



**#2022-30  
INVITATION TO BID  
INSTITUTIONAL SANITATION PRODUCTS  
FOR  
ROCK COUNTY SHERIFF'S OFFICE AND JAIL  
JANESVILLE, WISCONSIN**

Bids due in Rock County Purchasing Division by:  
**September 28, 2022 - 2:00 P.M. (Local time)**

Bids received after this date and time will be rejected.

Address Bid to: Shilo Titus, Purchasing Manager  
Rock County Courthouse  
Purchasing Division  
51 S. Main Street  
Janesville WI. 53545

**\*\*\*MARK SEALED ENVELOPE: #2022-30 SANITATION PRODUCTS\*\*\***

Rock County is accepting sealed Bids from qualified vendors for the purchase of institutional sanitation products and supplies to be used at the Rock County Jail and Sheriff's Office.

The objective of this Invitation to Bid is to enter a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. Bids must remain in effect the life of the contract.

Rock County reserves the right to accept or reject any or all Bids; to waive any technicality or error in any Bids or part therein, and to accept the same or combinations, in whole or in part, whichever is deemed to be in the best interest of Rock County.

Contracts are awarded to the lowest, most qualified, responsible, and responsive Bidder based on the base Bid and full consideration of any or all alternatives, as may be in the best interest of Rock County. In determining the award of contract, Rock County will consider the scope of the work involved, time of delivery, competency of Bidder, Bidder's ability to render satisfactory service, and past performance. If two or more Bidders submit identical Bids, Rock County will make award to Bidder of its choice and such decision will be final.

**INSTRUCTIONS FOR BID**

The Bidder is required to submit their Bid via [Demandstar](#) or in a sealed envelope marked Invitation to Bid #2022-30, Shilo Titus, Purchasing Division, 51 South Main, Janesville, WI 53545. All Bids must be received by **2:00 p.m. (local time), September 28, 2022**. Any Bid submitted after this date and time will be rejected. No faxed bids will be accepted.

Vendors are responsible for ensuring that the above office receives their Bid before the deadline. Bid "packets" must be clearly labeled with vendor name, return address, bid title, date and the name of the vendor's primary contact for Bid questions.

Bids shall be signed with name typed below signature. Where Bidder is a corporation, Bid must be signed with the legal name of the Corporation followed by the legal signature of an officer authorized to bind the Corporation to contract.

**SITE VISIT**

Vendors may tour the Jail area to familiarize themselves with the current sanitation product system by contacting Captain Kimberly Litsheim at 608-757-7907.

**INQUIRIES**

All questions concerning this Invitation to Bid must be submitted **in writing** to: Shilo Titus - [shilo.titus@co.rock.wi.us](mailto:shilo.titus@co.rock.wi.us). Questions must be received by **12:00 noon (local time), August 30, 2022**. Questions received after this date and time will not be answered.

No verbal explanation or instructions will be given regarding the meaning of the specifications during the Bid period. Bidders shall bring inadequacies, omissions, or conflicts to Rock County’s attention **in writing by the question cut-off date and time**. If necessary, answers to questions will be provided to all specification holders in the form of an addendum. Addendum will include a list of each question received and Rock County’s response.

**ADDENDA**

All changes in or interpretations of the specifications prior to Bid due date will be made by written addenda issued by the Owner to each recipient of the specifications recorded by the Owner. All addenda will be issued no later than 72 hours prior to Bid due date and time.

**VENDOR SUPPLIED DOCUMENTATION AND MATERIALS**

All vendor-supplied materials, including the vendor’s Bid, become the property of Rock County. We will work with vendors to meet their confidentiality requirements if they are within reason. All vendor confidential material must have each page clearly marked as confidential. Rock County’s determination to treat matters as public or confidential under the Wisconsin Open Records Law shall be final.

