



Spokane Public Schools

excellence for everyone

DATE: SEPTEMBER 2022
RFP NO.: 6-2223
SECTION I
TELEPHONE NO.: 509 / 354-7127
BUYER: PAM TATOSKY

INVITATION TO SUBMIT PROPOSAL ON:
HOT DELIVERED PIZZA

RFP'S ACCEPTED UNTIL:
2:00:00 P.M. PDT, Wednesday, September 28, 2022

PRICES F.O.B.:

To various district school sites as indicated in RFP specifications.

STANDARD TERMS AND CONDITIONS

REQUEST FOR PROPOSAL (RFP) COMPLETION: RFPs must be completed insofar as possible on the enclosed RFP document and must include an original signature by an authorized representative. Please complete RFP identification and opening time and date on envelope and return two copies of the completed and signed RFP document packets sealed therein to **Purchasing Services Office, 2815 East Garland Avenue, Spokane, WA 99207-5899**. RFPs received at a location other than the purchasing office will not be accepted. (Note: Faxed copies of RFPs cannot be accepted unless otherwise indicated in the attached specifications.) The "terms and conditions" form and copy of RFP document may be retained by respondent. RFPs submissions will be acknowledged at the time and date designated above at which time they will enter the evaluation phase of the process. No pricing will be read at the time of opening.

RFP QUOTATION: Unless otherwise specified, all prices shall be for new product F.O.B. destination. Unless RFP is designated "**all or none**", respondent may propose on any or all items. **Tie-ins** will be considered where advantageous. Prices quoted shall include all handling and packaging costs. Prices quoted for equipment shall include cost in instruction and service manuals where appropriate.

ALTERNATES: The District often uses manufacturer's brands of model designations as a specification standard. In some cases, special brands are designated for compatibility with existing facilities or equipment. Brands of equal specification, quality, performance, and use will be considered on an "**or equal**" basis. Offerings of alternate quality or features will, at District discretion, be considered on an "**alternate**" basis. All "**or equal**" proposals or "**alternate**" proposals must include complete description and/or descriptive literature with RFP document.

RFP CHANGES OR WITHDRAWAL: All changes and erasures must be made before RFP opening time and initialed. Respondent may not withdraw his proposal after the RFP opening time or prior to the award of contract(s). No alteration in any of the terms, conditions, delivery, quality, quantities, or specifications of this solicitation will be considered without prior consent of the purchasing department.

ADDENDA TO THE RFP: All official clarifications or interpretations of the RFP documents will be by written addenda. Clarification given in any other form will be informal and unofficial.

DELIVERY: Required delivery timeframe is shown in RFP terms and conditions. Deliveries must be properly identified with packing list(s) or label(s) designating appropriate purchase order number(s). All merchandise is subject to inspection and acceptance by Spokane Public Schools personnel before final payment. At discretion of the District, **partial payments** will be made for partial deliveries.

ACCEPTANCE/REJECTION: Spokane Public Schools reserves the right to accept or reject RFPs on each item separately or as a whole, to reject any or all RFPs, to waive informalities, and to contract in the best interests of the District. Successful respondent shall enter into contract with the District within **thirty** days from the date of purchase authorization from the Spokane Public Schools Board of Directors.

SAMPLES: In some cases samples will be requested to be furnished by respondent at no charge to the District to determine acceptability of an item. All samples with a value in excess of fifty dollars will either be returned or purchased by the District. Respondent will be responsible for picking up such samples or arranging for their return.

TAXES: The District is exempt from retail sales tax and excise tax which applies to food products purchased for human consumption.

EQUAL EMPLOYMENT: Unless exempted by rules of the Secretary of Labor issued in appropriate sections of Executive Order 11246, as amended by 11375, the respondent agrees to supply the District a completed "Equal Employment Opportunity Compliance Certificate" if such is requested.

ACCOMMODATIONS FOR THE DISABLED: Individuals with disabilities who may need an accommodation to participate in a public RFP opening meeting should contact the Pam Tatosky at the Purchasing office no later than three days before the scheduled meeting to request an accommodation.

