

**England's Pleasant View
Homeowner's Association**

PO Box 16651
Missoula, MT 59808
Email: groundscommittee@pleasantviewhomes.org

REQUEST FOR PROPOSALS

Snow Removal Services

**Issued on:
September 4th, 2013**

**Due Date:
5:00 PM, October 4th**

SECTION I – INTRODUCTION and INTENT of RFP:

Notice to Vendors

The England Pleasant View Homeowner's Association board of directors, known hereafter as PV HOA, will be accepting sealed bids from experienced, qualified vendors who specialize in commercial snow removal focused on sidewalks and alleyways.

REQUEST FOR PROPOSAL Snow Removal Services PV HOA

Proposals must be received in sealed envelopes by certified US mail by **5:00 PM, OCTOBER 4, 2013**. Complete specifications and instructions are attached herewith.

The PV HOA plans to contract snow removal for all sidewalks and alleyways in the Pleasant View community.

We expect the selected Contractor to begin work on October 23rd, 2013.

Proposal documents may be obtained from Bill McGlynn at groundscommittee@pleasantviewhomes.org

Complete proposals shall be submitted in a sealed envelope that identifies the Contractor's name, address, and other pertinent contact information.

Submission of a proposal signifies the Contractor's agreement that its proposal and the content therein are valid and will become part of the contract that is negotiated between PV HOA and the successful Contractor. All prices submitted within the proposal shall remain in effect for the contract period.

SECTION II – SCHEDULE:

PV HOA

Snow removal services Request for Proposal schedule

September 4th, 2013	RFP notices e-mailed, mailed to potential Contractors, placed on PV HOA website, and placed in the Missoula Independent classifieds.
5:00 PM, October 4th, 2013	Proposal receipt deadline. All proposals are due by 5:00 PM, October 4 th , 2013. No late proposals will be accepted.
October 21st, 2013	Grounds Committee presents recommendation to Board
October 22nd, 2013	Vendor is notified of award decision.
October 23rd, 2013	Contract term begins.

SECTION III -- BACKGROUND:

PV HOA is soliciting proposals for the removal of snow on homeowners' sidewalks; PV HOA owned sidewalks and mailbox pads, and alleyways

SECTION IV -- GENERAL CONDITIONS and FINANCIAL PROVISIONS:

CONTRACTOR QUALIFICATIONS: The successful Contractor must be properly licensed to do business within Missoula County and the State of Montana. The successful Contractor shall have been in the snow removal business for a minimum of two (2) years. The Contractor shall have a person available during normal business working hours to address any problems or complaints.

PRICING: The Contractor warrants that the pricing stated within its proposal shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract.

TERMS OF CONTRACT: The initial contract term will be from October 23rd, 2013 through March 31, 2013. Upon board approval, the contract will be renewable on an annual basis for up to three (3) additional fiscal years.

CONTRACT AGREEMENT: All subsequent contract agreements as a result of an award hereunder, shall incorporate all terms, conditions, and specifications contained herein, and in response hereto, unless mutually amended by HOA and Contractor in writing.

SIGNED PROPOSAL CONSIDERED AN OFFER: Receipt of a signed proposal shall be considered an offer on the part of the Contractor. The terms, conditions and specifications of this proposal will become part of the contract, if the proposal shall be deemed approved and accepted by PV HOA. In the event of a default on the part of the Contractor after acceptance, PV HOA may take such action as it deems appropriate including legal action for damages on specific performance.

PAYMENT TERMS: Payment terms are NET 30 days following receipt of correct detailed invoice. All functions as described below must be detailed in the bill. Invoices must be submitted after work is completed to:

England's PV HOA
PO Box 16651
Missoula MT, 59808

PV HOA is responsible for all payments to the Contractor under this contract.

SUBCONTRACTING: The Contractor shall not have the right or power to assign, subcontract, or transfer interest in this contract without the prior approval of the PV HOA board of directors stipulated in writing.

CHANGES: PV HOA shall have the right, at any time, to alter the specifications to meet increased or decreased needs. If any such changes cause an increase or decrease in the cost or the time required for the performance, or otherwise affects any other provision of this agreement, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly.

AVAILABILITY OF FUNDS: Any and all payments to the Contractor shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this proposal.

NON-DISCRIMINATION: The Contractor shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin or disability.

GOVERNING LAWS: This contract is made under and shall be governed and construed in accordance with the laws of the State of Montana.

ADVERTISING: In submitting a proposal to PV HOA, the Contractor agrees not to use the results of their proposal as a part of any commercial advertising without prior written approval of PV HOA.

CONFIDENTIALITY OF PROPOSALS: In submitting a proposal the Contractor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of current PV HOA board members until after the award of the contract. Contractors not in compliance with this provision may, at the option of PV HOA, be disqualified from contract award. Only discussions authorized by PV HOA are exempt from this provision.

ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.

COST FOR PROPOSAL PREPARATION: Any costs incurred by Contractors in preparing or submitting proposals are the Contractors' sole responsibility. PV HOA will not reimburse any Contractor for any costs incurred prior to award of this contract.

TIME FOR ACCEPTANCE: Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days following the due date of October 4th, 2013. Although the contract is expected to be awarded prior to that time, the 90-day period is required to allow for unforeseen delays.

RIGHT TO SUBMITTED MATERIAL: All responses, inquiries, or correspondence relating to or in reference to this Request for Proposals, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Contractors shall become the property of PV HOA when received.

COLLUSIVE BIDDING: The vendor's signature on the PV HOA "Request for Proposal (RFP)" is a guarantee that the prices quoted have been arrived at without collusion with other eligible Contractors and without effort to preclude PV HOA from obtaining the lowest possible competitive price.

GENERAL INDEMNITY: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify PV HOA, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of PV HOA or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by PV HOA or PV HOA board members from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against PV HOA or PV HOA board members based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability insurance requirements. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

CONFLICT OF INTEREST: All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also a member of the PV HOA. Preference will be neither given nor contract denied because of membership. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

ERRORS AND OMISSIONS: The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify PV HOA of any omissions or errors found in this document.

INSURANCE COVERAGE: During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** - The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Montana, as well as employer's liability coverage with minimum limits of no less than One Hundred Thousand Dollars, for bodily injury per accident. This insurance must include and cover all of the Contractor's employees who are engaged in any work under this contract.
- **General Liability** – The Contractor shall provide and maintain General Liability Coverage at a rate no less than One Million Dollars per occurrence, Two Million Aggregate, for bodily injury, personal injury and property damage.
- **Automobile** - Automobile Liability Insurance to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with this contract. The contractor shall provide and maintain the minimum combined single limit of One Million Dollars for bodily injury and property damage with uninsured/underinsured motorist and medical payment.

INSURANCE REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Montana. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Montana. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Montana laws. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

OTHER INSURANCE PROVISIONS: The policy or policies are to contain, or be endorsed to contain, the following provisions:

- A. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.
- B. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after 30 days written notice.

The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add PV HOA as a rider / Certificate Holder to their insurance policy.

PROPOSAL OPENING: The proposal deadline is **5:00 PM OCTOBER 4th, 2013**. Thereafter, the PV HOA Grounds Committee will review all received applications. They will make their recommendation to the entire PV HOA board at the next regularly scheduled meeting. At that time the name of the Contractor and the cost(s) offered will be announced. However, it must be noted that these costs and their components are subject to further evaluation for completeness and correctness. Therefore, the cost(s) announced at that time may not be an exact indicator of the Contractor's pricing position. Neither can the assumption be made that the Contractor with the lowest price offered will be awarded the contract. See "**EVALUATION CRITERIA**" and "**AWARD OF BID**" for further explanation on the components involved with the award of this contract.

EVALUATION CRITERIA: PV HOA, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. The proposals will be evaluated on a "best overall value" basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractors ability to follow the specifications, the Contractor's ability to provide a team of skilled, trained employees, the Contractors experience with similar projects and the Contractors responses to "Mandatory Issues". In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

PV HOA reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. PV HOA reserves the unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of PV HOA.

REFERENCE TO OTHER DATA: Only information which is received in response to this Request for Proposals will be evaluated. Reference to information previously submitted shall not be evaluated.

AWARD OF BID: PV HOA, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Price will be a major consideration but will not be the entire determining factor in our selection. The award of this contract will be based and granted on “**BEST VALUE.**” “**BEST VALUE**” will allow PV HOA to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. “**BEST VALUE**” will permit and reflect prudent stewardship of funds and trust. Award of the contract to one Contractor does not mean that the other proposals lacked merit. Award of the contract signifies that after all factors have been considered, the selected proposal was deemed most advantageous to PV HOA.

NOTIFICATION OF AWARD: After all prerequisites and specifications have been met by the Contractor and the award for lawn care and maintenance services has been made, the successful Contractor will be notified within ten(10) working days of this award. PV HOA will notify the successful Contractor in writing, either by a LETTER OF AWARD or a PURCHASE ORDER or both. VERBAL NOTIFICATION OF THE AWARD OF THIS CONTRACT IS NOT CONSIDERED A RELIABLE MODE OF NOTIFICATION AND, THEREFORE, WILL NOT BE RECOGNIZED AS AN OFFICIAL NOTIFICATION.

TERMINATION FOR CAUSE: PV HOA reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract in a timely manner shall constitute sufficient grounds to terminate this contract for cause. Should PV HOA elect to terminate this contract for cause, PV HOA will notify the Contractor 30 days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by PV HOA.

