives as deemed necessary.
2. Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the criteria listed below. The firm(s) submitting the highest rated proposal may be invited for interviews.

Evaluation

All proposals will be evaluated using the following criteria:

1. Project Approach & Plan (50pts)
2. Experience & Capability (40pts)
3. Statement of Interest (10pts)

This proposal will be evaluated by a Selection Committee comprised of the following City of Pittsburgh staff:

- Manager of Community Affairs or designated staff
- Chief Operating Officer or designated staff
- At least one member of the Office of Management & Budget
- At least one member of the Department of Public Works
- At least one member of the Mayor's Office
- Any other department representatives as deemed necessary

The Selection Committee will make a recommendation for number of addresses to be awarded based on number specified in the submitted Project Approach & Plan.

Award and Contract

Award

After the City has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s).

The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This RFP and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

Contracting Process

Successful Respondents will be required to enter into a Contract with the City of Pittsburgh, contingent upon the approval of City Council. This Contract will be directed and managed by the issuing department and the Office of Management & Budget.

Work cannot commence on the Scope of the RFP until it a contract is fully executed. The City cannot process invoices nor approve payments until this Contract has been fully executed by the Respondent and all required City signatories, including the issuing department, the Law Department, and the City Controller.

City laws and policies mandate the incorporation of various custom terms and conditions into all City contracts. For this reason the City will not sign any standard contract proffered by the respondent.

An agreement shall not be binding or valid with the City unless and until it is fully executed by authorized representatives of the City and of the Proposer. Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.

General Terms & Conditions

Examination of Proposal Documents

1. The submission of a proposal shall be deemed a representation and certification by the Respondent that they:
 - Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal
 - Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
 - Represent that all information contained in the proposal is true and correct.
 - Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.
 - Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.
2. No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

RFP Term

Respondent's proposal shall remain firm and effective, subject to the City's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The City may enter into negotiations with one or more Respondents during the one hundred twenty (120) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.

RFP Communications

Unauthorized contact regarding this RFP with employees or officials of the City of Pittsburgh other than the RFP Coordinator named in the header section of this solicitation may result in disqualification from this procurement process.

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Pittsburgh, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated RFP Coordinator. Outside of pertinent RFP questions directed to the City of Pittsburgh as specified above, any other attempts to contact any City of Pittsburgh personnel regarding this RFP, without prior approval by the RFP Coordinator will be considered grounds for dismissal and immediate disqualification from the RFP process. This includes, but is not limited to, all verbal, voice, text, e-mail, and social media (e.g. – LinkedIn) contact.

Please note the following:

- The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.
- Each proposer shall assume the risk of the method of dispatching any communication or proposal.
- The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.
- The City reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The City's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.
- The City will publish all official responses and communications pursuant to this RFP to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.
 - All addenda for this RFP will be distributed via the City of Pittsburgh procurement website at procurement.pittsburghpa.gov/beacon/opportunities
- Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the RFP Coordinator as outlined in the submittal requirements section of this solicitation.

Withdrawal of Proposals

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

Public Record

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

Non-Conforming Proposal

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- Proposer's default under any previous agreement with the City, which results in termination of the agreement.

Restrictions on Gifts & Activities

The City of Pittsburgh Ethics Code and Chapter 198 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government. These resources outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

Rights of the City of Pittsburgh

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Cancel this RFP with or without issuing another RFP;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub-consultants;
- Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- Meet with select proposers at any time to gather additional information;
- Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
- Accept other than the lowest offer.
- Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- Reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City;
- Reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
- Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

Miscellaneous Requirements

Acknowledgements

- 1. Conflict of Interest**-By submission of a proposal to this RFP, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.
- 2. Code of Ethics**-By submission of a proposal to this RFP, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found here:http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf
- 3. Fair Trade Certification**-By responding to this RFP, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.
- 4. Non-Disclosure**-By responding to this RFP, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful bidder.
- 5. Debarment** -This RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.
- 6. Financial Interest**-No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.
- 7. Full Fee Disclosure**-Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

This bid has no questions defined.

Documents:

Appendix A - City Map.pdf

RFP Response Quick Reference.pdf

Question and Answer.pdf

Pre-Proposal Meeting Sign In Sheets.PDF

Solicitation has been designated as having no line items.

This bid does not have any evaluation committee

Vendors Who Will Receive Solicitation by Email/Fax:

3D Plastering Texture Handyman
3JS Landscaping
4Consulting
4Forward LLC
A A Consultants Inc
A B DEMOLITION SERVICES INC
A Folino Construction
A J VATER CO INC
A M Leonard Inc
A-Check America, Inc.
A. Merante Contracting, Inc.
A.B. Data, Ltd.
ABATOR INFORMATION SERVICES, INC.
Accion Labs
ACP Facility Services
Active Web Group Inc
Ad Hoc LLC
AD Marble Co Inc
Adler Sons Inc
Admar PA LLC
ADP LLC
Advanced Process Optimization Inc
Advantus Engineers LLC
AECOM
AEP Energy Inc
AFL Internationa Consulting Staff and Services Inc
African American Chamber Foundation of Western PA
AG-INDUSTRIAL INC
AgRecycle Inc
AGS Landscaping LLC (Self Invited)
AGX Inc
AH Actuarial Solutions
Ahmad Zaffarese LLC
Air Science Consultants Inc
Akraya Inc.
All Environmental

