

ATTENTION VENDORS

If you find that you are not interested in bidding/quoting this particular project, **please fill in this sheet and return it to:**

**Town of North East Town Hall
19 North Maple Avenue, P.O. Box 516
Millerton, NY 12546**

We are very interested in learning why you do not bid.

PROPOSAL #: **RFP-TONE-02-19**
TITLE: **Ambulance Services for the Towns of Amenia, Dover and North East**

VENDOR NAME _____
CONTACT _____
ADDRESS _____
PHONE _____ FAX _____

For purposes of facilitating your firm's response to our request for proposal the Towns of Amenia, Dover and North East are interested in hearing reasons for failure to respond. If your firm is not responding please indicate the reason by checking all appropriate items below and returning this form to the address above.

WE ARE NOT RESPONDING BECAUSE:

- Items and/or materials requested are not manufactured by us or are not available to our company.
- Our items and/or materials do not meet your specifications
- Specifications are not clearly understood or applicable too vague too rigid
- Quantities too small
- Other _____

**AMBULANCE SERVICES
FOR THE TOWNS OF AMENIA, DOVER AND NORTH EAST**

**REQUEST FOR PROPOSALS
RFP-TONE-02-19**

**Proposals Due
MAY 20, 2019
2:00 pm**

SUBMIT PROPOSALS TO:

**George Kaye, Town Supervisor
Town of North East Town Hall
19 North Maple Avenue, P.O. Box 516
Millerton, NY 12546**

PHONE (518) 789-3300 Ext. 608 FAX (518) 789-3399 EMAIL: ne.supervisor@taconic.net

INSTRUCTIONS AND INFORMATION

Read all documents contained in the proposal specifications.

- Sealed proposals for **Ambulance Services for the Towns of Amenia, Dover and North East** will be received in the Town of North East Town Hall, 19 North Maple Avenue, PO BOX 516, Millerton, NY, on or before **2:00 p.m., MAY 20, 2019**. Specifications and proposal forms are attached hereto.

The Towns of Amenia, Dover and North East official bid documents are obtained from the Empire State Purchasing Group's Regional Bid Notification System at www.empirestatebidsystem.com or, if applicable, the Town of North East website www.townofnortheastny.gov by following the link to the "Ambulance Services for the Towns of Amenia, Dover and North East". Those who download the RFP and wish to be placed on a list to receive information for this proposal as it is released, must register with the Town of North East Business Office by sending an email to ne.businessoffice@taconic.net. A return email acknowledging this registration will be transmitted. Copies of bidding documents obtained from any other source are not considered official copies. In addition to obtaining the official bid documents, any and all addendum pertaining to a particular bid or RFP are posted on the same website that the official bid documents are obtained: www.empirestatebidsystem.com and www.townofnortheastny.gov. It is incumbent upon all potential bidders to view all posted addenda prior to the bid close date. If you have obtained this document from a source other than the Town of North East's website or the Empire State Regional Bid Notification System, it is recommended that you obtain an official copy. You may obtain an official copy by registering on the Empire State Regional Bid Notification System at www.empirestatebidsystem.com.

- Proposers are responsible for submitting their proposals to the appropriate location at or prior to the time indicated in the specifications. **No proposals will be accepted after the designated time or date indicated in the proposal specifications.** It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. Delay in mail delivery is not an exception to the receipt of a proposal.
- Proposers shall indicate, **on the outside of their sealed proposal**, the following information:
 1. **Ambulance Services for the Towns of Amenia, Dover and North East**
 2. **RFP-TONE-02-19**
 3. **Proposers Company Name & Address**

Failure to do so may result in rejection of the proposal as being unresponsive.

- **The following forms are necessary to be submitted as a proposal, as well as any additional forms requested in the detailed specifications:**
 1. **Proposer Information Form, completed, signed and dated.**
 2. **Non-Collusion Affidavit, completed, signed and dated.**

It is not necessary to submit your copy of the technical specifications with the proposal. They should be retained by the proposer for their records.