MINORITY OWNED AND WOMEN OWNED BUSINESS ENTERPRISES: Spokane Public Schools encourages the participation of Minority Owned and Women Owned Business Enterprises in this Request for Proposal.

EMPLOYMENT PROHIBITION: In accordance with Title 28A RCW: Contractor shall prohibit any employee of contractor from working at a public school who has contact with children at the school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Any failure by contractor to comply with this section shall be grounds for the school district's immediate termination of the contract.

TOBACCO/DRUG/WEAPON PROHIBITION: District property is a tobacco free, drug free, and weapon free environment. Contractor personnel shall conform to this policy at all times while on district premises.

RECYCLED PRODUCTS: The District encourages respondents to offer recycled products whenever they meet RFP specifications and performance expectations. If recycled products are proposed, they should be identified as such and indicate the percentage of post-consumer waste that the product contains.

SAVE HARMLESS: Respondent agrees to protect and save harmless Spokane Public Schools against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringements, and against any damage cost or liability for any injuries to persons or property arising from acts or omissions of the respondent or his agents, any of which result from the purchase of goods or services from his proposal.

AWARDS: Successful suppliers will be notified by the Purchasing Services Department via email following purchase approval by the Spokane Public Schools Board of Directors.

QUESTIONS: Questions regarding this RFP should be directed as follows:

RFP Procedural inquiries to:

Pam Tatosky
Buyer II
509-354-7127
pamt@spokaneschools.org

RFP product/service inquiries to:

Dennis Baird
Nutrition Services Supervisor
509-354-7241
dennisb@spokaneschools.org

Ellen Ramus
Nutrition Services Supervisor
509-354-7236
ellenra@spokaneschools.org

Projected Timeline

Date	Time	Event
September 9, 2022		Solicitation published and posted to District website
September 23, 2022		Last day questions may be asked, in writing, regarding solicitation
September 14 & 21, 2022		Solicitation advertisement in newspaper of general publication (Spokesman Review)
September 28, 2022	2:00:00 p.m. PDT	Public opening solely to name the Firms that submitted Proposals
September 29 & 30, 2022		Evaluation and taste testing period
October 12, 2022		School Board approval

PIZZA DELIVERY SERVICE
ADDITIONAL TERMS AND CONDITIONS

1. **NOTE:** All respondents must read and understand this Request for Proposal (RFP) in its entirety. There may be special instructions either in the terms and conditions or as an integral part of the RFP document that will impact the contractor's ability to perform. Product requirement questions shall be addressed, not later than September 23, 2022, in writing, to Dennis Baird, Nutrition Services Supervisor, (509) 354-7241, dennisb@spokaneschools.org or Ellen Ramus, Nutrition Services Supervisor, (509) 354-7236, ellenra@spokaneschools.org; all other RFP procedural questions shall be referred to Pam Tatosky, Buyer, (509) 354-7127, pamt@spokaneschools.org.
2. **TAXES:** Solicitation prices shall not include taxes. However, the sales tax rate ultimately charged shall be identified on the RFP pricing document and will be included on invoices.
3. **INTERPRETATION:** If the respondent discovers any errors, discrepancies, or omissions in the RFP specifications, or has any questions as to the meaning or sufficiency of the RFP specifications, the respondent must notify the purchasing buyer. Any addenda issued will be incorporated into the contract and/or purchase order. No alteration in any of the terms, conditions, delivery, quality, quantities or specifications of this solicitation will be considered without prior consent of the purchasing department. All data contained in this solicitation shall form a part of resulting contracts.
4. **CONTRACT TERM:** It is anticipated that the initial contract term shall be for the period from the day after the award date (October 12, 2022), through August 31, 2023.
5. **CONTRACT RENEWAL:** It is the desire of Spokane Public Schools to allow the option to renew this contract annually for up to four (4) additional one-year terms beyond the initial contract period which will terminate August 31, 2027.
6. **CONTRACT TERMINATION:** In the event that the successful respondent fails to comply with the terms of this contract, Spokane Public Schools shall provide written notice of the problem. If the problem is not corrected within 15 days, or if the problem is corrected, but has proven to be a reoccurring problem, Spokane Public Schools reserves the right to send a Notice of Termination of Contract, which will terminate the contract 30 days after receipt, without cost to the School District. Examples of conditions that may result in termination include but are not limited to: poor product or service quality resulting in lost sales, poor response time regarding product or delivery, and repeated inaccurate invoicing.
7. **INDEMNIFICATION:** The Contractor shall protect, indemnify and save the District or any of its facilities, officers or employees harmless from and against any damage, cost or liability, including attorney fees, for any or all injuries to persons or property arising from any and all acts or omissions of the Contractor, his employees, agents or subcontractors, however caused.

