

CITY OF ROHNERT PARK



REQUEST FOR PROPOSAL FOR LABOR NEGOTIATOR

City of Rohnert Park
City Hall - Administration
130 Avram Avenue
Rohnert Park, CA 94928

Distribution/Advertisement: December 2, 2010
Deadline for Submittal of Proposals: December 20, 2010, no later than 4:00 p.m.

CITY OF ROHNERT PARK LABOR NEGOTIATOR

NOTICE IS HEREBY GIVEN THAT The City of Rohnert Park (herein referred to as "City") is providing this Request for Proposal ("RFP") to interested Consultants (hereinafter referred to as "Consultant") to accomplish the purpose of this RFP, namely to provide a Chief Labor Negotiator for the City of Rohnert Park.

Your company is invited to submit a proposal to provide the required services to the City of Rohnert Park.

Prepare a proposal that addresses all tasks as outlined below and approach to accomplishing the same. Please include meetings with key staff and expected number of presentations.

GENERAL PROVISIONS

INTRODUCTION AND BACKGROUND: The purpose of this Request for Proposal (RFP) is to provide interested parties with information to enable them to prepare and submit a proposal for labor negotiations services. The City of Rohnert Park is a General Law City, managed by a City Manager directed by a five member Council. Rohnert Park's current annual operating budget is \$28 Million, of which approximately 80% is expended on personnel costs. The City of Rohnert Park employs approximately 150 regular full-time and part-time employees. The City has labor agreements through June 2011 with three (3) of the four bargaining units:

1. Rohnert Park Employees' Association, an independent association representing miscellaneous administrative, technical and professional employees.
2. Service Employees International Union, Local 1021, representing skilled trades and maintenance employees.
3. Rohnert Park Public Safety Officers' Association and independent association representing sworn public safety officers and sergeants. Public Safety Officer is a combination law enforcement/firefighter position.

DESCRIPTION OF REQUIRED SERVICES: The principal function of the Chief Labor Negotiator will be to conduct labor contract negotiations with representatives of the three (3) official bargaining units whose contracts expire June 30, 2011. Services to be performed include, but may not be limited to, the following:

- A. Initial meetings (not to exceed four total meetings) with City staff and City Council to finalize negotiation parameters
- B. Represent the City in carrying out negotiations based on the City's plans to achieve long-term fiscal sustainability
- C. Review materials submitted by representatives of the bargaining units, and advise City management as appropriate

- D. Prepare draft and final contract language
- E. Present information to the City Manager and City Council regarding negotiations
- F. Represent the City in actions before the California Public Employee Relations Board which may arise out of contract negotiations

Copies of the current collective bargaining agreements are available at www.rpcity.org . The City's Personnel Rules are also available electronically at www.rpcity.org . Click on the link for "Departments & Services", and select from the Human Resources menu.

CLARIFICATION AND INQUIRIES: Any questions concerning this RFP must be submitted in writing by mail, fax or email on or before December 13, 2010 at 4:00 p.m. to:

Gabe Gonzalez, City Manager
City of Rohnert Park
130 Avram Avenue
Rohnert Park, CA 94928
FAX: 707-792-1876
E-MAIL: ggonzalez@rpcity.org

Consultants are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a Consultant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Consultant should immediately notify the above named individual of such error and request modification or clarification of the RFP document. In the event that it becomes necessary to provide additional clarifying data or Information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the City's web site at www.rpcity.org

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

CALENDAR OF EVENTS: Listed below are specific and estimated dates and times of actions related to this Request for Proposal (RFP). The Consultant actions with specific dates must be completed as indicated unless otherwise changed by the City. In the event that the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, a supplement to the RFP will be posted on the City's web site at www.rpcity.org

DATE	EVENT
December 2, 2010	Date of issue of the RFP
December 13, 2010	Last day for Consultants to submit written inquiries
December 20, 2010	Proposals due from Consultants
Week of December 27, 2010	Consultants scheduled for interviews
Week of January 3, 2011	Consultants interviewed
No later than January 26, 2011	Contract start date

EVALUATION PROCESS AND CRITERIA: The proposals will first be reviewed to determine if mandatory requirements are met. Accepted proposals will be reviewed by an

evaluation committee. The committee may obtain additional information about any or all proposals, at their discretion, through reviewing references, requesting oral presentations or interviews, and may use the results in evaluating the proposals against the following criteria:

1. Firm & Individual Qualifications – Demonstrated success in the provision of required services.
2. Scope of Work and Method of Approach – Adequacy of the service proposed to achieve desired objectives in a manner compatible with the values of City decision-makers.
3. Proposed Fee Schedule

REASONABLE ACCOMMODATION: The City will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodation, contact the Purchasing Division at VOICE: 707-585-6740 FAX: 707-794-9248 E-MAIL: asmith@rpcity.org

PROPOSAL PREPARATION AND SUBMITTAL INSTRUCTIONS

FORMAT AND ORGANIZATION: Proposals should be prepared simply and economically, providing a straightforward, concise description of the Consultant's ability to meet requirements of the RFP. Proposals should be typed and submitted on 8.5 by 11 inch paper bound securely. Proposals should be organized and presented by sections in the order stated in the RFP. Each heading should be clearly marked.

