



## SECTION 2

### SPECIAL TERMS AND CONDITIONS

#### **2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of Bus Cleaning and Disinfecting Services for Miami-Dade County (County) on behalf of Department of Transportation and Public Works (DTPW). The awarded Bidder shall furnish all labor, materials, equipment, transportation and all other work and incidentals required to provide Bus Cleaning Services on this contract.

#### **2.2 TERM OF CONTRACT**

The contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the 60<sup>th</sup> month.

#### **2.3 EXAMINATION OF COUNTY SITE & INSPECTION OF COUNTY EQUIPMENT**

It is highly recommended that bidders visit the sites of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required prior to submitting an offer. No additional allowances will be made because of lack of knowledge of these conditions. The site visits have been scheduled for the following dates and time:

<b>Location Name</b>	<b>Address</b>	<b>Date/Time</b>
Central Bus Garage	3300 NW 32 <sup>nd</sup> Avenue Miami FL 33142	DAY, DATE at TIME
Northeast Bus Garage	360 NE 185 <sup>th</sup> Street Miami, FL 33179	DAY, DATE at TIME
Coral Way Bus Garage	2775 SW 74 <sup>th</sup> Avenue Miami, FL 33155	DAY, DATE at TIME

#### **2.4 SMALL BUSINESS ENTERPRISE CONTRACT MEASURES**

##### **TO BE DETERMINED OR...**

This solicitation contains an SBE Set-Aside. Refer to Section 1, General Terms and Conditions, 1.44 Small Business Enterprise Measures for further details.

## **2.5 PRICES**

Bidder shall submit in BidSync, **Attachment A - Bid Submittal Price Form**, in both Excel Format (will automatically calculate) and PDF. The PDF copy will be the official bid submittal. If the Bidder is awarded a contract, the prices stated on its Bid Submittal Price Form shall remain fixed and firm during the term of the contract. Bidder's prices shall be inclusive of all costs and expenses, including labor, materials, and equipment, as well as mobilization to and de-mobilization from the site. No "add-on" charges for services or products are allowed. Prices offered shall contemplate any changes in economic factors or any other factors that otherwise affect pricing.

## **2.6 METHOD OF AWARD**

Award of this contract will be made to the responsible Bidder who submits the lowest priced responsive bid and meets the minimum requirement below and all of the technical requirements within Section 3 of this solicitation when all items are added in the aggregate. If a Bidder fails to submit an offer on all items, its offer may be rejected. Bidder shall submit required documentation with bid submittal or upon the County's request.

Minimum requirement:

2.6.1 Bidder should be regularly engaged in the business of providing Bus Cleaning and Disinfecting Services. Bidder shall submit two (2) references which can verify that the Bidder is currently providing or has provided services within the past five (5) years similar to what is described in this solicitation. The references should include the customer's company name, length of business relationship, and the name, title, address, email address and telephone number of the contact person, who can verify that the Bidder has successfully provided such services that the Bidder is offering under this solicitation. These references shall ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise in the industry.

Failure to meet this requirement may result in Bidder's offer being rejected. However, in accordance with Section 1, Paragraph 1.5.K, the County reserves the right to request and evaluate additional information.

## **2.7 INSURANCE REQUIREMENTS**

**TO BE DETERMINED OR...**

See Section 1, Paragraph 1.22.

## **2.8 LIVING WAGE – Attachment C**

Bidders are advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County, (Code) as amended by Ordinance [Governing Legislation], will apply to this contract, pursuant to this solicitation. By submitting a bid or executing a contract pursuant to these specifications, the bidder is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance.

