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F O R

THE PURCHASE OF

TWENTY-ONE (21) 2010 POLICE PACKAGE VEHICLES

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NOTICE TO BIDDERS

Sealed proposals addressed to Mr. Mike R. Perez, City Manager, City of McAllen, will be received on **November 16, 2009 until 10:00 a.m.**, at which time they will be taken to the Large Conference Room on the second floor of McAllen City Hall and publicly opened and read aloud. Bids must be in the City of McAllen's possession on or before the aforementioned date and time (no late bids will be accepted).

PURCHASE OF TWENTY-ONE (21) 2010 POLICE PACKAGE VEHICLES

Bidders are specifically advised that it shall be mandatory that a bid bond from a reliable surety company licensed to operate in the State of Texas, Letter of Credit or certified cashier check totaling five (5)% of the total amount bid must be provided to the City of McAllen within ten (10) days after notification of award of purchase contract, as a guaranty that the bidder shall meet all specification requirements and delivery dates.

BIDDERS receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR BIDS" notice in the mail or reading same in the newspaper are advised that the bidding documents can be downloaded from the City of McAllen web page address: www.mcallen.net/bids, or may obtain copies of same by contacting the office of:

SANDRA ZAMORA, DIRECTOR OF PURCHASING AND CONTRACTING, LOCATED AT 1300 HOUSTON AVENUE, McALLEN, TX 78501 by calling (956) 681-1130 or by e-mailing your request to the following e-mail address: (szamora@mcallen.net).

Be advised that if your company is contemplating on bidding this project you must register with the Purchasing and Contracting Department, so that any changes/additions via Addendum form can be forwarded to your company (Please include your company name, address, telephone and fax as well as contact person).

Questions concerning this project may be directed to Bill Duck, McAllen Police Department, by calling (956) 972-7420.

The City of McAllen reserves the right to refuse and reject any or all bids and to waive any or all formalities or technicalities and to accept the bid to be the best and most advantageous to the City, and hold the bids for a period of **60** days without taking action.

Hand-deliver Bids: 1300 Houston Avenue, Purchasing & Contracting Department (3rd Floor)

If using Land Courier (i.e., FedEx, UPS): 1300 Houston Avenue, Purchasing & Contracting Department (3rd Floor), McAllen, Texas 78501

Mail Bids: P.O. Box 220, McAllen, TX 78505-0220

A Pre-Bid Conference will be held **November 9, 2009** at **9:00 a.m.** in the Large Conference Room on the second floor of City Hall, City of McAllen. All prospective bidders are encouraged to be in attendance.

Envelopes must be clearly marked: **Project No. 11-09-P03-63**
2010 POLICE VEHICLES

CITY OF McALLEN INSTRUCTIONS TO BIDDERS

DEVIATION FROM SPECIFICATION

Please read your specifications thoroughly and be sure that the POLICE VEHICLES offered complies with all specifications. Any variation from the specifications must be clearly indicated on the specification sheets under "To Be Filled Out By Bidder". If no exceptions are noted, and you are the successful bidder, it will be required that the POLICE VEHICLES be provided as specified.

PURPOSE

(1) The purpose of these specifications and proposal documents is to execute a Purchase Contract for:

TWENTY-ONE (21) 2010 MODEL POLICE PACKAGE VEHICLES

INTENT

(2) The POLICE VEHICLES to be purchased under this bid shall be new and unused current model. All specifications shown are minimum. There is no intention to disqualify any bidder who can meet these specifications.

SUBMITTAL OF BID

(3) Bids will be submitted in sealed envelopes upon the blank bid form attached hereto. Each bid must be completely filled out and SUBMITTED IN DUPLICATE FORM. (One (1) original marked "**ORIGINAL**," and one (1) copy marked "**COPY**" of their bid, complete with all supporting documentation.) Bids submitted by facsimile (fax) or electronically will NOT be accepted. Submittal of a bid in response to this solicitation for Bids constitutes an offer by the Respondent. Bids which do not comply with these specifications may be rejected at the option of the City. Bids must be filed with the City of McAllen, before opening day and hour. No late Bids will be accepted. They will be returned to Bidder unopened (if properly identified).