All Reliable Services Inc
All Systems Fire Protection Compaany Inc
Allegheny Global Environmental Inc
ALLIED WASTE SYSTEMS OF PENNSYLVANIA LLC
Allvision IO
Allyis Inc
Alpine Allegheny Inc
Alvarez Inc
Amani Christian Community Development Corp
Amec Foster Wheeler Environment Infrastructure
Amelie Construction Supply
America Walks Inc
American Advertising Company LLC
American Contracting Enterprises Inc
American Geosciences Inc
American Personnel Managers Consultants Inc
Amick Brown LLC
Ampcus Inc
Andrea Geraghty
Andrew Ohm (Self Invited)
Andropogon Associates
Anthony Landscaping
Aone Contracting Supplies
Apex Systems LLC
Apiary Studio LLC
Apogee Environmental Cons Int Inc
Apollo Safety Inc
Applied Decision Technologies, Incorporated
Aptude, Inc.
Architectural Innovations
ARMSTRONG PUMP
Aspire Grant Development LLC
Astyra Corporation
ATC Group Services LLC
ath Power Consulting Corporation
ATK Design Studios LLC
Atlantahobbycom

Attribution Cyber Consulting Inc
Auberle
Augr LLC
Aureus Medical Group
AutonomousSafety LLC
Avalon Staffing LLC
AVC Solutions
Avon Graf Architects LLC
AWK Consulting Engineers
Axis Geospatial LLC
Barton Kirk
BEATTYS SERVICES INC
Beaver Steel Services Inc
Bendex Resources, Inc.
Benefits Plus Consulting Group Inc
Bentley Tree Care LLC
Bern Cappelli LLC
BEST Employment SoluTions, LLC
Best Line Leasing Inc
Bill Freed Contracting (Self Invited)
Biohabitats Inc
Bioni Drilling Inc
Bivins Lawncare Services Inc
BKD, LLP
BlackBeltHelp
Blender Inc
Blue Oceans Satellite Systems Inc
BlueWave Resource Partners, LLC
BondLink Inc
Braddock Tiles
BranchPattern, Inc.
Breea Corporation
Brentzel Excavation LLC
BrightKey, Inc.
Broadleaf
Brocade LLC
Buell Kratzer Powell LTD

Bulldog Electric
Burke Gibson LLC
burks lawn and saw inc
BuroHappold Consulting Engineers Inc
C H and D Enterprises Inc
C.A. Friend Enterprises, LLC
C.I.T.C. USA INC.
C2 Threat Solutions
Calfe Associates
Caliber Contracting Services Inc
Carahsoft Technology Corporation
Cardno Inc
Career Resource Center Limited Liability Company
Carmine Carapella
Cascadia Partners LLC
Cash Tiers Ltd
CCWS
CDI Infrastructure LLC
CDR Maguire Inc
CEDARVILLE Engineering Group LLC
Celli-Flynn Brennan Inc
Center for Employment Opportunities (Self Invited)
Center for Victory Inc
Center That CARES
Certified Credit Reporting
Certified Translations LLC dba Clarivita
Chambers Development Company inc
Champion Construction LP
Change Agency
Charlene Dasta
Charles Robinson
Childrens Museum of Pittsburgh
Chimicles Tikellis LLP
Chris Watts
Cicely Blain Consulting
Cicero Research, LLC
City Development Consultants LLC

City of Pittsburgh 3 (Self Invited)
City Source Associates Inc (Self Invited)
Cityfi LLC
Citymart US Inc
Civic Design and Planning LLC
Civil Environmental Consultants Inc
CJE LANDSCAPING LLC (Self Invited)
CJIS GROUP
Cleaning Systems Inc
Cleanrobotics Inc
Clearscapes PA
Cleveland Brothers Equipment Co
CMT Services, Inc.
Coastal Displays of Pittsburgh Inc
Cobalt MedPlans
Coleman Equipment Inc
Coles Lawn Care
Colette Holt Associates
Collective Efforts LLC
Community Empowerment Association Inc
Compass Natural Gas Partners LP (Self Invited)
Compliance Management International Inc
Compucom, Inc (Self Invited)
CompuGroup Technologies LLC
Concord Group LLC
Concrete Rose Construction (Self Invited)
CONDUENT STATE LOCAL SOLUTIONS, INC.
Connections 4 Success
Conservation Consultants Inc
Consolidated Forensic Experts
ConstructConnect Inc
Consultants for Children, LLC
Continental Flooring Company
Converge Communications Incorporated
CORA Corporation
Corporate Mailing Services Inc
Cosmo lamurri