The RFP sections which should be submitted or responded to are:

- Scope of Service
- Organizational Capabilities
- Staff Qualifications
- References
- Cost Proposal

COSTS INCURRED: The City of Rohnert Park is not liable for any cost incurred by Consultants in replying to this RFP, and replying to this RFP does not create any obligation on the part of the City to enter into any contract or undertake any financial obligation with respect to the requirement referred to herein. Part of the proposal evaluation process may include a formal presentation by or interview with selected Consultants. Any Consultant who expends time or money prior to award, does so at the Consultant's own risk and expense.

PROPRIETARY INFORMATION AND CONFIDENTIALITY: Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors. All material submitted becomes the property of the City and may be returned only at the City's option. Proposals submitted become the property of the City and may be reviewed and evaluated by the City's personnel and/or agents of the City, except for competitors, at the sole discretion of the City. The City has the right to use any or all concepts presented in any reply to the RFP. Selection or rejection of a proposal does not affect this right.

Information provided by the City to the requesting Consultant for the purpose of providing a response to the RFP is the property of the City. As such, said information is to be kept in strictest confidence and used only for the intended use of this RFP. This RFP shall not be distributed to others without the express written consent of the City.

The Consultant understands that, if selected, the City reserves the right to provide its opinion publicly and privately regarding the Consultant's performance.

PROPOSAL REQUIREMENTS

SCOPE OF SERVICES: Give a description of the level of services that you or your firm intends to provide, which demonstrates a clear understanding of the work to be performed. In addition, give a description of the approaches and techniques you utilize in order to ensure effective interaction with management staff, City Council members, and labor representatives, and to maintain and foster ongoing productive labor-management relationships.

ORGANIZATIONAL CAPABILITIES: Describe the firm's experience and capabilities in providing similar services to those required. Give a description of the organizational qualifications, which substantiate why you or your firm is suited to provide services as a chief labor negotiator, and detail your experience in the techniques and role of negotiator on behalf of management with public sector labor unions. Specific experience, if any, with successful concession bargaining, and with impasse processes should be itemized.

STAFF QUALIFICATIONS: Provide a list of personnel assigned who will actually perform the work, with pertinent resumes. Identify experience with Public Safety operations, if any. Please identify what support or clerical staff is available. Indicate the primary contact person and his/her backup. Note: Any change of primary personnel must be approved in writing by the City before the change occurs.

COST PROPOSAL: Consultants must provide a fee schedule. Such a schedule would typically indicate:

1. Hourly rates for staff by title and if differentiated by type of work performed, e.g. negotiating, negotiations research, etc.
2. Any additional items and their costs, e.g. postage, telephone, copies, mileage, and other related expenses.

The City will consider any alternative proposals on fees, including but not limited to fixed fees or hourly rates subject to a cap.

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 90 days starting on the due date for proposals.

PROPOSAL SUBMITTAL PROCEDURE: The proposal shall be submitted as one (1) original signed copy plus two (2) photocopies.

Proposals shall be sealed and addressed to:

Angie Smith, Purchasing Agent
Finance Department
City of Rohnert Park
130 Avram Avenue
Rohnert Park, California 94928

Proposals will be accepted until:

4:00 p.m. on December 20, 2010
City of Rohnert Park
130 Avram Avenue
Rohnert Park, CA 94928

CONSULTANT SELECTION PROCESS: The City's overall objective is the selection of a highly qualified Consultant to perform the services necessary to ensure the City's success in a labor negotiator.

The City reserves the right to reject any and all proposals and to terminate the process at any time for any reason without liability to the City. This RFP is not to be construed as a contract or commitment of any kind.

SUBMISSIONS OF BID PROPOSALS: Each bid proposal must be submitted in a sealed envelope with the bid proposal name, closing date and time on the outside.

