

## EXHIBIT D - VENDOR INFORMATION FORM

Complete all the listed items, answer questions, and include any additional information that describes your company services, and the people in your team.

1. Business Name:
2. Business Address:
3. Physical Address:
4. Phone number:
5. Email address:
6. Fax number:
7. Names and titles of all officers of the company:
8. Is your company a Corporation, Sole Proprietorship or Partnership?
9. Payee and remittance address that will appear on invoices:
10. Employee Tax ID #:
11. Social Security #:
12. Business License #:
13. List types of and Contractor Licenses #:
14. Length of time your firm has been in business:
15. Total number of employees:
16. Specify number of employees full time and part time:
17. What benefits do you provide to your employees? CAN WE//SHOULD WE ASK?
18. Do you have a full time irrigation specialist or irrigation technician? If no, how many hours a week does this person work for your company?
19. Identify personnel to be assigned to the Riverwood HOA Landscape Maintenance contract and out of contract work. i.e. Supervisor, Foreman, Laborer, Groundskeeper/Porter, Irrigation Technician, etc. and their qualifications including length of time working for you company. (Attach additional page labeled Personnel).
20. What are the proposed hours and days for your weekly work schedule for Riverwood?
21. Can you provide 24/7 emergency services to Riverwood including holidays and Sundays?
22. Do you plan to store any equipment or vehicles in the Riverwood landscape maintenance area? If yes, please explain.
23. Provide three company references that you provided landscape maintenances services to within in the past 5 years. Prefer for these references to be HOA's or landscape maintenance similar to Riverwood. (Attach additional page labeled References and include name of association, contact person with phone number and email address).