Cosmos Technologies Inc
COUNCIL ON LICENSURE ENFORCEMENT AND REGULATION
Cover Your Assets LLC
Cranmer Consultants
Crawford Consulting Services
Creative Services Inc
CSI Construction CO Inc
Cummins Sales And Service
Cushman Wakefield
CustomerFirst Renewables LLC
CXT Inc
Dagostino Electronic Services Inc
DBi Services, LLC
DBS Telecommunication Inc
DDL Properties LLC
DE Cleaning LLC Eric Luster (Self Invited)
Deloitte Transactions and Business Analytics LLP
DeLoJe LLC
Delores Ritzman Esquire
DELTAWRX
Demetrius Haskins
Dennis J Smiddle
Design Impact
Design Labor Staffing Agency
DesignGroup
Designing Local Ltd
Disaster Relief Innovative Protection Systems, LLC
DiVal Safety Equipment
DLJ Associates LLC
DLZ Pennsylvania
DM TRANS, LLC
Dobosh Service Center Inc
Donia LLC
DRAKE COOPER
DRG Construction LLC (Self Invited)
DRS Architects Inc
Drummond Carpenter PLLC

DuBois Chemicals Inc
E H Griffith
E Holdings Inc
Earth Support Services Inc
Earthtech Inc
East Coast Power Service Group
East West Manufacturing Supply Co Inc
EIM Services Inc
Eisler Landscapes Inc
Elchert Family Holdings Inc
Electronic Manufacturers Recycling Management Co
Eliud Perez
Elk Lake Services LLC dba Environmental Land Sur
ELLIS ASSOCIATES INC
eLoop llc
Emerald Electical Services LLC
Emersion Design LLC
Emma Spencer
En-Range Inc
Endicott Associates LLC
Enercon Services Inc
Energy saving Advisor Distributors
Energy Shrink LLC
ENJEN
Environmental Coordination ServicesRecycling Inc
Environmental Data Services LTD
Environmental Data Validaiton Inc
Environmental Enterprises Inc
ENVIRONMENTAL INDUSTRIAL SERVICES CORP NEW JERSEY
Environmental Planning Design LLC (Self Invited)
ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE
EnviroTrac Ltd
Espy Services
Estep Security Professionals, LLC
Etek IT Services, Inc
Evatech Inc
Evergreene Architectural Arts Inc

Evolution E-Cycling LLC
evolve LLC
Fabalosi llc
Facility Support Services LLC
Fallon Electric Co Inc
Federal Compliance Consulting LLC
Federouch Landscape Supply
FilterPro USA, LLC
Firelce Solutions LLC
Firespring Print Inc
FIREWATER RESPONSE
Firewater Restoration Incorporated
FirstIdea, Inc.
Five Star Development Inc
FJ Busse Company Inc
Fletchers Outddor Power Equipment Inc.
Flexible Road LLC
FLORIATED INTERPRETATION
Floura Teeter Landscape Architects Inc
Flyspace Productions
Ford Business Machines Inc
Forerunner Technologies Inc
Fort Pitt Exterminators
forteGRID
Foursquare Integrated Transportation Planning Inc
Fourth Economy Consulting
Freeman Systems LLC
Fu Wilmers Architects
Fukui Architects PC
Fully Executed Decision Strategies LLC
Fyda Freightliner Pittsburgh Inc
G Reed Landscaping
Gabriel Nolle Architecture Workshop LLC
Gallagher Benefit Services Inc
Gallagher Benefit Services, Inc.
Gannett Fleming, Inc.
Garland DBS Inc

GARTNER INC
Gatto Cycle Shop
Gearhart Brothers Services
General Healthcare Resources, LLC
Gensler Architecture, Design Planning, P.C. (Self Invited)
Genzeon Corporation
Geographic Technologies Group
German-Bliss Equipment, Inc.
Gexpro
gilmore janitorial service llc
GIS Associates
GLOBAL Access Control Systems Inc
Global Geotechnical Consultants LLC
Global Logistics Group LLC
GM McCrossin Inc
Go Phleb LLC
Goody Clancy Associates Inc
Graciano Corporation
Grainger Inc.
Gray Waste Management Corporation
GRAY WELDING FABRICATION SERVICES INC
Graybar Electric Company Inc
Great Plains Manufacturing, Inc.
Gregory Alesi
Gren World Contracting Corporation
Griffin Strong PC
Griffin Commons Consulting Co
Ground Reconsidered Inc
Group Services
Growing Seasons Landscaping LLC (Self Invited)
growth through energy community health strategies
Gunton Corporation
H Rizvi Consulting Inc
H.W. Lochner, Inc. (Self Invited)
Hacking Solutions
HackPGH
HALE DEMOLITION

Hands 2 Help Senior Services Inc
Hanners Reliable Contracting
Hatch Associates Consultants Inc
Hayes Mechanical LLC
Heavenly Carpet Care Registration
Henron Electrical Resources DBA FTBA LLC
Herbein Company
HHW Group LLC
Hilltop Rising LLC
HK Equipment
HL Gray enterprises
HNTB Corp
Hoerr Schaudt Landscape Architects
Homecraft Building Center Inc d b a Gil Con Tool
Horhut Tree Experts
Hough and Hough Farms
Howroyd-Wright Employment Agency Inc
HPW Associates
HR Consultants Inc
HR Gray Associates Inc
HR Help4You
Hunt Valley Environmental LLC
husky Landscaping
IBEX IT BUSINESS EXPERTS
Ibis Tek Inc
IBMS of West Coast Division LLC
Idea Learning Group
IFS Industries LLC
IKM Architects
IKM Incorporated
IKM Incorporated
IMG Advisory LLC
INDEPENDENT ENTERPRSESSES INC
Independent Living Systems LLC
Indovina Associates Architects LLC
Industrial Organizational Solutions Inc
Industrial Pump and Motor Repair Ltd