Hand-deliver Bids to 1300 Houston Avenue, Purchasing & Contracting Department (3rd Floor)
Mail Bids to P.O. Box 220, McAllen, TX 78505-0220

If using Land Courier (i.e., FedEx, UPS) deliver to 1300 Houston Avenue, Purchasing & Contracting Department (3rd Floor), McAllen, Texas 78501

PREPARATION OF BID

(4) Bids MUST give full firm name and address of bidder, and be manually signed. Failure to do so will disqualify your bid. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent/Bidder whether corporation, partnership, or individual, shall also be stated in the proposal. A corporation shall execute the proposal by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent/Bidder shall give full names and addresses of all partners. All partners shall execute the proposal. Partnership and Individual Respondent/Bidder shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent/Bidder, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

INSTRUCTIONS TO BIDDERS Continued:

ALTERATIONS/AMENDMENTS TO PROPOSAL

(5) Bids **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. No bid may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of McAllen.

SALES TAX

(6) **STATE SALES TAX MUST NOT BE INCLUDED IN BID.**

SUBSTITUTIONS

(7) No substitutions or cancellations permitted without written approval of City of McAllen.

NO BID RESPONSE

(8) If unable to submit a bid, respondent should return inquiry giving reasons.

EXCEPTIONS

(9) Any additions, deletions, or variations from the following specifications must be noted. Any parts/equipment not specifically mentioned which are necessary for the POLICE VEHICLES to be complete and ready for use or which are normally furnished as standard parts/equipment shall be furnished by the successful bidder and shall confirm in strength, quality, and workmanship to the accepted standards of the industry.

(10) The bidder shall attach to his/her proposal sheet a list of any exceptions to the specifications if unable to do so, on specification sheet.

DELIVERY

(11) Number of days required to deliver the POLICE VEHICLES after receiving order must be stated in the bid. Failure to so state will obligate bidder to complete delivery within TWO months.

DELAY IN DELIVERY

(12) When delay can be foreseen, Bidder shall give prior notice to City of McAllen. Bidder must keep City of McAllen advised at all times of status of order. Default in promised delivery (without acceptable reasons) or failure to meet specifications, authorizes the City of McAllen to purchase such POLICE VEHICLES elsewhere and charge increase in cost and handling to defaulting vendor.

(12A) Acceptable reasons for delayed delivery are as follows: Acts of God (floods, tornadoes, hurricanes, etc.), acts of government, fire, strikes, war; Actions beyond the control of the successful bidder.

QUOTE DELIVERED PRICING

(13) Quote F.O.B. McAllen, TX. If not quoting, show guaranteed exact cost to deliver. Bids in units of quantity specified - extend and show total. In the event of discrepancies in extension, unit prices will govern. Bids subject to unlimited price increase will not be considered.

INSTRUCTIONS TO BIDDERS Continued:

VALID PROPOSAL TIME FRAME

(14) The City may hold bids 60 days after bid opening without taking action. BIDDERS shall be required to hold their Bids firm for the same period of time.

RIGHT TO REJECT/AWARD

(15) The City of McAllen reserves the right to refuse and reject any or all Bids, and to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of McAllen.

COMPARABLE ITEM(S)

(16) Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing the POLICE VEHICLES is merely descriptive, and not restrictive, and is used only to indicate make and model of POLICE VEHICLES desired. If a bidder quotes on POLICE VEHICLES other than the ones specified, which he/she considers comparable, the make and model of said POLICE VEHICLES must be specified in the bid and sufficient specifications and descriptive data (picture literature) must accompany same to permit thorough evaluation. In the absence of these qualifications, he/she will be expected to furnish the POLICE VEHICLES as called for.

INDEMNIFICATION CLAUSE

(17) The Respondent agrees to indemnify and save harmless the City, the Director of Purchasing and Contracting, and her assistants from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Director of Purchasing and Contracting, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

ADDENDA

(18) Bidder shall carefully examine the bid forms, specifications, and instructions to Bidders. Should the bidder find discrepancies in, or omissions from bid forms, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Director of Purchasing and Contracting (McAllen City Hall, 956-681-1130) and obtain clarification by addendum prior to submitting any bid. Explanations, interpretations, and supplemental instructions shall be in the form of written Addenda which shall become a part of the Contract documents. Said Addenda shall be mailed by certified mail (return receipt requested), e-mailed, hand delivered and/or faxed, to all prospective Bidders. All Addenda issued in respect to this project shall be considered official changes to the original proposal documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative nor binding. It shall be the Bidder(s) responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, Bidders are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their Bid Submittal. Bidder(s) signature on Addenda shall be interpreted as the bidder's "recognition and compliance to" official changes as outlined by the City of McAllen and as such are made part of the original solicitation documents. Failure of any bidder to receive any such

