

Request for Proposals for:  
Construction Management Services  
For a Potential Building Renovation Project at  
Bethlehem Public Library  
March 22, 2024

Bethlehem Public Library invites you to submit a reply to this Request for Proposal for Construction Management Services for a potential building renovation project at Bethlehem Public Library located at 451 Delaware Avenue in Delmar, N.Y.

Please address all responses to Geoffrey Kirkpatrick, director, Bethlehem Public Library. Proposals will be received until April 17, 2024. Electronic files can be emailed to [director@bethpl.org](mailto:director@bethpl.org).

For more information and complete submission guidelines, visit [www.bethpl.org/2024-rfp](http://www.bethpl.org/2024-rfp).

**Request for Proposals (RFP)**  
**Construction Management Services Bethlehem Public Library**  
**451 Delaware Avenue, Delmar, N.Y. 12054-3095**  
**Tel. (518) 439-9314**

Qualification Proposals will be received via e-mail, attention to Mr. Geoffrey Kirkpatrick, Bethlehem Public Library Director, until 4:00 PM local time on Wednesday April 17, 2024, for Construction Management (CM) Services concerning the library's upcoming renovation/addition project. Mr. Kirkpatrick's e-mail is **director@bethpl.org**.

Questions regarding this RFP shall be directed via e-mail to Mr. Geoffrey Kirkpatrick, Director, at [director@bethpl.org](mailto:director@bethpl.org) or 518-439-9314 ext. 3022.

The Bethlehem Public Library reserves the right to reject any or all proposals, waive informalities in the proposal process, or to accept any proposal considered most advantageous to the library.

Mr. Geoffrey Kirkpatrick  
Director

## **Request For Proposals (RFP)**

### **Construction Management Services**

The **Bethlehem Public Library** invites construction management firms to submit their qualifications to perform construction management (agent) services for the library's upcoming renovation/addition project. On October 1, 2024, the community residents will have an opportunity to approve a project at a cost not-to-exceed \$36.0 million dollars. The library has retained the firm of Ashley McGraw Architects to provide architectural and engineering services for this project. The project will include public bids with separate prime contractors. The construction management will include required services for Design Development through close-out.

A Pre-Proposal Meeting will be held on Wednesday April 10, 2024, at 10:30 AM at the Bethlehem Public located at 451 Delaware Avenue, Delmar, N.Y. 12054-3095. Introductions, a general orientation to the project and a Question/Answer Session about the RFP process will be covered.

The scope of work for this project includes renovations to the existing facility, new construction, corresponding site improvements and demolition of an existing residential structure on the property. Schematic Design and an estimate of that design have been completed. The construction manager is responsible for completing a comprehensive review of the already completed schematic design documents and estimate. Trophy Point Construction Services & Consulting performed the estimate in November 2023. The schematic design phase testing included but was not limited to Test Borings, Site Drainage, and Haz-Mat. Seismic testing is scheduled for the Spring of 2024. The schematic design phase also included energy modeling and the decision by the library to include geo-thermal heating and cooling. Costs for the geothermal system will be outside of the \$36 million dollars referendum vote. The construction manager scope shall include all geothermal work including coordination of documents, bidding, construction, close-out, and assistance with the documents required for National Grid Rebates and IRA Incentives. The estimate by Trophy Point for the geothermal scope is \$3,344,493. The estimate by the design team for the rebates and incentives is \$3,095,769.

The proposed project schedule includes the following preliminary key milestone dates:

- |    |  |                        |
|----|--|------------------------|
| 1. | Referendum/Voter Authorization                 | <b>October 1, 2024</b> |
|    | Design Development Complete                    |                        |
|    | Construction Documents 90% complete            |                        |
| 2. | Construction Documents 95% complete            | <b>November 2024</b>   |
|    | SED Submission                                 |                        |
| 3. | Bid/Award Period                               | <b>June 2025</b>       |
| 4. | Begin Construction Phase I (renovation scope)  | <b>August 2025</b>     |
| 5. | Begin Construction Phase II (new construction) | <b>August 2026</b>     |
| 6. | End Construction/Substantial Completion        | <b>November 2027</b>   |

The library anticipates selecting a CM firm Spring 2024. Dates are subject to approvals and the Library requests that firms responding to this RFP base your proposal on the above timeline.

