

ADVERTISEMENT FOR REQUEST FOR PROPOSAL
COBB COUNTY PURCHASING DEPARTMENT

BID OPENING DATE: JULY 9, 2009

Cobb County will receive Sealed Bids before 12:00 NOON, July 9, 2009 in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 for:

**SEALED BID # 09 – 5425
BUSINESS OCCUPATION AND REGISTRATION TAX COLLECTION
COBB COUNTY COMMUNITY DEVELOPMENT DEPARTMENT**

No bids will be accepted after the 12:00 noon deadline.

Proposals are opened at 2:00 p.m. at Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Bid/Meeting Room, Marietta, GA 30008. Proposals received after the date and time indicated will not be considered.

No proposal may be withdrawn for a period of ninety (90) days after date of bid opening, unless otherwise specified in the bid documents. Cobb County will consider the competency and responsibility of bidders in making the award. Cobb County reserves the right to reject any and all proposals, to waive informalities and technicalities, to reject portions of the proposals, and to award contracts in a manner consistent with the County and the laws governing the State of Georgia.

This solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website. www.purchasing.cobbcountyga.gov

To request a copy of the proposal documents, **FAX** the following information to the Purchasing Department @ 770-528-1154 or **e-mail** requests to purchasing@cobbcounty.org:

Company name, contact name, company address, phone number and fax number.

Please reference the proposal number and the title of the proposal in the request

Advertise: JUNE 26, 2009
JULY 3, 2009

BIDDING INSTRUCTIONS – TERMS AND CONDITIONS

1. PREPARATION OF BID:

- (A) Bidders are expected to examine the drawings, specifications, schedules, and all instructions. Failure to do so will be at the bidder's risk.
- (B) Each bidder shall furnish the information required by the bid form. The bidder shall sign and print or type his/her name where designated. The person signing the bid must initial erasures or other changes.
- (C) Unit price for each quotation shall be shown and such price shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of discrepancy between a unit price and extended price, the unit price will be presumed correct.
- (D) Where not otherwise specified, bidders must definitely state DATE OF DELIVERY.

2. EXPLANATION TO BIDDERS:

Any explanation desired by a bidder regarding the meaning or interpretation of Invitation to Bids, Request for Proposals or Qualifications, drawings, specifications, etc., must be in writing. All questions must be received within seven (7) business days prior to the bid opening date for a response to be generated by the County to all bidders in the form of an addendum. If any statement in the bidding documents, specifications, etc., appears ambiguous to the bidder, the bidder is specifically instructed to make a written request to the Purchasing Department, unless otherwise outlined in the specifications. Any information given to a prospective bidder concerning an Invitation for Bid will be furnished to all prospective bidders, as an addendum to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders. Receipt of the addendum by a bidder must be acknowledged on the bid or by letter received before the date and time specified for the bid opening. **ORAL EXPLANATION OR INSTRUCTIONS GIVEN BEFORE THE AWARD OF THE CONTRACT WILL NOT BE BINDING.**

3. SUBMISSION OF BIDS: FACSIMILE BIDS WILL NOT BE CONSIDERED.

- (A) Any Bid Package and modifications thereof shall be enclosed in a sealed envelope, addressed to the office specified in the Invitation to Bid, with the name and address of the bidder, the date and hour of bid opening, and name of bid. A bid reply label will be included in most bid packages stating the above referenced information. Any bid package NOT having bid information on outside of package could be opened as regular mail, and bid could be disqualified.
- (B) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the County, and at no expense to the County
- (C) An item offered must at least meet specifications called for and must be of quality which will adequately service the purpose and use for which it was intended.
- (D) Full identification of each item bid upon, including brand name, make, model, and catalog number, must be furnished according to the bid specifications if requested to identify exactly what the bidder is proposing. Supporting literature may be furnished to further substantiate the proposal.
- (E) The bidder represents that the article(s) to be furnished under this Invitation to Bid is (are) new and that the quality has not deteriorated so as to impair its usefulness.
- (F) Bids cannot be withdrawn or corrected after the bid opening (except reductions or changes by the successful bidder which would be beneficial or advantageous to the County). The County as deemed necessary may reject changes.
- (G) Cobb County is exempt from Federal Excise Tax and Georgia Sales Tax.
- (H) Cobb County does not accept conditional bids.

4. DEFAULT:

The Award as a result of bids received under this invitation may be in part based on the delivery factor. Accordingly, should delivery fail to be performed within the time specified by the bidder, the bid may then be declared in default of the contract. In such event, the County may then proceed to purchase in the open market the items from another source.

5. F.O.B. POINT:

Unless otherwise stated in the Invitation to Bid and any resulting contract, all articles will be F.O.B. Destination. This means delivered, unloaded, and placed in the designated place.

