INVITATION TO BID NO: 10-R-2216868

STATE OF ALABAMA

DEPTARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY	: 004008 WILDLIFE & FRESHWATER FISHERIES
AGENCY REQ. NO.	: 030077
T-NUMBER	:
DATE ISSUED	: 02/09/10
VENDOR NO.	:
VENDOR PHONE NO.	:
SNAP REQ. NO.	: 1436438
BUYER NAME	: SUSAN JANA
BUYER PHONE NO.	: (334) 242-7173-
PURCHASING PHONE NO	: (334) 242-7250

FOR: UTILITY VEHICLE

BID MUST BE RECEIVED BEFORE:
DATE: 03/01/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 03/02/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
   (THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____

   INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____

   TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****
BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL	COURIER
STATE OF ALABAMA DEPARTMENT OF FINANCE DIVISION OF PURCHASING P O BOX 302620 MONTGOMERY, AL 36130-2620	STATE OF ALABAMA DIVISION OF PURCHASING RSA UNION BUILDING 100 N. UNION ST., SUITE 192 MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND	FEIN OR SSN	AUTHORIZED SIGNATURE (INK)
SUBSCRIBED BEFORE ME THIS	COMPANY NAME	TYPE/PRINT AUTHORIZED NAME
_____ DAY OF _____	MAIL ADDRESS	TITLE
NOTARY PUBLIC	CITY, STATE, ZIP	TOLL FREE NUMBER
TERM EXP: _____	PHONE INCLUDING AREA CODE	FAX NUMBER

AUTHORITY:
THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF T HIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.

2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.

3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.

4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.

5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.

6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.

7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.

8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116,CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AWARD:
AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

FREIGHT:
BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE UNIT PRICE AND NOT SHOWN SEPARATELY ON THE ITB OR INVOICE.

MANUFACTURER/MODEL:
AT THE END OF EACH ITEM WHERE SPACES ARE MARKED "MFR" AND "MODEL", VENDORS MUST INDICATE THE MANUFACTURER & ALL STOCK/MODEL NUMBERS NECESSARY TO COMPLETE EACH UNIT AS SPECIFIED.

THIS INFORMATION MUST BE COMPLETED, EVEN IF BIDDING THE RECOMMENDED MFR/MODEL. FAILURE TO COMPLETE THIS INFORMATION WILL RESULT IN BID REJECTION.

DESCRIPTIVE LITERATURE:
THE BRANDS AND MODEL NUMBERS REFERENCED PROVIDE A LEVEL OF QUALITY, AND UNLESS OTHERWISE SPECIFIED, ARE NOT RESTRICTIVE. VENDORS BIDDING ALTERNATE ITEMS MUST PROVIDE COMPLETE DESCRIPTIVE/TECHNICAL LITERATURE WITH BOTH THE ORIGINAL AND REQUIRED COPY OF THE BID. REFERENCE TO A WEBSITE OR TO LITERATURE WITH A PREVIOUS BID WILL NOT SATISFY THIS REQUIREMENT.

FAILURE TO SUBMIT LITERATURE WITH THE ORIGINAL AND/OR REQUIRED COPY OF THE BID WILL RESULT IN BID REJECTION.

PHYSICAL INSPECTION AND OPERATIONAL EVALUATION MAY ALSO BE REQUIRED WITHOUT COST OR OBLIGATION TO THE STATE OF ALABAMA.

NEW EQUIPMENT:
ALL EQUIPMENT MUST BE NEW AND UNUSED AND ACCEPTABLE BY THE ORIGINAL EQUIPMENT MANUFACTURER FOR THEIR MAINTENANCE.

REQUESTED INFORMATION:
ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) BUSINESS DAYS FROM RECEIPT OF REQUEST.

WARRANTY INFORMATION:
EQUIPMENT SHALL BE WARRANTED FOR A MINIMUM OF TWELVE (12) MONTHS. WARRANTY SHALL COVER ALL PARTS, LABOR & FREIGHT COST ASSOCIATED WITH REPAIRS AND/OR REPLACEMENT OF DEFECTIVE EQUIPMENT. ACCIDENTS, MISUSE AND NEGLIGENCE ARE NOT COVERED BY THIS WARRANTY. THE WARRANTY SHALL COMMENCE ON THE DATE THE EQUIPMENT IS PUT INTO SERVICE BY THE USING AGENCY. VENDOR WILL USE WHATEVER MEANS REQUIRED TO FACILITATE THIS WARRANTY, AND WILL INSURE TOTAL SATISFACTORY PERFORMANCE TO THE USING AGENCY.

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-R-2216868

OPEN DATE : 03/02/10 TIME: 10:00 AM

RETURN DATE: 03/01/10 TIME: 5:00 PM

********** IMPORTANT INFORMATION **********

IT IS THE VENDOR'S RESPONSIBILITY TO READ THIS ENTIRE DOCUMENT FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THE ITB.