**PROJECTED TIMETABLE**

Issue Invitation to Bid	08/15/22
Questions Due	08/30/22 – 12:00 noon
Addenda Issued by	09/13/22 – 3:00 p.m.
Bids Due	09/28/22 – 2:00 p.m.
Evaluation of Bids	09/28/22 – 10/21/22
Governing Committee Approval	10/21/22
Contract Execution	01/01/23

Vendors not involved in the final selection process will be notified in writing. The above schedule is for informational purposes only and is in no way binding upon Rock County.

**BID AND PRESENTATION COSTS**

Rock County will not be liable in any way for any costs incurred by the offerors in the presentation of their Bid in response to this Invitation to Bid nor for the presentation of their Bid and/or participation in any discussions or negotiations.

**COMPLIANCE WITH THE INVITATION TO BID**

Bids submitted must be in strict compliance with the Invitation to Bid. Failure to comply with all provisions on the Invitation to Bid may result in disqualification. The County reserves the right to reject all submittals or to waive minor defects or irregularities in the submittal. The County further reserves the right, without prior notice, to supplement, amend or otherwise modify this Invitation to Bid or otherwise request additional information from any and or all respondents. By submitting a bid, the consultant thereby agrees that the County’s decision concerning any submittal in any respect is final, binding, and conclusive upon it for all purposes, and acknowledges that the County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable outlined.

**IMPLIED REQUIREMENTS**

Products and services that are not specifically addressed in this Invitation to Bid, but which are necessary to provide functional capabilities proposed by the offeror, must be included in the Bid.

**NON-DISCRIMINATION**

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5)(a), sexual orientation, national origin, or military service as defined in §111.355(1), Wis. Stats. This provision 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 further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause (Wisconsin Statutes S.16.765 (2)).

**INDEMNIFICATION**

The contractor to perform services for Rock County shall indemnify, hold harmless, and defend Rock County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Rock County where such liability is founded upon or grows out of the acts, omissions, negligence or misconduct of any agents or employees of the contractor.

**INSURANCE REQUIREMENTS**

The Contractor further agrees that to protect itself and County it will always during the term of this agreement keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies by a company or companies authorized to do business in Wisconsin with limits of:

Personal and bodily injury	Per person	\$1,000,000
	Per accident	\$2,000,000
Property damage:	Each Occurrence	\$500,000
	Aggregate	\$500,000

Coverage shall apply as primary with County named as an added insured. Contractor shall furnish satisfactory proof of insurance to County prior to the date of Contract Execution or commencing work for the County.

**REQUEST FOR CLARIFICATION**

All requests by Rock County for clarification of Bids will be in writing. Such requests shall not alter the offeror's pricing information contained in its cost Bid.

**BID SUBMITTAL FORMAT**

Bid pricing must be submitted on attached Bid Form to be considered. Vendors may include additional information to support their Bid on their company letterhead.

**PROOF OF COMPETENCY OF BIDDER**

Any Bidder may be required to furnish evidence satisfactory to the Owner that the Bidder and proposed subcontractors have sufficient means, expertise, financial ability, and experience in the types of work proposed to assure completion of the Contract in a satisfactory manner.

## **EVALUATION OF BID AND AWARD**

Award shall be made to the offeror whose Bid is determined to be in the best interest of Rock County, taking into consideration cost and the other evaluation factors listed in the Invitation to Bid. Bids submitted in response to this Invitation to Bid will be evaluated based on criteria including, but not limited to the following:

- Quality of equipment and ease of use
- Quality of products and ease of use
- Reasonableness of cost estimates
- General quality & accuracy of response

## **AGREEMENT DEVELOPMENT**

Rock County reserves the right to negotiate with one or more offerors.

## **MODIFICATION AND WITHDRAWAL**

Bids may not be modified after submittal. Bidders may withdraw their Bid at any time before Bid due date and time but may not resubmit them. No Bid may be withdrawn or modified after opening except where the award of Contracts has been delayed for more than 90 days from the due date.

## **DISQUALIFICATION**

The Owner reserves the right to disqualify Bids, before and after opening upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the Bidder.

## **DEVIATION AND EXCEPTIONS**

Deviations and exceptions from terms, conditions, or specifications will be described fully under the bidder's letterhead, signed, and attached to the Bid. In the absence of such statements, the bid will be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable.

