



Request For Proposal

Midway Arena Chiller and Condensing Tower Replacement

Closing Location:

Village Of Midway Office
Box 160
661 8th Avenue
Midway, British Columbia
VOH 1M0

Closing Date and Time:

Each proposal be received by 4:00pm Pacific Standard Time on April 15, 2021

Contact Person:

Bob Peters
Chief Facility Maintenance Operator
Telephone: 250.528.0243
E-mail: arenamanager.midwaybc@shaw.ca

Contents

1. Summary of the Requirement	4
1.1 Objective	4
1.2 Scope of the Project	4
1.3 Background.....	4
1.4 Mandatory Requirements	4
1.5 Negotiable Considerations	5
2. Administration.....	6
2.1 Community Background	6
2.2 Headings & Definitions	6
2.3 Not a Tender Call.....	7
2.4 Intention of the Village	7
3. Request for Proposal Process.....	8
3.1 RFP Schedule.....	8
3.2 Enquiries	8
3.3 Number of Proposals.....	8
3.4 Form of Proposal / Alternative Solutions.....	8
3.5 Closing Date & Location	9
3.6 Irrevocability of Proposals.....	9
3.7 Late Proposals	9
3.8 Modification of RFP	9
3.9 Evaluation.....	10
3.10 Rejection of Proposals	10
3.11 Acceptance of Proposal.....	11
3.12 Negotiation Delay	11
3.13 Execution of Contract	11
3.14 Commencement, