

## Form 5 – Past Performance Reference

In the spaces provided below, the Respondent shall list all names under which it has operated during the past five (5) years.

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On the following pages, the Respondent shall provide information on a minimum of three (3) separate and verifiable references for contracts providing emergency material and services (similar products and services as those specified in this solicitation) with governmental entities or private sector organizations (excluding the Division of Emergency Management), that individually exceed twenty million (\$20,000,000) and/or demonstrate having a minimum of three years' experience.

The same reference may not be listed twice, and confidential references shall not be included. In the event the Respondent has had a name change since the time work was performed for a listed reference, the name under which the Respondent operated at that time must be provided in the space provided for Respondent's Name.

References that are listed as subcontractors in the response will not be accepted as references under this solicitation. Entities having an affiliation with the Respondent (i.e. currently parent, subsidiary having common ownership, having common directors, officers or agents or sharing profits or liabilities) may not be accepted as references under this solicitation.

The Division will contact each of the three (3) references provided by the Respondent to complete the Evaluation Questionnaire for references. The total number of references contacted to complete an Evaluation Questionnaire for Past Performance for any response will be three (3).

References should be available for contact during normal business hours, 8:00 AM – 5:00 PM, Eastern Time. The Division will attempt to contact each reference by telephone up to two times. In the event the contact person indicated cannot be reached following four attempts or is unwilling to provide the requested information, the Respondent will receive a score of zero (0) for that reference evaluation. The Department will not correct incorrectly supplied information.

Additionally, the Division reserves the right to contact references other than those identified by the Respondent to obtain additional information regarding past performance. Any information obtained as a result of such contact may be used to determine whether or not the Respondent is a "responsible vendor", as defined in section 287.012(24), Florida Statutes.

**Form 5 – Past Performance Reference**

**Reference #1**

**Respondent's Name:** \_\_\_\_\_

**Reference's Name:** \_\_\_\_\_

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

**Primary Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Alternate Contact Person** \_\_\_\_\_ **Alternate Phone Number:** \_\_\_\_\_

**Contract Performance Period:** \_\_\_\_\_

**Location of Services:** \_\_\_\_\_

**Contract Amount or Spend Information:** \_\_\_\_\_

**Brief description of the services performed for this reference:**

**Form 5 – Past Performance Reference**

**Reference #2**

**Respondent's Name:** \_\_\_\_\_

**Reference's Name:** \_\_\_\_\_

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

**Primary Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Alternate Contact Person** \_\_\_\_\_ **Alternate Phone Number:** \_\_\_\_\_

**Contract Performance Period:** \_\_\_\_\_

**Location of Services:** \_\_\_\_\_

**Contract Amount or Spend Information:** \_\_\_\_\_

**Brief description of the services performed for this reference:**

**Form 5 – Past Performance Reference**

**Reference #3**

**Respondent's Name:** \_\_\_\_\_

**Reference's Name:** \_\_\_\_\_

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

**Primary Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Alternate Contact Person** \_\_\_\_\_ **Alternate Phone Number:** \_\_\_\_\_

**Contract Performance Period:** \_\_\_\_\_

**Location of Services:** \_\_\_\_\_

**Contract Amount or Spend Information:** \_\_\_\_\_

**Brief description of the services performed for this reference:**