## **SUBSTITUTIONS**

When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalencies. Substitutions must be requested prior to the question cut-off date and time. Approved substitutions will be included in an Addendum. Rock County shall be the sole judge of equivalency.

## **QUANTITIES**

Quantities shown within the Invitation to Bid are based upon estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs or availability of funds.

## **CANCELLATION**

Rock County reserves the right to cancel a purchasing contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of the contract. Any dispute arising as to quality and quantity is subject to arbitration as provided in Chapter 788, Wisconsin Statutes.

## **APPLICABLE LAW**

All contracts are governed under the laws of the State of Wisconsin and are made at Rock County, Wisconsin, and venue for any legal action to enforce the terms of the agreement will be in Rock County Circuit Court.

## **ASSIGNMENT**

No right or duty in whole or in part by the contractor under any purchasing contract may be assigned or delegated without the written consent of Rock County.

## **GUARANTEED DELIVERY**

Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials renders the contractor liable for all costs more than contract price if alternate procurement is necessary. Excess costs include administrative costs.

## **PATENTS**

By accepting a contract or purchase order from Rock County, the vendor or contractor guarantees that the sale or use of the items or goods being provided will not infringe any United States patent, and covenants that it will at its own expense defend every suit which may be brought against Rock County, (provided that such party is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such article or articles, and agrees that it will pay all costs, damages and profits recoverable in such suit. The party selling to Rock County guarantees that the items or goods being provided were manufactured in accordance with applicable federal labor laws.

## **QUALITY LEVEL**

Unless otherwise indicated in the Invitation to Bid, all materials shall be first quality. Items which are used, obsolete, or which have been discontinued are unacceptable without prior written approval by Rock County.

## **SAFETY REQUIREMENTS**

Materials, equipment, and supplies provided to the County must comply fully with all safety requirements that are set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA standards. When furnishing toxic or hazardous materials as defined in sub-part "Z" of the U. S. Occupational Safety and Health Standards, the contractor must furnish OSHA Form 20, "Material Safety and Data Sheet", for each item provided. Further, during performing the service necessary to satisfy the requirements of any Invitation to Bid, the contractor is fully liable for public and private protection while work is in progress or at any site exposed as a potential hazard. Contractor must provide warning devices and/or signs, which must be prominently installed and displayed, and be fully in compliance with safety regulations.

## **TAXES**

Rock County is exempt from the payment of all federal excise taxes, registration no. 41407 (For tax-free transactions under Chapter 32 of the Internal Revenue Code. The certificate of exemption is on file with the District Attorney, U. S. Treasury Department, Internal Revenue Service, Milwaukee, Wisconsin). Rock County is exempt from Wisconsin State and Local taxes on its purchases except Wisconsin excise tax as the Wisconsin Department of Revenue does not issue state exempt numbers to Counties per Wisconsin Statute 77.54 (9) (a). Contractors performing construction activities are required to pay state user tax on the cost of materials which they purchase. Rock County is required to pay an excise tax on Wisconsin beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel engine oil and aviation fuel.

## **SUBSTANCE ABUSE POLICY**

Pursuant to Wis. Stat. 103.503(3), contractor, subcontractor or agent of a contractor or subcontractor that will be performing any work on this public works project verifies that it has in place, prior to the commencement of any work on this project, a written program for the prevention of substance abuse among its employees. Said verification includes confirmation that the written program contains all the following:

1. A prohibition against any employee using, possessing, attempting to possess, distributing, delivering, or being under the influence of a drug, or use or be under the influence of alcohol, while performing work on this project.
2. A requirement that employees performing work on this project shall submit to random, reasonable suspicion, and post-accident drug and alcohol testing and to drug and alcohol testing before commencing work on this project, except that testing of an employee before commencing work on this project is not required if the employee has been participating in a random testing program during the ninety (90) days preceding the date on which the employee commences work on this project.
3. A procedure for notifying an employee who tests positive or who refuses to submit to drug or alcohol testing that he/she may not perform work on this project or have access to this project until he/she has submitted to the required drug or alcohol testing and does not test positive.