8. **CONFLICT OF INTEREST:** District officers and employees may not accept or receive, directly or indirectly, a personal financial benefit; or accept any gift, token, membership or service as a result of a district purchase entered into, or anticipated in the future, from any person, firm or corporation. District employees within the course of their employment are prohibited from accepting any gratuity (including food or beverages) from a supplier of goods or services to the district.
9. **POLICY FOR VEHICLES ON SCHOOL GROUNDS DURING THE SCHOOL DAY:** No vehicles may be driven on school grounds except in specifically designated delivery areas where children are not present. Under no circumstances may any vehicle be driven on a playground area while children are present on the playground. If access to a playground area is necessary, assistance must be obtained from school staff to clear the area of students prior to vehicle entry.
10. **AWARD:** The District reserves the right to reject any or all proposals, waive informalities and to contract in the best interests of the District. Should all proposal pricing be found to be financially prohibitive, the District further reserves the right to not award this proposal at all. **It is the intent of the District to award this proposal on an all or none basis.**
11. **GOVERNING REGULATIONS:** All preparation, handling, storage and delivery of food products must comply with all district, city, county, state and federal laws. Federal debarment and suspension forms are attached. These forms are an integral part of this RFP and must be completely filled in, signed and returned as part of the RFP documents in order to be considered as a qualified respondent.
12. **AUDIT RIGHTS:** The original funding provided for any ensuing contract represents federal funds from the U.S. Department of Agriculture. All appropriate federal regulations and Single Audit Act provisions apply.
 - A. Contractor shall maintain books, records, documents and other evidence which sufficiently and properly reflect all direct costs expended in the performance of the services rendered from this contract. These records shall be subject to inspection, review or audit by personnel of Spokane Public Schools, the Office of State Auditor or other federal or state officials as authorized by law. Financial records shall be retained in accord with Washington State Law and appropriate circular guidelines.
 - B. Contractor shall provide Spokane Public Schools with a copy of its audit report(s) within thirty (30) days of issuance and a copy of any management letter as a result of the same engagement. Annual audit by Washington State Auditor shall be deemed compliant with this requirement.
 - C. Contractor shall permit auditors to have access to the records and financial statements as necessary to comply with the appropriate circulars. Annual audit by Washington State Auditor shall be deemed compliant with this requirement.
 - D. Contractor assures Spokane Public Schools that all expenditures will be incurred in full compliance with audit regulations. Disallowed costs, if found during the period of this contract, will be promptly refunded to the Spokane Public Schools.

E. Spokane Public Schools shall monitor compliance with this contract to the extent necessary to assure compliance with contract requirements. Monitoring may include reviewing reports, performing site visits to review financial records and observe operations, reviewing audit results and evaluating findings and any corrective action plan.

