



REQUEST FOR QUALIFICATIONS

RFQ-003-2010

The CRA (Community Redevelopment Agency) of the City of Lake City is seeking qualified consultants to submit qualifications for a Master Plan Update for the CRA.

Sealed statements of interest and qualifications meeting the attached criteria with an original signature and eight (8) additional copies (clearly marked copy) will be accepted by the City of Lake City, Florida until January 7, 2010 at **4:00 PM**, local time in the Purchasing Department located on the 2nd floor of City Hall, 205 North Marion Avenue, Lake City, Florida 32055. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a proposal is received will be resolved against the Offeror. Proposals will not be accepted via fax or electronically. It is noted that formal openings of proposals are not held. However, at the date and time indicated for the submission deadline, names of the offeror who submitted proposals will be released to the public. No other information will be released at that time.

MASTER PLAN UPDATE FOR THE CRA

An original plus eight (8) copies of your proposal must be sealed and plainly marked on the outside of the envelope with the RFQ number, the proposal name and opening date. Proposals must be addressed to the following:

City of Lake City
Attention: Debbie Garbett
Purchasing & Contracting Department
205 North Marion Avenue
Lake City, Florida 32055

All proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Bidder's name, address, phone number, bid number (RFQ-003-2010), bid title (MASTER PLAN UPDATE FOR THE CRA) the date and time (January 7, 2010 @ 4:00 P.M). The proposal must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All proposals which are hand delivered or delivered through regular mail by the United States Postal

envelope. It is the responsibility of the Offeror to assure proposals are delivered to the Purchasing Department. Failure to comply may be reason to reject the proposal.

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The proposal must be net, exclusive of taxes. Offeror's proposal must be dated, signed by authorized representative, title, firm name, address and telephone number.

The CRA and City of Lake City adhere to the Americans with Disabilities Act and will make accommodations for access to City services, programs, and activities. Please call (396) 719-5784 for further information. Requests should be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

The CRA reserves the right to accept or reject any or all submittals, to award to multiple firms, to waive any submittal informalities and to re-advertise for bids when deemed in the best interest of the CRA.

Complete criteria, if not attached, or additional information may be obtained upon request from the Purchasing Director, 2nd floor of City Hall, 205 N. Marion Avenue, Lake City, Florida. Contact garbettd@lcfla.com or telephone (386) 719-5818.

Proposals may not be withdrawn for a period of 60 days after the scheduled closing time for receipt of proposals.

The City of Lake City reserves the right to accept or reject any/all proposals. The submittals will be evaluated by the City and may be negotiated and modified to develop a final product suitable to the City's needs.

CITY OF LAKE CITY, FLORIDA

Wendell Johnson
City Manager

REQUEST FOR QUALIFICATIONS MASTER PLAN UPDATE FOR THE COMMUNITY REDEVELOPMENT AREA (CRA).

INTRODUCTION

The Community Redevelopment Agency of the City of Lake City is seeking qualified consultants to submit qualifications for a Master Plan Update for the Community Redevelopment Area. Consultants will be expected to have an expertise in Florida land use planning, Geographic Information Systems, public participation, and housing and economic analysis. The CRA's primary goal is to update the Master Plan to address all aspects of development within the City's CRA District, including architectural standards, densities and intensity, signage, parking, public uses, open space, historic preservation, gateway enhancement, etc.

Pursuant to the Consultants' Competitive Negotiations Act, Florida Statute 287.055, the CRA, hereby requests responses, expressions of interest and statements of qualifications from firms or individuals, with credentials in planning, urban design, architecture, economic consulting and environmental planning services, who are interested in performing professional consulting and planning services to accomplish the scope of work for the services outlined below and will reflect the outcome of an outreach strategy including community and stakeholder involvement process to be completed as deemed appropriate by the CRA.

REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS

In order to ensure a fair and objective RFQ process and evaluation, all questions and inquiries related to this RFQ shall be addressed in writing by email or facsimile no later than December 31, 2009 to:

Debbie Garbett – Purchasing Director
e-mail garbettd@lcfla.com
Facsimile (386) 755-6112

All questions and inquiries will be forwarded to Jackie Kite, CRA Administrator. Answers or clarifications will be submitted in writing to the inquirer by the Purchasing Department.

BACKGROUND

Lake City is a 150-year-old city with a rich history and exciting future. Also known as the “Gateway” to Florida, Lake City is the County seat of Columbia County in Northeast Florida. Lake City offers a diverse economic and cultural palette within its core CRA, including substantial medical and governmental operations, blended with a variety of retail eating and shopping establishments.