A copy of the applicable Living Wage Rate for the current fiscal year can be obtained via the following link:

<https://www.miamidade.gov/smallbusiness/living-wage-reports.asp>

## **2.9 METHOD OF PAYMENT**

The awarded Bidder shall submit an invoice(s) to the County. The date of an invoice shall not exceed 30 calendar days from the completion of service and acceptance. DTPW requires invoices be of clear quality, include the correct remittance address, not on dark paper (when possible), and sent to:

Miami-Dade County, Finance Department  
Attn: Shared Services Payable Unit  
C/O Miami Dade Transportation and Public Works Dept.  
111 NW 1st Street, 26th Floor  
Miami, FL 33128

OR

the virtual portal for invoice submission at [invsubp@miamidade.gov](mailto:invsubp@miamidade.gov)

Refer to Section 1, General Terms and Conditions, Article 1.35, Invoices for further requirements. Failure to submit invoices in the prescribed manner (inclusive of a Detailed Bus Cleaning Summary Report(s) per Section 3.4, Work Requirements) will delay payment.

## **2.10 RELATED ITEMS/SERVICES MAY BE ADDED OR DELETED**

While the County has stated the specific service or an estimated number of items within this solicitation, there may be similar services/items that must be purchased by the County during the term of this contract. It is hereby agreed and understood that services/items may be procured on this contract at the County's discretion as follows:

### **2.10.1 Additions**

Should the County determine that additional sites, buses, or services need to be added to the contract, a County representative will contact the awarded Bidder to obtain a price quote. The County reserves the right to award to the awarded Bidder, as negotiated, award to another contract

vendor based on the lowest price quoted, or to acquire through a separate solicitation.

2.10.2 Deletions

Sites, buses and/or services may be deleted when services are no longer required during the contract period; upon written notice to the awarded Bidder.

2.10.3 Decrease/Increase Service Frequency Schedules

The County may decrease or increase any quantity on the frequency schedule listed in Section 3, Technical Specifications, at any time during the contract period. In the event that a quantity on the frequency schedule decreases or increases by twenty-five percent (25%) or more, the County reserves the right to negotiate pricing with the awarded Bidder. Thereafter, should the quantity on the frequency schedule return to within 10% of the original quantity, the County will adjust back to its original price.

DRAFT

## SECTION 3

### TECHNICAL SPECIFICATIONS

#### **3.1 SCOPE**

This contract is for the purchase of Bus Cleaning and Disinfecting Services for Miami-Dade County (County) on behalf of Department of Transportation and Public Works (DTPW) for its Transit Metrobus fleet of approximately 767 buses, depicted below.

#### **FREQUENCY SCHEDULE**

Cleaning of the fleet shall be five (5) nights a week, 52 weeks a year, at the following locations:

<b>Location Name and Address</b>	<b>32'</b>	<b>40'</b>	<b>45' (MCI)</b>	<b>60'</b>	<b>Total Buses</b>	<b>Required # of Buses to be Cleaned each Night</b>
<b>Northeast Bus Garage</b> 360 NE 185 St. Miami, FL 33179	0	234	11	19	264	40
<b>Central Bus Garage</b> 3311 NW 31 St. Miami, FL 33142	0	233	0	25	258	40
<b>Coral Way Bus Garage</b> 2775 SW 74 Ave. Miami, FL 33155	3	197	0	45	245	40

#### **3.2 SCHEDULING**

##### **3.2.1 Work Nights and Hours**

- a. Services are required Monday through Friday, from 7:00 p.m. to 3:00 a.m., excluding the following Miami-Dade County observed holidays:

New Year's Day  
Thanksgiving Day  
Christmas Day  
Memorial Day  
Independence Day  
Labor Day

- b. Dinner and rest breaks of awarded Bidder's cleaning personnel shall be scheduled to conform to DTPW time periods/staffing breaks to

facilitate scheduling.

- c. As-needed Saturday and/or Sunday scheduling may be requested by DTPW as agreed to by the awarded Bidder.
- d. Services shall be performed in various working environments consisting of, but not limited to, exposure to all weather conditions, including intense heat, rain, cold, and dust.

### 3.2.2 Nightly Cleaning and Disinfecting/Required Number of Buses

In order to maintain a state of cleanliness, the interior of each bus must be cleaned on a regular basis. The required number of buses to be cleaned each night, per location is specified in Section 3.1, Scope. The required number is based on a mix of 32 ft., 40 ft., 45 ft., and 60 ft. buses.

