



City of Round Rock, Texas
Purchasing Division
221 East Main Street
Round Rock, Texas 78664-5299
www.roundrocktexas.gov

INVITATION FOR BID (IFB)

AUTOMOTIVE REPAIR SERVICES

SOLICITATION NUMBER 15-015

February 2015

**CITY OF ROUND ROCK
INVITATION FOR BID
AUTOMOTIVE REPAIR SERVICES**

**PART I
GENERAL**

1. **PURPOSE:** The City of Round Rock, herein after "the City", seeks to enter into an agreement with a qualified Individual, Firm or Corporation, herein after "Respondent", to provide automotive repair services for the City's fleet of Ford vehicles. The City's fleet currently consists of approximately 350 Ford vehicles including trucks and Crown Victorias. The City's Vehicle Maintenance Department maintains all City vehicles and is seeking to establish an agreement with a Ford authorized repair facility to provide general, mechanical and electrical repairs to provide support to the maintenance of the City's Ford fleet.
2. **ATTACHMENTS:** Attachment A through B is herein made part of this request for information:
 - 2.1 **Attachment A:** Bid Sheet
 - 2.2 **Attachment C:** Reference Sheet
3. **CLARIFICATION:** For questions or clarification of specifications, you may contact:

Deborah Knutson, CPPB
Purchaser
Purchasing Department
City of Round Rock
Phone: 512-218-5456
E-mail: dknutson@roundrocktexas.gov

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.

4. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:
 - 4.1 The term of the initial Agreement shall begin from date of award and shall remain in full force and effective through April 30, 2018.
 - 4.2 The initial term of the resulting agreement shall be three (3) consecutive twelve (12) month periods from the effective date. The agreement may be renewed for two (2) additional periods of time, not to exceed twelve (12) months each, provided both parties agree in writing prior to the expiration of the current term.
 - 4.3 The City reserves the right to review the respondents' performance at the end of each twelve (12) month period and cancel all or part of the agreement(s) or continue the agreement(s) through the next period.
 - 4.4 If the respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice the respondent of the deficiencies and the respondent shall have thirty (30) days to correct such deficiencies. If the respondent fails to correct the deficiencies with the thirty (30) days, the City may terminate the agreement by giving the respondent written notice of termination and the reason for the termination.

PART II
SPECIFICATIONS

1. **SCOPE:** The City of Round Rock requests automotive repair services for the City's fleet of Ford vehicles. The Respondent shall be responsible for making general, mechanical and electrical repairs and shall be done in accordance with generally accepted repair techniques. Respondent shall maintain repair records and comply with all applicable Environmental Protection Agency (EPA) and Occupational Safety and Health Act (OSHA) requirements governing auto body repair.
2. **RESPONDENT REQUIREMENTS:** The City has established the following minimum requirements. Respondents who do not meet the minimum requirements will not be considered for award. The Respondent shall:
 - 2.1. Be a Ford authorized repair facility;
 - 2.2. Have adequate organization, financial capability, and personnel to ensure prompt and efficient service to the City;
 - 2.3. Provide all labor, supplies, materials, and equipment to satisfactorily perform the services as specified herein;
 - 2.4. Have all the relevant licenses and permits to operate as an automotive shop and comply with all local, state, and federal statutes;
 - 2.5. Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process.
3. **FACILITY REQUIREMENTS:** Respondent shall have a facility large enough to accommodate Respondent's current workload, the additional workload that results from award of this contract and to provide daily, year-round service regardless of weather conditions.
 - 3.1. All Police vehicles will be parked in secured areas at all times. Respondent shall provide information and/or explain the method to be utilized for the security of the City's Police vehicles and/or any City vehicles while on Respondent's property during business hours and overnight with Respondent's bid sheet (Attachment A).
 - 3.2. Respondent shall provide facility location on Respondent's bid sheet (Attachment A).
4. **EQUIPMENT REQUIREMENTS:** Respondent must have possession of all tools and equipment required to repair the City's Ford fleet. Respondent shall maintain sole responsibility for the maintenance and repair of Respondent's equipment, tools and all associated costs.
5. **PARTS AND MATERIALS:** Repair materials and parts shall be new unless alternative "after-market" or used parts were specifically approved by the City's designated representative. All Repair parts or materials used must be certified by their manufacturer as meeting Original Equipment Manufacturers' (OEM) specifications. When non-OEM parts are approved for use, such parts must be certified by the Certified Auto Parts Association (CAPA) and warranted by Respondent as being equal in kind and quality in terms of fit, performance and overall quality to the original manufacturer parts they are replacing. Respondent shall submit markup cost for parts on Respondent's bid sheet (Attachment A). Should Respondent provide a discount on parts, Respondent shall provide the discount off price on Respondent's bid sheet (Attachment A).