Located within the heart Columbia County, the greater Lake City area is the home of over 45,000 people with diverse backgrounds and interests. It's a downtown where residents, office workers

and visitors stroll comfortably along the historic streets, shop in antique stores, or sample restaurants where menus range from hotdogs to Italian cuisine. In 1989, the City Council of the City of Lake City recognized that the City's downtown and inner city was an all too common victim of the shifts in the 60's and 70's to suburban living and designated approximately (256 blocks) of the Lake City Inner City area as a community redevelopment area under Florida Statute 163 for the focus of rehabilitation, conservation and redevelopment activities.

The last comprehensive update of the Urban Core Redevelopment Plan was undertaken in 1989 and incorporated long-range projects and objectives to revitalize the CRA. The projects and elements of the plan have been consistently implemented. In addition, a number of small area or task specific plans, studies and reports have been developed within the CRA including:

RFQ SUBMITTALS AND FORMAT

The CRA reserves the right to award a contract pursuant to this RFQ without further discussion with respondents. Therefore, it is important that each submittal is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible.

The submittal package shall consist of the following and failure to submit this information will render your package non-responsive.

A. Title Page

Show the Request for Qualifications subject, the name of your firm, address, telephone number, name of contact person and date.

B. Table of Contents

Clearly identify the material by section and page number.

C. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- Briefly state your firm's understands of the work to be done and provide a positive commitment to perform the work.
- Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone number(s).
- The letter must be signed by an authorized representative of the company who has the authority to commit the company to their proposal as submitted.

D. Profile of Proposer

- State whether your organization is national, regional or local.
- State the location of the office from which your work is to be performed.
- Describe the firm including the size and provide a list of the proposed staff, for this project and list their qualifications individually.

- List key management and operating personnel who would have direct responsibility for fulfilling the terms of the contract.
- Describe the areas of responsibility for each assigned employee.
- What ability does the firm have to sustain the potential loss of key personnel and still adequately meet the terms of the contract?

E. Summary of Proposer’s Qualifications

- Identify the project manager and each individual who will work as part of this project.
- Identify the number of years in business along with a brief historical summary of the firm.
- Provide past experience in providing similar services to governmental entities.
- Provide a client listing and a minimum of three (3) current or previous references for similar projects as defined by the Scope of Service herein. Include the term of the relationship(s), current status and individual, contact name, address, email, and telephone number.

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F. Approach to Project

Specifically, describe how your firm would approach this project to ensure it meets, and continues to provide for the needs of this agency as expressed in the Scope of Service. Proposers may offer alternative solutions/options to achieve successful completion of the Scope of Service.

The CRA Plan Update

Culturally, the nation is changing its attitudes towards cities and urban living. Broad economic, social and cultural forces are reshaping the face of our urban environment. These forces give areas such as downtown Lake City the best opportunity to compete in decades. Our challenge is to develop a plan that realizes our full potential. The intent of the CRA Plan Update is to provide a document that establishes the framework for transformative policies and investments in the CRA area. Within that context the plan will provide policy, programmatic and fiscal direction for the CRA as we reshape our urban landscape.

Strategic Framework

In our strategic framework talent, connections, distinctiveness and innovation; are identified as key elements which provide the basis for our next steps. The idea behind this framework is:

Distinctiveness, we must aspire to offer professional opportunities to attract young people to want to live, work and raise a family in our area. Our urban amenities, historic neighborhoods, downtown living, cultural attractions gives us a competitive niche...to attract workers, residents and tourists.

Innovation is the driver of the economy. Therefore, we need to promote investment in technology infrastructure.

Conceptual Themes

Within the strategic framework the CRA has embraced two conceptual themes: The Urban Core and The Waterfront. The update should build upon these themes.

- The update would guide the strengthening of our downtown core as a regional landmark and an important destination.
- The update would guide us in creating an attractive amenity in around Lake DeSoto that adds to the identity and livability of the City.

Several theme features are embedded in Downtown Action Plan adopted by the City in 2008.

Goals for the Urban Core and Waterfront

Urban Core Goals:

Build upon community strengths
Create strong destinations for development / investments
Connect new investments with existing community fabric
Link destinations to neighborhoods and waterfront to establish a multi-dimensional downtown.

