



**REQUEST FOR PROPOSAL
RFP 2009-008**

ADDENDUM NO. 5

To: Prospective Bidders

From: John N. Tortelli
Cooperative Educational Services

Date: January 2, 2009

CES has received the following questions regarding RFP 2009-008 by e-mail. Please accept the following as responses to the questions submitted.

Submitted by: Michael B. Maestas, Chief Operations Officer
Ardham Technologies, Inc.

Question 1:

In an effort to fully meet CES requirements for Form I, please clarify the following:

- a. Are Offerors required to submit a copy of Form I for each of the manufacturers represented?
- b. Are Offerors required to submit 5 references for each manufacturer proposed?
- c. If so, are these references required solely to be the dealer's own clients or are manufacturer's references also accepted?
- d. If 5 references are required for each manufacturer proposed, would CES consider accepting fewer than 5 references for some manufacturers proposed?

Response 1:

- Response to a: The Offeror will need to provide a Form I for each of the manufactures they will represent in their proposal.
- Response to b: You can submit up to 5 references for each manufacture. The same reference can be used for multiple manufactures if applicable.
- Response to c: Both references can be used.
- Response to d: See the response to “b”.

Question 2:

In reference to Form I - MANUFACTURER'S REPRESENTATIVE FORM on page 117 of the RFP, some manufacturers provide their products and warranty through distribution channels and it is common practice to resell these products without reseller certification. Will CES accept representation of this type products that do not require dealership or authorization from manufacturer?

Background:

I. Instructions to Offeror, E. Listing of General Terms and Conditions, Manufacturer's Representative, Page 32 and Warranty/Quality Guarantee page 43-44.

Manufacturer's Representative: Dealers, distributors and installers of high technology electrical/mechanical systems and equipment, who, if permitted by the Scope of Work, submit an offer as a manufacturer's representative, must be able to provide documented evidence from and/or between it and the manufacturer certifying that the Offeror is a bona fide manufacturer's agent for the specific products/services proposed, the Offeror is authorized to submit an offer on such products/services, and a guarantee that should the Offeror fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume and discharge such obligations or provide for their competent assumption by one or more bona fide representatives for the balance of the contract period. Offerors of software, mechanical devices, electrical products/systems and other commodities that make up systems/networks must be able to provide the same information from a manufacturer.

Warranty/Quality Guarantee: The Offeror warrants that all equipment, supplies, materials and services delivered under this solicitation conforms to the specifications of this solicitation and/or the specifications as defined in individual projects performed under this solicitation. The manufacturer has the primary responsibility to honor a manufacturer's warranty. The Offeror must agree to assist the Member in reaching a solution regarding a dispute with the manufacturer over a warranty's terms and comply with the following:

1. Contractor warrants that any equipment or material supplied to CES or its Members will conform to all requirements of the contract and all representations of contractor and will be fit for all purposes and uses required and defined in each individual project. All work performed, equipment and materials must carry a minimum 12-month manufacturer's/ contractor's warranty that includes parts, labor and reimbursable expenses.
2. Unless modified elsewhere in this solicitation, contractor warrants that for one (1) year after acceptance of the individual project, the work performed, equipment and/or materials provided to the Member will be:
 - a. Of a quality to pass without objection in the industry or trade normally associated with them.
 - b. Fit for the intended purpose(s) for which they are being purchased and/or being used;
 - c. Of even kind, quantity and quality within each unit and among all units, in the variations permitted by the contract;
 - d. Adequately contained, packaged and marked as the contract may require; and
 - e. Conform to the written promises or affirmations of fact made by contractor.
3. Any extended manufacturer's warranty that is obtained to meet the 12-month requirement will be passed to the Member without exception. CES reserves the right to cancel the contract if

contractor charges the Member for any product and/or services received at no cost under a warranty.

Response 2:

The Offeror will need to provide documentation that if warranty and support services are required by a CES Member the manufacture will honor the warranty and support service agreements for the products and service that the Offeror will be providing in their proposal.

