



City of Miami



Daniel J. Alfonso
City Manager

To Whom It May Concern

Subject: Reference Letter

The Following Section to be Completed by the Contractor.

Name of Contractor: _____

The above referenced Contractor is responding to a Bid that has been issued by the City of Miami. The City requires that the Contractor provide written references with their Bid submission. By providing you with this document, the Contractor is requesting that you provide the following reference information. The City would appreciate you providing the information requested below, as well as any other information you feel is pertinent:

Name of Referenced Project: _____

The Following Section to be Completed by the Project Owner.

Scope of Referenced Work: _____

Did the Scope involve the construction, installation, repair and/or replacement of a storm water pump station? Yes No

Value of Project: \$_____ Date Completed: _____

Percentage of physical construction Work self-performed by Contractor: _____ %

Was Project completed on time and 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:

Comments:

Name of Project Owner: _____ Date: _____

Signature of Project Owner's Representative: _____

Title: _____

Telephone: _____ E-mail: _____

Sincerely,

Annie Perez, CPPO, Director
Department of Procurement