

# Androscoggin County

## Facility Department

2 Turner St Auburn Maine 04210  
Phone: (207)753-2553 Fax: (207)753-9653  
E-mail DCote@AndroscogginCountyMaine.Gov



## Request for Proposal for Kitchen Equipment

Androscoggin County Jail is seeking a qualified vendor to supply new, unused, commercial Range and Convection ovens. Sealed bids shall be submitted to the County using the enclosed bid form. Bids shall be either hand-delivered to the Commissioners office or by US mail in sealed envelopes marked “**Kitchen Equipment -2024**” and addressed to:

Androscoggin County  
2 Turner Street, Unit 2  
Commissioners Office  
Auburn, Maine 04210

Electronic submission of bids shall not be accepted. Bids shall be received until 2:00 PM, **Thursday, September 12, 2024**, and at said time, bids will be opened and read aloud. The bid opening will be held in person in the Commissioner’s office. All pre-bid correspondence shall be submitted electronically to Lane Feldman, Jail Administrator, at [LFeldman@androscoggincountymaine.gov](mailto:LFeldman@androscoggincountymaine.gov). Questions regarding this bid/proposal shall be accepted until 2:00 PM, **Wednesday, Sept 11<sup>th</sup>, 2024**. Androscoggin County reserves the right to waive any informality in the bids, to accept any bid, and to reject any or all bids, should it be deemed in the best interest of the County to do so.

## Requirements of this RFP

- The enclosed bid form shall be fully completed and submitted by the due date.
- Each bidder shall provide evidence of adherence to the specifications within this RFP.
- Any items not specifically noted or specified in this RFP, that is required in order to supply the equipment requested, shall be considered incidental. Bidders shall provide lump sum pricing on the bid form.
- Bidder shall note any deviations from the specifications on the enclosed bid form.
- Each bidder shall provide a warranty period for the equipment provided on the enclosed bid form.
- The equipment shall be completely inspected for any relative issues that would cause the county to reject the purchase by the bidder prior to delivery.
- **All Products must conform to the “Buy American” Act. (made in the USA)**
- These products are being paid using ARPA funds and the seller must agree to the following federal requirements set on page 5
- Proof of insurance and a W-9 will be included in the bid packet,

## **Acceptance of Bid**

The acceptance of the bids shall be based on the following criteria:

- Cost.
- Adherence to the Specification
- Delivery Date

## **Sourcewell**

Androscoggin County is a participant of a Cooperative purchasing program called Sourcewell, if you are a Sourcewell partner please price accordingly.

<https://www.sourcewell-mn.gov/>

Androscoggin County Account # 19732

## **Specifications**

### Range.

Meet or exceed Southbend (Middleby) Model No.4601DD

- Natural gas,
- (1) 3/4" quick disconnect with 5' hose
- 60", (10) non-clog burners, standard grates, standing pilot,
- (2) standard ovens with battery spark ignition, including griddles and hot tops
- Includes (1) rack per oven,
- 22-1/2" flue riser with shelf,
- stainless steel front, sides, shelf &
- 6" adjustable legs with Casters,
- If applicable 115v/60/1-ph, 6.0 amps, 2-wire with ground, cord & standard plug,
- With a minimum of 420,000 BTU,

### Convection Oven(s)

Meet or exceed Blodgett (Middleby) Model No.ZEPH-200-G DBL

- Natural Gas,
- double-deck,
- bakery depth,
- capacity (5) 18" x 26" pans per compartment,
- (SSI-M) solid-state infinite controls with 60 min. manual timer,
- two-speed fan,
- flue connector,
- dependent glass doors,
- interior light,
- stainless steel front, sides and Top
- 6" stainless steel legs with Casters,
- Draft hood
- (2) 3/4" quick disconnect with 5' hose
- 115v/60/1-ph, 6.0 amps, 2-wire with ground, cord & plug, 1/2 hp (per deck), standard
- Minimum of 120,000 BTU

## **Manuals**

In addition to the Owner's Manual, Equipment service manuals shall be provided in a paper format and/or electronic format.

## **Warranty**

The successful bidder shall provide applicable warranty information with the enclosed bid. The warranty shall commence no earlier than the time of delivery.

## **Delivery Date**

The delivery date shall be stated on the enclosed bid form and may be a determining factor in the award of the bid.

## **Removal**

Removal of appliances will be the sole responsibility of the successful bidder

## **Trade-In**

The successful bidder shall accept our 1970's Garland range w/oven and our Blodgett ovens DFG100200. The equipment can be inspected at Androscoggin County Jail by calling 207-753-2553 for an appointment. All questions should be directed to Lane Feldman, Jail Administrator.

## **Bid Alternatives**

If finances allow, the County may opt to purchase the following bid alternatives. Please provide pricing for the following options on the bid form under "Bid Alternates #1 and #2":

- Bid Alternate #1: Prison Package for both the convection ovens and range
- Bid Alternate #2: Side Heat Shield for convection ovens

### **Contract addendum to Kitchen Equipment**

Androscoggin County requires all contracts paid using ARPA funds to follow federal requirements set below. By signing this document you agree to items 1-10 as part of the set contract price and not considered an extra.

