

**Request for Proposal (RFP)**  
**for**  
**Monongalia County Schools**  
**Wide Area Network (WAN)**

**GENERAL TERMS & CONDITIONS**

**Posted to EPC on 2/8/2024**

1. Awards will be made in the best interest of the Monongalia County Schools.
2. Monongalia County Schools may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and Policy 8200.
4. All services performed or goods delivered under LEA Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted only upon written request at the time of bid in accordance with the *West Virginia Code* and LEA purchasing policy.
8. Monongalia County Schools is exempt from Federal and State taxes and will not pay or reimburse such taxes.
9. The Purchasing Director may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and Policy 8200 shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.

## INSTRUCTIONS TO BIDDERS

1. All questions must be submitted in writing to Chris Urban [curban@k12.wv.us](mailto:curban@k12.wv.us) **no later than February 22, 2024**. Responses to the questions will be submitted as an addendum to the Form 470 in the EPC portal **by February 29, 2024**. It is the responsibility of the service provider to follow and track updates to the Form 470 within EPC for responses. Responses will not be emailed to service providers.
2. Bids are to be received in the form of sealed bids **on or before 4 p.m. March 11, 2024** at Monongalia County Board of Education, ATTN: Chris Urban, 1751 Earl L. Core Road, Morgantown, WV.
3. Bids will be **publicly opened at 2:00 p.m. on March 12, 2024** at the Monongalia County Board of Education, 1751 Earl L. Core Road, Morgantown, WV.
4. Any and all bids may be rejected if there is a sound documented reason. Bids not received **on or before 4 p.m. March 11, 2024** will be rejected.
5. An approved purchase order may be required before the merchandise or service is ordered.
6. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as "equal to" the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Director may waive minor deviations to specifications.
7. Complete all sections of this request for proposals. Include any additional items beyond these to provide necessary explanations or information:
  - a. Cost Chart (pg. 7)
  - b. Optional Price List (pg. 8)
  - c. No Debt Affidavit (pg. 9)
  - d. Affidavit (pg. 10)
  - e. Attachment A (pg. 11)
8. Unit prices shall prevail in case of discrepancy.
9. The vendor must clearly instruct on the bid document if the vendor wishes to have the payment sent to a different "remit to" address other than the address on this document.

## WAN RFP SCOPE

Monongalia County Schools is soliciting a Request for Proposal for the installation of high bandwidth service as indicated below. The project must include termination of each circuit at a switch owned and maintained by the vendor at each termination location (i.e., school site).

The proposal shall include initial installation (non-recurring charges) and monthly recurring service charges that shall be priced separately for each service location.

Any questions related to the technical aspects of this document should be directed to Chris Urban at [curban@k12.wv.us](mailto:curban@k12.wv.us).

- The vendor must quote a turn-key solution that will be installed, tested, fully operational, and accepted by Monongalia County Schools within ninety (90) days after issue of purchase order. This should occur to start services by July 1, 2024. Billing should only begin once all circuits have successfully completed testing and turn-up. Billing should run the 1<sup>st</sup> through the end of the month.
- In case of service interruption, the vendor must include in their quoted service price a four-hour **“back in service”** response time from the time of notification by an authorized Monongalia County Schools representative during regular business hours.
- The vendor must include an explanation of the capabilities of their centralized network testing, trouble correction system, and procedures utilized during the service outage, including direct communication via text messaging system or other means to keep customer informed of downtime/uptime.
- All circuits in this RFP response will transport fully quoted bandwidth in Monongalia County Schools only.
- In the event of a site closing, Vendor shall allow for termination of service to the location without imposing any early termination charge.
- Should the state network POP site need to be relocated, the Vendor will cooperate with Monongalia County School District to effectuate the move as cost effectively as possible. Any non-recurring charges for such relocations are expressly contemplated under this RFP and shall be addressed in the contract negotiated with the selected Vendors. For any site closing, the proportionate share of the costs of serving that building shall be deducted from the monthly recurring charge for the remaining term of the contract.
- In the event that a school requires the relocation of its service, Vendor will cooperate with Monongalia County School District to effectuate the move as cost effectively as possible. Any non-recurring charges for such relocations are expressly contemplated under this RFP and shall be addressed in the contract negotiated with the selected Vendors. For any school closing that may occur, the proportionate share of the costs of serving that building shall be deducted from the monthly recurring charge for the remaining term of the contract without any early termination charge.