Information must be furnished complete in compliance with the terms, conditions, provisions and specifications of the Request for Proposals. The information requested and the manner of submission is essential to permit prompt evaluation of all bid proposals on a fair and uniform basis. Accordingly, the City reserves the right to declare as non-responsive, and reject any bid proposal in which material information requested is not furnished or where indirect or incomplete answers or information is provided.

Bid Proposals and modifications or corrections thereof received after the closing time specified will not be considered.

No telegraphic, telephone or facsimile of bid proposals will be accepted. If a photocopy is to be submitted, it must be signed in original, in ink.

If you do not bid, return this Request for Proposal and state reason, otherwise your name may be removed from our mailing list.

BID PROPOSAL POSTPONEMENT AND AMENDMENT: The City of Rohnert Park reserves the right to revise or amend the specifications up to the time set for opening of bid proposals. Such revisions and amendments, if any, shall be announced by amendments to this solicitation. Copies of such amendments shall be furnished to all prospective Consultants. Prospective Consultants are defined as those Consultants listed in the City's Request for Proposals list for this material/service, or who have obtained his documents subsequent to the advertisement. If revisions and amendments require changes in quantities or prices propose, or both, the date set for opening of bid proposals may be postponed by such number of days as in the opinion of the City shall enable Consultants to revise their bid proposals.

SINGLE BID PROPOSAL RESPONSE: If only one bid proposal is received in response to the Request for Proposals, a detailed cost bid proposal may be requested of the single Consultant. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

BID PROPOSAL WITHDRAWAL: After the bid proposals are opened, bids may not be withdrawn for sixty (60) calendar days. Prior to the date/time set for the bid opening, however, bid proposals may be modified or withdrawn by the Consultant's authorized representative in person, by written notice or by facsimile notice. If bid proposals are modified or withdrawn in person, the authorized representative shall make his identity known and shall sign a receipt for the bid proposal. Written or facsimile notices shall be received in the office designated on Page No. 1 of this Request for Proposals no later than the exact date/time for the bid opening. A facsimile modification or withdrawal received in the designated office no later than the date/time set for the bid opening shall be considered if such message is confirmed in writing by fax.

BIDDER INVESTIGATION: Before submitting a bid proposal, each Consultant shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the bidder will rely. If the Consultant receives an award as a result of its bid proposal submission, failure to have made such investigations and examinations will in no way relieve the Consultant from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contract for additional compensation.

COMPETENCY OF CONSULTANTS: No bid proposal will be accepted from or contract awarded to a Consultant who is not licensed in accordance with the law, who does not hold a license qualifying him to perform work under this contract, to whom a bid form has not been provided and who has not successfully performed on projects of similar character and scope. The Consultant may be required, before the award of any contract, to show, to the complete satisfaction of the City, that it has the necessary facilities, ability, experience, and financial resources to provide the services specified herein in a satisfactory manner. Generally, Consultant history and references are required at a minimum. The City may make reasonable investigations deemed necessary and proper to determine the ability of a Consultant to perform

the work, and Consultant shall furnish the City all information requested for this purpose

AWARD: The City of Rohnert Park reserves the right to accept bid proposals on individual items listed, on group items, or on the proposal as a whole; to reject any and all bid proposals; to waive any informality in the bids; and to accept the bid proposal that appears to be in the best interest of the City.

In determining and evaluating the best bid, the prices will not necessarily be controlling, but quality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered with any other relevant factors. Consultants shall be required to provide the information requested under Work Performance History Capability in the Required Data Section. This information will be a critical part of the bid proposal evaluation and award. Failure to provide this information may be sufficient reason to declare the bid proposal non-responsive. The City Manager shall be the sole judge in the determination of these matters.

Notice of contract award, if awarded, will be made within sixty (60) days of opening of bid proposals to the lowest responsive and responsible Consultant(s), whose bid proposal complies with all the requirements in the Request for Proposals.

Consultant shall submit to the City, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under the Insurance in the schedule of the Request for Proposals.

The Consultant shall not commence work under the terms and conditions of the contract until all Certificates of Insurance have been approved by the City and he/she has received notice to proceed in writing and an executed copy of the contract from the City of Rohnert Park.

MODIFICATIONS: This agreement shall not be modified, except in writing, by contract amendment, executed by all parties. Oral change orders are not permitted. No change in this Request for Proposals or resulting contract shall be made unless the City of Rohnert Park gives its prior written approval therefore. The Consultant shall be liable for all costs resulting from and/or for satisfactory correcting, any specification changes not properly ordered by written modification to the contract and signed by the City of Rohnert Park.

