Kershaw County Government Center
515 Walnut Street
Camden, South Carolina 29020

REQUEST FOR BIDS

OLD ARMORY

PAINTING

#08-766-04

PROJECT

Kershaw County solicits the submission of bids for the painting of the interior gym area of the Old Armory.

LOCATION

1040 West Dekalb Street
Camden, SC 29020

MANDATORY PRE-BID SITE VISIT

Date: **August 13, 2008**
Time: **2:00 p.m.**

SPECIFICATIONS

Enclosed

CONTACT

Questions must be directed in writing and faxed to Jennie Hammond at (803) 425-1546 or E-mailed to jennie.hammond@kershaw.sc.gov

Questions must be received by 5:00 p.m., August 21, 2008.

BID SUBMISSION

Please submit bids to: Jennie Hammond, CPPB
Kershaw County Government Center, Room 203
515 Walnut Street
Camden SC 29020

Sealed bids must be received in the Purchasing Office, Room 203 of the Kershaw County Government Center, no later than **2:00 p.m., August 27, 2008,** at which time they will be opened and read publicly.

Kershaw County is not responsible for lost or misdirected bids. The County reserves the right to reject any or all offers and can waive any technicality in the best interest of Kershaw County.

Mark outside of envelope **"08-766-04 ARMORY PAINTING."**

STANDARD TERMS AND CONDITIONS

SCOPE: THE FOLLOWING TERMS AND CONDITIONS WILL PREVAIL UNLESS OTHERWISE NOTIFIED BY KERSHAW COUNTY WITHIN THIS BID DOCUMENT. THE COUNTY OF KERSHAW RESERVES THE RIGHT TO REJECT ANY BID WHICH TAKES EXCEPTION TO THESE TERMS AND CONDITIONS.

DEFINITIONS USED HEREIN:

A. "BID REQUEST" MEANS A SOLICITATION OF A FORMAL SEALED BID
B. "BID" MEANS PRICE OFFERED BY THE BIDDER
C. "BIDDER" MEANS CONTRACTOR
D. "COUNTY" MEANS COUNTY OF KERSHAW

COMPLETING BID: ALL INFORMATION MUST BE LEGIBLE. ANY AND ALL CORRECTIONS AND/OR ERASURES MUST BE INITIALED. AUTHORIZED BIDDER MUST SIGN EACH BID SHEET AND REQUIRED INFORMATION MUST BE PROVIDED.

RESERVED RIGHTS: THE COUNTY OF KERSHAW RESERVES THE RIGHT AT ANY TIME AND FOR ANY REASON TO CANCEL THIS INVITATION FOR BIDS, ACCEPT OR REJECT ANY OR ALL BIDS OR ANY PORTION THEREOF, OR TO ACCEPT AN ALTERNATE BID. THE COUNTY RESERVES THE RIGHT TO WAIVE ANY IMMATERIAL DEFECT IN ANY BID. THE COUNTY MAY SEEK CLARIFICATION FROM ANY BIDDER AT ANY TIME AND FAILURE TO RESPOND PROMPLY IS CAUSE FOR REJECTION.

CONFIDENTIALITY OF BID INFORMATION: EACH BID MUST BE IN A SEALED ENVELOPE AND CLEARLY MARKED TO PROVIDE CONFIDENTIALITY OF THE BID INFORMATION PRIOR TO THE BID OPENING. SUPPORTING DOCUMENTS AND/OR DESCRIPTIVE LITERATURE MAY BE SUBMITTED WITH THE BID OR IN A SEPARATE ENVELOPE MARKED LITERATURE FOR BID (NUMBER). DO NOT INDICATE BID PRICES ON LITERATURE.

ACCURACY OF BID: EACH BID IS PUBLICLY OPENED AND IS MADE PART OF THE PUBLIC RECORD OF THE COUNTY. THEREFORE, IT IS NECESSARY THAT ANY AND ALL INFORMATION PRESENTED IS ACCURATE AND/OR WILL BE THAT BY WHICH THE BIDDER WILL COMPLETE THE CONTRACT. IF THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND THE EXTENDED TOTAL, THE UNIT PRICE WILL PREVAIL.