13. FUNDING CAVEAT: In the event that funding for services under this contract is withdrawn, reduced or limited after the effective date of the contract but prior to completion, Spokane Public Schools may terminate the contract without the required advanced notice.
14. BYRD ANTI-LOBBYING AMENDMENT: In accordance with federal regulations, contractor must submit certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by this amendment. Each must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. (See Attachment I)
15. BUY AMERICAN STATEMENT: The Code of Federal Regulation 7 CFR 210.21(d) requires schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to the maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP. Food products are to be substantially produced and processed in the United States using agricultural commodities that are produced in the United States. "Substantially" means over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. The district expects the successful bidder to monitor product specification and notify the Nutrition Services office immediately if any product is no longer substantially produced in the U.S. When a food product is not available domestically the district is allowed to accept imported substitutions. The successful bidder must monitor seasonal changes and notify the Nutrition Services office if an imported product is being substituted (for example tomatoes, strawberries, and grapes in November-March).

PIZZA DELIVERY SERVICE
PRODUCT AND SERVICE SPECIFICATIONS

1. **SCOPE OF THE RFP:**
 - A. It is the intent of Spokane Public Schools to enter into a contract with the responsive vendor to furnish hot delivered pizza for use by the Nutrition Services department at high schools (Ferris, Lewis and Clark, North Central, Rogers and Shadle Park, The Community School, NEWTech Skill Center and Pratt Academy). The contract will include delivery of the product at the specified time to each cafeteria. In addition, Middle and Elementary Schools will also have access to order product for special events using the pricing from this RFP. This is generally a nominal quantity, ordered sporadically by individual schools.
 - B. The approximate annual value of this agreement is \$350,000 in pizza sales to the Spokane Public Schools.
 - C. Contractor shall also be responsible for supplying point of sale signage and marketing materials to each secondary school to promote their pizza sales.
2. **DELIVERY:**
 - A. F.O.B. delivery shall be expected when ordered by the appropriate kitchen personnel as authorized by the Nutrition Services Director or requesting site.
 - B. Vendor shall visit each secondary school prior to the beginning of the contract year to determine the mutually agreed upon delivery and pick up (of boxes and insulated delivery containers) schedule for each site. A written schedule shall be provided by the Contractor to the Nutrition Services Director.
 - C. In general, vendor may expect to deliver product not more than fifteen (15) minutes prior to the beginning of each lunch period, keeping in mind some sites have multiple lunch periods and will need multiple deliveries.
 - D. All prices are to include delivery to the sites. No additional fees or fuel surcharge will be invoiced or paid to the Contractor for this delivery service.
 - E. The District reserves the right to refuse delivery of product if delivered after the start of the lunch period or if the product arrives in such a condition not meeting the District's minimum quality standards. All pizzas shall be delivered in clean, well maintained, insulated delivery containers that insure a safe food temperature of 150 degrees Fahrenheit at the time of delivery. The actual vessels used to transport the product will be mutually agreed upon by the district and contractor, as well as methods of delivery and pick-up of used packaging.
 - F. Each school schedule is unique, and the actual delivery times may vary per school, per day. As a guideline you can expect to make two delivery drops at each school each day. The common drop off times for the five high schools could be approximately 10:45 a.m. and 11:45 a.m. It will be the responsibility of the awarded vendor to contact each school individually to arrange their precise delivery schedule

3. **PRODUCT SPECIFICATIONS:** The District anticipates a daily order of approximately 210 14” pizzas sliced into 6 equal individual pieces. Average daily pizza consumption at each school is as follows: Ferris – 35, Lewis & Clark – 30, North Central – 40, Rogers – 30, Shadle Park – 35, The Community School – 15, NEWTech Skill Center – 15, and Pratt Academy – 10. Flavors shall include, but not be limited to: Cheese, Pepperoni and Cheese, Canadian Bacon and Pineapple, Sausage, and other toppings as ordered by the site. Orders will be placed daily and counts may be adjusted until 10:00 a.m. the day of the delivery. In order to conform to established nutritional guidelines, each pizza must consist of 16 – 17.5 oz. of fresh made 51% whole grain dough, 5 oz. of sauce, 12 oz. of part skim 100% mozzarella, and 30 slices of pepperoni or equivalent weight of meat.

Should any additional federal or governing agency regulations be imposed affecting the processing or recipe of any product, the district retains the option to amend specifications to conform to such regulations and adjust prices accordingly as negotiated with the successful contractor.