- Vendors must include a copy of their service agreement with their proposal.
- The vendor's proposal price shall be for a three-year base with two signed one-year renewals. Vendor must agree to sign contract agreement addendum. (See Appendix A)
- Each year, during the renewal process, price drops should be included as part of the renewal process, as applicable, and included in signature documents for renewal.
- The vendor must be an eligible provider under the FCC/SLD rules and be willing to file an E-rate Form 474, Service Provider Invoice (SPI) on behalf of Monongalia County Schools. Documentation of this is required with the bid response, along with the vendor's Service Provide Identification Number (SPIN) which must be provided for application purposes.
- The vendor must sign a Purchasing Policies and Procedures for local Education Agencies Agreement Addendum which will be sent to the vendor upon selection. This document notifies vendors of State laws and procedures. See Attachment A.

## **CIRCUIT SPECIFICATIONS**

- One 5 Gb/s, 6 Gb/s, 7 Gb/s, 8 Gb/s, 9 Gb/s, 10 Gb/s connection scalable to 10 Gbps from the Monongalia County Board of Education to the Northern POP, currently located at WVNET in at 837 Chestnut Ridge Rd, Morgantown, WV. Please provide separate pricing for all options in a variety of speeds to allow for growth and increase; however pricing increases due to scaled rates requiring additional charges due to facilities upgrades, etc., should only be applied at the particular rate bands for which the increased costs are applicable.
- Provide separate pricing for options scalable to 10 Gbps for other location in ranges of 100 Mb/s, 200 Mb/s, 300 Mb/s, 400 Mb/s, 500 Mb/s, 600 Mb/s, 700 Mb/s, 800 Mb/s, 900 Mb/s, 1 Gb/s, 2 Gb/s, 3 Gb/s, 4 Gb/s, 5 Gb/s, 6 Gb/s, 7 Gb/s, 8 Gb/s, 9 Gb/s, up to 10 Gb/s, offered by the provider in ranges up to 10 Gb/s connection from all schools/entities listed below to the Monongalia County Board of Education or a hub to allow for growth and increase; however pricing increases due to scaled rates requiring additional charges due to facilities upgrades, etc., should only be applied at the particular rate bands for which the increased costs are applicable. (See list below.)
- Monongalia County Schools reserves the right to change any circuit to an alternate speed with a 30-day notice to the vendor. All quoted transfer rates will be available for the life of the contract.

## Bid Evaluation Criteria

In accordance with E-rate regulations, the price of E-rate eligible services will be the most heavily weighted factor for all decisions.

| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Points     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>E-rate eligible monthly recurring and one-time circuit costs</b><br>(E-rate eligible costs: the total cost of ownership for the eligible components of the proposed service. Total cost of ownership takes into account all one-time and recurring costs. Note that E-rate eligible costs refers to the pre-discount cost of the solution, not the post-discount portion of costs that are the responsibility of the Applicant. This criterion must be the highest weighted per E-rate program rules.) | <b>30</b>  |
| <b>Total Cost for first year of Contract</b><br>(Include and specify if any special construction is required)                                                                                                                                                                                                                                                                                                                                                                                             | <b>25</b>  |
| <b>Prior experience of the respondent, technical capability, and service reliability.</b>                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>20</b>  |
| <b>Discounted billing for E-rate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>15</b>  |
| <b>E-rate Ineligible Costs, if any</b><br>(Any costs of the proposed service that are not eligible for E-rate funding. This does not refer to the post-discount portion of eligible costs that are the responsibility of the Applicant.)                                                                                                                                                                                                                                                                  | <b>10</b>  |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>100</b> |

**FOLLOWING IS THE LIST OF LOCATIONS REQUIRING SERVICE  
AND MINIMUM BANDWIDTH REQUIREMENTS:**

*This chart shows all the locations with addresses and what the minimum speed is that is needed. Several locations are being increased indicated by \*. Chart shows what the current speed is and what is needed in this RfP.*