SUBMISSION OF BID: BIDS ARE TO BE SEALED AND SUBMITTED TO THE PURCHASING OFFICE, KERSHAW COUNTY GOVERNMENT CENTER, ROOM 203, 515 WALNUT STREET, CAMDEN, S C 29020, BY THE TIME AND DATE INDICATED IN THE BID.

ADDENDA: ALL CHANGES IN CONNECTION WITH THIS BID WILL BE ISSUED BY THE PURCHASING OFFICE IN THE FORM OF A WRITTEN ADDENDUM. SIGNED ACKNOWLEDGMENT OF RECEIPT OF EACH ADDENDUM MUST BE SUBMITTED WITH THE BID.

LATE BIDS AND MODIFICATIONS OR WITHDRAWALS: BIDS RECEIVED AFTER THE DEADLINE DESIGNATED IN THIS BID DOCUMENT WILL NOT BE CONSIDERED. BIDS MAY BE WITHDRAWN OR MODIFIED PRIOR TO THE BID OPENING. ALL SUCH TRANSACTIONS MUST BE SUBMITTED IN WRITING AND RECEIVED BY THE PURCHASING OFFICE PRIOR TO THE BID OPENING.

BIDDING CONDITION OF PRICE: ALL BID PRICES SUBMITTED SHALL REMAIN EFFECTIVE FOR A MINIMUM PERIOD OF 90 DAYS, OR UNTIL EVALUATION OF BIDS IS COMPLETE AND AWARD IS MADE. THEREAFTER, THE CONTRACT PRICE SHALL REMAIN EFFECTIVE FOR THE TERM OF THE CONTRACT.

EQUIVALENT BIDS: WHEN BRAND OR TRADE NAMES ARE USED IN THE BID INVITATION, IT IS FOR THE PURPOSE OF ITEM IDENTIFICATIONS AND TO ESTABLISH STANDARDS FOR QUALITY, STYLE AND FEATURES. BIDS ON EQUIVALENT ITEMS OF SUBSTANTIALLY THE SAME QUALITY, STYLE AND FEATURES ARE INVITED UNLESS ITEMS ARE MARKED "NO SUBSTITUTE". EQUIVALENT BIDS MUST BE ACCOMPANIED BY DESCRIPTIVE LITERATURE AND/OR SPECIFICATIONS TO RECEIVE CONSIDERATION. DEMONSTRATIONS AND/OR SAMPLES MAY BE REQUIRED AND WILL BE SUPPLIED AT NO CHARGE TO THE COUNTY.

INSURANCE: THE CONTRACTOR SHALL PROCURE, MAINTAIN, AND PROVIDE PROOF OF, INSURANCE COVERAGE FOR INJURIES TO PERSONS AND/OR PROPERTY DAMAGE AS MAY ARISE FROM OR IN CONJUNCTION WITH, THE WORK PERFORMED ON BEHALF OF THE COUNTY BY THE CONTRACTOR, HIS AGENTS, REPRESENTATIVES, EMPLOYEES OR SUBCONTRACTORS AT THEIR OWN EXPENSE. PROOF OF COVERAGE SHALL BE SUBMITTED PRIOR TO ENTERING INTO THE CONTRACT AND SUCH COVERAGE SHALL BE MAINTAINED BY THE CONTRACTOR FOR THE DURATION OF THE CONTRACT PERIOD FOR OCCURRENCE POLICIES. CLAIMS MADE POLICIES MUST BE IN FORCE OR THAT COVERAGE PURCHASED FOR THREE (3) YEARS AFTER CONTRACT COMPLETION DATE.

NEW MATERIALS, SUPPLIES OR EQUIPMENT: UNLESS OTHERWISE SPECIFIED, ALL MATERIALS, SUPPLIES OR EQUIPMENT OFFERED BY A BIDDER WILL BE NEW, UNUSED, OF RECENT MANUFACTURE, FIRST CLASS IN EVERY RESPECT, AND SUITABLE FOR THEIR INTENDED PURPOSE. ALL EQUIPMENT WILL BE ASSEMBLED AND FULL SERVICED, READY FOR OPERATION WHEN DELIVERED.