4. **PRODUCT QUANTITIES:** The school district’s actual requirements may vary from the quantity shown. The district reserves the right to adjust each order in accordance with program needs. These estimates are a guideline only and are not to be construed as a commitment by the district as the exact amount to be purchased, either explicit or implied.
5. **EVALUATION OF PROPOSALS:** The proposals will be awarded on an **all or none basis** to the highest scoring, responsible respondent. The highest scoring responsible proposal will be based on an evaluation of the product, its price, delivery time lines and evaluation criteria shown hereafter, together with a consideration of those elements contained in RCW 43.19.1911. Such determination will, of necessity, require judgmental evaluations by district representatives and students. Other industry specialists may be used in the evaluation process at the discretion of Spokane Public Schools. The decision resulting from the evaluation process as to which product best meets the needs of the district remains the sole responsibility of the district and is final.

A. **Minimum Qualification Criteria to be eligible for Award:**

1. Acceptable local references of similar scope customers
2. Acceptable billing practices and invoice samples
3. Ability to demonstrate infrastructure and staffing to provide required delivery services
4. Acceptable point of sale signage and marketing materials
5. Ability to meet current USDA school meal pattern requirements
6. Adherence to the “Buy American” provision

Note: Any one of these six qualification measures deemed unacceptable to the district evaluation team will render the respondent not eligible for award.

B. Evaluation Rating Scale:

1. Quality of product offered based customer, staff, and administrative evaluation,. (40% consideration)
2. Ability to meet delivery schedule, delivery expectations and service history in general, i.e., References, number of stores, locations within Spokane city, temperature of product upon delivery, delivery containers and cleanliness, professionalism of delivery person, removal of empty pizza boxes (boxes may NOT be reused), etc. (15% consideration)
3. Price per unit (45% consideration)

C. Taste Test Process: To determine the quality of the product offered (see Qualification Criteria and Rating Scale above), the District will conduct a blind taste test among Rogers High School students and staff; and 7-10 Administrative staff members.

- The vendor will be required to provide 4 large cheese, 4 pepperoni and cheese, 4 sausage and 4 vegetarian pizzas for this tasting.
- Contractor will also be asked to furnish the promotional materials they plan to display as referenced in Section III, Paragraph 1. Contractors will be notified when this testing process will occur. (Anticipated schedule for this tasting is Thursday, September 29 at 2:00 p.m. – delivery to arrive at 1:45 p.m.)

6. **INVOICING:** The successful vendor shall be responsible for accurate deliveries and invoicing. Inaccurate invoices shall be held until accurate documents are received by the District. Two (2) copies of the delivery receipt must accompany each order. One copy will be signed and returned to the Contractor for invoicing purposes; the other copy will be retained by the school site cafeteria staff. The district signed delivery slips shall be sent along with the company invoice to Nutrition Services, 200 North Bernard St., Spokane, WA 99201 for approval. The District's payment policy is Net 30 after receipt of acceptable, accurate invoice. As part of the proposal submittal, Contractor shall supply a sample of their billing and invoicing documents.
7. **ESCALATION:** At the renewal of each optional contract year (beginning September 1 of each ensuing contract year), in the event of unusual circumstances such as changes in local, state, or federal taxes, laws, specifications, regulations, or certain production expenses that could not have been foreseen or budgeted in the original proposal, which cause the contractor's costs to hereunder increase, then parties shall determine a reasonable and just amount to cover such documented increased. These documented circumstances must be presented to the Purchasing office prior to June 30 each year an increase is requested. Under normal circumstances, increases shall not exceed the Consumer Price Index (United States City for Urban Wage Earners and Clerical Workers), as reported the previous 12 month period ending May 30 on a percentage basis to apply to contract pricing for the ensuing school fiscal year. Approval of any increases shall be at the sole discretion of the District. However, the successful awarded vendor may choose to lock in prices with the once-a-year escalation request as noted above, or they may choose to adjust their prices each quarter. On September 1, December 1 and March 1, for every \$.20 increase or decrease in block cheese pricing based on the USDA AMS Federal Milk Order block cheese price, vendor will increase or decrease their pricing by \$.10 per pizza. The decision as to whether to use the annual adjustment method or the quarterly adjustment method will be made by the vendor at the time of this RFP submission. If the quarterly method is selected, vendor MUST decrease the price of their pizzas if the cheese price drops during that period of time. With the annual method, vendor may pass those savings onto the district, but will not be required to do so as it is assumed the prices will fluctuate up and down throughout the year.