Waterfront Goals:

Increase the awareness of Lake DeSoto waterfront.
Promote the diversity of the waterfront by creating opportunities for parks, cultural recreational, educational, and entertainment experiences
Connect the waterfront to the city linking neighborhoods and downtown
Preserve and enhance the natural areas along the water's edge

Plan Strategic Guiding Principles

The following principles should guide the development of the updated plan. It is believed that successful cities should be:

Prosperous - attracting jobs and investment
Diverse - social and economically inclusive
Distinctive - our historic and cultural destinations
Walkable - focus on the pedestrian environment
Green - promoting our natural landscape

The anticipated strategies to be employed through the updated plan are to identify transformative investments which are multi-dimensional efforts that remake the urban physical environment to stimulate economic growth, improve fiscal vitality and advance social equity. The strategies are to strengthen the five cornerstones of the CRA.

Moving Forward

At its best the update of the CRA Plan should:

Coordinate the goals of previously adopted plans and the Downtown Action Plan by incorporating them into a larger vision.

Provide a foundation for strategic action to share future success.

Be consistent with the guiding principles:

- o Prosperous
- o Diverse
- o Distinctive
- o Walkable
- o Green

SCOPE OF SERVICES

The Community Redevelopment Agency desires to update an existing Master Plan and may ultimately include additional planning services as the discretion of the CRA. The services that a successful applicant will provide include the examination of and recommendations on the following elements as appropriate for the Community Redevelopment Area. (Map attached.)

Land Use and Building Use.

Retail Inventory, Goals, and Strategies

Office, Professional, and Personal Services Inventory, Goals, and Strategies

Government, Medical, and Social Services Inventory, Goals, and Strategies

Hospitality, Dining, and Entertainment Inventory, Goals, and Strategies

Land Use Density, Intensity, and Composition Objectives, Goals, and Strategies

Housing.

Existing Housing Inventory

Projected Housing Needs Analysis

Inclusive Housing Inventory, Goals, and Strategies (i.e. affordability, accessibility, occupancy types, rehabilitation, adaptive reuse, etc.)

Housing Density, Intensity, and Composition Objectives, Goals, and Strategies

Transportation & Parking.

Multimodal Transportation Inventory, Goals, and Strategies

Public and Private Parking Inventory, Goals, and Strategies

Pedestrian and Biking Inventory, Goals, and Strategies

Infrastructure and Public Services.

Public Infrastructure Inventory, Goals, and Strategies

Public Safety Inventory, Goals, and Strategies

Public Space, Open Space, and Recreation Inventory, Goals, and Strategies

Cultural, Historical, Community, Social, Goals, and Strategies

Economic Development.

Economic Development and Revitalization Objectives, Goals, and Strategies

Redevelopment and Infill Development Objectives, Goals, and Strategies

Planning & Zoning Regulations.

Analysis of Current Planning & Zoning Code
Regulatory Revisions Framework

Urban Design.

Inventory of Existing Architectural Character
Recommended Architectural Design and Signage Standards
Design Standards Framework and Implementation Strategies

Financing.

Identification of short and long-term financing and capital improvement plans to meet the goals, objectives, and components of the plan update

Detailed scheduling of the project and deliverables will be negotiated during the contract negotiations between the selected consultant and the CRA.

CONTRACT TERM

The anticipated term of any agreement is as required to deliver a finished product, beginning on the date of selection, until the project has been completed to the satisfaction of the CRA, or the Contract is terminated by the CRA. A draft plan completion will be expected within three (3) months from the project contract award date. Adoption of the final plan by the Community Redevelopment Agency and the City Council will complete the project. The selected consultant must be able to complete this project within an approximately 6-month timeframe, by June 2010. The broad scope of the study may allow or require a phased, extended timeframe, subject to funding availability and CRA approval.

Detailed scheduling of the project will be negotiated during the contract negotiations between the selected consultant and the CRA.

WRITTEN RESPONSE FORMAT AND EVALUATION CRITERIA

Response documents should provide a straightforward, concise description of the Consultant's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the CRA. The requirements stated do not preclude Consultants herein from furnishing additional information as deemed appropriate.

Form and Format:

1. Responses shall be limited to 20 pages (exclusive of cover letter, limited to 2 pages, and required forms in this RFQ).
2. One (1) original and eight (8) copies must be submitted in one response package.
3. PDF (portable document file) or other generally accessible electronic copy of the response must be provided on compact disk (CD).