6. PERSONNEL REQUIREMENTS: Respondent shall:

- 6.1.** Provide trained, proficient, uniformed personnel, and ensure that all Respondent's employees shall perform services in a timely, professional, courteous and efficient manner;
- 6.2.** Have a trained work force adequate in numbers and experience to satisfactorily provide the services specified herein and shall be knowledgeable in the product lines and be able to assist with all service requests;
- 6.3.** Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States;
- 6.4.** Take all measures necessary to ensure that all their employees comply with all rules and regulations of the City and all Federal, State and local rules, laws and regulations. The City reserves the right to remove any employee from City property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations.

7. SUBCONTRACTORS: Respondent shall not subcontract or otherwise engage subcontractors to perform the services described herein.

8. SERVICE REQUIREMENTS: Respondent must quality-inspect all vehicles after completion of repairs for conformance to original manufacturer's standards and configuration before returning the vehicles to the City. All repair work shall not commence until Respondent has received a City issued purchase order number. The City will require Respondent to pick up vehicles requested for repair and within twenty four (24) hours provide a written estimate.

- 8.1. Point of Contact:** Respondent shall provide the City with a designated and identified point of contact upon award of the contract, in order to ensure customer satisfaction and assist with any problems. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.

The City's designated representative shall be:

Marshall Reynolds
Fleet Operations Manager
Vehicle Maintenance
Phone: 512-218-5571
E-mail: mreynolds@roundrocktexas.gov

- 9.2. Estimates:** In all cases, repairs shall only be authorized by, and compensated for to the extent as specified in a written Repair Estimate to be provided to the City's designated representative and/or designated City Vehicle Maintenance staff members which shall be identified at the post award meeting. Estimates shall include the Vehicle Identification Number (VIN) of each vehicle, an itemized list or description of work to be performed, the estimated number of hours to complete the repairs, an itemized list of parts with cost and the estimated labor to perform the repairs.
- 9.3. Out of service time:** Out of service time due to repairs is important to the City, and Respondent shall agree to give priority to repair of the City's vehicles. An estimated completion time shall be furnished with each estimate. Upon Respondent's written request, the City may allow Respondent reasonable additional time to complete repairs for previously hidden damages or regional non-availability of repair parts. Respondent shall provide an average repair time on Respondent's bid sheet (Attachment A).
- 9.4. Hidden Damages:** If during the course of repair, additional damages are found that were not included in the original estimate; the Respondent shall contact the City's Fleet Operations

Manager or designated vehicle maintenance staff member and provide a revision to the original estimate to obtain authorization for the additional repairs and/or parts needed.

- 9.5. Testing and inspection:** The City reserves the right to conduct any test or inspection it may deem advisable to ensure that goods and services conform to the specifications. Acceptance inspection and tests should not take more than five (5) working days. The Vendor will be notified within this time frame if the service performed is not in full compliance with the specifications. If any agreement or purchase order is cancelled for non-acceptance, the needed service may be purchased elsewhere and the Vendor may be charged full increase, if any, in cost and handling.
- 9.6. Pickup and delivery of vehicles:** Respondent shall provide pickup and delivery services of the City's vehicles in need of repair. Respondent shall provide a firm fixed cost for the pickup and delivery of vehicles on the Respondent's bid sheet (Attachment A).

The pickup and delivery location:

**City of Round Rock
Vehicle Maintenance
901 Luther Peterson Place
Round Rock, Texas 78664**

- 9.7. Invoicing:** All invoicing must have a City issued purchase order number, Vehicle Identification Number (VIN), date of repair, and shall itemize labor and parts charges.