Infinity Contractors LLC
Infojini Inc
Infolob Solutions Inc
InfoMart Inc
INNOVA Consulting LLC
Innovative Architectural Planners Inc
Innovative Business Products Services LLC
Innovative Business Products Services LLC
Inquiries Screening
inSITE Advisory Group LLC
Institute of Individual and Organizational Change
Integrative Staffing Group, LLC.
Integrity Communications Inc
Intelligent Decision Systems Inc.
iSqFt (Self Invited)
Ivy Planning Group LLC
J S CONSTRUCTION AND DESIGN LLC
Jacob Devers (Self Invited)
Jacob Hospodar
Jacobson Associates Inc
JAMA Enterprises dba Strategic Consulting Partners
Jason A Lewis
Jeff Zell Consultants Inc
Jeffrey Burton
Jennifer Rhea Whitmer Taylor
JG Contracting Company Inc
JH Technical Services Inc
JM Services Crane and Rigging Co
Johnson Controls
Johnson Mirmiran Thompson
Jones Consulting Construction Group LLC
Judge Technical Services Inc
Just Harvest Education Fund
JWK Machinery Sales Co., Inc.
Kabeyia Kompany LLC (Self Invited)
Karen Brean Associates
KCI Technologies Inc

Keen Independent Research LLC
Kelly Generator Equipment of PA WV Inc
Kensevick Inc
Keystone Commercial Service
Keystone Metals Incorporated
Kforce Inc
Kincaid Manufacturing
KJ Consulting Environmental Services LLC
KJS CONSULTING , LLC
Klavon Design Associates Inc
KLM Consulting LLC DBA Kompl
KM Systems, Inc
KnowledgeCity
Knox McLaughlin Gornall Sennett PC
Kokosing Industrial Inc
Komolafe and Young Staffing Agency LLC
KPFF, Inc.
KPMG
KRJ Enterprises Inc
KS Goins Associates LLC
KU Resources Inc
Labor of Love Ministries Inc
LACAL EQUIPMENT
Lake Erie Traffic Control LLC
Lampu International Trading LLC
Langan Engineering and Environmental Services Inc
LaQuatra Bonci Associates
LAR Consulting LLC
Larson Design Group Inc
LASTEC
Latamxport LLC
Leadervation Learning LLC
LEH Home Services
Lets Cut A Deal Services LLC (Self Invited)
Level Access
Livery Management Consultants
LMR Excavating Llc

Logix Guru
Lota Shapiro
Low Country Building Solutions LLC
Loysen Kreuthmeier Architects
LR Kimball
Lu Zhu
Luna Energy Partners
LUXE Creative
LWY Associates LLC
M J McTish Associates
M.E. GLOBAL SUPPLIES INC
MacLachlan Cornelius Filoni Inc
Macson Corporation
Mahan Rykiel Associates Inc
Malor Company Inc
MANAGEMENT REGISTRY, INC.
Mandli Communications
Marathon Resource Management Group
Mariani and Richards
Marsha Martin
Martina Bacarella Architect
MAS Financial Advisory Services LLC
Maser Consulting PA
Maser Consulting Pittsburgh
Mathtech
Matthews International Corporation
Maust Lawn Care and Landscaping
MAXIMUS Consulting Services, Inc.
McCormick Taylor Inc
Mccoys learning center
McCrossin Foundations LLC
McElwain Runkey Mechanical Solutions LLC
McK Construction
McKay Lodge Fine Arts Conservation Laboratory Inc
MedTech Enginuity Corp.
Menlo Technologies
Mercury Incorporated

Merritt Chase LLC
MFR Consultants Inc
MGT of America Consulting LLC
MGT of America Consulting LLC
MGT of America, Inc.
Miami Dade College
Michael Baker International Inc
Michael Walsh
Michelle Divers
Microsoft Corporation
Middletown Tractor Sales
Midwest Presort Services Inc
mikyoung kim design
Miller Brother Staffing Solutions LLC
Mirage Software Inc DBA Bourntec Solutions
MKSK Inc
Modius Inc
Moncellas Lawn Care
Montour Group Inc dba Montour Industrial Supply In
Moody Associates Inc
Moore Design Associates LLC
Moore Equipment Company
MORGAN LIVESTOCK EQUIPMENT SALES, INC.
Moshier Studio
Moss Architects LLC
Motivf Corporation
MS Consulting LLC
MSI Communications Inc
Mt Lebanon Office Interiors Inc
Mulford Community Teaching Garden (Self Invited)
Murphy Family Inc
MWIDM Inc
My3Tech Inc
MyWingman LLC
Nagle Athletic Surfaces Inc
Naked Media
Nathan Contracting LP