6. AWARD OF CONTRACT:

The Contract will be awarded to the responsible bidder whose bid will be the most advantageous to the County, price, and other factors considered. The County will make the determination. The County reserves the right at any time to reject any and all bids, to waive informalities and technicalities, to award portions of the bid, and to award contracts consistent with the County and the laws governing the State of Georgia. Normal payment terms are net thirty (30) days after receipt of invoice by the Finance Department.



COBB COUNTY
PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154
www.cobbcounty.org

IMPORTANT NOTICE – PLEASE READ CAREFULLY!!

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “**SEALED BID LABEL**” has been enclosed to affix to your bid. This label ***MUST*** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not being routed to the proper location for consideration. No bid will be accepted after the date and time specified. **IT IS THE VENDOR’S RESPONSIBILITY TO ENSURE THAT EACH BID HAS BEEN RECEIVED IN A TIMELY MANNER.**

BIDS MUST BE RECEIVED BEFORE 12:00 (NOON) ON BID OPENING DAY

Bids must be received at the Cobb County Purchasing Department. **Any bids received later than 12:00 (noon) will not be accepted.** The County accepts no responsibility for delays in the mail. Bids are to be mailed or hand delivered to:

COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008-4012

Bids will be opened at 2:00 P.M. in the Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Conference/Bid Room, Marietta, GA 30008.

Thank you in advance for your cooperation.

SEALED BID LABEL

SEALED BID ENCLOSED

DELIVER TO:
COBB COUNTY PURCHASING
1772 County Services Parkway
Marietta, GA 30008-4012

SEALED BID # 09-5425 DATE: JULY 9, 2009

BIDS MUST BE RECEIVED BEFORE 12:00 NOON

DESCRIPTION: Request for Proposal
Business Occupation and Registration Tax Collection

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE



Cobb County...Expect the Best!

REQUEST FOR PROPOSAL

**SEALED BID # 09 – 5425
BUSINESS OCCUPATION AND REGISTRATION TAX COLLECTION
COBB COUNTY COMMUNITY DEVELOPMENT DEPARTMENT**

BID OPENING DATE: JULY 9, 2009

BIDS ARE RECEIVED IN THE
COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GEORGIA 30008
BEFORE 12:00 (NOON) BY THE BID OPENING DATE

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT
BID/MEETING ROOM AT 2:00 P.M.

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 6 COPIES OF BID
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)**

N.I.G.P.COMMODITY CODE: 96258

NAME: _____

ADDRESS: _____

REPRESENTATIVE: _____

PHONE: _____ FAX: _____

E-MAIL _____

NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.



Cobb County...Expect the Best!

"STATEMENT OF NO BID"

COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.

Thank you for your cooperation.
Cobb County Purchasing Department

**"STATEMENT OF NO BID"
SEALED BID NUMBER 09-5425
REQUEST FOR PROPOSAL
BUSINESS OCCUPATION AND REGISTRATION TAX COLLECTION**

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

I wish to be retained on the vendor list for this commodity or service: Yes _____ No _____

Please PRINT the following:

Company

Representative

You are invited to list reasons for your decision not to bid: _____

REQUEST FOR PROPOSAL
COBB COUNTY BOARD OF COMMISSIONERS
COBB COUNTY, GEORGIA

SEALED BID #: 09-5425

TO PROVIDE

BUSINESS OCCUPATION AND REGISTRATION TAX COLLECTION

ADVERTISEMENT FOR REQUEST FOR PROPOSAL
COBB COUNTY PURCHASING DEPARTMENT

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To request a copy of the proposal documents, **FAX** the following information to the Purchasing Department @ 770-528-1154 or **e-mail** requests to purchasing@cobbcounty.org:

Company name, contact name, company address, phone number and fax number.

Please reference the proposal number and the title of the proposal in the request

Advertise: June 26, 2009 / July 3, 2009

**COBB COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSAL TO PROVIDE BUSINESS OCCUPATION AND
REGISTRATION TAX COLLECTION
SEALED BID #: 09-5425**

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**COBB COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSAL TO PROVIDE BUSINESS OCCUPATION AND
REGISTRATION TAX COLLECTION**

I. PURPOSE OF REQUEST

The Board of Commissioners of Cobb County (the “County”) through this Request for Proposal (“RFP”), invites written proposals from qualified firms (the “firm”) wishing to assist the County in collecting business occupation and registration taxes. Proposals should be submitted as instructed in Section II and in the format described in Section IV.

The term of the contract will be six-month pilot with two one-year options at the sole discretion of the County contingent upon annual revenue collections, performance, adverse response by businesses, or annual appropriations of funds by the Cobb County Board of Commissioners.