The minimum qualifications that will be considered by the Library as a basis for selection of a construction manager are as follows:

1. Responding firms must have a minimum of ten (10) years' experience in providing professional construction management services for similar projects in New York State.
2. Firm's prior experience as a construction manager for similar projects should include at least three successfully completed projects valued at over \$30 million dollars each.
3. Firms must demonstrate prior experience as a construction manager for public sector clients and familiarity with New York State Education Department (NYSED) protocols/ processes, NYS general municipal bidding laws and other public sector regulations.
4. Firms shall include a minimum of two (2) full-time on-site staff (Project Manager and Superintendent) dedicated solely to this project from start of the bid period to completion of closeout and shall supplement with additional staffing during peak construction periods as needed/recommended.
5. Proposed Project Manager should be a degreed professional with a 4-year degree in Engineering, Architecture, or Construction Management. Project Manager shall also have a minimum of ten (10) years' experience in Construction Management. Proposed Superintendent should be a degreed professional with a minimum of eight (8) years' experience in Construction Management.

Only firms that meet or exceed the above minimum selection criteria set forth by the library will be seriously considered. The selected CM firm shall not bid or perform any of the trade construction work.

Joint ventures or teaming arrangements among multiple firms will not be considered. The scope of services that the construction manager is to provide during the preconstruction and construction phases of this project shall include, but not be limited to the following:

## PRECONSTRUCTION OR DESIGN PHASE SERVICES

1. Consult with the Library and the Architect/Engineer, regarding the project program, budget, timetable and advisability of various bidding options, and timing of construction.
2. Generate and distribute RFPs for construction means, methods and materials testing and hazardous materials monitoring consultants. Level proposals and, with the A/E, make recommendations to the library for hire. Review performance of hirees, making recommendations when necessary.
3. Collaborate with the Library and the A/E in developing a scheduling system with project milestones, and documentation to ensure project delivery within budget, schedule, and with minimal changes.
4. Undertake value engineering reviews to study alternative systems, manufacturers, and vendors of building components to obtain economic benefits from a cost standpoint while maintaining design function and program requirements.
5. Perform budgeting and scheduling reviews in collaboration with the Library and the A/E to evaluate alternative schemes and approaches to the project including, but not limited to, constructability, cost, and construction phasing.
6. Report regularly to the Library on progress, budgets, and schedule.
7. With the Library and the A/E, establish contact and maintain liaison as necessary with authorities having jurisdiction during all approval processes.
8. Assist the Library and the A/E in establishing cost breakdowns and other controls with which to evaluate the responsiveness and completeness of construction bids received.
9. Establish a system of controls requiring specific performance of contractors and vendors, and which will anticipate by means of adequate reporting and documentation, the means to resolve disputes, delays and change orders.
10. Develop cost estimates and evaluate proposed changes and their cost impacts. Produce two complete estimates, one during Design Development and the other during Construction Document that includes all project components. Review and advise on estimate already performed concerning Schematic Design.
11. Evaluate local labor market conditions and construction materials as they affect design choices and construction costs; establish a liaison with area contractors and encourage their participation in bidding.
12. Coordinate and provide all front-end specifications for bidding to be included in the Project Manual of the contract documents including but not limited to preparation of bid packages for each trade including scope definition, terms and conditions, insurance, bonding requirements, and General Requirements.
13. Provide Phasing Drawings to be included in the contract documents for bidding.
14. The CM will solicit competitive bids for the project and manage the bidding process.
15. The CM will develop multiple prime bid strategies for this project and review with the Library and the A/E.
16. The CM firm will conduct pre-bid conferences and solicit bidder interest for this project.
17. Provide periodic cash flow projections to assist the Library with coordinating their financing for the capital project.

