



**Elverta Joint Elementary School District**

**7900 Eloise Ave.**

**Sacramento, CA 95626**

**WIRELESS EQUIPMENT**

**E-Rate Yr 18 (2015-2016)**

**RFP # 2015-100**

**Request for Proposals Issued: December 9, 2014**

**Deadline for Submittal of Proposals: January 15, 2015**  
**Before 2:00pm**

**Attention: Michael Borgaard**

**Elverta Joint Elementary School District**

**7900 Eloise Ave.**

**Sacramento, CA 95626**

## SUMMARY

The Elverta Joint Elementary School District is seeking quotes for Wireless Equipment. All plans proposed should include detailed billing and include hardware, installation, shipping and taxes. Service provider must label all equipment as Erate with an identifying Funding Request number.

The intent of this document is to define specifications for the equipment and requirements for installation of the complete system. All services must be provided solely by a single vendor. Please see Appendix A for list of school sites. Please see appendix B for a list of requested services to be bid.

**School Site Information:** All services must be rendered at any designated District site. Please see appendix A for a non-exclusive list of sites.

**Equipment and Services:** Elverta Joint Elementary School District requests bids for the wireless equipment and installation at the schools listed in appendix A. You must provide bids for the following wireless hardware (or equivalent):

**The District's eligible wireless equipment include(or equivalent):**

<b>Part Number</b>	<b>Qty</b>	<b>Description</b>
AIR-LAP1142N-A-K9	3	Cisco 802.11N Access Point configured with standard 1yr warranty
AIR-LAP1142N-A-K9	1	Cisco 802.11N Access Point configured with standard 1yr warranty

### Requirements:

- 1) BID FORM: You must complete the Bid Form for this RFP – RFP #2015-100
- 2) Additional Information: Bidders may attach additional pertinent information they deem important to the selection, implementation, and overall success of the project.

### In Addition, Please provide the following information:

1. Length of time business has provided this type of service.
2. Your Service Level Agreement (SLA) for your proposal.
3. Indicate any options available.

4. Please show applicable discounts separately, if applicable.
5. Your E-Rate Service Provider Identification Number (SPIN) on your proposal.
6. An implementation timeline proposal starting July 1, 2015.
7. Indicate how charges will be incurred as services are implemented.
8. Vendors must include 3 reference sites using your service 3 years or more. References from school districts or county offices of education in California are preferred.
  - Job Location
  - Contact name and telephone number
  - Date of contract
  - Project Description
  - Equipment/Service Installed

**SPECIAL CONDITIONS:**

1. Prices to remain firm through SLD approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer, said decrease shall be passed on to the Elverta Joint Elementary School District and documented with new price sheet sent to Elverta Joint Elementary School District Office.
2. All equipment/services costs must be new and included and identified separately.
3. Any prospective bidder, who contacts any School District Board Member during the RFP process, will be disqualified from consideration for the RFP award.
4. The Board of Education reserves the right to reject any and all bids/proposals, or any or all items of any bid/proposal.
5. This RFP will be posted to the Elverta Joint Elementary School District website under ERATE (<http://www.ejesd.net>). Any additions or corrections will be addressed in the form of addenda posted to the same location on the website.
6. All questions regarding this RFP should be directed to [ErateYr18@ejesd.net](mailto:ErateYr18@ejesd.net), with the subject of **“ERATE RFP# 2015-100 Wireless Equipment question**
7. The Deadline for questions will be 12/19/2014 4:00pm.
8. Responses to all questions will be made by 12/22/2014 and will be posted on the district website.
9. It is the responsibility of the prospective bidder to check the website for updates or addenda.
10. You must provide one original and two copies of your proposal (3 total). You must also provide one digital copy (CD or flash drive) of your proposal.
11. Manufacturer must warrant all parts and equipment.

## **VENDOR REQUIREMENTS**

The vendor must meet or exceed minimum qualification requirements.

All submitted proposals must provide at a minimum, all requested information in the proposal document. **Any portion not included will be cause for elimination from the quote process.** The information should be organized as indicated in the proposal requirements. The District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the RFP.