National Elevator Inspection Services, I
National Health Care Solutions LLC
National Shotcrete dba National Gunite
National Testing Network Inc
NaturChem Inc
NCH Corporation
Neoweahter LLC
Nesco Resource, LLC
Neumeyer Environmental Services Inc
New Beginnings LLC
Nexlevel Consulting Services LLC
Nexus bec Inc
Nimdzi Insights LLC
Nine Mile Run Watershed Association Inc
Noralco Corporation
NORESKO LLC
NorthStar Solutions Group LLC
Northwest Environmental Training Center
Nouveau Interiors LLC
Nspiregreen LLC
Nursery Enterprises
Off Duty Management Inc
Online Image LLC
OPEN America Inc DBA OpenWorks
Oquawka Boats Fabrication, Inc.
PA BUILDERS EXCHANGE
PA Consulting Group Inc
Pacific East Research Inc
Paragould Staffing LLC
Paramount Enterprises LLC
Pashek MTR Limited
Paylocity Corporation
PDDM Solutions LLC
PDM Lighting, LLC
Pearls Construction, LLC
Pennonni Associates Inc
Pennsylvania Resources Council

Pennsylvania Resources Council Inc
Perfido Weiskopf Wagstaff and Goettel LLC
Peritia LLC
Peter Margittai Architects LLC
Pfaffmann Associates PC
PhycoTech, Inc.
Piccolomini Contractors Inc
Pink Frog Interactive
Pittsburgh Conservation Corps dba Landforce
Pittsburgh Downtown Partnership
Pittsburgh Lawn Care LLC
Pittsburgh Mailing Systems Inc (Self Invited)
PITTSBURGH TROPHY COMPANY INC
Pittsburgh Water and Sewer Authority
Plantscape Inc
POORLAW
PORT Architecture and Urbanism LLC
Portable Restroom Trailers LLC
Powell Mechanical Inc
Power Pro-Tech Services, Inc
Power Tool and Supply, Inc.
Precision Laser Instrument
PrecisionHawk Inc
Predictive Index LLC
Premier Portable Crushing LLC
Prequel Solutions LLC
PricewaterhouseCoopers Public Sector LLP
Prism Response Inc
Probitas Technology Inc
Process Safety Solutions LLC
Procopia LLC
Professional Demolition Excavating LLC
Professional Service Industries Inc
Professional Services Resources, Inc
PROVOX SYSTEMS Inc
PSI Services LLC
PUGLIANO CONSTRUCTION CO INC

PVE, LLC
Qminder
QT Cleaning
quality mechanical services inc
Quick-Kleen Home Services
R2O Consulting LLC
Radgov Inc
Rafilson Associates, LLC
RAM Industrial Services LLC
RAMA Consulting Group
Raymond Hellmann Jr dba Hellmanns Tree Service
Ready Roof Inc
Real World Technologies Inc
Rebecca M Schwartz
Recycle Source
Red Swing Consulting Services LLC
RedefineHR Inc
Remington Vernick Engineers
Renaissance 3 Architects LLC
Reyna Information Technology Services LLC
RFx Analyst, Inc.
Richard P Rauso
Right 2 Left LLC
Rios Williams Architects
RJ Manray Inc
Roe-Ada Well Support
Rojas Professional Services
Roofscapes Inc
Roofscapes Inc dba Roofmeadow
ROTHSCHILD DOYNO COLLABORATIVE
Russell Standard Corporation
RWH Capital, LLC
S R Wojdak Associates LP
S.A.K. Enterprises, Inc.
SALT DESIGN STUDIOS
Sam Schwartz Engineering, DPC
Sanders Search Group Inc

Sandra L Palone
Sawing Logs LLC
SB Thomas Associates Inc
SBLM Architects PC
Scatena Lawn Care LLC (Self Invited)
Schnader Harrison Segal Lewis LLP
Scotty bartek
SDI Engineering Inc
SE Technologies Acquisitions LLC
SealMaster Mfg of Penna Inc
Sellmark Corporation
Serve You Custom Prescription Management
Sharp 10 Group
Sheffield Scientific LLC
Shellys Services LLC (Self Invited)
Shenandoah Fleet Maintenance and Management, LLC
Sidelines Tree Service LLC
Siemens Industry
Simmons Hanly Conroy LLC
Sims Contracting Company
Site Solutions LLC
Skelly and Loy Inc
SLCK Enterprises
Slippery Rock Commercial Roofing Contractors Inc
SMITHGROUP
SoftHQ Inc
Somerset Outdoor Equipment LLC
Sovereign Consulting Inc
Space Machine LLC
SPARA TOOL
Spartan Construction Services Inc
Specialized Professional Services Inc
SPECIALTY PRIVATE INVESTIGATORS INCORPORATED
SPORTS TURF SPECIALTIES INC
SSM Industries Inc
STAFFusion
Stamm Development LLC