## CONSTRUCTION PHASE SERVICES

1. Provide full-time Project Management and Field Supervision including, but not limited to, oversight of contractors, to expedite their work and maintain quality control and conformance to the contract documents. CM shall develop a plan to cover multiple shifts and weekends as required.
2. Acting as agent for the Library and in concert with the A/E's responsibilities, manage the construction activity including fielding a supervisory team to monitor/manage the work in progress, operate all monthly requisition and payment processes, handle inquiries, keep records, report on schedule progress and estimate completion cost, prepare punch lists, administer completion and handover process, and administer as-builts, warranties, guarantees, etc. for acceptance.
3. Provide all necessary personnel and expertise required for the administration of contracts, negotiation of change orders and resolution of disputes and delays.
4. Coordinate activities of utility companies and regulatory agencies.
5. Expedite the submission of all submittals and shop drawings to be reviewed by the A/E for conformance with the contract documents; maintain accurate records of accepted shop drawings and submittals.
6. Oversee the testing services, commissioning services, haz-mat monitoring, and all other quality control services retained for the project.
7. Monitor construction progress, determine effects on project schedule and take appropriate action to adjust the work as required to maintain the accepted schedule.
8. Conduct bi-weekly and specially scheduled progress meetings involving the project team; keep and distribute accurate minutes of meetings.
9. Conduct weekly contractor coordination meetings; keep and distribute accurate minutes of meetings.
10. Establish, maintain, and utilize a cost control system for all construction on a project-by-project, building-by-building basis, keep records in a form readily usable by the project team; make recommendations to the Library and the A/E. Track all construction and incidental costs and reconcile monthly with the Library. Provide quarterly cash flow projection to the Library.
11. Maintain a daily log of all significant events, visitors, and occurrences at the jobsite; maintain record drawings, photographs, etc. Photographs shall include all existing conditions prior to the beginning of renovation and new construction work.
12. Review safety programs developed by each of the multiple prime contractors for compliance with the project safety requirements.
13. Collaborate with the A/E to review and approve contractor payment requests. Collect and submit contractor's certified payrolls to the Library.
14. With the responsible contractors, establish and monitor reasonable methods to control dust, noise, lighting, odor, etc. as required by the contract specifications.
15. Assist contractors in avoiding and resolving jurisdictional disputes if and when they occur.
16. Prepare and maintain a current master record copy of drawings showing all changes to the contract documents.
17. Collect and organize for delivery to the Library all operating manuals, equipment lists, and maintenance manuals required by the contract documents.



18. Recommend to the Library and the A/E when final inspection(s) and punch lists should be made and conduct final inspection(s) with the A/E and others, as required, to ensure that all punch list items are corrected.
19. Assist the Library personnel in assuming operation of all systems, including scheduling of instructional sessions by the Contractor(s) as required in contract documents.
20. Coordinate all close-out requirements as per the contract documents including but not limited to guarantees and warranties.
21. Deliver to the Library all records, documents, and other items pertinent to the project.
22. Provide and administer a web-based project management system to track all meeting minutes, RFI's, submittals and quality control items. This system shall be with the Newforma System and coordinated with the architect.
23. Provide a project quality control protocol with the prime contractors and maintain a log of defects or deficiencies discovered. Track all items through completion and acceptance by the Library and A/E.

#### **INSTRUCTIONS TO PROPOSERS:**

1. **Preparation of Proposals:**
  - A. The proposer is expected to comply with all instructions contained in this RFP.
  - B. The proposal should be prepared simply and economically, providing a straight-forward concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. The Library will not be responsible for any costs incurred by proposer in preparing or presenting proposals.
2. **Form of Agreement:** The Form of Agreement between the Construction Manager and the Library shall be the current edition of the American Institute of Architects (AIA) Document C132-2019/CMa.
3. **Conditions:** The CM will submit a Certificate of Insurance for all insurances held by the company for CM services.

The CM shall hold harmless and indemnify the Library, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgment in decrees by reason of persons or property being damaged or injured by the CM or any of the CM employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise.
4. **Submission of Proposal:** Qualification Proposals will be received via e-mail, attention to Mr. Geoffrey Kirkpatrick, Bethlehem Public Library Director, until 4:00 PM local time on Wednesday April 17, 2024, for Construction Management (CM) Services concerning the
5. Library's upcoming renovation/addition project.

Mr. Kirkpatrick's e-mail is **director@bethpl.org**.

Mr. Geoffrey Kirkpatrick  
Bethlehem Public Library  
451 Delaware Avenue, Delmar, N.Y. 12054-3095  
Tel. (518) 439-9314 ext. 3022

The Proposal shall include the construction managers company name and:  
**Bethlehem Public Library Renovation/Addition Project**

**6. Late Proposal, Modification, or Withdrawal:**

- A. Proposals received at the Library after 4:00 PM on April 17, 2024, will not be accepted.
- B. Proposals may be modified or withdrawn by written notice received prior to the deadline for receipt of proposals.

**PROPOSAL CONTENTS**

**1. Company Information:**

- A. History of company, including ownership and key management.
- B. Describe any company changes that are anticipated to occur during the duration of the Project.
- C. Location of corporate headquarters and local offices.
- D. Location of New York State office(s) which will be involved in this Project during both pre-construction and construction.