TERMINATION OF CONTRACT: If at any time, in the opinion of the City Council, upon recommendation of the City Manager, 1) Consultant fails to conform to the requirements of this contract; 2) Consultant seeks relief under any law for the benefit of insolvents or is adjudicated bankrupt; 3) any legal proceedings are commenced against Consultant which may interfere with the performance of the contract; or 4) Consultant has failed to supply an adequate working force, or material of proper quality, or has failed in any other respect to prosecute the work with the diligence and force specified and intended in and by the terms of the contract, notice thereof in writing may be served upon him, and should he neglect or refuse to provide means for a satisfactory compliance with the contract as directed by the City Manager within the time specified in such notice the City Council in any such case shall have the right and power, at its option and without prejudice to any other right it may have to terminate the contract. Any

excess of the cost arising there from will be charged against the Consultant and his sureties, who will be liable thereof. In the event of such termination, all monies due the Consultant or retained under terms of the contract shall be forfeited to the City, but such forfeiture will not release the Consultant or his sureties from liability for failure to fulfill the contract.

NOTE: THE CITY ADVISES ALL PROSPECTIVE CONSULTANTS TO CAREFULLY READ THE CONTRACT INSURANCE REQUIREMENTS LISTED BELOW. IT IS ALSO ADVISED THAT PRIOR TO SUBMITTING A BID PROPOSAL, CONSULTANTS SHOULD HAVE THEIR INSURING AGENCY REVIEW THE CITY'S INSURANCE REQUIREMENTS TO DETERMINE IF THEIR CARRIER(S) WILL COMPLY WITH THE ADDITIONAL INSURED BY ENDORSEMENT AND CANCELLATION LANGUAGE THAT IS REQUIRED. ALL CERTIFICATES OF INSURANCE AND ENDORSEMENTS MUST BE SUBMITTED TO THE CITY FOR APPROVAL AFTER AWARD OF BID. FAILURE TO COMPLY WITH THE INSURANCE REQUIREMENTS STATED HEREIN, AFTER AWARD OF BID WILL BE JUST CAUSE FOR ANNULMENT OF AWARD.

For further information or clarification of insurance requirements, please contact Angie Smith, Purchasing Agent, at 707-585-6740, or asmith@rpcity.org

INSURANCE AND TAXES: The Consultant shall maintain limits no less than: General Liability: one million (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. Automobile Liability: one million (\$1,000,000) per accident for bodily injury and property damage. Employer's Liability: one million (\$1,000,000) per accident for bodily injury or disease. Such policies shall name the City of Rohnert Park, its officers, employees and agents as additional insured. A current certificate of insurance and endorsements on City of Rohnert Park forms will be furnished to the City Purchasing Agent showing the required coverage and providing for thirty (30) days written notice to the City of Rohnert Park by the insurance company prior to cancellation or any change in policy coverage. NOTE: Only the Certificate of Insurance and Endorsements on City of Rohnert Park forms are acceptable.

Consultant shall maintain, during the life of this agreement, workmen's compensation insurance for all employees employed by Consultant for the operations hereunder.

LEGAL REQUIREMENTS AND PERMITS: The Consultant agrees to fully comply with all local, city, state and federal laws, regulations and ordinances governing performance of contractual services required hereunder, and it will be the responsibility of the Consultant to obtain any and all necessary permits, licenses and/or clearances prior to initiating a contract. Consultant shall pay all state and local sales and use taxes on items, and in a manner as required by the laws and statutes of the State of California and its political subdivisions. The Consultant shall withhold and pay any and all withholding taxes, whether State or Federal, and pay all Social Security charges and also all State Unemployment Compensation charges, and pay or cause to be withheld, as the case may be, any and all taxes, charges, or fees, or sums whatsoever, which are now or may hereafter be required to be paid or withheld under any laws. Note: A valid City of Rohnert Park Business License is required for the Consultant and all Sub-Consultants individually.

SAVE HARMLESS AND INDEMNITY AGREEMENT: To the fullest extent permitted by

law, Consultant hereby agrees to defend (by counsel reasonably satisfactory to City), indemnify, and hold harmless City, its officers, agents, employees, volunteers, and servants, from and against any and all claims, demands, damages, costs, liabilities, or obligations brought on account of or arising out of any acts, errors, or omissions of Consultant, its officers, employees, agents, and subcontractors undertaken pursuant to this contract, excepting liabilities due to the sole negligence or willful misconduct of City. City has no liability or responsibility for any accident, loss, or damage to any work performed under this contract whether prior to its completion and acceptance or otherwise. Consultant's duty to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in California Civil Code Section 2778. In the event of any claims made or suits filed, City shall give Consultant prompt written notice thereof, and Consultant shall have the right to defend or settle the same to the extent of his/her interests hereunder.