#### **1. Equal Employment Opportunity**

Any contract that uses federal funds to pay for construction work is a "federally assisted construction contract" and must include the equal opportunity clause found in 2 C.F.R. Part 200, unless otherwise stated in 41 C.F.R. Part 60.<sup>7</sup>

The regulation at 41 C.F.R. § 60-1.4(b) requires, except as otherwise provided or exempted in 41 C.F.R. Part 60, the insertion of the following contract clause: "During the performance of this contract, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to

ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(1) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(2) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and

orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

*Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing

compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.”

## 2. Copeland “Anti-Kickback” Act

“Compliance with the Copeland

“Anti-Kickback” Act.

Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this contract.

Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

### 3. Contract Work Hours and Safety Standards Act

This required contract provision applies to all procurements over \$100,000 that involve the employment of mechanics, laborers, and construction work.<sup>36</sup> These requirements *do not* apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.<sup>37</sup>

“Compliance with the Contract Work Hours and Safety Standards Act.

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$29 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The (insert name of grant recipient or subrecipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier

subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.”

“Further Compliance with the Contract Work Hours and Safety Standards Act.

- (5) The contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.
- (6) Records to be maintained under this provision shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the Department of Homeland Security, the Federal Emergency Management Agency, and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.”

#### 4. **Clean Air Act and Federal Water Pollution Control Act**

“Clean Air Act”

The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*

The contractor agrees to report each violation to the Androscoggin County and understands and agrees that the Androscoggin County will, in turn, report each violation as required to assure notification to the United States Treasury (ARPA) and the appropriate [Environmental Protection Agency Regional Office](#).

The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance.  
“Federal Water Pollution Control Act”

The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 *et seq.*

The contractor agrees to report each violation to Androscoggin County and understands and agrees that Androscoggin County will, in turn, report each violation as required to assure notification to the pass-



through entity and the appropriate [Environmental Protection Agency Regional Office](#).

The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance.”

## **5. Debarment and Suspension**

“Suspension and Debarment

This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the contractor is required to verify that none of the contractor’s principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. Part 180, subpart C and 2C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by Androscoggin County. If it is later determined that the contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to Androscoggin County, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.”

## **6. Byrd Anti-Lobbying Amendment**

“Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of more than \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or

employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal awarding agency.”

## 7. Procurement of Recovered Materials

“In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—  
Competitively within a timeframe providing for compliance with the contract performance schedule;  
Meeting contract performance requirements; or at a reasonable price.

Information about this requirement, along with the list of EPA-designated items, is available at EPA’s Comprehensive Procurement Guidelines webpage: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.”

## 8. Domestic Preferences for Procurements

“Domestic Preference for Procurements

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.

For purposes of this clause:

*Produced in the United States* means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

*Manufactured products* mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.”

“The Contractor agrees to Androscoggin County, the Federal grant Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the Federal Grant Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

## **9. Termination for Cause and Convenience**

- A. This contract may be terminated in accordance with any of the following:
1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Androscoggin County Administrator and an authorized officer or employee of contractor. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
  2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
  3. Androscoggin County may immediately terminate this Agreement if there is a loss of federal or state funds, a disapproval of the Contractor Agreement by United States Treasury, Androscoggin County Commissioners, or illegal conduct by Contractor affecting the operation of the contract.
- B. If Sub-grantee or any of its sub-grantee(s) materially fails to comply with any federal, state and local laws, this Sub-grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Sub-grantee or contractor or more severe enforcement action;
  2. Disallow all or part of the cost of the Sub-grant or contractor activity or action not in compliance;
  3. Wholly or partly suspend or terminate the current award for the Sub-grantee or contractor;
  4. Withhold further awards for the Sub-grant or contractor activity; or
  5. Take any other remedies that may be legally available, including any additional

remedies listed elsewhere in this Sub-grant or contractor Agreement.

- C. Sub-grantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Sub-grant or contractor activities under the Subgrant or Contractor Agreement;
  2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and sub-grants correlated to the suspended or terminated Sub-grant or contractor activities;
  3. Prepare and furnish a report to Grantor, as of the date Sub-grantee or contractor received the notice of termination or suspension, that describes the status of all Sub-grant or contractor activities and includes details of all Sub-grant or contractor activities performed and the results of those activities; and
  4. Perform any other tasks that Grantor requires.
- D. Upon breach or default by Contractor of any of the provisions, obligations, or duties embodied in this Sub-grant or contractor Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Contractor fails to perform any obligation under this Sub-grant or contractor Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

## 10. Byrd Anti-Lobbying

## Required Certification

If applicable, contractors must sign and submit the following certification to the NFE with each bid or offer exceeding \$100,000:

“APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING  
Certification for Contracts, Grants, Loans, and Cooperative Agreements  
The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the

undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

"The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date"

## **Kitchen Equipment Bid Proposal Form**

The undersigned agrees to provide the kitchen oven and range as specified in the RFP and as bid below:

Lump Sum Bid Price per Specifications: \$ \_\_\_\_\_

Less trade-in: \$ \_\_\_\_\_

Total Net Bid \$ \_\_\_\_\_

Bid alternate #1 \$ \_\_\_\_\_

Bid alternate #2 \$ \_\_\_\_\_

Warranty Info: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Deviations from Specifications, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_