**2. Pre-construction and Construction Project Team:**

- A. Provide resumes of Project Team members, along with their individual and team experience in projects similar in nature to the proposed project. Specifically identify your Field Superintendent(s) and Project Manager(s) for the Project(s) and their contact information.
- B. Include an organizational chart identifying key individuals and their responsibilities for this Project.
- C. Identify current team member obligations, project assignments, and the approximate percentage of time each team member will spend on this project during the different stages of the Project. In the event that key CM staff become unavailable before completion of the Project, the CM will provide similarly qualified individuals to complete the work related to the Project at no additional expense to the Library. The Library will be notified of the intent to leave, if known by the CM in advance, at least two weeks before the individual leaves the Project, or as soon as possible after the person actually leaves.
- D. Describe how the CM team would be organized throughout the duration of the Project. Describe the level of involvement -- both overall and day-to-day.

**3. Previous Experience:**

- A. Describe your previous experience in providing construction management services.
- B. From January 1, 2019 through the date of your response, provide the following information for projects within New York State:
  - i. Identify all projects in excess of \$30 million Cost of Construction where your firm was the construction manager (name, location, completion date and Contract amount) and, regardless of Cost of Construction, identify all NYS public school-related projects.
  - ii. Describe your firm's track record of accuracy in SD/DD/CD cost estimates compared to Final Cost of Construction.
- C. Provide descriptions of three (3) NYS related projects most comparable to the proposed project in which your firm has been involved over the last five years (at least two must be completed). Include the services provided, the Project Team members, schedules and references with current contact information.



**4. Workload:**

A. List all New York State projects currently under contract along with their dollar value of construction and estimated completion date.

B. List the current dollar value of work under contract. Note what percentage of this is school related.

**5. Financial Information:**

A. Provide evidence of financial stability of the firm signed by an officer of the company.

B. Describe all instances of project disputes in New York State, which, in the last five years, reached the level of arbitration, mediation, or litigation. Please provide this information for all such disputes arising out of the firm's projects, regardless of whether the firm was a party or witness in the dispute.

**6. Miscellaneous:**

A. Specific Project Approach: Please provide details regarding your understanding of the scope of services required and the approach your firm would use to achieve the Library's objectives. Describe how your assigned team will create a collaborative, team environment for all stakeholders, including the Architect/Engineer, members of the project team members and the Library.

B. Submit any other information that you believe may assist the Library in deciding that your firm is best qualified for the Project.

## **EVALUATION PROCEDURES AND CRITERIA**

Proposals will be evaluated by a Selection Committee (comprised of the Board, Director, Facilities Director, and Architect) based on the following Evaluation Criteria. Each proposal will be evaluated both objectively and as compared to the other responses. All proposals will be reviewed for purposes of determining responsiveness and responsibility. Any proposal that does not meet the essential requirements of the RFP and the Library will be deemed non-responsive. The Selection Committee may consist of representatives of the Project Team and any other persons appointed by the Library.

To determine responsibility, all information given by the proposer concerning its availability to perform fully the contract requirements, including the integrity and reliability of the proposer, will be reviewed. The submission of a proposal for review does not necessarily qualify the proposer or proposal as being responsive or responsible. Failure to provide specific information as requested, for use in the evaluation, may cause a proposal to be deemed non-responsive.

Following receipt of information from all interested persons and firms, the Selection Committee may, in its discretion, employ a "short listing" process to narrow the field of Proposers for further consideration. The Selection Committee may, but is not required to, hold interviews with proposers who are deemed qualified on the basis of information available prior to the interviews. The purpose of the interviews shall be to provide further information as may be required by the Selection Committee to fully acquaint itself with the relative qualifications of the interested firms. The Selection Committee shall identify the proposal which, in its judgment, presents the best proposal for the School District's needs in accordance with the Evaluation Criteria. During the evaluation process, the Library reserves the right, when it may serve the Library, to request additional information or clarifications from proposers, or allow corrections or supplementation. The Library reserves the right to retain all proposals submitted and to use any idea or concept contained within any proposal, regardless of whether the proposal was selected.

*Evaluation Criteria:*

1. Proposer's qualifications.
2. Proposer's experience on projects of similar size and complexity for New York State public school districts.
3. Proposer's history of on-time, on-budget, on-schedule construction.
4. Proposer's management approach and how it contributes to a strong Project Team.
5. Fee Proposal: Fees will be considered in selecting the firm to be hired.

**TERMS AND CONDITIONS**

1. CM services contract for the project outlined in this proposal is intended to be awarded by the Library.
2. The Library is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.
3. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the Library.
4. The Library reserves the right to accept or reject any proposal when it is considered to be in the best interest of the Library.
5. The successful Construction Management firm shall not discriminate against any individual or company in accordance with applicable federal, state, or local laws.
6. For contract purposes, the Library anticipates using the current American Institute of Architects (AIA) Document C132-2019/CMa contract document.