While the County has stated the required number of buses to be cleaned each night, the nightly requirement number may change. Changes to the required number of buses to be cleaned each night shall be in accordance with Section 2.10.3, Decrease/Increase Service Frequency Schedules.

## 3.3 BUS STAGING

- 3.3.1 DTPW will designate an adequate area within each location with sufficient water supply and lighting to clean a minimum of five (5) buses at a time.
- 3.3.2 A minimum of two (2) buses will be staged by DTPW prior to the beginning of each nightly shift to allow for immediate cleaning upon arrival of awarded Bidder's employees.
- 3.3.3 The DTPW Yard Supervisor or designee will designate a hostler to continuously stage (park) the buses to be cleaned each night in the designated staging area. Various phases of staged buses will occur as buses are cleaned and inspected at each location due to space limitations.
- 3.3.4 If for any reason, there is a short-term reduction of available buses on a daily or a weekly basis thereby requiring cancellation of bus cleaning services at a site, DTPW will notify the awarded Bidder as early as possible, ideally 24 hours in advance.

## 3.4 WORK REQUIREMENTS

Any required communication regarding the scope of services awarded under this contract shall be limited to the DTPW Yard Supervisor or designee and the awarded Bidder's Supervisor and/or designee. Cleaning shall be performed under the direction of the awarded Bidder's Supervisor who shall ensure that each

bus is cleaned and disinfected according to contract specifications.

#### 3.4.1 Interior

Completely clean and disinfect by hand every exposed interior surface of the staged bus. Disinfecting with a DTPW-approved disinfectant is required in highly assessable areas touched by people on a regular basis, and therefore need to be cleaned and disinfected to reduce cross-contamination. The finished bus shall be clean, sanitary, and free from any substances, gum, graffiti and unpleasant odors. Cleaning shall consist of, but not be limited to, the following tasks:

- a. Defect Reporting: Awarded Bidder's Supervisor shall report any defects such as inoperative interior lighting, torn or loose seats, broken windows, broken panels, etc. to the DTPW Yard Supervisor immediately.
- b. Deodorize and Disinfect: A DTPW-approved deodorizer shall be sprayed throughout the bus interior and included in mop water creating an effective, pleasing scent. The presence of any unpleasant odor shall result in a failed inspection. A DTPW-approved disinfectant shall be applied on all surfaces, as necessary.
- c. Glue and Stickers: Remove all stickers and residual glue using an effective removal product. The presence of stickers or residual glue shall result in a failed inspection.
- d. Graffiti: Remove all graffiti using effective removal products. The presence of graffiti shall result in a failed inspection.
- e. Gum: Remove all gum using effective removal products. The presence of gum shall result in a failed inspection.
- f. Litter: Remove all litter and debris from bus interior. All collected trash shall be bagged and placed nightly in dumpsters. The presence of litter shall result in a failed inspection
- g. Operator's Area: Clean thoroughly using all-purpose cleaner; dry. Area includes the seat, frame, dashboard, visor, window framing, steering wheel and mount, telephone and call box, vanity panel, area around the brake and accelerator pedals, etc. Seat shall be moved fully forward in order for debris to be removed from behind and beneath it. Apply a DTPW-approved product. Buff dry, leaving no residue. Clean Operator's fabric seat with a DTPW-approved upholstery cleaner. A DTPW-approved disinfectant shall be applied on all highest touched



surfaces and areas. The presence of litter, trash, dirt, or smudges shall result in a failed inspection.