TERMINATION WITHOUT CAUSE: PV HOA and the Contractor may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date.

SECTION V – EMPLOYEE GUIDELINES:

DRUG POLICY: The Contractor certifies that it maintains a drug free workplace environment to ensure worker safety and workplace integrity.

AUTHORIZED PERSONNEL: During performance of these services, the Contractor’s employees are not to be accompanied in the work area by acquaintances, family members, associates or any other person(s) who are not a current, authorized employee(s) of the Contractor.

EMPLOYEE GUIDELINES: The Contractor shall use only qualified personnel to provide the required services.

SECTION VI – SAFETY

SAFETY: The Contractor and any persons employed by the Contractor shall be required to adhere to all OSHA requirements and regulations that apply while performing any part of the work listed under the title “Scope of Work”. The Contractor and any persons employed by the Contractor shall be required to wear all safety items as required by OSHA regulations while performing any part of the work listed under the title “Scope of Work.”

State and Federal Regulations: The Contractor shall perform all work in accordance with State and Federal safety regulations in regards to work zones, work areas, equipment, vehicles, tools and supplies. The Contractor shall provide all necessary and required work zone protective devices and traffic channeling devices as required under State and Federal safety regulations.

Public Safety: The Contractor shall protect the safety and convenience of the general public. The Contractor shall perform work as needed and necessary to protect the general public from hazards.

SECTION VII -- SPECIAL CONDITIONS:

FACILITY: It is up to the contractor to tour the Pleasant View community and inspect the lands to be serviced before submitting a proposal. It is the contractor’s responsibility to verify all information in order to appropriately bid this proposal.

CONTRACTOR SUPERVISION: The Contractor or the Contractor’s authorized agent shall make sufficient routine inspections to ensure the lawn care and maintenance work is performed as required by the contract. The Contractor and the Contractor’s authorized agent must be literate and fluent in the English language, because of the necessity to read chemical labels, job instructions and signs, as well as the need for conversing with PV HOA

SNOW DEPTH ACCURACY: Snow will be measured with a metal ruler provided by PV HOA on the common sidewalk adjacent to Bailey’s Coffee Store and at one random location on PV HOA property to provide an average snow depth. A photo of the two snow depths will be taken, dated, and archived for auditing purposes. These will be available at the request of PV HOA.

ICE MELT: The chemical makeup of ice melt shall be one that creates the least amount of harm to the concrete surface while still providing the necessary benefits.

SECTION VIII – PROPOSAL INFORMATION:

- Proposals for lawn care and maintenance services must be received by **5:00 PM, October 4th, 2013.** **Proposals must be submitted by certified US mail.** PV HOA must receive all proposals at the following location **PRIOR** to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered.
- Each proposal must be submitted in a sealed envelope, addressed to:

England’s Pleasant View Homeowners Association
PO Box 16651
Missoula, MT 59808
- **Proposals shall be submitted in a sealed envelope that identifies the Contractor’s name, address, and other pertinent contact information.**
- All proposals must be submitted on the required forms. All blank spaces for bid prices must be completed in ink or typewritten. The Bid Forms must be completed, signed, and dated by an official of the company authorized to bind the firm. Unsigned proposals will not be considered.

- Questions regarding this RFP must be received in writing no more than seven days prior to proposal due date. Questions will be sent to: groundscommittee@pleasantviewhomes.org
- All locations must be bid individually
- **The successful Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, the size and scope of the land, which can affect the work or the cost thereof.** Accuracy of the Contractors proposal should be based on site visitations and a careful review of the RFP specifications. After proposals have been submitted, the Contractor shall not assert there was a misunderstanding concerning the quantity or nature of the work to be performed in an effort to alter their responsibility to successfully perform work or will require additional compensation from the PV HOA.
- The Contractor to whom this project is awarded shall execute a written contract with PV HOA to perform the work as outlined in these specifications and in accordance with all the conditions as described in this RFP.
- The Contractor and their employees are expected to be trained and experienced in snow removal on a large scale. When submitting a proposal, the Contractor should include a statement of experience where snow removal services have been performed in similar work situations and environments.
- PV HOA may make such investigations deemed necessary to determine the ability of the Contractor to perform the services outlined in these specifications. If requested, the Contractor shall provide PV HOA with all such information and data for this purpose. PV HOA reserves the right to reject any proposal if the evidence submitted by or derived from an investigation of such Contractor fails to satisfy PV HOA that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work specified in this RFP.
- A conditional or qualified proposal will not be accepted.

SECTION X -- SCOPE OF WORK:

CONTRACTOR RESPONSIBILITIES: The chosen Contractor shall provide the management, supervision, and manpower necessary to provide the snow removal services, as detailed in this proposal. All work shall be performed in a professional and workmanlike manner.