WARRANTY: SUPPLIES OR SERVICES FURNISHED AS A RESULT OF THIS BID WILL BE COVERED BY THE MOST FAVORABLE COMMERCIAL WARRANTIES, EXPRESSED OR IMPLIED, THAT THE BIDDER AND/OR MANUFACTURER GIVES TO ANY CUSTOMER THE RIGHTS AND REMEDIES PROVIDED HEREIN ARE IN ADDITION TO AND DO NOT LIMIT ANY RIGHTS AFFORDED TO THE COUNTY BY ANY OTHER CLAUSE OF THIS BID. THE COUNTY RESERVES THE RIGHT TO REQUEST FROM BIDDERS A SEPARATE MANUFACTURER CERTIFICATION OF ALL STATEMENTS MADE IN THIS PROPOSAL.

METHOD OF AWARD AND NOTIFICATION: BIDS WILL BE ANALYZED AND THE AWARD MADE TO THE LOWEST, BEST, RESPONSIVE AND RESPONSIBLE BIDDER(S) WHOSE BID CONFORMS TO THE SPECIFICATIONS AND WHOSE BID IS CONSIDERED TO BE THE BEST VALUE IN THE OPINION OF THE COUNTY. THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND ANY PART OF A BID; TO WAIVE INFORMALITIES, TECHNICAL DEFECTS, AND MINOR IRREGULARITIES IN BIDS RECEIVED AND TO AWARD BID ON AN ITEM BY ITEM BASIS, BY SPECIFIED GROUPS OF ITEMS OR TO CONSIDER BIDS SUBMITTED ON "ALL OR NOTHING" BASIS IF THE BID IS CLEARLY DESIGNED AS SUCH OR WHEN IT IS DETERMINED TO BE IN THE BEST INTEREST OF THE COUNTY.

DELIVERY TERMS: ALL DELIVERIES WILL BE FOB DESTINATION. ALL FREIGHT CHARGES WILL BE INCLUDED IN THE BID PRICE.

DAMAGED AND/OR LATE SHIPMENT: THE COUNTY HAS NO OBLIGATION TO ACCEPT DAMAGED SHIPMENTS AND RESERVES THE RIGHT TO RETURN AT THE CONTRACTOR'S EXPENSE DAMAGED MERCHANDISE EVEN THOUGH THE DAMAGE WAS NOT APPARENT OR DISCOVERED UNTIL AFTER RECEIPT OF THE ITEMS. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE COUNTY PURCHASING OFFICE OF ANY LATE OR DELAYED SHIPMENTS. THE COUNTY RESERVES THE RIGHT TO CANCEL ALL OR ANY PART OF AN ORDER IF THE SHIPMENT IS NOT MADE AS PROMISED.

CREDIT TERMS: BIDDER WILL INDICATE ALL DISCOUNTS FOR FULL AND/OR PROMPT PAYMENT. DISCOUNT WILL BE CONSIDERED AS A COST FACTOR IN THE DETERMINATION OF AWARD, EXCEPT DISCOUNTS OFFERED FOR PAYMENT WITHIN LESS THAN TEN (10) CALENDAR

DAYS. DISCOUNTS OFFERED WILL BE COMPUTED FROM DATE OF RECEIPT OF CORRECT INVOICE OR RECEIPT AND ACCEPTANCE OF PRODUCTS, WHICHEVER IS LATER.

SELLER'S INVOICE: INVOICE WILL BE PREPARED AND SUBMITTED IN DUPLICATE TO ADDRESS SHOWN ON THE PURCHASE ORDER. SEPARATE INVOICES ARE REQUIRED FOR EACH PURCHASE ORDER. INVOICE WILL CONTAIN THE FOLLOWING GENERAL INVORMATION; PURCHASE ORDER NUMBER, ITEM NUMBER, DESCRIPTION OF SUPPLIES, OR SERVICES, SIZES, UNIT OF MEASURE, QUANTITY, UNIT PRICE AND EXTENDED PRICE.

SAFETY: ALL PRACTICES, MATERIALS, SUPPLIES, AND EQUIPMENT WILL COMPLY WITH THE FEDERAL OCCUPATIONAL SAFETY AND HEALTH ACT, AS WELL AS ANY PERTINENT FEDERAL, STATE AND/OR LOCAL SAFETY OR ENVIRONMENTAL CODES. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE MATERIAL SAFETY DATA SHEETS FOR PRODUCT(S) REQUIRING THE SAME.