INSTRUCTIONS TO BIDDERS Continued:

ADDENDA (Con't)

(18) addendum or interpretation shall not relieve such Bidder from its terms and requirements. Addendums are available online at www.mcallen.net/bids.

PAYMENT

(19) The City of McAllen will execute payment by mail in accordance with the State of Texas Pay Law after POLICE VEHICLES have been received and found to meet City of McAllen specifications. No other method of payment will be considered.

SYNONYM

(20) Where in this bid package VEHICLES, ITEMS or UNITS is used its meaning shall refer to the purchase of **TWENTY-ONE (21) 2010 POLICE PACKAGE VEHICLES** as specified.

ASSIGNMENT

(21) Neither the Bidder's contract nor payment due to an awarded vendor may be assigned to a third party without the written approval of the Purchasing and Contracting Department for the City of McAllen.

INTERPRETATIONS

(22) Any questions concerning the conditions and/or specifications with regards to this solicitation for Bids shall be directed to the designated individual as outlined in the Request for Bids. Such interpretations, which may affect the eventual outcome of this request for Bids, shall be furnished in writing to all prospective Bidders via Addendum. No interpretation shall be considered binding unless provided in writing by the City of McAllen in accordance with paragraph entitled "Addenda."

GEOGRAPHICAL LOCATION

(23) The geographical location(s) of respondent's facilities referenced Parts and Service will be a factor in the evaluation and award of contract. All items, if more than one, will be evaluated and awarded individually or in any combination thereof.

WARRANTY

(24) Warranty: Specify terms and conditions. Bidders are asked to submit written documentation referenced manufacturer warranty along with their proposal(s). Manufacturer's warranty offered will be a factor in the evaluation and award of contract.

STATUTORY REQUIREMENTS

(25) It shall be the responsibility of the successful Bidder to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents. (To include issues related to health, environmental, and safety to name a few.)

INSTRUCTIONS TO BIDDERS Continued:

RESPONDENT'S EMPLOYEES

(26) Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Purchase Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

EVALUATION

(27) Number of days and/or weeks stated on bid form for delivery will be a factor in the evaluation and award of contract.

DECALS

(28) Bidders are advised not to place decals or markings of any type pertaining to advertisement other than manufacturer's name or model designation normally installed by manufacturer on the POLICE VEHICLES delivered to the City of McAllen.

RIGHT TO WAIVE

(29) City of McAllen reserves the right to waive or take exception to any part of these specifications when in the best interest of the City of McAllen.

COOPERATIVE PRICING

(30) Bidders are advised that In addition to responding to our "local" solicitation for bids/Bids with Dealer pricing, vendors/contractors are encouraged to provide pricing on the below referenced items/products/services based on BuyBoard, H-GAC, TPASS, TX DOT, US Communities and/or any other State of Texas recognized and approved cooperative which has complied with the bidding requirements for the State of Texas. If bidding other than or in addition to "dealer" pricing, kindly duplicate the bid forms for each bid being provided from a cooperative contract. Any and all applicable fees must be included. All cooperative pricing must be submitted on or before bid opening date and hour.

HUB CERTIFICATION

(31) State Certified "**HUB Vendor(s)**" are asked to provide a copy of their certification, if they have not previously done so (information to be faxed to the Purchasing & Contracting Department at (956) 681-1138.

TIME ALLOWED FOR ACTION TAKEN

(32) The City of McAllen may hold bids **60** days after the opening of Bids without taking action. Bidders are required to hold their Bids firm for same period of time.

PREPARATION OF PROPOSAL

(33) The City of McAllen shall not be held liable for any costs incurred by any bidder for work performed in the preparation of and production of a bid or for any work performed prior to execution of contract.