INSTRUCTIONS AND INFORMATION (Cont'd)

- **Proposers must submit (3) original, plus six (6) copies, plus one (1) digital copy (on USB drive, as a single pdf document) of their Proposal, unless otherwise stated in the specifications. The original must be clearly marked. All proposals must be filled out in ink, or be typewritten. Proposals submitted in pencil will be rejected as unresponsive. Proposals which have been corrected by white out or cross out, and have not been initialed and/or dated will be rejected as unresponsive.**
- No Proposer may withdraw a proposal within one hundred and twenty (120) days after the actual date proposals are due.
- Should the proposer find discrepancies or omissions in the specifications, he/she shall notify Lorna Sherman at ne.businessoffice@taconic.net, hereinafter referred to as the Purchasing Agent, at once. The Purchasing Agent will not assume responsibility for any oral instructions, or interpretations of meaning of the specifications or other contract documents to any Proposer by any person or persons.
- The Purchasing Agent, and/or his/her designee, shall be the only one authorized to make changes or alterations to anything contained in these specifications. Such changes shall be posted as an addendum on the following website: www.empirestatebidsystem.com. Those who download the RFP and wish to be placed on a list to receive information for this proposal as it is released, must register with the Town of North East Business Office by sending an email to ne.businessoffice@taconic.net. A return email acknowledging this registration will be transmitted.
- Written questions and inquiries concerning this Request for Proposals shall be submitted to George Kaye at ne.supervisor@taconic.net with a copy to Lorna Sherman at ne.businessoffice@taconic.net **on or before the date and time stated in the bid documents.** Verbal questions will not be entertained.
- References in the specifications to a particular trade name, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type and quality of materials or supplies or nature of work desired. Such descriptions should not be construed as excluding bids on other types of materials and supplies or for performing the work in a manner other than specified, providing that the materials and supplies and manner of performing the work offered are of equal quality to that specified and equally acceptable to the Towns of Amenia, Dover and North East for its purposes. Exceptions must be clearly stated. The Towns of Amenia, Dover and North East will determine equal products or services.
- The Towns of Amenia, Dover and North East guarantee no minimum or maximum purchase.
- Proposers who are required to adhere to the prevailing wage schedule shall obtain and maintain a current schedule from the New York State Department of Labor for the entire term of the contract. The Towns may audit adherence to this schedule at any time during or after the contract period.
- The Purchasing Agent reserves the right to reject all proposals, parts of all proposals, or all proposals for any one or more supplies or contractual services included in the proposed contract, when such rejection is in the best interest of the Towns.
- The Towns of Amenia, Dover and North East reserve the right to award to single or multiple vendors, in whole or in part, by item, by class, by category, or to establish primary/secondary contracts, whichever the Towns deem to be in the best interest of the Towns of Amenia, Dover and North East.

INSTRUCTIONS AND INFORMATION (Cont'd)

- The contract will be awarded to the RESPONSIBLE PROPOSER best meeting the needs of the Towns, based on, but not limited to:
 - a. Approach to the project.
 - b. Experience in meeting the needs of the project (examples should be submitted with the proposal).
 - c. Experience working with other entities (references must include client name, contact person, phone number and description of project).
 - d. Ability to provide services in a timely manner, meeting established project deadlines, including a strategy of key activities and ability to meet target schedule.
 - e. Proposed cost.

And who has demonstrated judgment and integrity, is of good reputation, experienced in his work, whose record of past performance in the trade is established as satisfactory, and whose financial status is such to provide no risk to the Towns of Amenia, Dover and North East in its contractual relations.