Question 3:

In reference to RFP 2009-008, Category 1: Categorical Scope of Work, Item 13B, It is clearly stated that those Offerors who are responding to Category 1, Network Installation services require a series of electrical and general contractor licenses. Installation of network infrastructure including router/switch/server does not require those licenses. By "to install Network and Network Infrastructure", are you referring to "Layer one physical cabling" services only?

Response 3:

You will need to follow applicable New Mexico Building code for the installation of network infrastructure for router, servers, switches and cabling. If the building code required construction activities then the appropriate contractor license is required. Example: **ES-3. Low voltage special systems (under 50 volts).** "Public address or other sound, voice communication systems normally involving low energy signal circuits. Also, electrical burglar and fire alarm systems, computer data systems, one and two family and multifamily dwelling telephone systems and cable TV systems normally involving coaxial cable for the purpose of transmitting R.F. signals and other intelligence by wire and cable. Includes other low voltage specialty systems such as, but not limited to, door and gate operated control circuits, and temperature control circuits. An installer of TVROs (dishes) is not required to have a contractor's license when the installation is in a single-family dwelling and does not require the use of 120 volts for tracking."

Question 4:

The Category 1 Categorical Scope of Work item 13. B. states that the required licenses must be held by the Offeror or qualifying party must be on the Offerors payroll and cannot be a subcontractor. In regards to our proposal, the license requirements arise in cabling and electrical work that our proposed subcontractor would perform. Our subcontractor is a reputable firm and the licensed team members are our subcontractor's employees. As the prime contractor we do not hold the required licenses directly. Does this mean that we may not propose electrical and cabling services in response to this RFP?

Background:

1978 New Mexico State Statutes 60-13-3, 60-13-12

60-13-3. Definition; contractor.

As used in the Construction Industries Licensing Act [60-13-1 NMSA 1978], "contractor":

- A. means any person who undertakes, offers to undertake by bid or other means or purports to have the capacity to undertake, by himself or through others, contracting. Contracting includes constructing, altering, repairing, installing or demolishing any:
- (1) road, highway, bridge, parking area or related project;
 - (2) building, stadium or other structure;
 - (3) airport, subway or similar facility;

- (4) park, trail, bridle path, athletic field, golf course or similar facility;
 - (5) dam, reservoir, canal, ditch or similar facility;
 - (6) sewerage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility;
 - (7) sewerage, water, gas or other pipeline;
 - (8) transmission line;
 - (9) radio, television or other tower;
 - (10) water, oil or other storage tank;
 - (11) shaft, tunnel or mining appurtenance;
 - (12) leveling or clearing land;
 - (13) excavating earth;
 - (14) air conditioning, conduit, heating or other similar mechanical works;
 - (15) electrical wiring, plumbing or plumbing fixture, consumers' gas piping, gas appliances or water conditioners; or
 - (16) similar work, structures or installations which are covered by applicable codes adopted under the provisions of the Construction Industries Licensing Act;
- B. includes subcontractor and specialty contractor;
- C. includes a construction manager who coordinates and manages the building process; who is a member of the construction team with the owner, architect, engineer and other consultants required for the building project; and who utilizes his skill and knowledge of general contracting to develop schedules, prepare project construction estimates, study labor conditions and advise concerning construction; and
- D. does not include:
- (1) any person who merely furnishes materials or supplies at the site without fabricating them into, or consuming them in the performance of, the work of a contractor;
 - (2) any person who drills, completes, tests, abandons or operates any petroleum, gas or water well; or services equipment and structures used in the production and handling of any product incident to the production of any petroleum, gas or water wells, excluding any person performing duties normally performed by electrical, mechanical or general contractors; or who performs geophysical or similar exploration for oil, gas or water;
 - (3) a public utility or rural electric cooperative that constructs, reconstructs, operates or maintains its plant or renders authorized service by the installation, alteration or repair of facilities, up to and including the meters, which facilities are an integral part of the operational system of the public utility or rural electric cooperative; provided that the construction of a building by a public utility or rural electric cooperative or the installation or repair of any consumer gas or electrical appliance not an integral part of the operational system makes a public utility or rural electric cooperative a contractor for that purpose;
 - (4) a utility department of any municipality or local public body rendering authorized service by the installation, alteration or repair of facilities, up to and including the meters, which facilities are an integral part of the operational system of the utility department of the municipality;
 - (5) any railroad company;
 - (6) a telephone or telegraph company or rural electric cooperative that installs, alters or repairs electrical equipment and devices for the operation of signals or the transmission of intelligence where that work is an integral part of the operation of a communication system owned and operated by a telephone or telegraph company or rural electric cooperative in rendering authorized service;