INSTRUCTIONS TO BIDDERS Continued:

CONFIDENTIAL INFORMATION

(34) Any information deemed to be confidential by the bidder should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the bidder may not be considered confidential under Texas Law, or pursuant to a Court order.

VERBAL THREATS

(35) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Vendor on contract.

MATHEMATICAL ERRORS

(36) In the event that mathematical errors exist in any bid, unit prices/rates -v- totals, unit prices/rates will govern.

AUDIT

(37) The City of McAllen reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of McAllen, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

PAST PERFORMANCE

(38) Vendor's past performance shall be taken into consideration in the evaluation and award of Purchase Contract for the Purchase of TWENTY-ONE (21) 2010 POLICE PACKAGE VEHICLES.

JURISDICTION

(39) Contract executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

VENUE

(40) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

INSTRUCTIONS TO BIDDERS Continued:

CONFLICT OF INTEREST

(41) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of McAllen not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

AWARD

(42) For purposes of this project, award will be contingent on approval of budget.

FAILURE TO DELIVER

(43) RESPONDENTS ARE ADVISED THAT FAILURE TO DELIVER the TWENTY-ONE (21) 2010 POLICE PACKAGE VEHICLES WITHIN TIME FRAME(S) ALLOWED (after receipt of order by fax, mail or by telephone order), SHALL BE GROUNDS FOR TERMINATION OF CONTRACT. In the case of termination, written notice shall be given to the successful vendor and complete contract shall be severed.

TERMINATION OF CONTRACT

(44) The City of McAllen reserves the right to terminate the contract if, in the opinion of the City of McAllen, the successful vendor's performance is not acceptable, if no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice. The respondent shall be afforded the same right to terminate this contract in the same manner.

LITIGATION

(45) Be advised that any bidder that is involved in any litigation with the City of McAllen will not be considered for award of this purchase contract.

INSTRUCTIONS TO BIDDERS Continued:

BID BOND

(46) The bidder is specifically advised that It shall be mandatory that a Bidder's Bond from a reliable surety company licensed to operate in the State of Texas, Letter of Credit or Cashier's Check payable without recourse to the City of McAllen, for the amount of not less than 5% of the total bid must be provided to the City of McAllen within ten (10) days after notification of award of purchase contract, as a guaranty that the bidder shall meet all specification requirements and delivery dates. Bidder's failure to comply with specification requirements and delivery date(s) shall forfeit the costs as identified in paragraphs twelve (12) and twelve A. (12A) of these instructions to bidders. The successful bidder's bid bond shall be returned when delivery has been made and all specifications have been complied with.

BID FORMS

(47) Bidders are advised that It shall be a mandatory requirement of this project that all bidders shall submit their bids utilizing the forms that make up this bid package only. The only other forms that shall be considered are the forms addressed in paragraph (48). Bids submitted utilizing other forms and/or formats will not be considered.

EXCEPTIONS

(49) Bidders are advised that all exceptions taken, if not able to address same on specification sheets, must be noted by separate attachment(s) and same to make reference to page number, paragraph heading and stated on a "Point-by-Point" basis. Failure to utilize enclosed forms shall be grounds for disqualification.

**CITY OF McALLEN
SPECIFICATIONS FOR THE PURCHASE OF
TWENTY – ONE (21) 2010 POLICE PACKAGE VEHICLES**

PROJECT NO. 11-09-P03-63

BID OPENING DATE: November 16, 2009 at 10:00 a.m.

Please read your specifications thoroughly and be sure that the vehicles offered comply with all requirements. Any variations from the specifications must be clearly indicated on item specification sheet and covered by letter attached to and made a part of your bid. Do Not fill in the blank with "as specified", "available", "standard", "yes", or "ok". If no exceptions are noted and you are the successful bidder, it will be required that the vehicles be furnished as specified.

MINIMUM REQUIREMENTS

TO BE FILLED OUT BY BIDDER

YEAR: Please specify.

MAKE & MODEL: Please specify.

BODY STYLE: Four-door sedan.

WHEELBASE: 114" Minimum.

ENGINE: 4.6L, V-8 with engine oil cooler.

CARBURATION: E.F.I.

TRANSMISSION: Automatic with overdrive (4 speeds forward) with first gear lock out, oil coolers to be heavy duty.

IGNITION: Transistorized system.