DISCLAIMER OF LIABILITY: THE COUNTY NOR ANY OF ITS AGENCIES, WILL NOT HOLD HARMLESS OR INDEMNIFY ANY BIDDER FOR ANY LIABILITY WHATSOEVER.

HOLD HARMLESS: THE CONTRACTOR AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD THE COUNTY OF KERSHAW, ITS OFFICERS, EMPLOYEES AND AGENTS FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, PENALTIES, DAMAGES, SETTLEMENTS, COSTS CHARGES, PROFESSIONAL FEES OR OTHER EXPENSES OR LIABILITIES OF EVERY KIND AND CHARACTER ARISING OUT OF OR RELATING TO ANY AND ALL CLAIMS, LIENS, DEMANDS, OBLIGATIONS, ACTIONS, PROCEEDINGS OR CAUSE OF ACTION OF EVERY KIND AND CHARACTER IN CONNECTION WITH OR ARISING DIRECTLY OR INDIRECTLY OUT OF THIS AGREEMENT AND/OR THE PERFORMANCE HEREOF, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY AND ALL SUCH CLAIMS, ETC., RELATING TO PERSONAL INJURY, INFRINGEMENT OF ANY PATENT, TRADEMARK, COPYRIGHT, (OR APPLICATION FOR ANY THEREOF) OR OF ANY OTHER TANGIBLE OR INTANGIBLE PERSONAL OR PROPERTY RIGHT, OR ACTUAL OR ALLEGED VIOLATION OF ANY APPLICABLE STATUTE, ORDINANCE, ADMINISTRATIVE ORDER, RULE OR REGULATION, OR DECREE OF ANY COURT WILL BE INCLUDED IN THE INDEMNITY HEREUNDER. THE CONTRACTOR FURTHER AGREES TO INVESTIGATE, HANDLE, RESPOND TO PROVIDE DEFENSE FOR AND DEFEND ANY SUCH CLAIMS, ETC. AT HIS/HER SOLE EXPENSE AND AGREES TO BEAR ALL OTHER COSTS AND EXPENSES RELATED THERETO, EVEN IF SUCH CLAIM IS GROUNDLESS, FALSE OR FRAUDULENT.

LAW GOVERNING: ALL CONTRACTUAL AGREEMENTS WILL BE SUBJECT TO, GOVERNED BY, AND CONSTRUED ACCORDING TO THE LAWS OF THE STATE OF SOUTH CAROLINA.

ANTI-DISCRIMINATION CLAUSE: NO BIDDER ON THIS REQUEST WILL IN ANY WAY, DIRECTLY OR INDIRECTLY, DISCRIMINATE AGAINST ANY PERSON BECAUSE OF AGE, RACE, COLOR, HANDICAP, SEX, NATIONAL ORIGIN, OR RELIGIOUS CREED.

REQUEST FOR BIDS

Inside Painting of Old Armory

I. INVITATION

Kershaw County Recreation Department invites all interested qualified persons or firms, capable of providing the required products and services, to submit Bids for the painting of the gym area.

Responses to this Request for Bids will be accepted until 2:00 pm, August 27, 2008. It is the sole responsibility of the contractor to see that the bid is received before the submission deadline. The contractor shall bear all risk associated with delays in the U.S. mail or delivery service. Late bids will not be considered.

Any requests for clarification or additional information deemed necessary by any respondent to present a proper bid must be submitted in writing as follows:

Jennie Hammond, CPPB

Fax to: (803)425-1546

OR e-mail to: jennie.hamond@kershaw.sc.gov

Written questions or request for clarification must be received a minimum of five (5) days prior to the bid submission date. Any request received after the above stated dateline will not be considered. All request received prior to the above deadline will be responded to in writing by the County in the form of an addendum addressed to all prospective respondents.

Restrictions Applicable To Offers: Violation of restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the SC State Ethics Act: (a) After issuance of the solicitation, ***you agree not to discuss this procurement activity in any way with the Using Governmental Unit or its employees, agents or officials.*** Any communication regarding the submission, evaluation, or award must be solely addressed to the Purchasing Coordinator, or designee. This restriction may be lifted by express written permission from the Purchasing Coordinator.