All information submitted is to be considered public knowledge and will be subject to The Public Records Act or any other applicable laws.

## **PROPOSAL EVALUATION**

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Vendors may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the District's technology needs.

### **Evaluation Criteria**

- Vendor cost, including unit prices, labor rates, travel/trip charges, etc.
- Extent of experience with the district
- Client references and/or citations from prior installations where equal services have been provided for projects of similar size and complexities
- Quote preparation, thoroughness, and responsiveness to the RFP requirement

The successful bidder will be chosen based upon best value. The district reserves the right to reject any or all bids.

## **RFP SCHEDULE**

Solicit RFP/Bids	<b>December 9, 2014</b>
RFP/BID question deadline	<b>4:00 p.m., December 19, 2014</b>
RFP/BID question response	<b>4:00 p.m., December 22, 2014</b>
RFP/Bid closing	<b>2:00 p.m., January 15, 2015</b>
RFP/Bid opening	Date of closing
RFP/Bid Selection	Before 471 filing date (approximately 03/14/2015)
Purchase Orders	Contingent on E-RATE Award and District Funding

## **SPECIFIC INSTRUCTIONS & INFORMATION TO BIDDERS**

1. PROPOSALS: Each proposal shall be submitted on forms supplied by District. Each proposal shall conform and be responsive to District specifications. Bidder shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form.
2. DEADLINE FOR RECEIPT OF PROPOSAL: One signed original, two hard copies and one digital copy of the proposal must be submitted in sealed envelopes and should be properly identified with the proposal number and Proposal Submittal Deadline. **Proposals must arrive in the DISTRICT OFFICE, 7900 Eloise Ave. Elverta, CA 95626 before 2:00 PM, local time, January 15, 2015.** Telephone, telegraphic, facsimile, emailed, and late proposals will not be accepted or considered.
3. PROPOSAL SUBMISSION REQUIREMENT: Proposals shall be submitted to the address above and labeled with RFP number and title on the outside of the bid package.

### **RFP #2015-100 Wireless Equipment**

It is the sole responsibility of the bidder so see that the proposal is received in proper time as stated in the Notice to Bidders. Any proposal received after the scheduled closing time for receipt of proposals will be rejected and returned to the bidder.

4. TYPEWRITTEN/WRITTEN IN INK: All prices or notations must be typed or written in ink. Proposals written with pencil will not be accepted.
5. ERASURES: The proposal submitted must not contain erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or person signing the proposal.
6. QUOTE SEPARATELY: Quote on each item separately. Prices should be stated based on quantities/units specified on the proposal form.
7. ALL COSTS INCLUDED: All costs must be included in the bidder's proposal. The bidder shall deliver, install, and complete an integrated system, which may include use of the District's own existing equipment referenced herein. These specifications are meant to outline the District's functional requirements and are not meant to be an exhaustive list of services required to accomplish these requirements.
8. TAXES AND INSURANCE: All insurance that may be required shall be included in all bid response quotations. The District is not exempt from California State sales and use taxes. The District is exempt from paying Federal Excise Taxes. California sales tax shall be included in the bid response quotations as a separate line item.
9. SIGNATURE: The proposal must be signed in the name of the bidder and must bear the signature in longhand of the person or persons duly authorized to sign the proposal.

In case a proposal is submitted by a corporation, it must be signed in the name of such corporation by a duly authorized officer or agent thereof.

