



Attachment B - REFERENCES

CITY OF PHOENIX
Water Services Department
200 W. Washington St.
9th Floor
Phoenix, AZ 85003

1. **OFFEROR'S NAME:** _____

Instructions to Offeror: The Offeror is to provide three (3) verifiable professional references. This two-page form should be provided to each reference, and the form must be returned to the Procurement Officer directly by the reference. Emphasis should be placed on providing references that can further demonstrate the Offeror's experience and ability to meet the requirements outlined in the Scope of Work.

Instructions for Reference: Please return the completed form (via email) to Procurement Officer Steve De La Huerta at steve.delahuerta@phoenix.gov.

If you are unable or unwilling to complete the reference questionnaire, please notify the company that sent you this reference form as soon as possible so they may select another reference.

This reference form must be received by the Procurement Officer no later than: **2:00 p.m. local Phoenix time on Wednesday April 3, 2024.**

2. **Information to be filled out by Offeror's Reference:**

Company Name: _____
Contact Name: _____
Contact Email: _____
Contact Phone No.: _____
Contract No.
(if applicable) _____
Contract Description: _____



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Aggregate Spend of Contract	Start Date:	End Date:
Description of project (including the role of Offeror)		
<hr/>		
<hr/>		
<hr/>		
Contractor's Performance: <input type="checkbox"/> In Good Standing: <input type="checkbox"/> Not In Good Standing		

A person or organization in **good standing** is regarded as having complied with all explicit contract obligations, while not being subject to any form of sanction, suspension or disciplinary censure.

3. **Reference Questionnaire**

1. How would you rate the quality of the project/product/service delivered by the vendor?
 - ☐ There was one or more major consideration of the requirement(s) not addressed
 - ☐ Met the requirement(s) outlined in the contract
 - ☐ Fully addressed requirements; provided solutions or service beyond expectations
2. Did the vendor provide its services and deliverables in a timely manner?
 - ☐ On time less than 70% of the time
 - ☐ On time between 70% and 95% of the time.
 - ☐ On time 95% of the time or better
3. How effectively did the vendor work with you and your project staff?
 - ☐ Less than expected
 - ☐ To the extent expected
 - ☐ More than expected



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Reference Questionnaire (continued)

4. How would you rate the vendor's technical knowledge and ability to provide corrective action and solutions?
- ☐ Less than expected
 - ☐ To the extent expected
 - ☐ More than expected
5. How would you rate the vendor's responsiveness to questions and issues raised during the contract period?
- ☐ Less than expected
 - ☐ To the extent expected
 - ☐ More than expected

Please provide any additional comments below:

I certify that the information provided is accurate and complete.

Signature

Date

Print Name

Title

Please sign, date and return the form to the Procurement Officer listed above.

Thank you for your time.