II. INSURANCE REQUIREMENTS

Vendor shall provide and maintain throughout their performance under this contract, insurance in the following minimum requirements. Automobile

insurance shall cover all vehicles owned, hired or non-owned, operated by/or on behalf of the contractor in the performance of this contract.

A. General Public Liability and Property Damage $1,000,000 per occurrence

B. Bodily Injury $1,000,000 per occurrence

C. Automobile Liability $1,000,000 per occurrence

D. Workers' compensation South Carolina Statutory Limit

Prior to start of work, a Certificate of Insurance shall be furnished to the Purchasing Department as evidence of the existence of such insurance. Certificates shall contain provision for a thirty (30) day prior written notice of cancellation or material change and directed to Kershaw County Purchasing, 515 Walnut Street, Camden, SC 29020

III. SCOPE OF WORK

The scope of work for this bid shall consist of prepping and painting the interior of the gym area of the Old Armory at 1040 West DeKalb Street, Camden, SC.

Painting shall include but not limited to, all interior walls, including a wainscot, windows, doors, frames and trim, ceiling and trusses.

Gym - 75’ wide x 100’ long x 17’ 6” high
The curved portion of the ceiling is 77’ across
The center point of the ceiling is 6’8” above wall level
There are 24 windows – Each measuring 6’3” x 2’2”

Paint – Equal to or better than
Sherwin Williams – PrepRite ProBlock – B79W10 - Interior Quick Drying Alkyd Primer Sealer
Sherwin Williams ProMar 400 – B30W400 Series – Interior Latex Flat

The specifications herein shall be considered minimum standards to be met by the Contractor and/or the material suppliers.

Contractor agrees to furnish all labor, supervision, equipment, scaffolding, materials, tools, supplies, and transportation necessary for the proper execution and completion of interior painting services as specified, for the County. Materials and services provided by the Contractor shall comply with all current Federal, State, local and municipal laws, ordinances and rules and regulations. All painting services shall meet these specifications.

IV . CONTRACTOR'S WARRANTY

Unless otherwise agreed upon, the painting contractor shall be expected to issue a one (1) year warranty on any work performed. Warranty will be stated on contractors invoice.

V. PROTECTION

The Contractor shall be responsible and use utmost care in the protection of the occupant's property; including all screens, windows, walkways, shrubbery, parked vehicles, and any other property in the area, from paint and/or other damage.

Extreme care shall be taken to safeguard all existing facilities, site amenities, building structures, windows, and vehicles on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the County.

While performing painting services for the County on this contract, contractor shall protect county property and adjacent property, buildings, etc. Contractor shall be held responsible for any damages caused by Contractor's employees and/or sub-contractors to County property or any adjacent property, buildings, etc.

Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the County's satisfaction at the Contractor's expense.

It shall be the responsibility of the Contractor to report to the Project Manager or his designee any damage found prior to any work at job sites.

The Contractor shall be entirely responsible for any loss or damage to its own materials, supplies and equipment, and to the personal property of its employees while they are maintained on the work sites.

Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destruction or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb county property or use County phones, equipment, facilities and the like, except as authorized.

VI. SAFETY

All County and local codes, rules and regulations concerning safety will be adhered to by the painting contractor.

Contractor shall be responsible for assuring the safety of his employees, County employees and the general public during performance of all services under this contract.

Contractor shall assure that all crews are fully and properly equipped to perform services promptly and safely without delay.

Good housekeeping is a must at all times and shall be maintained on a daily basis. Contractor shall pay and furnish for all means of removing all soiled or used rags, waste and trash from County facilities generated by any painting service work.

Possession and consumption of drugs or alcoholic beverages is strictly prohibited at all times at the job sites and on or around the County's property.

Work may be temporarily stopped by the Project Manager or his designated representative due to severe weather, lack of material, safety violations, or other unforeseen circumstances.

VII. JOB CONDITIONS

Comply with manufacturer's recommendations as to environmental conditions under which coatings can be applied.

Do not apply coatings in areas where dust is being generated.