10. **MODIFICATIONS:** Changes in or additions to the proposal form, alternative proposals, or any modifications of the proposal form which is not specifically called for in the contract documents may result in the District's rejection of the proposal as not being responsive to the invitation to proposal. No oral or telephonic (facsimile machine, FAX, inclusive) modifications of any proposal submitted will be considered.
11. **EXAMINATION OF CONTRACT DOCUMENTS:** Bidders shall thoroughly examine and be familiar with the Drawings and Specifications. The failure or omission of any bidder to receive or examine any contract documents, forms, instruments, addenda or other documents or to visit the site and acquaint himself with conditions there existing shall in no way relieve any bidder from obligations with respect to his proposal or the contract. The submission of a proposal shall be taken as "Prime Facie" evidence of compliance with this section.
12. **ERROR IN PROPOSAL:** Any claim by bidder of error in his proposal must be made before proposals are opened, or the claim shall be deemed waived. Any bidder may withdraw his proposal at any time between the hour of proposal submittal and the hour of proposal
13. **WITHDRAWAL OF PROPOSAL:** Any bidder may withdraw his proposal by written request. All proposals received by the District shall remain subject to acceptance for a period of ninety (90) calendar days after the date of the proposal opening.
14. **AWARD OF CONTRACT LIMITATION:** No proposal will be accepted from or contract awarded to any party or firm in arrears to the District, or who is a defaulter as surety, contractor or otherwise.
15. **EVIDENCE OF RESPONSIBILITY:** Upon the request of the District, a bidder whose proposal is under consideration for the award of the Contract shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, his experience and organization available for the performance of the contract.
16. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The Board of Education reserves the right to reject any and all proposal, or any or all items of any proposal, or waive any irregularity of any proposal. No proposal may be withdrawn for a period of ninety (90) days without written approval of the District.
17. **THE CONTRACT:** The bidder to whom the award is made shall be required to enter into a written contract with the District. These bid specifications and the bidder's proposal will be attached to, and become a part of, the final contract documents.
18. **PREVAILING LAW:** In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations or rules, then the latter shall prevail.
19. **BRANDS.** When a particular brand or brand and model number are named in connection with any item, it is named as a standard of quality and utility only. A

Bidder may submit a bid to furnish an item other than that named, but the item offered by the Bidder must state in the Bid Form the brand with its model number, if any, which he will furnish. The District shall be the sole judge of whether an offered item is the equal of the named item. If the Bidder fails to write in the brand and model number of the item to be furnished, it is understood the bidder will furnish the item named by the District as the standard of quality and utility.

20. **SAMPLES.** Where the Bidder quotes on a brand named as a standard of the quality and utility desired, a sample of the item will not be required unless specifically requested. If the bid submitted is on any other brand or make than that so named, a sample thereof must be furnished, if requested, or the bid on the item will not be considered. The sample submitted shall be the exact item the Bidder proposes to furnish. Samples of items, when requested, must be furnished free of expense to the District.
21. **FEDERAL OR STATE REGULATIONS.** The Bidder's proposal and any contract entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
22. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the approval of the Board of Education.
23. **PATENT RIGHTS, COPYRIGHTS, AND TRADEMARKS.** The Bidder shall save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyrights, or trademarks of any person in consequence of the use by the District, or by any of its officers or agents of items to be supplied by the Bidder.
24. **DELIVERY.** All items shall be delivered in quantities specified in the contract F.O.B., at the points within the District as specified in the contract. Deliveries in advance of the time specified in the contract shall not be accepted unless the Bidder has obtained prior approval from the District. Unless otherwise specified, if an item is not delivered as specified in the contract or if the Bidder delivers an item which does not conform to the Specifications, the Board of Trustees may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety.
25. **INSPECTION OF ITEMS FURNISHED.** All items furnished shall be subject to inspection and rejection by the District for defects or non-compliance with the specifications. The cost of inspection on deliveries or offers for delivery which do not meet specifications may be deducted from the contract price.
26. **INABILITY TO PERFORM.** In the event that Bidder is prevented from making delivery or otherwise performing on time as specified in the contract by fire, flood,

earthquake, labor or transportation problems, war, acts of government, or any other similar cause commonly known as an act of God, which is not the fault of the Bidder, the Bidder shall not be required to deliver or perform, subject to the following requirements:

- a. The Bidder shall send written notice to the District of the Bidder's inability to perform in accordance with the contract. The notice shall contain all facts which show the condition which prevents performance. The Bidder shall send such notice as soon as possible but in no event later than the fifth (5th) day following the date of issuance of a purchase order by the District or no later than the date specified in the contract for delivery or other performance, whichever is applicable.
  - b. The District may cancel the contract or purchase order, entirely or in part.
  - c. The Bidder shall not make any delivery or otherwise attempt to perform under the contract except on the basis of issuance by the District of a new purchase order or other written instruction.
27. **WARRANTY-PRODUCT.** Seller warrants that all articles furnished shall be free from all defects of material and workmanship, that all articles shall be fit and sufficient for the purposes intended, and shall save, keep, bear harmless and fully indemnify the District and any of its officers, employees or agents from all damages, or claims for damages, costs or expenses in law or equity that may at any time arise from Buyers normal use.
28. **EQUAL OPPORTUNITY EMPLOYMENT.** Bidder, in submitting his proposal certifies that he is an Equal Opportunity Employer, and certifies that he is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.
29. **GOVERNING LAW AND VENUE :**In the event of litigation, the bid documents and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Sacramento County.
30. **CONTACT WITH BOARD OF EDUCATION:** No business entity, including any agent of such entity, shall directly or indirectly contact any board member immediately before or during the bidding process of any project on which the business entity intends to or has submitted a bid. Any vendor violating this policy shall be deemed disqualified from bidding. Should such contact come to light after the bid is awarded and the entity was deemed the successful bidder, the Board reserves the right to cancel any contract awarded.
31. **ARBITRATION:** All claims of \$375,000 or less which arise between the bidder and the District shall be subject to the settlement and arbitration provisions set forth in the public Contract Code Sections 20104 through 20104.8, which provisions are incorporated hereby by this reference.
32. **BID PROTEST.** Any bid protest by any Bidder must be submitted in writing to the District before 3:30 p.m (Per district bid clock). of the **third (3<sup>rd</sup>)** business day following bid opening.



- a. The protest must contain a complete statement of any and all bases for the protest.
  - b. The protest must refer to the specific portions of all documents that form the bases for the protest.
  - c. The party filing the protest must have actually submitted a bid. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue his or her own protest.
  - d. The protest must include the name, address and telephone number of the person representing the protesting party.
  - e. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
  - f. The bidder whose bid has been protested may submit a written response to the bid protest. Such response shall be submitted to the District no later than 5:00 p.m., no later than three (3) working days after the deadline for submission of the bid protest, as set forth above, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving and award depending upon the outcome of the protest.
  - g. The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.
  - h. A "business day", for purposes of this section, means a weekday during which the District's office is open and conducting business.
33. E-RATE PARTICIPATION: The District is participating in the Federal Universal Service Discount program for schools and libraries (E-Rate), offered by the Federal Communications Commissions (FCC), via the Schools and Libraries Division (SLD). The proposal and the contract negotiated implementing this proposal, are conditional and subject to full E-Rate funding by the SLD. The District reserves the right to cancel or in any manner reduce the scope of this procurement in the event the SLD does not completely fund the request for funding submitted referencing this proposal.
34. SPIN: Each vendor providing services to the District as part of the E-Rate program must have a Service Provider Identification Number (SPIN). Vendor is responsible to apply to and receive from the Schools and Libraries Division a valid SPIN. Schools and Libraries Division can be reached online at: <http://www.usac.org/sl>
35. RIGHT TO TERMINATE: District reserves the right to terminate this Request for

Proposal and all documents associated with the Request for Proposal, including but not limited to a Letter of Intent/Letter of Agreement, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The District shall not be responsible for any costs to Bidder/Contractor prior to termination.