Invoice shall be submitted directly (or e-mailed) to:

**City of Round Rock
Attn: Accounts Payable
221 East Main Street
Round Rock, Texas 78664
apinvoices@roundrocktexas.gov**

- 10. PRICING:** Respondent shall determine a firm fixed flat rate fee for repairs and shall submit pricing on Respondent's bid sheet (Attachment A), which shall include Mechanical and Electrical work. Body work/repairs will not be included in this bid. All costs associated with shop supplies, environmental/disposal fees, incidental costs, overhead charges, travel, payroll expenses, equipment acquisition and maintenance, fuel and risk management or any other expenses shall be included in the bid price. Pricing shall not include federal or state sales, excise and use taxes.
- 11. WARRANTY:** Respondent shall provide a warranty on all parts and labor and shall submit said warranties on Respondent's bid sheet (Attachment A).
- 12. ADDITIONAL INFORMATION REQUESTED:**
- Contract Information:** Respondent shall provide information of any current established contract with a local City, County, Municipality, Cooperative Agreement, Comptroller of Public Accounts (CPA) Texas Smart Buy Contract, Texas Multiple Award Schedule (TXMAS), Inter-local Agreement, or any other contractual resource.
- 13. DAMAGE:** The Respondent shall be responsible for damage to the City's equipment and / or property, the workplace and its contents by its work, negligence in work, its personnel and equipment usage.

14. **SAFETY:** The Successful Respondent and their respective employees are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services. Respondent shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract. In case of conflict, the most stringent safety requirement shall govern. The Successful Respondent shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Successful Respondent's obligations under this paragraph.
15. **ORDER QUANTITY:** Any quantities referenced on this solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.

PART III

SCHEDULE AND RESPONSE INSTRUCTIONS

1. **SCHEDULE OF EVENTS:** It is the City's intention to comply with the following solicitation timeline:

EVENT	DATE
Solicitation released	February 27, 2015
Deadline for submission of questions	March 6, 2015 @ 5:00 PM, CST
City responses to questions or addendums	March 10, 2015 @ 5:00 PM, CST
Deadline for submission of responses	March 13, 2015 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing by 5:00 PM, CST on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage in the form of an addendum at <http://www.roundrocktexas.gov/bids>. Questions shall be submitted to the City contact named herein. The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on the due date noted above to the Purchasing Department. Mail or hand deliver sealed responses to:

**City of Round Rock
Purchasing Department
Attn: Deborah Knutson, CPPB
Reference: IFB# 15-015
221 E. Main Street
Round Rock, Texas 78664-5299**

- 3.1 Responses received after this time and date shall not be considered.

- 3.2 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "DO NOT OPEN".
- 3.3 Facsimile or electronically transmitted responses are not acceptable.
- 3.4 Late responses will be returned to Respondent unopened if return address is provided.
- 3.5 Responses cannot be altered or amended after opening.
- 3.6 No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 3.7 The City will not be bound by any oral statement or offer made contrary to the written specifications.

Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

4. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- 4.1 Purchase price;
- 4.2 Reputation of Respondent and of Respondent's goods and services;
- 4.3 Quality of the Respondent's goods and services;
- 4.4 The extent to which the goods and services meet the City's needs;
- 4.5 Respondent's past performance with the City;
- 4.6 The total long-term cost to the City to acquire the Respondent's goods or services;
- 4.7 Any relevant criteria specifically listed in the solicitation.

Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information to clarify.

5. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/bids>.

6. **POST AWARD MEETING:** The City and Respondent may have a post award meeting to discuss, but not be limited to the following:

- 6.1 The method to provide a smooth and orderly transition of services performed from the current contractor;
- 6.2 Provide City contact(s) information for implementation of agreement.
- 6.3 Identify specific milestones, goals and strategies to meet objectives.

7. **PRICE INCREASE:** A price increase to the agreement may be considered at renewal time each year. The price increase shall be equal to the Consumer Price Index (CPI) for that year.

7.1 Procedure to request increase:

Mail the price increase request to the designated City Contract Specialist a minimum of 120 days prior to each renewal period. Vendor shall supply supporting documentation as justification for each request. Price increase request shall be sent to:

**City of Round Rock
Purchasing Department
Attn: Contract Specialist
221 East Main Street
Round Rock, TX 78664-5299**

Upon receipt of the request, the City reserves the right to either: accept the escalation and make changes to the purchase order within thirty (30) days of the request, negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.

8. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.
9. **INTERLOCAL COOPERATIVE CONTRACTING (PIGGYBACK):** Other governmental entities may be extended the opportunity to purchase off of the City's agreements, with the consent and agreement of the awarded Vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in a Respondent's submittal. However, all parties indicate their understanding and hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

PART IV
RESPONSE REQUIREMENTS

The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" and two (2) copies of the response requirements including any required attachments. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response to this IFB; all costs associated with responding to this IFB will be solely at the interested part's expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB, if any is issued.

For your bid to be responsive, all required items identified below shall be submitted with your proposal.

Attachment A: Responses shall be submitted on itemized, signed Bid Sheet provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

Attachment B: Provide the name, address, telephone number and **E-MAIL** of at least three (3) Municipal, Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

The following items shall be made available upon request by the City prior to award and the approval of any contract:

Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>.

PART V
CONFIDENTIALITY OF CONTENT

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

PART VI

GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

1. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>.
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website <http://www.roundrocktexas.gov/bids>.
3. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
 - 1.3 There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
 - 1.4 The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
 - 1.5 There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
 - 1.6 The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

City of Round Rock
Automotive Repair Services
IFB No. 15-015
Class/Item: 928-00
February 2015

ATTACHMENT A: BID SHEET
PURCHASING DEPARTMENT
221 E. Main Street • Round Rock, Texas 78664-5299

SOLICITATION INFORMATION	Solicitation Number: # 15-015	RESPONDENT INFORMATION	Tax ID Number: _____
	Solicitation Name: Automotive Repair Services		Business Name: _____
	Opening Date: March 13, 2015		Address: _____
	Opening Time: On or Before 3:00 PM CST		Address: _____
	Opening Location: City of Round Rock City Hall 221 E. Main Street Round Rock, TX 78664		Contact: _____
			Telephone: _____
			E-mail: _____
			Website: _____

HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper <input type="checkbox"/> City's Website <input type="checkbox"/> E-mail Announcement <input type="checkbox"/> ESBD <input type="checkbox"/> Other			
1st TIME RESPONDING TO THE CITY?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU REGISTERED WITH VENDOR CENTRAL?	<input type="checkbox"/> Yes <input type="checkbox"/> No Register at: roundrocktexas.gov/vendorcentral	

Item #	Description	Amount	Unit of Measure
1	Labor Rate (Mechanical and Electrical repairs)	\$	Hour
2	% Markup on Parts	%	
3	% Discount on Parts	%	
4	Pickup & Delivery Charge	\$	

ACKNOWLEDGEMENTS	<p>By the signature hereon affixed, the Respondent hereby certifies that neither the respondent nor the entity represented by the respondent, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the response made to any competitor or any other person engaged in such line of business. Further, by signing and submitting this response the Respondent acknowledges:</p> <ul style="list-style-type: none"> • That they have read and fully understand the solicitation and accept all terms and conditions set forth herein. • The respondent is not currently delinquent in the payment of any debt owed to the City. <p>Sealed response envelope shall be clearly marked with solicitation name, solicitation number and name of responding entity.</p> <p>The agreement or purchase order resulting from this solicitation may qualify for Inter-local or Cooperative Contracting (Piggybacking) per the terms outlined in <u>Part III, #11</u> of this solicitation. If applicable, do you agree to "piggyback" purchasing from other governmental agencies?</p> <p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No Response shall include one (1) signed original and Two (2) copies of response. </p> <p> Printed Name _____ Authorized Signature _____ Date _____ Failure to sign response will disqualify response. </p>		
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City of Round Rock
Automotive Repair Services
IFB No. 15-015
Class/Item: 928-00
February 2015

**ATTACHMENT A:
BID SHEET – PART II**

Business Name: _____

Ford authorized repair facility: ☐ Yes ☐ No

Repair Shop Location: _____

Repair Facility Vehicle Security Plan description: _____

Average repair time (turnaround time): _____

Warranty on Parts: _____

Warranty on Labor: _____

**ATTACHMENT B:
RESPONDENT'S REFERENCE SHEET**

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ **DATE:** _____

Provide the name, address, telephone number and e-mail of at least three (3) Municipal and/or Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

1.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	E-Mail Address	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	(#####) ##### Fax Number: (#####) #####
2.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	E-Mail Address	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	(#####) ##### Fax Number: (#####) #####
3.	Company's Name	_____
	Name of Contact	_____
	Title of Contact	_____
	E-Mail Address	_____
	Present Address	_____
	City, State, Zip Code	_____
	Telephone Number	(#####) ##### Fax Number: (#####) #####

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.