



### ATTACHMENT B - REFERENCES

**1. OFFEROR’S NAME:** \_\_\_\_\_

**Instructions to Offeror:** The Offeror is to provide three 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](mailto:steve.delahuerta@phoenix.gov). Please include the solicitation #, and the name of the offeror in the email subject line. **This reference form must be received by the Procurement Officer no later than the solicitation deadline: 2:00 p.m. Phoenix local time on, July 16, 2024.**

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.

**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: \_\_\_\_\_

Aggregate Spend of Contract	Begin Date:	End Date:
What goods/services did the vendor provide your organization?		
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 their explicit obligations, while not being subject to any form of sanction, suspension or disciplinary censure.



**3. Reference Questionnaire**

- a. How would you rate the quality of the product 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.
  
- b. Did the vendor provide its services and deliverables in a timely manner?
  - No, almost always late
  - Fairly timely
  - Yes, on time or better
  
- c. How effectively did the vendor work with you and your project staff?
  - Less than expected
  - To the extent expected
  - More than expected
  
- d. 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
  
- e. How does this vendor compare to other vendors you have used for a similar product?
  - Less than expected
  - To the extent expected
  - More than expected

**Please provide any additional comments below:**

What is the total Square footage (rounded figure) of area vendor was contracted to service?

**Please print, sign, date and return the form to the Procurement Officer listed on the preceding page. The form may be signed with an electronic signature. If signed electronically, it must be signed from a verifiable source, such as Adobe Sign, DocuSign or a similar verifiable software program.**

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Signature	Date
Print Name	Title