**BETHLEHEM PUBLIC LIBRARY**  
**451 Delaware Avenue**  
**Delmar, N.Y. 12045-3095**

**BID PROPOSAL CERTIFICATION**

**Firm Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Date of Bid** \_\_\_\_\_

**I. General Bid Certification**

The bidder certifies that it will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

**II. Non-Collusive Bidding Certification**

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding specification.

"(A) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, under penalty or perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise requested by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

(B) A bid shall not be considered for award nor shall any award be made where (A) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (A) (1) (2) and (3) above have not been completed with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

(1) The fact that a bidder (2) has (a) published price lists, rates, or tariffs covering items being procured, (b) had informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (A).

(2) Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors to the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized) \_\_\_\_\_

Title \_\_\_\_\_

**BETHLEHEM PUBLIC LIBRARY**

**451 Delaware Avenue  
Delmar, N.Y. 12045-3095**

**CONSTRUCTION MANAGEMENT SERVICES FEES FORM**

Indicate the fees you would charge, or the method of calculation based on the following assumptions. The information below is not a forecast of a proposed renovation/addition project. It is presented to facilitate a fair and equitable comparison of proposals:

1. A renovation/addition project with a total referendum cost, including soft costs, not-to-exceed \$36,000,000 and \$3,344,493 for geothermal scope.
  - a. Pre-Referendum Vote Services (Design Development, Contract Documents 95%, SED Submission)
  - b. Pre-Construction Services (Construction Documents 5%, bid solicitation and award of contracts)
  - c. Construction Services (construction administration including project close-out and the post-close-out inspections)
  - d. Online project management software accessible to the Library, the Library's legal counsel and the architect/design team. (to be included in 1.a., 1.b., and 1.c. above and 2.a., 2.b., and 2.c below)
  - e. Cost estimating requirements: (to be included in Pe-Referendum Vote Services)
    - i. Schematic Design – review and advise on estimate already performed.
    - ii. Design Development – full estimate
    - iii. Construction Document – full estimate

2. Fees:

- a. Pre-Referendum Vote Services: \$ \_\_\_\_\_
- b. Pre-Construction Services: \$ \_\_\_\_\_
- c. Construction Services: \$ \_\_\_\_\_
- e. Other: \$ \_\_\_\_\_

3. REIMBURSABLE SERVICES - Provide a list and the cost of all services to be included under the category of reimbursable services: (such as mileage, postage, copying, temporary office, equipment, etc.)

Type of Service	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(Attach additional list if necessary)

TOTAL REIMBURSABLE SERVICES \$ \_\_\_\_\_

4. Hourly rates for each level of personnel/expertise for staff available to provide services to the library on an intermittent, as needed basis.
5. *Firms may provide any additional information that will assist the library in a fair and equitable comparison of fees and services.*

## CERTIFICATE AND SIGNATURE FORM

RE: REQUEST FOR PROPOSALS - CONSTRUCTION MANAGEMENT SERVICES

PLEASE COMPLETE AND RETURN WITH YOUR PROPOSAL:

THE PROPOSER DECLARES AND CERTIFIES:

- 1<sup>ST</sup>: THAT NO MEMBER OF THE BETHLEHM PUBLIC LIBRARY BOARD OR EMPLOYEE OR PERSON WHOSE SALARY IS PAYABLE IN WHOLE OR IN PART FROM THE TREASURY OF SAID BOARD IS DIRECTLY OR INDIRECTLY INTERESTED IN THIS PROPOSAL OR IN THE MATERIALS, EQUIPMENT, OR SERVICES TO WHICH IT RELATES, OR IN ANY PORTION OF THE PROFITS THEREOF.
- 2<sup>ND</sup>: THAT THE SAID PROPOSER HAS CAREFULLY EXAMINED THE RFP AND SPECIFICATIONS PREPARED UNDER THE DIRECTION OF BETHLEHM PUBLIC LIBRARY, AND WILL, IF SUCCESSFUL IN THIS PROPOSAL, FURNISH AND DELIVER AT THE PRICES BID AND WITHIN THE TIME STATED, ALL THE MATERIALS, EQUIPMENT OR SERVICES FOR WHICH THIS PROPOSAL IS MADE UNDER THE TERMS AND CONDITIONS SET OUT IN THE CONTRACT ATTACHED TO THE RFP.

THE FULL NAMES AND TITLES OF ALL PERSONS INTERESTED IN THIS PROPOSAL AS PRINCIPALS ARE AS FOLLOWS:


DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FIRM: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_


NAME: \_\_\_\_\_  
(CONTACT PERSON FOR INQUIRIES)

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_