| Entity Name                                                        | Physical Address                                                                        | Current Speed for * | Minimum Speed Requested |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------|-------------------------|
| Blacksville Transportation Center                                  | 2014 Dunkard Street, Blacksville, WV 26521                                              | 10 Mbps             | 100 Mbps*               |
| Westover Administration Building                                   | 200 West Park Avenue, Westover, WV 26501                                                | 100 Mbps            | 100 Mbps                |
| Daybrook Elementary School                                         | 2097 Daybrook Road, Fairview, WV 26570                                                  | 20 Mbps             | 200 Mbps*               |
| Alternative Learning Center                                        | 550 Mylan Park, Morgantown, WV 26508                                                    | 100 Mbps            | 300 Mbps*               |
| Maintenance Department                                             | 533 East Brockway Street, Morgantown, WV 26501                                          | 100 Mbps            | 300 Mbps*               |
| Transportation Center                                              | 101 Mylan Park, Morgantown, WV 26501                                                    | 100 Mbps            | 500 Mbps*               |
| Mason-Dixon Elementary                                             | 7041 Mason Dixon Highway, Blacksville, WV 26521                                         | 500 Mbps            | 500 Mbps                |
| Clay-Battelle High School                                          | 6226 Mason Dixon Highway, Blacksville, WV 26521                                         | 500 Mbps            | 500 Mbps                |
| Monongalia County School District Administrative Office            | 1751 Earl L. Core Road, Morgantown, WV 26505                                            | 1 Gb/s              | 1 Gb/s                  |
| Monongalia Co Voc-Tech Ed Ctr                                      | 1000 Mississippi Street, Morgantown, WV 26501                                           | 500 Mbps            | 1 Gb/s*                 |
| Westwood Middle School                                             | 670 River Road, Morgantown, WV 26505                                                    | 500 Mbps            | 1 Gb/s*                 |
| Brookhaven Elementary School                                       | 1215 Baker Street, Morgantown, WV 26505                                                 | 1 Gb/s              | 1 Gb/s                  |
| Mountaineer Middle School                                          | 991 Price Street, Morgantown, WV 26505                                                  | 1 Gb/s              | 1 Gb/s                  |
| North Elementary School                                            | 825 Chestnut Ridge Road, Morgantown, WV 26505                                           | 1 Gb/s              | 1 Gb/s                  |
| Suncrest Middle School                                             | 360 Baldwin Street, Morgantown, WV 26505                                                | 1 Gb/s              | 1 Gb/s                  |
| South Junior High School                                           | 500 E. Parkway Drive, Morgantown, WV 26501                                              | 1 Gb/s              | 1 Gb/s                  |
| Cheat Lake Elementary School                                       | 154 Crosby Road, Morgantown, WV 26508                                                   | 1 Gb/s              | 1 Gb/s                  |
| Mountainview Elementary School                                     | 661 Greenbag Road, Morgantown, WV 26508                                                 | 1 Gb/s              | 1 Gb/s                  |
| Mylan Park Elementary School                                       | 901 Mylan Park Lane, Morgantown, WV 26501                                               | 1 Gb/s              | 1 Gb/s                  |
| Skyview Elementary School                                          | 668 River Road, Morgantown, WV 26505                                                    | 1 Gb/s              | 1 Gb/s                  |
| Suncrest Elementary School                                         | 3647 Collins Ferry Rd, Morgantown, WV 26505                                             | 1 Gb/s              | 1 Gb/s                  |
| Ridgedale Elementary School                                        | 1550 Goshen Road, Morgantown, WV 26508                                                  | 1 Gb/s              | 1 Gb/s                  |
| Eastwood Elementary School                                         | 677 201 <sup>st</sup> Memorial Highway, Morgantown, WV 26505                            | 1 Gb/s              | 2 Gb/s*                 |
| Morgantown High School                                             | 109 Wilson Avenue, Morgantown, WV 26501                                                 | 2 Gb/s              | 2 Gb/s                  |
| University High School                                             | 131 Baker's Ridge Road, Morgantown, WV 26505                                            | 2 Gb/s              | 2 Gb/s                  |
|                                                                    |                                                                                         |                     |                         |
| (NOC/Hub) Connection to North State K-12 Network Point of Presence | Northern POP, currently located in WVNET at 837 Chestnut Ridge Rd, Morgantown, WV 26505 | 5 Gb/s              | 5 Gb/s                  |

**\*Indicates an increase in speed from what exists now.**

## Cost

**Please indicate what the cost is for the minimum speed requested**

These minimums will be used to evaluate the bids provided; however, optional speeds and costs should be provided as part of contract options to permit growth during the terms of the contract. Indicate any construction (non-recurring) costs if applicable.

