

# City of Miami



CARLOS A. MIGOYA,  
City Manager

To Whom It May Concern  
Subject: Reference Letter

Name of Bidder:

The above referenced Contractor is submitting on a bid solicitation that has been issued by the City of Miami. We require that the Bidder provide written references with their Bid submission and by providing you with this document the Contractor is requesting that you provide the following reference information. We would appreciate you providing the information requested below as well as any other information your feel is pertinent:

**Name of Project:**

Scope of work: \_\_\_\_\_

Value of project: \$ \_\_\_\_\_ Date Completed: \_\_\_\_\_

Percentage of work self-performed by Contractor: \_\_\_\_\_ %

Was project completed on time & within budget:  Yes  No

If no, was the contractor at fault or contribute to the delay(s) or increased cost?  Yes  No

If yes, please provide details:

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Comments:

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Thank you for your assistance in helping us in evaluating our bid solicitation.

Name of individual completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sincerely,

Kenneth Robertson,  
Interim Director of Purchasing