AMMETER, OIL PRESSURE & TEMPERATURE GAUGE: Factory installed, to show actual pressure in addition to, if equipped with light only.

SPECIFICATIONS FOR THE PURCHASE OF TWENTY-ONE (21) 2010 POLICE PACKAGE VEHICLES, Continued:

MINIMUM REQUIREMENTS

TO BE FILLED OUT BY BIDDER

ALTERNATOR & AMMETER: 100 Amperes minimum, heavy duty, factory installed.

REAR AXLE RATIO: 2.5 to 3.27 range.

STEERING: Power steering with oil cooler.

RADIATOR: Maximum capacity, heavy duty equipped with coolant and coolant recovery system, two (2) electric fan motor system or seven (7) blade fan.

BUMPER GUARDS: Front and rear rubber padded.

UNDERCOATING: Factory/Dealer applied.

BRAKES: Front power disc brakes-Anti-skid, heavy duty (ABS).

HOOD: Inside release.

BATTERY: Heavy duty, 12 volts, CCA 500 Amp. long-life battery.

SPEEDOMETER: Certified and Calibrated_(Specify M.P.H.) 2-3 MPH increments.

FLOOR BOARD MATTING: Heavy duty rubber with heavy padding or insulation underneath.

SUSPENSION: Heavy duty shocks & springs with front and rear stabilizer bars, special police handling package.

SPECIFICATIONS FOR THE PURCHASE OF TWENTY-ONE (21) 2010 POLICE PACKAGE VEHICLES, Continued:

MINIMUM REQUIREMENTS

TO BE FILLED OUT BY BIDDER

SEATS: Front split 45/45, cloth insert/vinyl with full foam cushion. Rear full bench in heavy duty vinyl.

INTERIOR: Heavy duty vinyl upholstery to match seats, with roof insulation.

AIR CONDITIONING AND HEATER:

Factory installed with automatic high pressure cut off switch to A/C.

TINTED GLASS: All around.

HORN: Dual electric.

OIL FILTER: Disposable type.

FRONT ARMRESTS AND TWO SUN VISORS: Factory installed.

WINDSHIELD WIPERS: Two (2) speed, time delay, and washers (electric). Automatic return to original off position.

DOME LIGHTS: To be inoperable.

TIRES: Five (5) P225/60VR17radial tubeless tires, police certified high speed with heavy duty rims & covers.

RADIO: AM/FM.

PAINT COLOR: Solid white.

GAS CAP: With key security.

UTILITY SPOT LIGHTS: 6" On left and right front hinge pillar posts aircraft type. Halogen 50 watt.

MIRRORS: One left and one right exterior with inside electric controls. One (1) day and night interior.

SPECIFICATIONS FOR THE PURCHASE OF TWENTY-ONE (21) 2010 POLICE PACKAGE VEHICLES, Continued:

MINIMUM REQUIREMENTS

TO BE FILLED OUT BY BIDDER

CIGAR LIGHTER: Factory installed.
auto pop-out.

TRUNK: Power assisted to open from
inside with dash mount button.

WINDOWS AND DOOR LOCKS:
Electric. Rear windows inoperative
from inside to be operated from driver
side only. Rear door locks inoperative
to open from outside only.

IGNITION, DOORS AND TRUNK: Single
key system (each vehicle to be keyed
independent from each other).

WARRANTY: Manufacturer's warranty,
please specify number of years/miles
bumper/bumper/main power train, specify
deductible if applicable.

AVAILABILITY OF PARTS & SERVICE:
State physical location.

DELIVERY DATE: To be specified by
vendor in his/her bid. Price to be
F.O.B. City of McAllen, Operations &
Maintenance Facility, Service Center
Division, 4201 N. Bentsen.

NO LOGOS OR ADVERTISEMENT OF ANY KIND ON ANY PART OF VEHICLES EXCEPT FROM THE MANUFACTURER.

DATE

SIGNATURE

PRINT/TYPE NAME

TITLE

COMPANY

**CITY OF McALLEN BID FORM FOR THE PURCHASE OF TWENTY-ONE
(21) 2010 POLICE PACKAGE VEHICLES Continued:**

COMPANY: _____

SIGNATURE: _____

TYPE/PRINT NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE NO.: _____

FAX NO.: _____

EMAIL: _____

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