Stanley Convergent Security Solutions
Stantec Consulting Services Inc
Staples Business Advantage
Steel City Blade Runners LLC
Steel City Landscape Inc
Steel City Mower and Plow Inc
Steven DeGenaro
Storm King Analytics, LLC
Strada Architecture LLC
Strassburger McKenna Gutnick Gefsky
Strategic Medicare Solutions, LLC
Strategy Matters LLC 01-059-0087
Studio Bryan Hanes LLC
STV Incorporated
Suit-Kote Corporation
Sunny City Enterprises, Inc.
Sunrise Commercial Contracting
Superior Skilled Trades LLC
Supreme Traffic Control Service Company
Surveillance Resources and Investigations
Susan Cepicka Dietrich
Sustainability Partners LLC
Swede Construction Corp
Swift Break Group LLC
Synergy Real Estate Corporation
T F Exploration LP
T W ENGINEERING INCORPORATED
T.P. Electric Power, LLC
Talcott Franklin PC
Tallan Inc
TD Support Services Corporation
TDC Contracting LLC
TechBase IT
TEI-Link Contracting Services
Telesis Corporation
Tender Loving Lawn Care Services, LLC.
Tetra Tech Inc

Tetra Tech Inc
The A G Mauro Company
The Bradley Partnerships Inc
The Davey Tree Expert Company
The Dering Consulting Group Inc
The ED-TECH Group
The ED-TECH Group Inc
The Ferguson Group, LLC
The Glen Price Group
The Hill Group
The Home Depot
The Ray Organization LLC
The Segal Company
The Temple Group Inc
The Thrasher Group Inc
The Vernon Dell Tractor Sales Company
The Voegele Company
Thomas Sipes
Thoroughbred Construction Group, LLC
Tiger Corporation
TISOMO CONSULTING GROUP LLC
TJD Consulting
TKA Architects
TMI Action, LLC
TNT Enterprise of PGH LLC
Tnt Homes
TopKerv Consulting LLC
Torrey Kyles
Touloukian Touloukian Inc
Tradebe Environmental Services LLC
Trane US Inc
Transcend Engagement LLC
Transit Safety Security Solutions, Inc.
TranSystems Corporation
TRC Engineers Inc
Trenton Gorrell (Self Invited)
Tri-County Engineering LLC

Trophy Point LLC
TSB Inc dba Schultheis Electric
Tudi Mechanical Systems Inc
Turn 4 Toilets LLC
Turners Office Management for Small Business
TwentyEighty Strategy Execution Inc
Twin Terminals Technology LLC
Tyrone A Goodwin MBA
UCCS
Uhl Construction Company Inc
Unemployment Insurance Services Inc
Unique Services and Applications Inc
United We Stand
Upright Scaffold USA,LLC
UpStudio Landscapes LLC
Urban Rain Studio LLC DBA Ethos Collaborative
Urban Redevelopment Authority of Pittsburgh
URBAN STRATEGIES INC
URETEK
V Diane Freeman
Vanasse Hangen Brustlin Inc
VANCES LANDSCAPE SUPPLY INC
Vanguard Environmental Inc
Vantage Corporation
Vantage Energy Consulting LLC
Vehicle Lift Solutions Inc
Vena Technologies LLC
Verizon Business
Verizon Wireless
Vermeer Sales and Service Inc
Vet Forces Consulting Firm LLC
Victory Fire Door Inspections, LLC
Vigliotti Landscape Construction
Vinformax Systems inc
Virgin Pulse Incorporated
Virtual Alliance Consultants
Virtual Staffing Source

VISIMO LLC

Waller Corporation

Ward and Burke Tunneling Inc

WASTE MANAGEMNT OF PENNSYLVANIA INC

Weatherspoon Williams LLC

Well Service Group

White Lake Dock Dredge, Inc

Will to Health LLC DBA LEADHR365

William Dorofy

Windstream Holdings Inc

Winston Design Development

WK Merriman Inc

Wonderware

Workscape Inc

World Wide Technology

WrightPSM

WSP USA Inc

Yeadon Fabric Domes

YU Associates

Zero Model LLC

ZGF Architects LLP

Zhang Yu Juan

Zilo International Group LLC

Zolon Tech, Inc.

Zuva Marketing Inc

YOUR NAME

Address | Telephone | Email

Date

Recipient
Title
Company
Street Address
City, ST ZIP Code

Dear Recipient:

To get started right away, just tap any placeholder text (such as this) and start typing.

Wondering what to include in your cover letter? It's a good idea to include key points about why you're a great fit for the company and the best choice for the specific job. Of course, don't forget to ask for the interview—but keep it brief! A cover letter shouldn't read like a novel, no matter how great a plot you've got.

Sincerely,

Your Name

Sample Body of a Cover Letter:

I submit this cover letter after careful research and interest to be considered a qualified candidate. I am well prepared and welcome the opportunity to present my professional skill set as it relates to the requirements to serve the City of Pittsburgh.

In striving for excellence, one must anticipate and promote change while staying current on industry trends. I have successfully demonstrated the ability to lead and communicate in a positive manner with my colleagues, stakeholders and clientele. I am familiar with funding budgets and capital formation along with drafting proposals.

I lead by example with the personal skills to evoke confidence from administrators and team members to create an effective organization.

This letter along with my resume, highlights the development areas which have been positively impacted throughout my career. As a knowledgeable candidate, during the interview process I will further discuss my qualifications to exceed the requirements of the solicitation.