II. INSTRUCTIONS TO PROPOSERS

- A. Each firm will submit only one proposal, six copies of which should be delivered in a sealed envelope bearing the “Deliver To” label provided with this RFP.
- B. All proposals must be delivered prior to **12:00 noon, Thursday, July 9, 2009**. Requests for extension of time to submit will not be granted. Late proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals will be opened on that same day at the County Purchasing Department, 1772 County Services Parkway, Marietta, GA, 30008, at 2:00p.m.
- C. It is the sole responsibility of the firm to insure that the proposal arrives on time and bears the handwritten signature of an official duly authorized to sign on all six copies. The name, office address and office telephone number of the person to contact must be clearly identified. All preparation costs are the responsibility of the firm.
- D. Any questions about the RFP should be directed in writing to:

Mr. Rick Brun, Director
Purchasing Department
1772 County Services Parkway
Marietta, GA 30008
770-528-1154 (Fax) or purchasing@cobbcounty.org (via email)

- E. The County has set the following tentative schedule for the selection process:

Cutoff for Submittal of Questions Tuesday, June 30, 2009 by 5:00 pm EST

F. No bid may be withdrawn for a period of ninety (90) days after the proposal submission deadline.

III. SELECTION PROCESS AND CRITERIA

The County will form a Proposal Evaluation Committee to evaluate all proposals during which time they may ask questions of a clarifying nature from the firm(s) and/or contact any references provided. The Committee will then prepare a written recommendation to the County Manager and the Board of Commissioners. All proposers will be notified of the results of the selection process.

The County reserves the right to reject any or all proposals, to waive any informality in a proposal and/or to accept that proposal which, in the judgment of the Committee, is in the best interest of the County.

The selection process used for determining the most successful proposal is best described as a “Competitive Proposal” process in which pricing is one of the most important criteria but not the only criteria. The factors in the evaluation process include:

- Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the Cobb project.
- Experience/Performance – Review of past performance on Cobb County projects or other projects of similar nature and complexity as the Cobb project; evaluation of client reference whether included in the proposal response or not; overall responsiveness to the County’s needs.
- Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals.
- Availability – Evaluation of the workload of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County.
- Financial Stability – Evaluation of the overall financial position of the firm as determined from financial information required by the RFP or from other independent sources.
- Cost – As submitted in the RFP, including **Revenue Goal** – Estimate projected revenue and explain commitment and strategies to ascertain the projected revenue.

IV. PROPOSAL FORMAT

All proposals must be prepared in the standard format described below, in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and excluded from consideration. Any proposed deviations from the requested scope of services must be noted and fully explained.

A. COVER LETTER

Prepare and submit a cover letter of transmittal. Include the name, address, and telephone number of the primary representative to be contacted regarding your proposal.

B. QUALIFICATIONS

Address the following areas:

1. Organization of firm and how its resources can be put to work for the County.
2. List most recent business occupation and registration tax collection relationships within the State of Georgia including the names, addresses, and phone numbers of contact persons for reference purposes. Briefly describe the work performed, including the methodology used and amount of collections. Please try to confine these relationships to counties and cities.
3. Describe any innovations the firm has developed or worked on for local governments seeking to collect unrecognized business occupation and registration taxes. Discuss this experience and its potential applicability to the County.
4. Please attach a recent representative example of a local government's official statement in which you assisted.

C. PERSONNEL

1. Individuals who would be assigned to the County. Please include brief resumes citing experience, and related projects.
2. Location and availability of these individuals.
3. Availability of other personnel resources to the County.
4. Staff names, experience, education, and references of persons to be assigned to project.
5. All personnel associated with the project must pass a criminal history background check and provide the county with written documentation of same.

D. RESPONSE TO SCOPE OF SERVICES

Address those areas indicated in Section VIII.

E. COMPENSATION

Please explain the firm's proposed fee schedule for the work proposed, including the percentage your firm will keep upon collection/deposit of business occupation and registration taxes collected to include accounts identified by the County as new, as well as delinquent accounts, and differences in compensation.

G. METHODOLOGY

1. Describe what process, procedures, tactics will be used in identifying and collecting business occupation and registration taxes.
2. Describe what tactics, procedures, comments will be allowed and prohibited when contacting businesses with no business license.
3. Indicate number of staff minimum and maximum on project.

V. FIRM'S ASSUMPTIONS AND EXPECTATIONS OF THE COUNTY

The firm selected will be expected to identify and contact businesses that are not registered with Cobb County and should be remitting occupation and registration taxes. The firm selected will also be expected to collect these fees and arrange for deposit into an account belonging to Cobb County.

In considering your fee proposal, you should assume the following:

1. All businesses active in Cobb County are required to verify legal citizenry status.
2. Cobb County will require that any account dedicated to receive taxes collected by the firm must be bonded and insured in an amount to be negotiated after the firm is selected. Monies must be directly deposited, minus collection fee, to County's designated account.
3. The firm must provide information from County Business License Application on daily or regular agreed to time frame for County to maintain database and account for payments by businesses.