Rock County is not responsible for the cost of developing, implementing, or enforcing this required substance abuse prevention program in any way; nor is it responsible for the cost of drug and alcohol testing any employee. Each employer shall be responsible for said costs.

**AWARD**

Award will not be made to any Bidder in default of a Contract with the Owner, or to any Bidder having as its agent or employee, any individual previously in default or guilty of misrepresentation.

**NOTICE TO PROCEED**

Written notice of award to the successful Bidder shall be in the form of a Purchase Order from the Owner mailed or delivered to the address shown on the Bid and will be considered sufficient notice of acceptance of Bid, intent to award the Contract, and "Notice to Proceed" with the work.

## **PART I**

### **SCOPE**

#### **1. SUBJECT**

- A. The Rock County Sheriff's Office proposes to contract for institutional sanitation products and supplies.
- B. The Rock County Sheriff's Office does not guarantee any specific or minimum quantity of institutional sanitation products or supplies.

#### **2. CONTRACT LENGTH**

- A. The contract will commence January 1, 2023 and will terminate on December 31, 2023.
- B. The Sheriff's Office may extend the contract for two additional one-year periods not to exceed a total of three years.

#### **3. FIRM PRICES**

- A. Pricing on all institutional sanitation products and supplies must remain firm through December 31, 2023. Any price increase after that date must be received in writing and approved by the County 30 days prior to becoming effective. Price increases shall be limited to fully documented cost increases.
- B. The Sheriff's Office retains the right to adjust the total quantities of institutional sanitation products or supplies, while maintaining the accepted proposed prices, without notification to the vendor.
- C. All bid prices must include shipping and delivery to the Rock County Sheriff's Office/Jail. Rock County will not pay any shipping or handling costs including, but not limited to:
  - Small order fee
  - Minimum order fee
  - Fuel surcharge
  - Special order charge
  - Delivery charge
  - Inside delivery charge

#### **4. RIGHT OF RESCISSION**

- A. The Sheriff's Office shall evaluate all products and services supplied by the successful vendor during the first 120 days of the contract.
- B. The Sheriff's Office reserves the right to rescind the contract after evaluating the products and services of the successful vendor. The Sheriff's Office will advise the vendor of the decision to rescind the contract in writing. The contract will be rescinded 30 days after notice is given.
- C. The vendor shall remove all installed equipment at no cost to the Sheriff's Office or Rock County.
- D. The Sheriff's Office retains the right to rescind the contract with cause throughout the duration of the contract.

#### **5. BILLING**

- A. All institutional sanitation products or supplies shall be billed directly to the Sheriff's Office and shall not exceed the proposed price.
- B. All Bidders must clearly designate a person to provide on-going communication, coordinate servicing, answer questions, and expedite deliveries. Indicate the names and phone numbers of these contact people were indicated on Bid Form.

#### **6. QUANTITIES**

The Sheriff's Office does not guarantee any specific quantity of supplies or products to be purchased. All purchases will be made according to the needs of the Sheriff's Office.

7. PRODUCTS NOT SPECIFICALLY LISTED IN INVITATION TO BID

The Sheriff's Office reserves the right to purchase products from the successful vendor not specifically mentioned in this Invitation to Bid. Products may include, but are not limited to, items such as: brooms, dustpans, mops, toilet brushes, spray bottles etc.

8. DEMONSTRATION

The Sheriff's Office may request vendors to demonstrate their system after the Bids are submitted.



## **PART II**

### **INSTITUTIONAL SANITATION EQUIPMENT SPECIFICATIONS**

#### **1. SCOPE**

- A. This specification details the desired institutional sanitation products and supplies.
- B. The Sheriff's Office in conjunction with the successful vendor will determine dispensing equipment needs and their best location.