Should the Consultant's insurance consist of claims made coverage, the Consultant will be required to furnish evidence that said policy will continue to be in effect and enforceable for two (2) years after the effective termination date of the contract award. If Consultant changes insurance carriers after the termination date of the contract, Consultant will be required to provide the City of Rohnert Park with evidence of policy tail coverage for the two (2) year period after the contract termination date.

In addition the Consultant will be required to notify the City of Rohnert Park immediately in writing should their coverage amount fall below the two million (\$2,000,000) level during the contract and/or tail coverage term.

FAILURE TO COMPLY WITH THIS LANGUAGE WILL CAUSE A DELAY IN THE CONTRACT OR PAYMENT.

SUSPENSION: City shall have the authority to suspend this contract, wholly or in part, for such period as it deems necessary due to unfavorable conditions or to the failure on the part of Consultant to perform any provision of this Consultant. Consultant will be paid for satisfactory services performed through the date of temporary suspension.

EQUAL EMPLOYMENT OPPORTUNITY: Consultant is an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee, subcontractor, or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. Consultant will take affirmative action to ensure that applicants are treated during such employment without regard to race, age, sex, creed, color, sexual orientation, marital status, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

CITY NOT OBLIGATED TO THIRD PARTIES: City shall not be obligated or liable for payment hereunder to any party other than the Consultant.

WAIVER: No failure on the part of either party to exercise any right or remedy in this contract shall operate as a waiver of any other right or remedy that either party may have.

FEDERAL & STATE TAX: Prices quoted shall not include Federal Excise Tax. California Sales Tax of nine and one-half percent (9.5%) will be paid on material discretely priced in accordance with the contract payment schedule. Sales Tax will not be applied to services.

LEGALITY: If any provisions of this agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

CALIFORNIA LAW: This agreement shall be governed according to the laws of the State of California. In the event that suit is brought by either party, the parties agree that trial of such action shall be held exclusively in a state court in the County of Sonoma, California.

IMMIGRATION REFORM CONTROL ACT OF 1986: Consultant shall be responsible for compliance with the Immigration Reform Control Act of 1986.

COMPLIANCE WITH LAWS & REGULATIONS: All materials, parts and equipment furnished pursuant to these specifications shall be in compliance with the laws and regulations of the State of California and OSHA. The Consultant shall, if requested by the City, supply certification and evidence of such compliance.

RETENTION OF RECORDS: The Consultant shall be required to retain any records necessary to document the charges for goods to be provided or services to be performed and make such records available to the City for inspection at the City's request for a period of four (4) years.

INDEPENDENT CONSULTANT: The parties contend that Consultant in performing the services herein specified shall act as an independent Consultant and shall have control of its work and the manner in which it is performed. It shall be free to contract for similar services to be performed for other employers while it is under contract with the City. Consultant is not to be considered an agent or employee of the City and is not entitled to participate in any pension, medical or dental plan, or any other benefit provided by the City to its employees.

NON-COLLUSION AFFIDAVIT: The Consultant declares, by signing and submitting a bid proposal that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid proposal is genuine and not collusive or sham; that the Consultant has not directly or indirectly induced or solicited any other Consultant to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Consultant or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Consultant has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Consultant or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Consultant, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained

in the bid are true; and, further, that the Consultant has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

CHANGES: The City may at any time, by giving fifteen (15) days written notice, delete or add to the scope of the work as set forth in the specifications. If such changes cause an increase or decrease in the amount due under the Contract, an equitable adjustment shall be made and the Contract amended in writing accordingly. Changes in the scope of five percent (5%) or less per bid item, shall not be cause for adjustment.

SUPERVISION: The Consultant shall arrange for satisfactory supervision of all contract work. The Consultant or Consultant's supervisors shall be available at all times when the contract work is in progress and during the day to receive instructions from the City representative.

Consultant will provide a phone number where Consultant or Consultant's representative can be reached on weekends and evenings. Consultant agrees to return any phone call within one (1) hour of receipt. Repeated failure to return said calls within the specified period will result in a one percent (1%) penalty on the current invoice. Chronic failure to abide with this requirement will be grounds for cancellation of the contract.

Consultant will perform an investigation of all areas outlined in this proposal on a monthly basis with the City Manager or his designated representative.

REFERENCES: Consultants must include in their proposals a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

1. Company Name_____ Address_____
- Contact_____ Phone_____
2. Company Name_____ Address_____
- Contact_____ Phone_____
3. Company Name_____ Address_____
- Contact_____ Phone_____