- Upon acceptance of any proposal, the successful proposer shall execute a contract, if applicable, in accordance with the specifications, with the Towns of Amenia, Dover and North East, State of New York.
- A contract shall not be assignable by the contractor in whole or in part without the written consent of the Towns of Amenia, Dover and North East.
- All or any of the Towns of Amenia, Dover and North East departments may participate in this contract. Each ordering agency shall be invoiced directly for their orders and shall receive shipments at their designated locations.
- The Towns of Amenia, Dover and North East reserve the right to allow other governmental entities, to purchase any goods and/or services awarded as a result of this proposal. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the Towns of Amenia, Dover and North East and the vendor. The Towns of Amenia, Dover and North East shall have no responsibility in the dealings between the vendor and any other governmental entity other than the Towns of Amenia, Dover and North East.
- Prior to any vendor receiving payment for goods and/or services rendered, the Towns of Amenia, Dover and North East require that all vendors have a current completed IRS form W-9 on file with the Towns of Amenia, Dover and North East.
- A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such articles or services. The Towns extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
- By submission of this proposal, each Proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law

INSTRUCTIONS AND INFORMATION (Cont'd)

● **GRIEVANCE AND PROTEST PROCEDURES:**

1. Any protest to the Towns of Amenia, Dover and North East's consideration of any bid must be submitted in writing and received by the Town of North East Supervisor no later than five (5) calendar days after the bid award. A written reply to the protest will be sent to the protesting bidder by the Town of North East Supervisor
2. The protest must contain:
 - Identification of the statute or procedure that is alleged to have been violated;
 - A precise statement of the relevant facts;
 - Identification of the issues to be resolved;
 - Aggrieved party's argument and support documentation.

Any notice of protest received after the deadline will not be considered.

- **NOTE: VARIATIONS AS STATED IN THE BID SPECIFICATIONS TAKE PRECEDENCE OVER THIS INSTRUCTIONS AND INFORMATION SECTION.**

Date: April 16, 2019

REQUEST FOR PROPOSALS
AMBULANCE SERVICES FOR THE TOWNS OF AMENIA, DOVER AND NORTH EAST

1.0 INTRODUCTION

The Towns of Amenia, Dover and North East, Dutchess County are seeking proposals from qualified entities for an ambulance service to provide Emergency Medical Services to persons situated within the Towns of Amenia, Dover and North East boarders, including the Village of Millerton which falls within the boarders of the Town of North East.

2.0 BACKGROUND

Towns of Amenia, Dover and North East (including the Village of Millerton) are presently served by three Advanced Life Support Ambulances, one ambulance located in each Town. The Towns are researching the most affordable and sustainable delivery model for Emergency Medical Services that will meet the needs of all three municipalities, their citizens and visitors, as per the findings of the North East Dutchess EMS Services Report (Attachment A).

3.0 SCOPE OF SERVICES

The successful proposer shall agree to:

- 3.1** Public Informational Sessions-Attendance of appropriate representatives from vendor as requested by the municipalities to answer any questions from the public which might arise;
- 3.2** Vendor shall maintain New York State certification of its ambulance service as defined in Article 30, Section 3005 of the Public Health Law and shall at all times comply with the standards required for such certification during the term of the agreement;
- 3.3** Vendor shall comply with NYS Department of Health Bureau of Emergency Medical Services and Trauma Systems and the Hudson Valley Regional Emergency Medical Services Council Standards of Care and any updates thereto;
- 3.4** Vendor agrees to comply with the requirements of Article 30, Section 3006 of the public Health Law of NYS for Quality Improvement Programs;
- 3.5** Vendor agrees that the published telephone number for all requests for emergency ambulance services shall be “9-1-1”;
- 3.6** All equipment used for treatment and transport of patients will be in accordance with Part 800 of the Emergency Medical Services Code of NYS;
- 3.7** Supply a copy of all insurance policies held by vendor or in which vendor is named as an additional insured and the amount of coverage for each;
- 3.8** Supply copies of the following authorizations:
 - 3.8.1** NYS ambulance Operating Certificate;
 - 3.8.2** NYS Controlled Substance License;
 - 3.8.3** Any regional requirements for providing service;
- 3.9** Provide ambulance services on a 24 hour per day, 7 days a week basis;