1. This contract is for one (1) year with renewal options for three (3) additional one (1) year periods.
2. Services for each function must be bid individually on the bid sheet. One contract will be awarded for all functions.
3. The Grounds Committee Member, Bill McGlynn, shall be the point of contact regarding services to be performed. He can be reached at groundscommittee@pleasantviewhomes.org.

. All equipment shall be supplied by the Contractor.

The successful Contractor shall be prepared to perform the following services, according to the work schedule outlined in the specifications below. See attached map which identifies the distinct areas.

*****ALL WORK SHALL COMPLY WITH 12.16 OF THE MISSOULA MUNICIPAL CODE AS WRITTEN OR AMENDED*****

FUNCTION 1:

ALL SIDEWALKS LOCATED WITHIN THE PLEASANT VIEW SUBDIVISION

- All sidewalks will have snow removed at 1.5 inches or when the snowfall has stopped, whichever later, but plowing will commence regardless when snow accumulations have reached 3.5 inches.
- All sidewalk areas including access ramps will have snow removed from no less than 80% (4 ft) of the 5 ft. sidewalks.
- The snow shall be deposited on the boulevards in front of homes whenever possible with care taken not to damage lawns or underground sprinklers. Snow will be pushed into front lawns only when no other option is available.
- Concrete pads around cluster mailboxes will have snow removed and ice melt distributed upon the area.

FUNCTION 2:

COMMON SIDEWALKS

- If snowfall fails to reach 1.5 inches **BUT** snowfall accumulations are greater than 1 inch, snow shall be removed from common area sidewalks and concrete pads around cluster mailboxes owned by PV HOA. Ice melt will be distributed around the cluster mailboxes.

FUNCTION 3:

ALLEYWAYS

- Alleyways and their entrances will be plowed when snow reaches 4 inches. Berms created on sidewalks from the plow truck will be removed.

FUNCTION 4:

ADDITIONAL WORK

- This may include, but is not limited to, removing berms created by city plows or removing other snow obstacles that have been created by other circumstances that impeded PV homeowners.
- Additional work will be assigned by point of contact, Bill McGlynn.

PLEASE RETURN THE FOLLOWING PAGES

SECTION XI -- CONTRACTOR INFORMATION:

1. Owner of the Company _____
2. Location of the Company _____
3. List the number of years in business _____
 - Have you ever operated under another name? _____
4. Do you own property located within the Pleasant View subdivision? _____
5. Is your business full or part-time? _____
6. List the number of people employed on a regular basis. _____
7. Do you maintain an office that is staffed during normal daily working hours?

8. Who is PV HOA's contact person in the event your firm is awarded the contract?

E-mail Address: _____

9. List at least four (4) references other than individual homeowners for which your company has provided snow care services within the past two (2) years.

Company Name	Contact Name	Telephone Number

England's Pleasant View Homeowner's Association

PO Box 16651, Missoula, MT 59808

REQUEST FOR PROPOSAL (RFP)

RFP TITLE:

Snow Removal Services

Issue Date:

September 4th, 2013

Contact:

Bill McGlynn

groundscommittee@pleasantviewhomes.org

PROPOSAL DUE DATE & TIME:

5:00 PM, OCTOBER 4th, 2013

NOTE: Proposals received after the due date and time will not be accepted.

PV HOA solicits your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. The RFP must be sealed and delivered by certified US mail to: England's Pleasant View Homeowner's Association, PO Box 16651, Missoula, MT 59808 before the RFP deadline. PV HOA will not be responsible for late or lost bids by the U.S. Postal office. Proposals may not be withdrawn for a period of ninety (90) days after the bid opening unless otherwise specified.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (FEIN): _____

TELEPHONE NUMBER: _____

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR

AUTHORIZED SIGNATURE: _____

TYPED OR PRINTED NAME: _____

TITLE: _____ DATE: _____

Snow Removal Services

PROPOSAL FORM

PART I: Proposal

Please submit the total bid amount to perform snow removal services per service provided as specified in this RFP.

Function 1: All Sidewalks

Price per Occurrence: _____

Function 2: Common Sidewalks

Price per Occurrence: _____

Function 3: Alleyways

Price per Occurrence: _____

Function 4: Additional work

Hourly charge for additional work: _____

PART II: Cost Proposal/Execution of Proposal

By submitting this proposal, the potential Contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The Contractor must obtain insurance certificates as required within 10 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The Contractor has visited the sites and is aware of prevailing conditions associated with performing these services.
- The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.
- Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions in this RFP at the prices quoted, if this proposal is accepted within 90 days from the date of the closing.

CONTRACTOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

E-MAIL: _____

BY: _____

Signature

Typed or printed name

Title

Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