#### **2. EQUIPMENT - INSTALLATION AND OWNERSHIP**

- A. All dispensing equipment shall be the property of the successful vendor.
- B. All dispensing equipment, racks and storage bottles will be maintained in a constant serviceable condition. Equipment shall be replaced if needed at no cost to the County.
- C. Trained service employees of the vendor shall install all dispensing equipment. The Sheriff's Office shall incur no costs or fees for installation.
- D. Currently there are fifteen (15) chemical dispensing units installed in the Rock County Sheriff's Office and Jail.

### **CHEMICAL DISPENSING SYSTEM SPECIFICATIONS**

#### **1. DISPENSING EQUIPMENT**

- A. The dispensing equipment shall be an inmate safe lock-in key system and shall utilize cold water.
- B. The dispensing equipment shall be key locked to allow access to operator only.
- C. All dispensing equipment shall be equipped with a low-pressure backflow preventor.
- D. When appropriate, each dispensing site shall have a lockable cabinet to secure concentrate from misuse and vandalism. The cabinet shall be provided by the vendor and shall be at no cost to the Sheriff's Office.
- E. The system will incorporate a means of product identification to ensure that color-vision impaired, or non-English speaking operators will be able to identify products.
- F. The products used in the system will be colored to coordinate with the system color code. This coloration will be present and discernible in both concentrated form and the diluted form of the product.
- G. The system will include a durable labeling (silkscreen preferred) applied to secondary containers such as spray bottles. This labeling will meet the requirements of OSHA Hazard Communication Standard. It will incorporate both means of product identification as mentioned above. It will also incorporate product identification in Spanish.
- H. Secondary containers provided for use in the system will be transparent or translucent to allow the color of the contents to be readily discerned and match with the labeling of the secondary container.
- I. Equipment provided for use under the system will be labeled such that the means of identification, as mentioned above, are readily discerned by the operator to use the equipment properly.
- J. The equipment will incorporate a means of storage for the product MSDS at the point of use of the equipment.
- K. The equipment will be configured such that the concentrate product can be fully enclosed and locked (with a keyed lock) within the equipment.
- L. The system will operate under a "closed system" concept (i.e., concentrated product may be drawn from shipping container ONLY when connected to the equipment). NO "free pour" arrangement of concentrate product packaging will be acceptable.
- M. All concentrate product packaging will follow applicable laws and regulations.

N. Equipment will be provided with IAPMO certified backflow prevention.

O. The system will incorporate a Product Application Guide at each installation site. This guide will provide a summary of product identity, product function, and directions for use and basic safety information for each product used. This information will be provided in English and Spanish. To reduce potential confusion and to clarify training, the guide will cover ONLY the products used at each installation.

## 2. TRAINING

A. The successful vendor shall provide technical assistance to the Sheriff's Office for all products and equipment listed in their Bid.

B. The successful vendor shall provide a formal employee/user training program for all products manufactured for use in the facility. The training program shall include correct dilutions, proper use, problem solving and procedures.

## **PART III**

### **INSTITUTIONAL SANITATION PRODUCTS SPECIFICATIONS**

1. **HEAVY DUTY MULTI-PURPOSE CLEANER** - The multi-purpose cleaner shall be used for the following applications:

A. **DETERGENT DISINFECTANT**

- The product must be hospital grade detergent disinfectant/odor counteractant.
- The product must meet Environmental Protection Agency (EPA) standards of registration as a one-step hospital grade detergent disinfectant as stated on the label.
- The manufacturer shall state on the label the specific dilution that will produce Association of Official Analytical Chemist (AOAC) use dilution confirmation tests in the presence of a 5% blood serum against the following organisms:
  - HIV (AIDS Virus)
  - Herpes Simplex I
  - Herpes Simplex II
  - Salmonella Choleresis
  - Pseudomonas Aeruginosa
  - Serratia Marscens
  - Staphylococcus Aureus
  - Trichophyton Mentagrophytes
  - Antibiotic resistant bacteria including Staphylococcus Aureus (MRSA)
- The product shall be non-toxic at use/dilution as defined by FIFRA.
- The product shall meet a pH of 9.4 to 10.4.
- The product **shall not** be a skin irritant at use/dilution.
- The product **shall not** contain any of the following:
  - Formaldehyde in any form
  - Soap
  - Anionic detergents
  - Abrasives
  - Bleaching agents
  - Phenol or phenolics
  - Iodine
  - Active halogens
  - Mercury or heavy metals

B. **GLASS CLEANER**

- The product must be a concentrated glass and multi-purpose cleaner effective against oil, grease, smoke film and most other common soils.
- The product **shall not contain** any of the following:
  - Soap
  - Phosphates
  - Free alkali
  - Ammonia
- The product pH or diluted formula shall have no deleterious effects when applied to rubber, vinyl, and metal or painted surfaces.