- 3.10 Maintain Emergency Medical Services assets as per contract;
- 3.11 Maintain an average en route time of no more than two minutes and an average arrival on scene time of no more than fifteen minutes from dispatch for all priority 1 and 2 calls;
- 3.12 Transport all patients to the closest appropriate facility;
- 3.13 Work cooperatively with area fire departments and ambulance services;
- 3.14 Participate in the Dutchess County 9-1-1 Communication Center system;
- 3.15 Agree to indemnify the Towns of Amenia, Dover and North East for all acts and omissions of the ambulance service and its employees and agents and agree to indemnify the Towns of Amenia, Dover and North East;
- 3.16 Provide insurance naming the Towns of Amenia, Dover and North East as additional insured, in amounts no less than three million per occurrence and five million the aggregate, with at least one million of vehicle/fleet liability;
- 3.17 Cooperate with the Towns of Amenia, Dover and North East in answering questions from patients about its bills and charges;
- 3.18 Comply with HIPAA;
- 3.19 The entity or entities receiving the contract shall participate in audits related to its enroute and response times, replacement of ambulances, and all other minimum requirements of this proposal;
- 3.20 The successful proposer must agree not to discriminate against persons in a manner which would violate state or federal laws. The recipient of the contract shall comply with all wage and hour laws and the provisions of workers compensation;
- 3.21 The recipient of the contract shall serve as an independent contractor to the Towns of Amenia, Dover and North East;

OPERATIONS

- 3.22 Call Coverage – Monthly call coverage by the vendor at a minimum shall be 90%. Should call coverage for any two consecutive month timeframe drop below 90%, the vendor will submit a plan of correction;
- 3.23 Response Time - Response time shall be 15 minutes from the time a call is dispatched by the 9-1-1 Center to the time when a unit arrives on scene;
- 3.24 Vendor shall utilize and maintain an automated vehicle locating system on all assigned vehicles and make access to such system available to Town Officials.
- 3.25 Key clinical Performance – Demonstrate performance to key patient care metrics such as transportation of potential cardiac, stroke and trauma patients to appropriate facility and utilization of care bundles for key diagnosis (infection, trauma, cardiac, stroke, diabetic, etc.);

FINANCIAL

- 3.26** The vendor should provide quarterly reports of the expenses related to the performance of the contract and their revenue related to transportation and care of patients;
- 3.27** A rate schedule for services shall be provided to the municipalities and discussed at a public hearing;
- 3.28** Penalties for poor performance –either cash or withholding fees shall be included in any contract;

4.0 PROPOSAL SUBMISSION

This RFP is intended to provide interested firms with an opportunity to demonstrate their qualifications for this project. This section outlines the information that must be included in all proposals. Selection will be based on a review of qualifications provided in response to this RFP. Firms/individuals submitting a proposal submission package are asked to provide the following information in sequence, as their Technical Proposal. Failure to include the items as specified may result in disqualification.

Proposal Submission Package shall include the following:

- 4.1** On company letterhead please address the following:
 - 4.1.1** Do you presently hold an Ambulance Service Certificate which include service for the Towns of Amenia, Dover and North East?

STAFFING

- 4.2** How many ALS/BLS ambulances, and fly cars will be provided?
 - 4.2.1** Number of units maintained inside the Towns of Amenia, Dover and North East and at what hours/days.
 - 4.2.2** Location of ambulances. The Towns of Amenia, Dover and North East will not provide housing.
 - 4.2.3** Number of units to replace engaged ambulance once responding to an emergency.
 - 4.2.4** Will the ambulance inside the Towns of Amenia, Dover and North East be permitted to respond to emergencies outside of the Towns of Amenia, Dover and North East, and if so in what time will that ambulance be replaced with one inside of the Towns of Amenia, Dover and North East.
 - 4.2.5** What level of staffing will be in each ambulance provided? Please note that a Paramedic and not critical care technician is the minimum level of certification for the ALS provider.
 - 4.2.6** Will you provide a fly car service? Where will the fly car be located?

BILLING

- 4.3** Will you charge for your services?
 - 4.3.1** Provide all rates for all services, including refusals. Please note that all billing rates must be approved by the Towns of Amenia, Dover and North East and may only be changed by the Town of Amenia, Dover and North East by resolution of the Towns Boards.

