



ATTCHMENT J - 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 three-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.

The Offeror listed above will receive a score during the evaluation based on the responses to this reference questionnaire.

Instructions for Reference: Please complete this form by electronic means (DocuSign or Adobe Sign), or by printing, completing in ink, and scanning. Please return the completed form (via email) to the City of Phoenix Water Services Department at steve.delahuerta@phoenix.gov or wsdprocurement@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 the solicitation deadline: 2:00 p.m. Phoenix local time on Friday, March 6, 2025

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

- How would you rate the quality of the 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 services beyond expectations.

- Did the vendor provide its services and deliverables in a timely manner?
 - No, almost always late
 - Fairly timely
 - Yes, on time or better

- How would you rate the product in terms of availability, response time, and bug-free performance?
 - Product delivered had one or more major consideration of the requirement(s) that was not addressed
 - Product delivered met the requirement(s) outlined in the contract
 - Product delivered fully addressed the requirements and provided solutions or service that was beyond the expectations of the contracting organization.



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Reference Questionnaire (continued)

- 4. How would you rate the vendor’s technical knowledge and ability to provide creative solutions?
 - Less than expected
 - To the extent expected
 - More than expected

- 5. How would you rate the impact of the project on your organization? Did you get the outcomes you expected?
 - Less than expected
 - To the extent expected
 - More than expected

- 6. How effectively did the vendor work with you and your project staff?
 - 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. 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 using a software program that has a verifiable source, such as Adobe Sign, DocuSign, or a similar verifiable software program.

Signature

Date

Print Name

Title

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

Thank you for your time.