- (7) a pipeline company that installs, alters or repairs electrical equipment and devices for the operation of signals or the transmission of intelligence where that service is an integral part of the operation of the communication system of that pipeline company and is not for hire or for the use of the general public, or any pipeline company which installs, alters or repairs plumbing fixtures or gas piping where the work is an integral part of installing and operating the system owned or operated by the pipeline company in rendering its authorized service;
- (8) any mining company, gas company or oil company that installs, alters or repairs its facilities, including plumbing fixtures or gas piping, where the work is an integral part of the installing or operating of a system owned or operated by the mining company, gas company or oil company; provided the construction of a building by a mining company, a gas company or an oil company is required to be done in conformity with all other provisions of the Construction Industries Licensing Act and with orders, rules, regulations, standards and codes adopted pursuant to that act;
- (9) a radio or television broadcaster who installs, alters or repairs electrical equipment used for radio or television broadcasting;
- (10) an individual who, by himself or with the aid of others who are paid wages and who receive no other form of compensation, builds or makes installations, alterations or repairs in or to a single-family dwelling owned and occupied or to be occupied by him; provided that the installation, building, alteration or repair is required to be done in conformity with all other provisions of the Construction Industries Licensing Act [60-13-1 NMSA 1978] and with the orders, rules, regulations, standards and codes adopted pursuant to that act;
- (11) a person who acts on his own account to build or improve a single-family residence for his personal use, including the building or improvement of a free standing storage building located on that residential property; provided that the construction or improvement is required to be done in conformity with all other provisions of the Construction Industries Licensing Act and with the orders, rules, regulations, standards and codes adopted pursuant to that act; and provided further that he does not engage in commercial construction;
- (12) a person who, by himself or with the aid of others who are paid wages and receive no other form of compensation, builds or makes installations, repairs or alterations in or to a building or other improvement on a farm or ranch owned, occupied or operated by him, or makes installations of electrical wiring that are not to be connected to electrical energy supplied from a power source outside the premises of the farm or ranch owned, occupied or operated by him; provided that the state codes and any local codes adopted pursuant to Subsection F of Section 60-13-44 NMSA 1978 shall not require any permits or inspections for such construction on a farm or ranch except for electrical wiring to be connected to a power source outside the premises;
- (13) an individual who works only for wages;
- (14) an individual who works on one undertaking or project at a time that, in the aggregate or singly, does not exceed seven thousand two hundred dollars (\$7,200) compensation a year, the work being casual, minor or inconsequential, such as handyman repairs; provided that this exemption shall not apply to any undertaking or project pertaining to the installation, connection or repair of electrical wiring, plumbing or gas fitting as defined in Section 60-13-32 NMSA 1978 and provided:
 - (a) the work is not part of a larger or major operation undertaken by the same individual or different contractor;
 - (b) the individual does not advertise or maintain a sign, card or other device which would indicate to the public that he is qualified to engage in the business of contracting; and

- (c) the individual files annually with the division, on a form prescribed by the division, a declaration substantially to the effect that he is not a contractor within the meaning of the Construction Industries Licensing Act [60-13-1 NMSA 1978], that the work he performs is casual, minor or inconsequential and will not include more than one undertaking or project at one time and that the total amount of such contracts, in the aggregate or singly, will not exceed seven thousand two hundred dollars (\$7,200) compensation a year;
- (15) any person, firm or corporation that installs fuel containers, appliances, furnaces and other appurtenant apparatus as an incident to its primary business of distributing liquefied petroleum fuel;
- (16) a cable television or community antenna television company that constructs, installs, alters or repairs facilities, equipment, cables or lines for the provision of television service or the carriage and transmission of television or radio broadcast signals;
- (17) any weatherization project not exceeding two thousand dollars (\$2,000) that has been approved and is administered by a federal or state agency; or
- (18) a person who performs work consisting of short-term depreciable improvements to commercial property to provide needed repairs and maintenance for items not covered by building codes adopted by the construction industry commission if the total amount paid the person for the work on a single undertaking, including materials, services and wages of those who work for him, does not exceed the sum of five thousand dollars (\$5,000).