| Entity Name                                                        | Minimum Speed Needed | Initial Installation (Construction) (Non-Recurring) | Monthly Recurring Cost | Any Additional charges? Explanation Needed |
|--------------------------------------------------------------------|----------------------|-----------------------------------------------------|------------------------|--------------------------------------------|
| Blacksville Transportation Center                                  | 100 Mbps             |                                                     |                        |                                            |
| Westover Administration Building                                   | 100 Mbps             |                                                     |                        |                                            |
| Daybrook Elementary School                                         | 200 Mbps             |                                                     |                        |                                            |
| Alternative Learning Center                                        | 300 Mbps             |                                                     |                        |                                            |
| Maintenance Department                                             | 300 Mbps             |                                                     |                        |                                            |
| Transportation Center                                              | 500 Mbps             |                                                     |                        |                                            |
| Mason-Dixon Elementary                                             | 500 Mbps             |                                                     |                        |                                            |
| Clay-Battelle High School                                          | 500 Mbps             |                                                     |                        |                                            |
| Monongalia County School District Administrative Office            | 1 Gb/s               |                                                     |                        |                                            |
| Monongalia Co Voc-Tech Ed Ctr                                      | 1 Gb/s               |                                                     |                        |                                            |
| Westwood Middle School                                             | 1 Gb/s               |                                                     |                        |                                            |
| Brookhaven Elementary School                                       | 1 Gb/s               |                                                     |                        |                                            |
| Mountaineer Middle School                                          | 1 Gb/s               |                                                     |                        |                                            |
| North Elementary School                                            | 1 Gb/s               |                                                     |                        |                                            |
| Suncrest Middle School                                             | 1 Gb/s               |                                                     |                        |                                            |
| South Junior High School                                           | 1 Gb/s               |                                                     |                        |                                            |
| Cheat Lake Elementary School                                       | 1 Gb/s               |                                                     |                        |                                            |
| Mountainview Elementary School                                     | 1 Gb/s               |                                                     |                        |                                            |
| Mylan Park Elementary School                                       | 1 Gb/s               |                                                     |                        |                                            |
| Skyview Elementary School                                          | 1 Gb/s               |                                                     |                        |                                            |
| Suncrest Elementary School                                         | 1 Gb/s               |                                                     |                        |                                            |
| Ridgedale Elementary School                                        | 1 Gb/s               |                                                     |                        |                                            |
| Eastwood Elementary School                                         | 2 Gb/s               |                                                     |                        |                                            |
| Morgantown High School                                             | 2 Gb/s               |                                                     |                        |                                            |
| University High School                                             | 2 Gb/s               |                                                     |                        |                                            |
|                                                                    |                      |                                                     |                        |                                            |
| (NOC/Hub) Connection to North State K-12 Network Point of Presence | 5 Gb/s               |                                                     |                        |                                            |

## Optional Prices List

These price lists permit the schools options for growth during the term of the contract.

| Speed    | Price |
|----------|-------|
| 100 Mbps |       |
| 200 Mbps |       |
| 300 Mbps |       |
| 400 Mbps |       |
| 500 Mbps |       |
| 600 Mbps |       |
| 700 Mbps |       |
| 800 Mbps |       |
| 900 Mbps |       |
| 1 Gbps   |       |
| 2 Gbps   |       |
| 3 Gbps   |       |
| 4 Gbps   |       |
| 5 Gbps   |       |
| 6 Gbps   |       |
| 7 Gbps   |       |
| 8 Gbps   |       |
| 9 Gbps   |       |
| 10 Gbps  |       |

If there are any special charges for individual sites named in the table prior, they should be clearly cited as an addendum to this table.

## ***No Debt Affidavit***

### Instructions

The **No Debt Affidavit** is administered in accordance with the ***West Virginia Code***, §5A-3-10A.

According to the statute, no contract or renewal of any contract may be awarded under this article to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor as defined in this section and the debt owed is an amount greater than \$1,000 in the aggregate.

## **AFFIDAVIT**

West Virginia Code §5A-3-10a states:

*No contract or renewal of any contract may be awarded under this article to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor as defined in this section and the debt owed is an amount greater than one thousand dollars in the aggregate.*

Definitions:

"Debt" means any assessment, penalty, fine, tax or other amount of money owed to the state because of a judgment, fine, permit violation, license assessment, penalty or other assessment presently due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon;

**"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions;**

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor, so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

Exception:

**The prohibition does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the West Virginia Code, worker's compensation premium, permit fee or environmental fee or assessment, and the matter has not become final, or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.**

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the bidder and all related parties do not owe any debts or, if a debt is owed, that the provisions of the exception clause (above) apply.

Vendor's Name: \_\_\_\_\_

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

# ATTACHMENT A

## PURCHASING POLICIES AND PROCEDURES MANUAL

### FOR LOCAL EDUCATIONAL AGENCIES

### AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** - Any references in the agreement to arbitration or to jurisdiction of any court other than the Circuit Court of the county in which the Agency is located are hereby deleted. The parties may agree to nonbinding mediation prior to litigation.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a political subdivision of the State of West Virginia, the Agency is generally exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Fees for software licenses, subscriptions, or maintenance are payable annually in advance. Payment for services will be in arrears.
6. **INTEREST** - Any provision for interest or charges on late payments is deleted. The Agency has no statutory authority to pay interest or late fees.
7. **NO WAIVER** - Any language in the agreement requiring the Agency to waive any rights, claims or defenses is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to a State agency or another local governmental agency, board or commission of the State of West Virginia upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a political subdivision of the State, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination. In such event, the Agency will not be entitled to a refund of any software license, subscription or maintenance fees paid.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to purchase insurance for Vendor's property is deleted. The Agency is insured through the Board of Risk and Insurance Management, and will provide a certificate of property insurance upon request.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY** - Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. Governmental contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Agency.

#### **ACCEPTED BY:**

Local Education Agency: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### **VENDOR:**

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

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 07-12