- h. Fire Extinguisher and Flare Kit: Remove dust using water-dampened cloth; dry. Items are to remain mounted. The presence of dust shall result in a failed inspection.
- i. Ceiling, Lighting and Escape Hatches: Clean thoroughly using all-purpose cleaner; dry, leaving no smudges or streaks. The presence of dirt, grime, smudges, or streaks shall result in a failed inspection.
- j. Destination Signs: Clean all sides thoroughly by wiping with a water-dampened soft cloth; dry, leaving no smudges or smears. The presence of smudges or smears shall result in a failed inspection.
- k. Passenger Signal Pull Cord: Clean thoroughly by wiping with a water-dampened soft cloth; dry. The presence of dirt or grime shall result in a failed inspection.
- l. Wall Panels, Advertising Panels, and Rear A/C Wall Panel including Vents: Clean thoroughly using all-purpose cleaner; dry. Leave no streaks, smudges or residue. Prevent drips to fabric seats. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- m. Windows, Windshield and Mirrors: Clean thoroughly using glass cleaner leaving no residue, streaks or smears. Squeegee dry where possible. Dry wipe any residual marks. Prevent drips to fabric seats. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- n. Grab rails: Clean thoroughly using all-purpose cleaner leaving no streaks or smudges. Apply DTPW-approved product. Buff dry, leaving no residue. A DTPW-approved disinfectant shall be applied on all highest touched surfaces. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- o. Seats: Clean thoroughly all plastic and vinyl parts of the seats using all-purpose cleaner; dry clean fabric seat inserts and seat backs thoroughly, if equipped, by wiping with cloths containing upholstery shampoo. Apply DTPW-approved product to vinyl or fiberglass seat inserts and seat backs, if equipped, buff dry leaving no residue. Wipe seat belt mounts with dampened cloth, apply a DTPW-approved product that brightens metal. Clean fabric passenger seats thoroughly with DTPW-approved upholstery shampoo, dry leaving no residue. Clean the metal underside of the folding seats; apply metal brightening

product to metal parts and a DTPW-approved product to vinyl pouch. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.

- p. Window Sills: Clean thoroughly using all-purpose cleaner; dry, leaving no streaks or smudges. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- q. Floors: Remove all gum; sweep and mop the floor. Scrub thoroughly using floor soap and brush. Mop rinse with clean water. Mop dry. No running water shall be permitted on bus floor. The presence of dirt, grime, or residue shall result in a failed inspection.
- r. Stepwells: Remove all gum and sweep clean. Hand clean thoroughly by scrubbing with floor soap and brush. Close doors to clean corners and step edges. Rinse with clean water, mop dry. **NOTE**: This is the only interior area where running water is permitted. The presence of dirt, grime, or residue shall result in a failed inspection.
- s. Wheel Well Covers: Clean all covers thoroughly, apply DTPW-approved product. The presence of dirt, grime, or residue shall result in a failed inspection.
- t. Doors: Clean thoroughly using glass cleaner on all interior and exterior glass areas and using all-purpose cleaner on remainder of door panels including touch bars, handles and rubber stripping. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- u. Fare Collection Equipment: Clean exterior using clean, lint-free cloth dampened with all-purpose cleaner, wipe with water-dampened clean, lint-free cloth, then dry with a clean, lint-free cloth. No liquids permitted. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- v. Bellows (accordion on the articulated bus fleet): Clean interior side only using all-purpose cleaner; dry. The presence of dirt, grime, or residue shall result in a failed inspection.

### 3.4.2 Exterior

The entire exterior of the bus shall be completely cleaned, consisting of, but not be limited to, the following tasks:

- a. Bus body shall be cleaned with non-abrasive cleaning solution removing surface dirt, oil, fuel, grease, exhaust deposits, road film, bus residue, and road grime. The presence of surface dirt, oil, fuel, grease,

exhaust deposits, road film, bus residue, or road grime shall result in a failed inspection.

- b. Cleaning solution shall be applied to bus brush by manually agitating surfaces of bus (excluding roof area). The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- c. Bus bumpers (front and rear) shall be cleaned. All windows and windshields shall be cleaned. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- d. Tires and rims shall be cleaned removing grease, road grime, and brake dust. Hand agitate using an effective DTPW-approved cleaner to brighten rims; rinse using hose or pressure washing machine pressure washer not to exceed 1500psi. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- e. All exterior lighting lenses shall be cleaned. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- f. All advertisements shall be cleaned. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- g. Bike rack surfaces shall be cleaned. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- h. All destination signs shall be cleaned. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- i. All molding surfaces are to be cleaned. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- j. Frames of outside mirrors are to be cleaned. The presence of dirt, grime, streaks, smudges, or residue shall result in a failed inspection.
- k. All exterior surfaces shall be clean and free of any graffiti, glue, and stickers. The presence of graffiti, glue, or stickers shall result in a failed inspection.
- l. Rubbers around door shall be wiped clean. The presence of dirt, grime, or residue shall result in a failed inspection.
- m. Bus exterior shall be rinsed with pressure washer not to exceed 1500psi.