60-13-12. Contractor's license required.

- A. No person shall act as a contractor without a license issued by the division classified to cover the type of work to be undertaken.
- B. No bid on a contract shall be submitted unless the contractor has a valid license issued by the division to bid and perform the type of work to be undertaken; provided this subsection shall not prohibit a licensed contractor from bidding or contracting work involving the use of two or more trades, crafts or classifications if the performance of the work in the trades, crafts or classifications other than the one in which he is licensed is incidental or supplemental to the performance of the work in the trades, crafts or classifications for which he is licensed; and further provided that work coming under the jurisdiction of the mechanical bureau or the electrical bureau of the division must be performed by a contractor licensed to perform that work.
- C. Any contractor may bid on a New Mexico highway project involving the expenditure of federal funds prior to making application to the division for a license. The contractor, if he has not previously been issued a license, shall upon becoming the apparent successful bidder apply to the division for a license. The director shall issue a license to the contractor in accordance with the provisions of the Construction Industries Licensing Act [60-13-1 NMSA 1978].

Response 4:

To bid or propose on a public works project in the State of New Mexico, a offeror must have a valid contractors license as required in 1978 NMSA 60-13-12A and no bid can be submitted without having a contractor license are required in 1978 NMSA 60-13-12B. In 1978 NMSA 60-13-3 provided the definition for a contractor in New Mexico.

In the case that an Offeror, who does not hold the required contractors license, and enters into a contractual relationship with a person or organization that hold a valid contractor license both parties will need to be responsible for the performance of any agreement entered into between CES and its Members.

The Offeror will need to provide supporting documentation of the contractual relationship in the proposal submission.

Question 5:

Are Offerors allowed to propose some products and services that are not e-rate eligible but are complimentary to those that are eligible? The question has relevance in the likely event that a CES Member might like to purchase e-rate ineligible items from their trusted e-rate vendor, hence affording an opportunity to access the vendor's products and services outside e-rate eligibility and/or providing continuity to the established relationship. This will also provide for additional utilization of the CES contract vehicles.

Background:

I. Instructions to Offeror, E. Listing of General Terms and Conditions, Peripheral Items, page 36.

Peripheral Items: Offeror can include various peripheral products and software that function with the primary offering.

Response 5:

With the current E-rate regulations some products and services depending upon the application may be only partially eligible for e-rate. The Offerors can propose product and services that are not e-rate eligible as optional items. These products and services must be clearly identified in and submitted in Tab 6 of your proposal for Category 1.

Question 6:

This may have been asked too many times as there was a clarification in Addendum 2 indicating that CES does not require bonds for those vendors who will not perform construction services. However, there are references to both a "bid bond" (see below), and "performance bonds". As a vendor who will propose no construction service proposed, are we required to submit the following?

F. SPECIAL SOLICITATION SECURITY

1. CES has determined that, for this proposal, it will require a bid bond in the amount of Twenty-Five Thousand Dollars (\$25,000). It must accompany the RFP submittal and be placed behind Tab 1.

2. Acceptable bid security, which must be provided with the submission of the initial offer, will be an amount equal to that specified above, or an annual or one-time bid bond underwritten by a surety company licensed to issue bid bonds in New Mexico. Bid security can be provided using a form similar to the New Mexico State Procurement Department, with the principal being the prime contractor and CES being the Agency of Record.

Background:

1978 New Mexico State Statutes 13-1-40, 13-1-146, 13-1-148.1 & 13-4-18;

13-1-40. Definition; construction.

A. "Construction" means building, altering, repairing, installing or demolishing in the ordinary course of business any:

- (1) road, highway, bridge, parking area or related project;
- (2) building, stadium or other structure;
- (3) airport, subway or similar facility;
- (4) park, trail, athletic field, golf course or similar facility;
- (5) dam, reservoir, canal, ditch or similar facility;
- (6) sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility;
- (7) sewage, water, gas or other pipeline;
- (8) transmission line;
- (9) radio, television or other tower;
- (10) water, oil or other storage tank;
- (11) shaft, tunnel or other mining appurtenance;
- (12) electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners;
- (13) air conditioning conduit, heating or other similar mechanical work; or
- (14) similar work, structures or installations.