C. **HEAVY DUTY CLEANER**

- The product shall be completely water soluble, biodegradable, solvent detergent cleaner for use on virtually any grease or difficult cleaning job.
- The product when diluted through the previously mentioned dispensing equipment must be effective in the removal of heavy soils, tar, wax, soap scum, grease, and smoke film.
- The product shall be a blend of non-toxic surfactants and detergent builders.
- The product shall be free of phosphates, soap, and alkali.
- The product shall have a pH of between 8.5 and 9.0 when diluted.

#### D. BOWL CLEANER

- The product shall be a heavy duty, non-acid based bowl, and bathroom cleaner. The product must be effective on mineral deposits.
- The product when diluted in the previously mentioned dispensing equipment shall be a blend of synthetic detergents and solvents.
- The product shall be safe to use on chrome, porcelain, and fiberglass as well as toilets, floors, walls, showers, and tubs.

#### 2. HAND/BODY BAR SOAP

- The product shall be 1 ounce in size.
- The product shall be a mild, water-soluble hand and body cleaner.
- The product shall be suitable for personal hygiene purposes.
- The product shall be non-toxic and shall not cause skin irritations.
- The product shall be **unwrapped**.

## EXHIBIT A

ITEM	PRODUCT	PACKAGED	QTY/CASE	APPROXIMATE ANNUAL USAGES
1	HEAVY DUTY MULTI-PURPOSE CLEANER	1.5 GALLON KEG	2	150 CASES
2	BAR SOAP-UNWRAPPED	1 OZ. BAR	500	78 CASES

- The multi-purpose cleaner shall be able to be diluted for use as a disinfectant, bowl cleaner, heavy duty cleaner and glass cleaner and shall be used in a dispensing system.
- Bar soap must be unwrapped.

The estimated quantities listed above will be used to determine which Bid received is the lowest cost. Rock County does not guarantee any minimum quantity to be ordered.

**Please note:**

**Rock County may elect to award this Bid to more than one vendor. The final award will be at the sole discretion of Rock County.**



#2022-30  
INSTITUTIONAL SANITATION PRODUCTS  
FOR ROCK COUNTY SHERIFF'S OFFICE AND JAIL  
BID FORM

**1. HEAVY DUTY MULTI-PURPOSE CLEANER**

BRAND \_\_\_\_\_

PRODUCT # \_\_\_\_\_

PRODUCT SIZE – EACH \_\_\_\_\_

QUANTITY PER CASE \_\_\_\_\_

DILUTION RATIO \_\_\_\_\_

NUMBER OF GALLONS READY TO USE ONCE DILUTED \_\_\_\_\_

COST PER CASE \_\_\_\_\_

**2. UNWRAPPED BAR SOAP**

BRAND \_\_\_\_\_

PRODUCT # \_\_\_\_\_

PRODUCT SIZE – EACH \_\_\_\_\_

QUANTITY PER CASE \_\_\_\_\_

COST PER BAR \_\_\_\_\_

COST PER CASE \_\_\_\_\_

**Please provide literature on items proposed with your Bid.**

**COMPANY CONTACTS**

Order Information

Name	
Phone	
E-Mail	

Invoice Questions

Name	
Phone	
E-Mail	

Customer Service

Name	
Phone	
E-Mail	

Contract Renewal

Name	
Phone	
E-Mail	

PREPARED BY:	
	PRINTED NAME
	SIGNATURE
	DATE

COMPANY:	
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ADDRESS:	

TELEPHONE:	
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E-MAIL:	
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