- 4.3.2 Do you have a charitable care policy?
- 4.3.3 Do you perform billing in-house or utilizing a company. If you use a third party company, do you pay them on a percentage or a flat fee or both?
- 4.3.4 Please state what, if any, charge will be made to the Towns of Amenia, Dover and North East or whether billing revenues will be sufficient revenues.

TRANSPORTS

- 4.4 Please list hospitals to which you will transport patients from the Towns of Amenia, Dover and North East.

SANCTIONS

- 4.5 Please list all civil or criminal sanctions imposed, admissions made, settlements entered into and penalties paid as a result of any government action related to the ambulance services provided, including but not limited to billing and charge related issues.
- 4.6 Have you ever been a defendant in a lawsuit which resulted in entry of a judgement?

COMPLIANCE

- 4.7 Do you maintain a HIPAA compliance program?
 - 4.7.1 Do you maintain a voluntary billing compliance program?
- 4.8 Experience: all proposers must set forth and describe their experience and their staff's experience providing BLS and ALS services. In addition, please provide the following:
 - 4.8.1 Proposer must describe their demonstrated ability to maintain services within established budgets.
 - 4.8.2 Proposers must provide a minimum of three (3) references of a similar size and scope of services as described in this RFP. Include Name, contact name, phone number and email.
 - 4.8.3 Proposer must include a list of all municipalities served under contract for the last ten years.
- 4.9 Provide a three-town model including the Towns of Amenia, Dover and North East (the Village of Millerton does not have a separate contract for service and will be covered by the Town of North East's contract);
 - 4.9.1 Provide a two-town model covering the Towns of Amenia and North East; and Towns of Amenia and Dover.
 - 4.9.2 Provide a separate contract model for each of the three towns.

For each of the above models participating vendors should project for a three (3) year contract period and a five (5) year contract period.

5.0 ALTERNATIVES

Firms may include in its Proposal items not specified in this RFP which it would consider relevant to the services to be provided under the proposed contract. All such alternatives must be listed separately from the Proposal and the fees and/or costs associated therewith must be separately stated and itemized.

6.0 EVALUATION PROCESS

Proposals will be evaluated by a review committee. The review committee shall review and evaluate each of the proposals using the criteria described below under Proposal Evaluation Criteria (Section 7.0). Each reviewer will rank each proposal according to the Criteria. The reviewers will then convene to review and discuss these evaluations.

The Towns of Amenia, Dover and North East reserve the right to seek clarification of information submitted in response to this RFP, request interviews or presentations and/or request additional information during the evaluation process.

The Towns of Amenia, Dover and North East reserve the right to reject any or all proposals or parts of proposals.

7.0 EVALUATION CRITERIA

Proposals will be screened for completeness and compliance with the requirements of this RFP as described in these specifications.

Every proposal submitted will be reviewed in accordance with the following criteria:

7.1 Cost

7.2 Experience of proposer and proposer's staff

7.3 Ability to serve the Town of Amenia, Dover and North East (including the Village of Millerton)

7.4 Demonstrated ability to maintain services within established budgets

8.0 AWARD

The Towns of Amenia, Dover and North East reserve the right to award to single or multiple vendors, in whole or in part, by item, by class, by category or to establish primary/secondary contracts, whichever is determined to be in the best interest of the Towns of Amenia, Dover and North East.

The Towns of Amenia, Dover and North East reserve the right to accept any submittal and/or parts thereof and/or to reject any and all submissions, or to waive any irregularities in the submissions if it is determined to be in the best interest of the Towns of Amenia, Dover and North East.

The award of a contract is contingent upon the successful execution of the formal contract agreement.

9.0 CONTRACT AND INSURANCE REQUIREMENTS

As described in these specifications, there may be several variations regarding the award of this request for proposal. It may include one or multiple municipalities. Since multiple municipalities may be included, insurance requirements and formal contract agreements may vary.

10.0 TERM OF CONTRACT

The contract term will depend on the awarded proposed three (3) year or five (5) year model. The contract term will begin upon successful execution of the formal contract.

11.0 OWNERSHIP OF WORK PRODUCT

All work products including digital forms produced or created by the vendor as a result of or related to the performance of work or services under this RFP proposal will be the property of the Towns of Amenia, Dover and North East.