**Elverta Joint Elementary School District, APPENDIX A**

Alpha Technology Middle	<a href="#">8920 Elwyn Ave.</a>	Elverta	95626-9580	(916) 991-4726
Elverta Elementary	<a href="#">7900 Eloise Ave.</a>	Elverta	95626-9217	(916) 991-2244

Any other location within the Greater Sacramento area designated by the District

**Elverta Joint Elementary SCHOOL DISTRICT**

**BID FORM RFP # 2015-100  
Wireless Equipment  
FISCAL YEAR 2015-2016**

Vendor Company Name: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_  
 Vendor Title: \_\_\_\_\_  
 Vendor SPIN: \_\_\_\_\_  
 Vendor Phone: \_\_\_\_\_

Alpha Technology Middle				
Part Number	Qty	Description	Unit Price	Extended Cost
AIR-LAP1142N-A-K9	3	Cisco 802.11N Access Point configured with standard 1yr warranty		
			Sub total	
			Taxes	
			Shipping	
			Installation	
			<b>Grand Total</b>	

Elverta Elementary				
Part Number	Qty	Description	Unit Price	Extended Cost
AIR-LAP1142N-A-K9	1	Cisco 802.11N Access Point configured with standard 1yr warranty		
			Sub total	
			Taxes	
			Shipping	
			Installation	
			<b>Grand Total</b>	

**Responding to Request For Proposal No. 2015-100 due January 15, 2015 before 2:00 PM**



**Elverta Joint Elementary School District**  
**7900 Eloise Ave.**  
**Sacramento, CA 95626**

Letter of Agreement  
Elverta Joint Elementary School District and

\_\_\_\_\_  
(Name of Company)

Pursuant to the terms of Elverta Joint Elementary School District’s RFP # 2015-100 for Wireless Equipment, (Name of Company) \_\_\_\_\_’s response to RFP # 2015-100 dated (mm/dd/yyyy) \_\_\_\_\_, (Name of Company) \_\_\_\_\_ will provide the equipment and services per RFP # 2015-100 effective the date of issuance of Elverta Joint Elementary School District Purchase Order(s).

(Name of Company) \_\_\_\_\_ and Elverta Joint Elementary School District acknowledge that this agreement is for E-Rate eligible products and services, which are contingent on funding by the School and Libraries Division of USAC/FCC and the Elverta Joint Elementary School District for E-Rate Year 2015 (Year 18), and Elverta Joint Elementary School District Board of Education approval.

The Elverta Joint Elementary School District reserves the right to terminate the referenced Request for Proposal and all documents associated with the Request for Proposal, including but not limited to this Letter of Agreement, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The Elverta Joint Elementary School District shall not be responsible for any costs to Bidder prior to termination.

Elverta Joint Elementary School District

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
Authorized Representative Signature  
Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature  
Date: \_\_\_\_\_

Name: Michael Borgaard  
Title: Superintendent  
Address: 7900 Eloise Ave.  
Elverta, CA 95626  
Email: mborgaard@ejesd.net  
Phone: (916) 991-2244

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**VENDOR'S CERTIFICATE REGARDING  
WORKERS' COMPENSATION**

**ELVERTA JOINT ELEMENTARY SCHOOL DISTRICT  
REQUEST FOR PROPOSAL RFP # 2015-100  
ERATE FY 2015 (YR18)  
WIRELESS EQUIPMENT**

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

**NONCOLLUSION AFFIDAVIT**

**ELVERTA JOINT ELEMENTARY SCHOOL DISTRICT  
REQUEST FOR PROPOSAL RFP # 2015-100  
ERATE FY 2015 (YR18)  
WIRELESS EQUIPMENT**

State of California                    )  
  )ss.  
County of                                )

\_\_\_\_\_ (Name) , being first duly sworn, deposes and says that he is  
\_\_\_\_\_ (title) of the \_\_\_\_\_ (Name) party making the attached  
bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ at \_\_\_\_\_ California.

Date: \_\_\_\_\_  
\_\_\_\_\_ Signature of Bidder

**E-rate Service Provider Contact Information – FY 2015 (Year 18)**

**ELVERTA JOINT ELEMENTARY SCHOOL DISTRICT  
REQUEST FOR PROPOSAL RFP # 2015-100  
ERATE FY 2015 (YR18)  
WIRELESS EQUIPMENT**

Vendor must provide the following information:

Person authorized to negotiate and sign the terms and conditions of any agreement between vendor and Elverta Joint Elementary School District.

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

Title \_\_\_\_\_

:

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

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

City, State, Zip code: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Include other important contact info