B. "Construction" shall also include:

- (1) leveling or clearing land;
- (2) excavating earth;
- (3) drilling wells of any type, including seismographic shot holes or core drilling; and
- (4) similar work, structures or installations

13-1-146. Requirement for bid security.

Bid security shall be required of bidders or offerors for construction contracts when the price is estimated by the procurement officer to exceed twenty-five thousand dollars (\$25,000). Bid security in an amount equal to at least five percent of the amount of the bid shall be a bond provided by a surety company authorized to do business in this state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the state agency or a local public body.

13-1-148.1. Bonding of subcontractors.

A subcontractor shall provide a performance and payment bond on a public works building project if the subcontractor's contract for work to be performed on a project is one hundred twenty-five thousand dollars (\$125,000) or more.

13-4-18. Construction contract performance and payment bonds.

A. When a construction contract is awarded in excess of twenty-five thousand dollars (\$25,000), the following bonds or security shall be delivered to the state agency or local public body and shall become binding on the parties upon the execution of the contract. If a contractor fails to deliver the required performance and payment bonds, the contractor's bid shall be rejected, its bid security shall be enforced to the extent of actual damages. Award of the contract shall be made pursuant to the Procurement Code [13-1-28 NMSA 1978] in the following manner:

- (1) a performance bond satisfactory to the state agency or local public body, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; and

- (2) a payment bond satisfactory to the state agency or local public body, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract.
- B. The state purchasing agent or the central purchasing office may reduce the amount of the performance bond required prior to solicitation to not less than fifty percent of the contract price if it is determined to be less costly or more advantageous to the state agency or local public body to self-insure a part of the performance of the contractor.
- C. The state purchasing agent or the central purchasing office may reduce the amount of the payment bond required prior to solicitation of not less than fifty percent of the contract price if it is determined that it is in the best interest of the state agency or local public body to do so. Factors to be considered in order to make such a determination include, but are not limited to:
 - (1) the value and number of subcontracts to be awarded by the contractor; and
 - (2) the value of the contract.
- D. Nothing in this section shall be construed to limit the authority of the state agency or local public body to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in Subsection A of this section.
- E. For contracts under twenty-five thousand dollars (\$25,000) the state agency or local public body may impose in its sole and complete discretion the requirements of Subsections A, B and C of this section.

Response 6:

In 13-1-40 the State Procurement Code defines what activities are considered construction. In 13-1-146 the State Procurement Code defines when a bid bond is required for construction contracts. In 13-4-18 the State Public Work Act defines when performance and payment bonds are required for construction project. CES had determined not to required bid, performance or payment bonds from Offerors that are not providing construction activities as defined by the State of New Mexico. For those Offerors that will be providing construction services a \$25,000.00 bid bond will need to be submitted with their offer.

Question 7:

This question is in reference to Category 1 Required Categorical response section, items 5 and 7. In an effort to provide the most accurate response possible, we are requesting CES to contrast the requests stated in item 5 from item 7. Please also provide specific examples of documentation required. Are you requesting to confirm that the Offeror has a SPIN?

5. The Offeror must certify that they have been approved by the SLD to provide service offered for the E-Rate Program.

...

7. Provide documentation indicating that your company can provide eligible products and services under the E-Rate program offered by the Federal Communications Commissions (FCC), via the Schools and Libraries Division (SLD)

Response 7:

Part 1 of Question 7:

For an Offeror to participate in the E-rate program they must have a USAC Service Provider Identification Number (SPIN). "A SPIN number is used to collect contact, remittance, and payment information for service providers that receive support from the federal Universal Service Fund programs - "High Cost", "Low Income", "Rural Health Care", and "Schools and Libraries" - administered by USAC. This number is also used by the member for submission with their Form 471."

