

**Fountaingrove II Open Space Maintenance Association (OSMA)
Work in Designated Area (Describe)
Vendor Response Form – Solicited as of (Specify Date)**

General Information (Section 1)

Firm Name & Address

Name:
Address:
Phone: 707 xxx-xxxx or 707 xxx-x xxx Fax: 707 xxx-xxxx E-mail:

Description of Firm – Staff size, years of experience, geographic service area, specialties, etc.

Descriptions of Firm:
Years in Business:
Type of Business: ___ Corporation CA Charter Number: Federal EIN:
Authorized Officers: Other (Describe) _____
___ Sole Proprietorship Name of Principal _____ Social Security # _____
Service Area: Sonoma County
Size of Staff: Local ___ Total ___ Local Dedicated to License: C-27 ___ D-49 ___ Other ___ (describe below)
Description of Skills, Specialties and Know How and other licenses (attach additional pages as necessary):

Arborists: Number: 1 Arborist Name(s):
ISA Certification #(s) _____
Designers: Number: N/A for this project Designer Name(s): N/A
Irrigation Skills – Describe if applicable: N/A for this project
Other Comments: Please list and describe:
(Use additional pages as necessary)

Santa Rosa Business Tax Certificate Information (Attach Proof of Certificate)

- Tax Certificate #

Tree Service and Landscape License Information (Attach Proof of Licenses)

- License Number (C-27, D-49, etc.):
- Expiration Date (s):
- License Holder – Name and role in Firm:

Pesticide License Information (Attach Proof of Licenses)

- License Number (indicate type):
- Name on License: Subcontractor will be: Name _____ Address: _____
Phone: _____ E-mail: _____ or Fax: _____
- Indicate if Licensee is a Subcontractor: Yes
- Expiration Date of License

Bonding Information – (Attach Proof for Vendor or any Subcontractor)

Bonding Company:
Bond Number:

Insurance Information – (Attach Certificate of Insurance as Proof for Vendor or any Subcontractor)

Insurance Companies: General Liability:
Workman Compensation:

References (Three, with at least one major HOA or Commercial Reference):

DEADLINE TO RECEIVE RESPONSE FORM AND BIDS:

Mail or Deliver Bids To:

Vendor Initial _____

(Section 2)

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Bid Proposal 1 – Assumes No Equipment used on Open Space, and all material hand carried to street	
\$ Cost - Part A of RFP :	\$ _____
\$ Cost - Part B of RFP :	\$ _____
TOTAL \$ COST - Part A and Part of RFP:	\$ _____
Bid Proposal 2 – Assumes Equipment used on Open Space (Submit written plan how equipment will be used)	
\$ Cost - Part A of RFP :	\$ _____
\$ Cost - Part B of RFP :	\$ _____
TOTAL \$ COST - Part A and Part of RFP:	\$ _____
Describe work crew approach (single crew, multiple crews): Attach additional pages, if necessary.	
• Supervisor - Experience, special skills, etc:	
• Describe Supervision Method (Working, Onsite, Remote, etc):	
Following is Vendor’s disclosure of any business relationships with OSMA Directors or members of the Committees and Teams of OSMA, or any gifts, products, services, or remuneration exchanged in any one year period in excess of \$50.	

Bidders are encouraged to submit additional information regarding how they plan to perform the work and manage to project. This will assist the FGII OSMA Board in evaluating your bid.

Vendor Initial _____