MARIE O'DELL

1315 Sullivan Street, Accord, New York 10032 ♦ 718.912.4126 ♦ Marie.Odell@gmail.com

Business Management Leader & Entrepreneur

- ✓ **Business Regeneration:** Transforms struggling businesses into successful companies, capturing multi-million-dollar long-term revenue increases by implementing strategic plans.
- ✓ **Operations Management:** Boosts revenue and performance while mitigating risk by overseeing daily policy and procedure enforcement, employee teams, and financial metrics.
- ✓ **Entrepreneurship:** Identifies and seizes viable opportunities for expansion and innovation and grows them into profitable and valued enterprises with loyal customers.

AREAS OF EXPERTISE

- Business Management & Development
- Strategic & Tactical Planning
- Start-Ups & Fledgling Companies
- Investments & Economics
- Cost Control & Analysis
- Team Building & Leadership
- New Business Setup
- Personnel Recruiting & Training
- Opportunity Identification
- Process Improvements & Creation

KEY ACCOMPLISHMENTS

<u>AppSnapp</u>	<u>Sunshine Electronics</u>	<u>Patsy's Restaurant</u>
Self-funded and built the first "app for app development," currently ranking in the top 100 App Store downloads with a total profit of \$2M in first fiscal year (2013-2014).	Purchased and reinvigorated regional boutique electronics chain (11 stores across four counties) by replacing brick-and-mortar sales plan with multi-channel strategy.	Turned struggling restaurant into successful town "hot spot" by implementing coffee menu and relaxing group meeting policy, capturing a revenue increase of 70% in one year.

PROFESSIONAL EXPERTISE

AppSnapp, 2013-Present

Owner & Operations Manager

- Developed \$2M+ app development company from the ground up, creating business plan, overarching sales and operations strategy, and technical integration.
- Minimized overhead through successful business management that prioritized innovation by providing large bonuses to contractors that consistently grew revenue.
- Won "Small Town Big Tech" from Accord Chamber of Commerce.

Sunshine Electronics, 2011-Present

Owner

- Drove turnaround in struggling electronics company by implementing modern sales strategy that focused on Internet sales, social media advertising, and text alerts.
- Reinvigorated store look and shopping environment by creating captivating displays using touch screens and kiosks that provided information and applications for products.
- Increased sales volume by 45% in six months and total profit by 60% in three months.

- Continued -

PROFESSIONAL EXPERIENCE CONTINUED

SBC Cell Phone Repair, 2008-2011

Business Manager & Owner

- Strengthened shopper loyalty by developing a “preferred customer” program that offered special discounts and incentives for consumers who made purchases each month.
- Streamlined processes by re-writing job descriptions to allocate resources based on metrics that identified the busiest and slowest times of each business day.
- Sold business for \$144M at a 40% profit.

Patsy’s Restaurant, 2003-2008

General Manager & Owner

- Managed traditional “small town café” for three years before purchasing the restaurant and developing it into a popular gathering place.
- Implemented entertainment program by partnering with local musicians to offer exposure and advertising space in exchange for music at restaurant-sponsored events.
- Sold business for \$600,000 at a 50% profit.

The Coffee Joint, 1995-2003

Business Manager

- Oversaw all aspects of successful coffee bar, including staff hiring and training, procedure development and implementation, performance evaluation, and long-term planning.
- Boosted average guests per month from 1,000 in 1995 to 10,000 in 2003.
- Positioned location for increased business by establishing partnerships with local high schools to offer discounts to achieving students and a free location for club meetings.

EDUCATION

Business Leadership & Business Mentor Course, New York Small Business Association

App Development Course, Microsoft Virtual Academy

High School Diploma (With Honors), Robinson High School, Akron, OH

<u>PROFESSIONAL MEMBERSHIPS</u>	<u>HONORS & AWARDS</u>
<p>Accord Chamber of Commerce Member</p> <p>Chamber of Commerce Small Business Council Chairman</p> <p>New York Small Business Association Member</p>	<p>Technology Entrepreneurship Award New York Small Business Association</p> <p>Business Owner of the Year (2014) Accord Chamber of Commerce</p> <p>Entrepreneur of the Year (2013 & 2007) Accord Chamber of Commerce</p>

Your Logo Here

TargetGovTip: This is a content & design template. Show your logo and contact information, with a specific person's name, phone, and email.

Capability Statement

Core Competencies:

Tailor your Capability Statement to reflect your audience. An example first sentence is, “[Your Company] is able to help the [Target Agency or Prime Contractor] in their requirement for [specific requirement].”

Short introduction statement relating the company's core competencies to the agency's specific needs followed by keyword heavy bullet points.

TargetGov Tips:

- No long paragraphs
- Use short sentences followed by keyword heavy bullet points
- Create a new document for each agency mission or specific opportunity
- Call this document a Capability Statement
- Preferably, this Capability Statement is one page, one side
- Go to sides only if absolutely necessary
- Save and distribute as a PDF, not a Word, PowerPoint, or other format

Differentiators:

Identify what makes you different from your competitors and how this benefits the targeted agency.

TargetGov Tip: Relate your key differentiators to the needs of the agency, prime, or teaming partner.