REMINDER: BIDDERS MUST SUBMIT AN ORIGINAL AND A MINIMUM OF ONE EXACT, COMPLETE COPY (INCLUDING SIGNATURE AND NOTARY) OF THE BID, AS SHOWN ON PAGE 2 OF THE ITB, OR THE BID WILL BE REJECTED.

FOR SPECIFICATION QUESTIONS, CONTACT THE AGENCY:
DAVID HAYDEN @ (334) 242-3469 OR DAVID.HAYDEN@DCNR.ALABAMA.GOV

FOR PROCEDURAL QUESTIONS, CONTACT THE BUYER:
SUSAN JANA @ (334) 242-7173 OR SUSAN.JANA@PURCHASING.ALABAMA.GOV

REMINDER: CHANGES TO SPECIFICATIONS MAY ONLY BE DONE VIA A WRITTEN ADDENDUM. VERBAL SPECIFICATION CHANGES ARE NOT ALLOWED.

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PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216868

INVITATION TO BID

OPEN DATE : 03/02/10 TIME: 10:00 AM

RETURN DATE: 03/01/10 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 004008 / 004M43 WILDLIFE & FRESHWATER FISHERIES LOWNDES WILDLIFE MANAGEMENT AREA 3 MI N OF WHITE HALL ON HENDERSON RD LOWNDESBORO AL 36752				
00001	COMMODITY CODE: 070-12-053943 UTILITY VEHICLE, ON DEMAND 4-WHEEL DRIVE ENGINE: 4-STROKE, 2-CYLINDER; DIS-PLACEMENT: MIN.760 CC; ELECTRONIC FUEL INJECTION CARBURETION; MINIMUM 46 HP; LIQUID COOLED; AUTOMATIC PVT F/N/R TRANSMISSION; SHAFT FINAL DRIVE; FRONT AND REAR DUAL A-ARM SUSPENSION; MINIMUM 9 GALLON FUEL CAPACITY; MINIMUM 42" X 58" X 10" CARGO BOX CAPACITY; MINIMUM 2,000 LB. TOWING CAPACITY; MINIMUM 3 PASSENGER SEATING; TILT STEERING; MIN. 4,500 LB. WINCH; METAL DIAMOND PLATE TOP/ROOF; 27" RIMS AND TIRES FRONT AND REAR; REMOVABLE WINDSHIELD COLOR: GREEN MFR: _____ MODEL: _____ 2010 POLARIS RANGER 800XP OR EQUAL	1	EA	_____	_____

PAGE TOTAL _____

BID TOTAL _____

INVITATION TO BID NO: 2216868 ADDENDUM NO: 01

STATE OF ALABAMA

DEPTARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID ADDENDUM

FOR: UTILITY VEHICLE

REQ. AGENCY	: 004008 WILDLIFE & FRESHWATER FISHERIES
AGENCY REQ. NO.	: 030077
T-NUMBER	:
DATE ISSUED	: 02/11/10
VENDOR NO.	:
VENDOR PHONE NO.	:
SNAP REQ. NO.	: 1436438
BUYER NAME	: SUSAN JANA
BUYER PHONE NO.	: (334) 242-7173

BID MUST BE RECEIVED BEFORE:
DATE: 03/01/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 03/02/10 TIME: 10:00 AM

PLEASE READ ALL INSTRUCTIONS CAREFULLY

THE FOLLOWING CHANGES ARE HEREBY ADDED TO AND MADE A PART OF
(INVITATION TO BID NUMBER 2216868)

THE PURPOSE OF THIS ADDENDUM IS TO CORRECT SPECIFICATIONS ON THE ABOVE REFERENCED ITB.

REMOVE " 27" RIMS AND TIRES FRONT AND REAR" AND REPLACE WITH " 12" STEEL STANDARD RIMS; FRONT TIRES TO BE 27X9X12, 27" ITP RADIAL MUD LIT XTR; REAR TIRES TO BE 27X11X12, ITP RADIAL MUD LIT XTR"

THIS ADDENDUM IS REQUIRED TO BE SIGNED AND RETURNED, INCLUDING A COPY FOR THE REQUIRED COPY OF THE BID. FAILURE TO RETURN THE ADDENDUM AND/ OR COPY OF THE ADDENDUM WILL RESULT IN BID REJECTION.

THE BID RETURN/OPEN DATES/TIMES REMAIN THE SAME, AS SHOWN ABOVE.

SDJ

* * * * * * * * * * * * * * * * END OF ADDENDUM * * * * * * * * * * * * * * * *

STATEMENT OF UNDERSTANDING

I UNDERSTAND THE ADDENDUM AND THAT IT MUST BE SIGNED IN INK AND RETURNED (UNLESS INDICATED OTHERWISE) WITH THE BID OR SEPARATELY, PROPERLY IDENTIFIED AND RECEIVED PRIOR TO DATE AND TIME SPECIFIED.

ADDENDUM NOTARIZATION NOT REQUIRED

COMPANY NAME	AUTHORIZED SIGNATURE (INK)
MAIL ADDRESS	TYPE/PRINT AUTHORIZED NAME
CITY, STATE, ZIP	
PHONE INCLUDING AREA CODE	