### 3.4.3 VIP Services

VIP Services are defined as special treatment services after regular cleaning (in accordance with Section 3.4.1 Interior and Section 3.4.2 Exterior – All tasks) to further enhance the appearance of DTPW's fleet. This service shall be performed as-needed at DTPW's discretion. The special treatment services shall include, but not be limited to:

- a. Shining of dashboard
- b. Shining of the wheel molding
- c. Shining of the body side molding
- d. Shining of tires
- e. Shining of front and rear bumpers

3.4.4 Optional Services: In the event of Special Requests (i.e. weekends, hours other than those designated for Night Cleaning and Disinfecting emergency and/or expedited response, etc.) DTPW may request specific tasks, at the prices stated on Attachment A - Bid Submittal Price Form, as follows:

- a. Interior: Remove all litter and debris from bus interior.
- b. Interior: Disinfect commonly touched surfaces of the bus. This shall include, but not be limited to, grabrails, stanchions/poles, farebox, bus seats, doors and door handles, driver's compartment, stop request pull cords, passenger windows and sills etc. The surfaces shall be sprayed and/or wiped down, or any other approved method with a DTPW-approved disinfectant. This service shall be performed at DTPW locations or in the field at DTPW specified locations/terminals.
- c. Exterior: Shine the wheel molding, the body side molding, tires, front and rear bumpers etc.
- d. Section 3.4.3 VIP Services.
- e. Per Section 3.2.2, Nightly Cleaning/Average Number of Buses: Perform additional bus cleaning in accordance with Section 3.4.1 Interior and Section 3.4.2 Exterior.

## 3.5 INSPECTION

3.5.1 Inspection of buses is performed by the DTPW Yard Supervisor or designee in a timely manner, generally 15 minutes.

3.5.2 Awarded Bidder's Supervisor must complete a **Detailed Bus Cleaning and Disinfecting Summary Report (sample - Attachment B)** per location each night after completion of assignment and provide a copy each night to the corresponding Garage Supervisor. An authorized County representative will email an approved copy of the completed report to the DTPW Administrative Officer responsible for processing invoices and to the awarded Bidder's Supervisor. Awarded Bidder must submit a copy of each approved report with a detailed invoice for payment as described in Section 2.8, Method of Payment.

3.5.3 Pass-Fail: If a bus fails inspection, awarded Bidder's Supervisor shall ensure that the deficiencies are corrected. The awarded Bidder shall bear all costs of correcting such failed work. DTPW will re-inspect a failed bus upon the awarded Bidder's correction of deficiencies(s). No payment shall be made for a failed bus. Payment shall be made only for passed buses as indicated on the completed and approved Detailed Bus Cleaning and Disinfecting Summary Report.

### **3.6 APPROVAL OF PRODUCTS**

Prior to contract commencement, awarded Bidder shall provide a list of cleaning and disinfecting products to be used, subject to approval by DTPW. Awarded Bidder shall provide complete Safety Data Sheets (SDS) documents in which the Section 3 (Composition/Information on Ingredients) MUST include ALL ingredients totaling to 100% of volume. This includes all proprietary ingredients. All products used by awarded Bidder to perform on this contract must be approved by DTPW prior to use.

### **3.7 IDENTIFICATION BADGES**

All awarded Bidder's employees must obtain the DTPW contractor photographic identification badge prior to being granted access to DTPW property. DTPW will issue a contractor photographic identification badge at no cost which the awarded Bidder's employees shall wear at all times while working on DTPW property under this contract.