PIZZA DELIVERY SERVICE
REQUEST FOR PROPOSAL PRICING DOCUMENT

Firm Name: _____

Note: See Sections I, II and III for complete specifications before bidding prices.

<u>Item No.</u>	<u>Description</u>	<u>Unit Price</u>
1.	CHEESE, plain	\$_____
2.	PIZZA, Pepperoni and Cheese	\$_____
3.	PIZZA, Canadian Bacon and Pineapple	\$_____
4.	PIZZA, Sausage	\$_____
5.	VEGETARIAN* *List the vegetables that are standard on the basic Vegetarian pizza on separate attachment. Also list any other vegetables that are available and their respective additional costs on that same attachment.	\$_____
6.	TOPPING, per each additional topping ** **List on separate attachment if various toppings have different prices.	\$_____

What lead time will be required for the non-standard site deliveries as referenced in Section III, Paragraph 1.B?
_____ hours

Will your firm be using the annual or quarterly escalation clause as referenced in Section III, Page 3, Paragraph 7?

Annual _____ Quarterly _____ (please check your firm's choice).

Provide precise recipe and nutrient information for each type of pizza as an attachment to this solicitation.

Please provide the following documents with your proposal:

- _____ Sample of billing and invoice that will be provided to the District.
- _____ Three (3) local references of similar scope requirements.
(Include firm name, contact name and email, contact phone number)
- _____ Debarment form attached to this RFP.
- _____ Vegetarian list attached (see comment in Section IV, Item No. 5)
- _____ Additional topping price list (if necessary; see comment in Section IV, Item No. 6)

Proposals are subject to all requirements furnished with this document. By signing, vendor affirms having read the terms, conditions and specifications and agrees thereto and warrants that proposals supplied herein conform to specifications herein, except if otherwise stated in a special condition by Spokane Public Schools.

Receipt of Addenda numbered _____ is hereby acknowledged.
(fill in number of each addenda, if any, received)



Spokane Public Schools
excellence for everyone

RETURN BID TO:

Purchasing Office
2815 East Garland Ave.
Spokane, WA 99207

FIRM NAME: _____

ADDRESS: _____

PHONE NO. _____ FAX NO. _____

BY (Please Print): _____

TITLE: _____

EMAIL: _____

SIGNATURE: _____

(Please return these fully executed pages. Failure to do so may disqualify your firm)

PART I: STATEMENT REGARDING EQUAL EMPLOYMENT OPPORTUNITY

We hereby certify that we have made a conscientious effort to comply with federal, state and local equal employment opportunity requirements in bidding this project and we will make the same efforts in fulfilling the requirements if awarded the Contract.

We further designate the following as the person who has been charged with the responsibility for securing compliance with and reporting progress on affirmative efforts.

Name: _____

Title: _____ Phone Number: _____

PART II: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

In submitting the proposal to do the work as outlined in the Contract Specifications, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of the Contract.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's responsibilities.

Signed: _____ Date: _____

Title: _____ Firm: _____

Address: _____

City State & Zip: _____

PART III: BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

In accordance with federal regulations, contractor must submit certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by this amendment. Each must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award.

By signature below, our firm certifies that it is in full compliance of the Byrd Anti-Lobbying Amendment and further certifies that they do not contract with other firms or individuals who are in violation of this Amendment.

Signed: _____

Printed Name: _____ Title: _____

Firm: _____