The submissions received by the deadline and fully responsive to the requests for the specifics outlined should demonstrate experience in areas detailed in the Scope of Services and the following Evaluation Criteria:

Written Response Evaluation Criteria	Value (%)
Objective Factors: Ability of the firm to respond to the basic minimum requirements set forth in RFQ.	10
Qualifications: Degree to which firm has completed similar projects or has background and expertise to complete this project.	15
Understanding of Project: Degree to which firm understands the project, whether from experience with similar projects or from preparatory research.	25
Approach to the Project: Degree to which Consultant’s proposed approach addresses the project issues.	25
Personnel: The qualifications and availability of the personnel to be assigned to the project.	15
Quality of Work / Past Performance: Quality of the response and documentation of past performance on other projects done by the firm.	5
MBE / SBE Designation	5
TOTAL	100

This is a Request for Qualifications and not an offer to purchase said services. The Community Redevelopment Agency shall have no obligation to any submitter who presents a submission and is not liable for any costs incurred by the submitter in preparation of the submission. The CRA reserves the right to award a contract solely on the basis of the submission received and to award no contract whatsoever. The Community Redevelopment Agency reserves the right also to accept or reject submissions in whole or in part and to waive any defect, technical requirements and/or irregularities therein.

SELECTION PROCESS

Based on the information presented in response to the Request for Qualifications (RFQ), a review of qualification submissions shall be done by an evaluation committee. At least three (3) of the highest-ranking preliminarily qualified submitters shall be invited to make presentation at a public meeting before the evaluation committee. From such highest-ranking submitters, the Community Redevelopment Agency will select in order of preference, for negotiation under Florida Statute 287.055 (Florida Consultants’ Competitive Negotiation Act). All provisions of the Florida Consultants’ Competitive Negotiation Act shall control this Request for Qualifications. Accordingly, no pricing or rate schedules should be included in the submission. The CRA may select one or more respondents to prepare a more specific response pertinent to the scope of work defined. At no time shall any member of the Community Redevelopment Agency (the City Council) be contacted by a representative of any submitting consultant.

AWARD OF CONTRACT

The CRA intends to enter into an Agreement with a single firm that provides all necessary disciplines required for the successful implementation of the proposed project.

52.209-5 FAR Certification Regarding Debarment, Suspension,
Proposed Debarment, and Other Responsibility Matters
(This Form Does Not Count Against Response Page Limit)

1. The Offeror certifies, to the best of its knowledge and belief, that the Offeror and/or any of its Principals:
 - A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
 - B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.
2. The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
 - A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.
3. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Consultant's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non responsible.
5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
6. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

52.209-6 FAR Protecting the Government's Interest When Subcontracting
with Contractors Debarred, Suspended, or Proposed for Debarment

1. The Government suspends or debar Contractors to protect the Government's interests. The Contractor shall not enter into any subcontract in excess of \$25,000 with a Contractor that is debarred, suspended, or proposed for debarment unless there is a compelling reason to do so.
2. The Contractor shall require each proposed first-tier subcontractor, whose subcontract will exceed \$25,000, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.
3. A corporate officer or a designee of the Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party that is debarred, suspended, or proposed for debarment (see FAR 9.404 for information on the Excluded Parties List System). The notice must include the following:
 - A. The name of the subcontractor.
 - B. The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.
 - C. The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.
 - D. The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

Company Name

Authorized Signature

Printed Name

Date

**AFFIDAVIT ON PUBLIC ENTITY CRIMES (SWORN STATEMENT PURSUANT TO
SECTION 287.133(3)(a), FLORIDA STATUTES)
THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY
PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

This sworn statement is submitted to by _____ (Print individual's name and title) for _____ (Print name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

I understand that a "public entity crime" as defined in Paragraph 287. 133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.1 33(1)(a), Florida Statutes, means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287. 133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies)

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the

entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature) (Date)

STATE OF FLORIDA
COUNTY OF ESCAMBIA

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
(Name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____, 20

Attest:

Notary Public

My commission expires: _____

(Notary Seal)

CERTIFICATION/AUTHORIZATION/ACKNOWLEDGMENT FORM

The undersigned certifies that he/she has fully read and understands this "Request for Qualifications" and has full knowledge of the scope and quality of the services to be furnished and intends to adhere to the provisions described herein. The undersigned also affirms that they are duly authorized to submit this response, that this submittal has not been prepared in collusion with any other Vendor, and that the contents of this submittal have not been communicated to any other Vendor prior to the official opening of this submittal.

Signed By: _____ Date: _____
Typed Name: _____ Title: _____
Company Name: _____
Phone No.: _____ Fax No.: _____
Email: _____
Bid Address: _____
P.O. Box or Street City State Zip

Order Address: _____
P.O. Box or Street City State Zip

Remit Address: _____
P.O. Box or Street City State Zip

Federal Tax ID No.: _____