Provide "Wet Paint" signs to protect newly painted surfaces.

Contractors may be required to submit MSDS sheets upon request.

VIII. SURFACE PREPARATION

Contractor shall be responsible for the proper preparation of surfaces prior to painting which may include scraping/sanding of all loose or scaly paint as well as cleaning areas (i.e. jambs and door facing) where accumulations of dirt, grease, or grime may prevent proper paint adhesion.

Follow all warnings and recommendations of the paint manufacturer regarding surface preparation.

To avoid a non-uniform appearance of the final coat, prime coat the entire surface rather than spot priming.

IX. PAINT APPLICATION

Contractor shall store, handle, and apply all materials according to Manufacturer's specifications, and in compliance with all applicable government regulations.

Install materials in accordance with manufacturers instructions. Install material in proper relation with adjacent construction and with uniform appearance. Clean and prime area as recommended by manufacturer.

Contractor shall provide all equipment necessary, including electricity and water if not available on site, to safely accomplish all work.

All coating applications or mixing, thinning of material must be performed in accordance with the manufacturer specifications.

All paints shall be thoroughly stirred before removal from the containers and shall be kept stirred while used.

All paint in any one-paint coat shall be hard and dry through the entire paint film before the next coat is applied. In no case shall the elapsed time between the application of the successive coats of paint to any surface be less than that recommended by the paint manufacturer.

The rate of coverage per gallon for the paint to be applied shall not exceed the maximum rate recommended by its manufacturer.

All coated surfaces shall be free of all dust, dirt, and contamination before succeeding coats are applied as per manufacturer's specifications.

Only skilled painters shall be used on the work to insure finished surfaces shall not show brush marks or other irregularities. All coats shall have uniform thickness and be free of runs, drips, sags, bubbles, pinholes, ridges, laps, and variations in color or texture. Separate coats shall conform to the dry film thickness specified and shall have a distinguishable color difference from the preceding or subsequent coats.

X. CLEAN-UP AND PRECAUTIONS

Remove any residual paint from areas that were not painted; i.e. window glass.

All rubbish accumulated from the job shall be removed from the County's premises by the Contractor at his expense. No trash, paint buckets or other debris is to be placed in County dumpsters or other trash facilities belonging to County.

The set up area is to be protected from damage to surface of grounds. Extra precaution should be taken as not to damage surrounding building walls, landscaping, parking lots, and side walks.

Contractor and Contractor employees shall prevent accidental spilling of paint materials and in the event of such spill, immediately remove all spilled materials and clean to the original condition prior to this spillage.

All cleaner, primer, and paint materials shall be used according to manufacturer's limitations of use, directions of use, precautions, dilution ratio, minimum dry time, surface preparation, and other specification. All clean-up requirements will be completed before payment is made for a job.

ARMORY PAINTING
BID FORM

THE FIRM OF:_____

Address:_____

_____

FEIN_____

Completion Within_____Days after notice to proceed

TOTAL BID PRICE **$_____**

The following shall be returned with your bid. Failure to do so may be cause for rejection of bid as non-responsive. It is the responsibility of the bidder to ensure that it has received all addendums.

ITEM:		INCLUDED: (X)
1.	References (on County form)	_____
2.	Addendums, if any.	_____

Person to contact regarding this bid:_____

Title:_____Phone:_____Fax:_____

E-mail_____

Name of person authorized to bind the Firm):_____

Signature:_____Date:_____

By signing and submitting a bid, your firm acknowledges and agrees that it has read and understands the IFB documents and agrees to the Contract Terms and Conditions as contained herein.

PROVIDE AT LEAST 2 REFERENCES

References for:

_____--

Company Name

Bidders shall provide references on this form.

1. Firm Name _____

   Contact_____

   Title _____E-mail _____

   Mailing Address_____

   Phone _____Fax _____

   Type of Services Provided:_____

2. Firm Name _____

   Contact_____

   Title _____E-mail _____

   Mailing Address_____

   Phone _____Fax _____

   Type of Services Provided:_____

3. Firm Name _____

   Contact_____

   Title _____E-mail _____

   Mailing Address_____

   Phone _____Fax _____

   Type of Services Provided:_____