All costs associated with the preparation of a proposal in response to the RFP shall be the responsibility of the Respondent submitting the proposal. The Towns of Amenia, Dover and North East will not be responsible for any expenses in the preparation and/ or presentation of the proposal.

12.0 QUESTIONS

Submit questions pertaining to this RFP by email to George Kaye at ne.supervisor@taconic.net with a copy to Lorna Sherman at ne.businessoffice@taconic.net no later than 4:00 pm on APRIL 24, 2019. All answers to the submitted questions will be posted as an addendum on the following websites: www.empirestatebidsystem.com and www.townofnortheastny.gov.

PROPOSERS MUST CHECK THIS WEBSITE REGULARLY FOR ADDENDUM, WHICH MAY INCLUDE SIGNIFICANT CHANGES TO THE RFP SPECIFICATIONS.

13.0 PROPOSAL SUBMISSION REQUIREMENTS

13.1 See **PROPOSAL SUBMISSION CHECKLIST** for additional proposal submission requirements.

13.2 Proposers must submit three (3) original, plus six (6) copies plus one (1) digital copy (on USB drive, as a single pdf document) of their entire Proposal and send to:

**George Kaye, Town Supervisor
Town of North East Town Hall
19 North Maple Avenue, P.O. Box 516
Millerton, NY 12546**

Proposal's must be received no later than 2:00 pm on MAY 20, 2019

Label outside SEALED mailing envelope with company name, address and RFP-TONE-02-19

PROPOSAL SUBMISSION CHECKLIST

**Proposal #RFP-TONE-02-19
Ambulance Services for the Towns of Amenia, Dover and North East**

Company Name: _____

This proposal submission checklist MUST be completed and submitted with proposal response, to assure compliance with all required documentation. Proposers who fail to provide all of the following items, may be deemed as non-responsive:

Proposer's Submission Includes the following:

<input type="checkbox"/>	Completed Proposal Submission Checklist (this document).
<input type="checkbox"/>	Completed and signed Proposer Information/Acknowledgement Form
<input type="checkbox"/>	Completed and signed Non-Collusion Affidavit Form
<input type="checkbox"/>	Documentation to completely satisfy Section 4.0 Proposal Submission
<input type="checkbox"/>	Three (3) original, plus six (6) copies plus one (1) digital copy (on USB drive, as a single pdf document) of the entire Proposal Submission must be sent in a sealed envelope clearly marked with Proposer's Company Name, Address and Proposal # RFP-TONE-02-19 as instructed in these specifications.

THIS FORM MUST BE INCLUDED IN PROPOSAL SUBMITTAL. IF NOT INCLUDED, PROPOSER MAY BE DEEMED NON-RESPONSIVE.

PROPOSER INFORMATION/ACKNOWLEDGEMENT FORM

The undersigned, having carefully examined the appropriate specifications, #RFP-TONE-02-19 dated April 16, 2019, does hereby agree to furnish and deliver to the Towns of Amenia, Dover and North East, New York, the services required at the price(s) indicated:

Full Legal Name of
Company Submitting Proposal: _____

Street Address: _____

Mailing Address: _____

City/State/Zip: _____ State: _____ Zip: _____

Contact Name: _____

Phone Number: () _____ Fax Number: () _____

E-Mail Address: _____ Web Address: _____

Federal ID Number: _____

Name of Authorized Official Submitting Proposal:

(Please Print or Type)

Signature of Authorized Official Submitting Proposal:

Date: _____

NOTE: By signing and submitting this proposal for consideration by the Towns of Amenia, Dover and North East, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

Non-Collusion Affidavit
Proposal #RFP-TONE-02-19
Ambulance Services for the Towns of Amenia, Dover and North East

As required by Section 103-d of the New York State General Municipal Law, the bidder certifies under the penalties of perjury that:

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

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

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

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

Signed _____

By _____
(President)

Dated _____

Bid submitted by: Name: _____

Address: _____

Phone: _____

Fax #: _____

Email: _____