### **3.8 DRESS CODE AND CONDUCT**

At all times, the awarded Bidder's employees shall be properly dressed with closed-toed safety shoes, long pants and sleeved shirts (clean and not torn) that identify the worker as an employee of the awarded Bidder. DTPW may request removal of any awarded Bidder personnel not properly uniformed, not donned in appropriate protective clothing, without a proper identification badge, or displaying unprofessional conduct. No personal radios, earbuds, headphones, Bluetooth devices or other hearing-impairing devices are allowed at any time.

### **3.9 MATERIALS, EQUIPMENT AND TOOLS**

Awarded Bidder shall furnish all materials, equipment, and tools necessary to perform the work properly as defined in this contract. The materials, equipment, and tools shall be used exclusively to perform the work defined in these specifications and not for any other contract. The materials, equipment, and tools shall be well maintained, in good condition and properly identified as belonging to the awarded Bidder. The Awarded Bidder shall ensure that, prior to the beginning of each shift, the cleaning personnel at each location is provided with appropriate and adequate materials, equipment, and tools. Awarded Bidder shall maintain adequate inventories of materials, equipment, and tools at each location, along with their applicable SDSs.

### **3.10 STORAGE SHED AND SOAP TANK**

3.10.1 Awarded Bidder shall provide, at its sole expense, a storage shed for each location in which to store its materials, equipment, tools and a minimum of one week's worth of cleaning and disinfecting supplies. No flammable chemicals are to be stored within the shed at any time. One (1) working fire extinguisher is required in each shed at all times. The sheds must be secured by awarded Bidder when not in use. Awarded Bidder shall keep these structures neat and clean at all times, including the surrounding areas. Awarded Bidder shall obtain DTPW approval of all structures prior to installation and commencement of work.

3.10.2 Awarded Bidder may install, at its expense, a bulk soap tank near each shed at each location. DTPW must approve the bulk soap tank prior to installation and commencement of work.

3.10.3 Awarded Bidder is responsible for all hurricane preparedness required to secure the storage sheds and bulk soap tanks.

### **3.11 NIGHTLY CLEAN UP**

All trash and debris removed from bus interiors shall be bagged and disposed of properly in containers provided by the County. All awarded Bidder-produced debris (rags, paper towels, etc.) shall be removed from each location and disposed of in an appropriate manner prior to cleaning personnel leaving the property each night. Upon final completion of bus cleaning, the awarded Bidder shall ensure that all areas where work has been performed are thoroughly cleaned up and all work materials are placed in the storage shed which shall be secured each night. DTPW Yard Supervisor or designee may curtail cleaning early in order to remediate the staging area in a timely manner.

### **3.12 SAFETY AND HEALTH**

3.12.1 Awarded Bidder shall take all necessary precautions to ensure public and employee safety throughout the performance on this contract.

3.12.2 Awarded Bidder shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of its employees performing work on this contract.

3.12.3 Awarded Bidder shall determine and provide personal protective clothing and equipment (including safety vests, gloves, dust masks, safety shoes, etc.) to its employees performing work on this contract.

3.12.4 Awarded Bidder shall hold the County harmless for any action on its part or that of its employees that result in illness or death.

### **3.13 LOST AND FOUND**

All lost and found items shall be turned in to the DTPW Yard Supervisor or designee or placed in a specified location at each site.

**SECTION 4**

**SUBMITTAL CHECKLIST**

<b>Reference Section</b>	<b>Requirement</b>	<b>Initial as submitted</b>
2.6.1	Bidder should be regularly engaged in the business of providing Bus Cleaning and Disinfecting Services. Bidder shall submit two (2) references which can verify that the Bidder is currently providing or has provided services within the past five (5) years similar to what is described in this solicitation.	
	<p>1) Reference Name: _____ Company Name: _____ Address: _____ Title: _____ Phone Number: _____ E-mail Address: _____ Length of Business Relationship: _____</p> <p>2) Reference Name: _____ Company Name: _____ Address: _____ Title: _____ Phone Number: _____ E-mail Address: _____ Length of Business Relationship: _____</p>	