If you currently have a SPIN number you will need to provide that information in your proposal. In you do not have a SPIN number, the Offeror will need to demonstrate that they will be submitting the proper form to USAC to obtain a SPIN number if awarded a contract.

Part 2 of Question 7:

Manufacturers have submitted information about their eligible Internal Connections products for posting to the USAC Eligible Products Database. The database is a resource for applicants to determine available products that may be eligible for funding under the Schools and Libraries program.

The database is limited to Internal Connections products. Information in the database includes the product name, a product description, and an indication of the type of product (such as router, PBX, file server, etc.). The information is based on factual product details, and is not intended to include sales or marketing statements such as "ideal," "cost-effective," or "better than other products." Applicants are free to request funding for any eligible product or service, **and are not limited to the products within the Eligible Products Database.**

USAC has also listed on their website manufactures that have submitted products to be included in the eligible products Database. Participating Manufacturers in the Eligible Products Database

- (1) * 3Com Corporation
- (2) * Aethra, Inc.
- (3) * Alcatel Internetworking Inc.
- (4) * Allied Telesyn Inc.
- (5) * Avaya, Inc
- (6) * Bogen Communications, Inc.
- (7) * Cisco Systems, Inc.
- (8) * Dell Marketing LP
- (9) * Enterasys Networks, Inc.
- (10) * Extreme Networks
- (11) * Hewlett Packard Company
- (12) * International Business Machines Corp.
- (13) * Juniper Networks (US), Inc.
- (14) * Lightspeed Systems Corporation
- (15) * Marconi Communications, Inc.
- (16) * MiLAN Technology
- (17) * Mirage Networks, Inc.
- (18) * Mitel Networks Solutions, Inc.
- (19) * New England Systems and Software Inc
- (20) * Nortel Networks
- (21) * Optibase, Inc.
- (22) * Optical Cable Corporation

- (23) * Polycom Corporation
- (24) * RADVision, Inc.
- (25) * Rauland-Borg Corporation
- (26) * Safari Video Networks
- (27) * Siemens Enterprise Networks LLC
- (28) * Sprint Communications Co. L.P.
- (29) * StarBak Communications, Inc.
- (30) * Tandberg, Inc.
- (31) * TrippLite
- (32) * Vbrick Systems, Inc.
- (33) * VTEL Products Corporation
- (34) * Waters Network Systems, LLC

Question 8:

8. In Question 11 from Addendum “2” the background “4)” states “The contractor license holder must be Offeror or qualifying party, must be on the Offerors payroll and cannot be a subcontractor.”

Bidders are required to submit information on their subcontractors for review. This statement implies that any work requiring a contractor license must be an in-house capability of the Offeror and cannot be done by any of the pre-approved subcontractors. Is this the intent or it merely the wrong wording? We’re assuming this should not preclude bidders without the in-house licensing from doing non-construction related items? ”

Background:

See background information for Question 4.

Response 8:

To bid or propose on a public works project in the State of New Mexico, a offeror must have a valid contractors license as required in 1978 NMSA 60-13-12A and no bid can be submitted without having a contractor license are required in 1978 NMSA 60-13-12B. In 1978 NMSA 60-13-3 provided the definition for a contractor in New Mexico. If you are not providing construction services that require a contractor license then a contractor license or Department of Labor registration is not required.

Question 9:

Is there a bid form that you can send us for the \$25K bond? We have a question submitted related to the bond, but we want to have everything lined up.

Background

I. Instructions to Offeror, E. Listing of General Terms and Conditions, Bonds, page 21.

Bonds: All bid, performance and payments bonds are to be issued by a corporate surety authorized to do business in New Mexico in accordance with the New Mexico Insurance Code and be a surety listed in the US Treasury Circular 570.

Response 9:

CES does not have a standard bid bond form. The only requirements for bids bonds are to be issued by a corporate surety authorized to do business in New Mexico in accordance with the New Mexico Insurance Code and be a surety listed in the US Treasury Circular 570.

If you have any questions regarding this Addendum, please contact my office.

By dating, signing, and returning this page, the Offeror acknowledges receipt of Addendum No.1
(Please place behind Tab 1 of your response).

Date: _____ Company Name (Print): _____

Printed Name: _____ Signature: _____