VI. TERMS AND CONDITIONS

1. The County reserves the right to reject any or all proposals, or to award the contract to the next most qualified firm if the selected firm does not execute a contract within thirty (30) days after the award of the proposal.
2. The County reserves the right to request clarification of information submitted and to request additional information from applicants.
3. Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to sell to the County the services set forth in the enclosed specifications.
4. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the County shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
5. Any agreement or contract resulting from the acceptance of a proposal shall be on

forms either supplied by or approved by the County and shall contain, at a minimum, applicable provisions of the RFP. The County reserves the right to reject any agreement that does not conform to the RFP and to any County requirements for agreements and contracts.

6. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
7. No reports, information, or data given to or prepared by the firm under the contract shall be made available to any individual or organization by the firm without the prior written approval of the County.
8. The firm selected shall provide a Performance and Payment Bond in favor of Cobb County in an amount not less than \$1,000,000 and in a form subject to approval by the Cobb County Attorney.

VII. CONFLICT OF INTEREST/CONTINGENCY FEES/CERTIFICATION BY
SUBCONTRACTORS

The RFP requires responding firms and their subcontractors to state that to the best of their knowledge there are no circumstances that shall cause a conflict of interest in performing services for Cobb County. The successful firm will be required to sign as part of the terms and conditions of their being engaged by the County the following statements regarding conflict of interest and contingency fees.

Conflict of Interest Statement:

“As a duly authorized representative of _____ I, _____, titled _____ certify that to the best of my knowledge no circumstances exist which will cause a conflict of interest in performing services for Cobb County Government, that no employee or elected official of Cobb County Government, nor any public agency official or employee affected by this Request for Proposals has any pecuniary interest in the business of this Firm, associates or consultants of this Firm, or the Firm’s parent firm, subsidiary, or other legal entity of which this Firm is a part, and that no person associated with or employed by this Firm has any interest that would conflict in any manner or degree with the performance of services for Cobb County Government. I further certify that should I become aware of any circumstances that may cause a conflict of interest during the term of this contract; I will immediately notify the Cobb County Government. I understand that if Cobb County Government determines a conflict of interest exists, it may require the Firm to take action to remedy the conflict of interest or terminate the agreement without liability. Cobb County Government shall have the right to recover any fees paid to the Firm for services rendered which were performed while a conflict of interest existed or during a time after which the Firm did not notify the County within one week of becoming aware of the existence of the conflict of interest.”

Prohibition Against Contingent Fees Statement:

“The Firm warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Firm to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Firm any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award of this Agreement. For any breach or violation of this provision, the County shall have the right to terminate the Agreement without liability and, at its discretion, to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.”

VIII. SCOPE OF SERVICES

The firm selected will be expected to identify and contact businesses that are not registered with Cobb County and should be remitting occupation and registration taxes. The firm selected will

also be expected to collect these fees and arrange for deposit into an account belonging to Cobb County. Documentation as to the d/b/a, corporation, owner, business address, mail address, applicant, and amount paid will be provided to the Cobb County Business License Division within twenty-four (24) hours of receipt of payment by the firm. The firm's contact of the businesses on behalf of Cobb County will be conducted in a professional, non-threatening or coercive manner that will not reflect negatively on Cobb County Government.

COST PROPOSAL

DO NOT INCLUDE FEES OR COSTS IN ANY AREA OR FORM OUTSIDE OF THIS PAGE.

Firms responding to this RFP are required to submit their costs proposals on this sheet only.

The following breakdown by gross receipts fee table must be used for pricing when submitting bids in response to this Request for Proposal No. 09-???? offered by the Business License Division of the Cobb County Community Development Agency. All fees must be expressed as a per business occupation tax collected fixed-fee basis to include all local travel, meetings, related expenses, profit and overhead.

**Business Occupation Tax Amount
(based on gross receipts fee table)**

Proposed fee (percent of tax collected)

\$90.00	_____
\$178.00	_____
\$318.00	_____
\$493.00	_____
\$668.00	_____
\$1,455.00	_____
\$2,855.00	_____
\$4,855.00	_____
\$6,855.00	_____
\$8,855.00	_____
\$10,855.00	_____
\$12,855.00	_____

Additional Services: (Attach additional sheets as necessary)

Exclusive Discount – If your firm offers this discount, please list the percentage and describe in detail how the discount is to be applied.

Early Payment Discount – If your firm offers this discount, please list the percentage and describe in detail how the discount is to be applied.

COST PROPOSAL (continued)

Other Services Offered – If your firm offers any other services, unique billing plans, or discounts not listed above, please describe in detail below.

Revenue Goal - Estimate projected revenue and explain commitment and strategies to ascertain the projected revenue.

Administrative/Clerical Staff Hourly Billing Rates: \$ _____

Name (typed or printed) _____ Title _____

Signature _____ Date _____

Name of Firm _____