Sample Differentiator Questions

- Why did your biggest customer want you?
- How and why is your company the best choice for the needs of this opportunity or agency?
- What is it about your services/products that make you stand out from the rest?

Past Performance:

List past customers for whom you have done similar work. Prioritize by related agency, to all federal to all other government to commercial contracts. If the past projects do not relate to the targeted agency's needs, do not list.

TargetGov Tip: Ideally, include specific contact information for immediate references. Include name, title, email, and phone.

Company Data:

Company History

One very brief paragraph of company description detailing pertinent facts.

TargetGovTip: Readers will visit your website for additional information. Make sure your website is constantly updated and government-focused.

List Specific Codes:

- DUNS
- Socio-economic certificates: 8(a), HUB Zone, SDVOB, etc.
- NAICS (all)
- CAGE Code
- Accept Credit and Purchase Cards
- GSA Schedule Contract Number(s)
- Other federal contract vehicles
- BPAs and other federal contract numbers
- State contract Numbers

Your address, phone numbers (voice, mobile, and fax), email, website, and other related contact information

COMPANY NAME

CAPABILITY STATEMENT

CAPABILITIES

Write a brief introduction of your company's core capabilities and provide a bulleted, keyword heavy list of your products and services. This should not be the full history of your company, or your mission and vision statements; rather, try to write a sentence or two that clearly articulates the products or services you provide.

- Capability 1
- Capability 2
- Capability 3
- Capability 4
- Capability 5
- Capability 6
- Capability 7
- Capability 8

DIFFERENTIATORS

The Differentiators section is your opportunity to clearly define what makes your company different from all the rest and to explain that it matters.

- Qualified example 1
- Qualified example 2
- Qualified example 3
- Qualified example 4
- Qualified example 5

PAST PERFORMANCE

Include a list of relevant projects/customers for which you have worked, as well as a very brief synopsis of the project. If possible, you should include the client's contact information, as well.

Client Name	Project	Contact Information
Client 1	Provided A and B over a period of XX years/months to address/resolve/improve X and Y.	Jane Doe, Director, 555-555-5555, jdoe@companya.com
Client 2	Developed and executed C and D utilizing H, I, and J technology.	Sally Doe, COR, 555-555-5556, sdoe@agency.gov
Client 3	Implemented this and that and continue to provide ongoing support and maintenance.	John Doe, CTO, 555-555-5557, jdoe@companyd.com

COMPANY DATA

- License Numbers
- Federal ID (TIN or EIN)
- Socio-economic certifications: 8(a), HUB Zone, SDVOB, MBE, etc.
- Industry Certifications: ISO, CMMI, etc.
- Relevant Codes (Just the numbers, not the description): NAICS, SIC, UNSPSC, CAGE, HIS, etc.
- GSA Schedule Contract Number
- Contract Vehicles
- Contract Numbers

Contact Name
Title
Phone:
Mobile:
Email:

www.yoururl.com

Corporate Office
Address 1
Address 2
City, State Zip

Company Data

GPC LLC is a military construction contractor with over \$3.5 million in annual revenue and 20+ employees worldwide.

DUNS

625886952

NAICS Codes

237990

Other Heavy and Civil
Engineering Construction

238160

Roofing Contractors

238320

Painting Contractors

326210

Industrial Building Construction

231220

Masonry Contractors

238140

Drywall and Insolation
Contractors

238190

Finish Carpentry Contractors

238310

Other Building Finishing
Contractors

Contact Information

Jason M. Howell
Managing Member
850-547-5020
jason@gpcllonline.com

Joseph Marquez
Event Coordinator
215-555-1234
mang0@gpconline.com

[Your Logo Here]

202 E. Pennsylvania Ave, Bonifay, FL 32542

(tel) 850-547-5020 | (fax) 850-547-5022

www.gpcllonline.com

Offering Solutions to Those Who Support Our Freedom

CAPABILITY STATEMENT

Capabilities

Experts in:

- Restoration of masonry (sand blasting, caulking, tuckpointing, and painting), marine construction, renovation/rehabilitation, historical restoration, roofing coating, HVAC, installation of overhead doors, fire proofing, protective coating application, and painting IDIQ contracts.
- Extensive Experience in site and construction including earthwork, site utilities, site concrete, and structural concrete.

Differentiators

Leading the way...

- Gulf Pacific Contracting excels in structural and vertical construction projects for the military. Our experience with the Military's system of inspections and standards will allow for an easy integration and immediate performance.
- We maintain a robust safety program as evidenced by a record of zero lost-time injuries since our inception. Further, we currently enjoy an "EMR" rating of 1.00.
- We will demonstrate that we are the professionals who represent outstanding service and dedication. We will set the "example" with every task to be deemed "Preferred" when it comes to the next contracting decision.

Past Performances

High Customer Satisfaction!

- Repeat business from the Natural Park Service, NAVFAC South East, United States Air Force, United States Coast Guard, and United States Marine Corps.
- Multiple projects completed as NAS Key West, Tyndall AFB, Whiting Field, Marine Corps Logistics Base (Albany), Robins AFB. NCBC Gulfport, and Stennis Space Center.
- Excellent Relationships with all subcontractors.
- We deliver on time and within budget at a fair and reasonable cost.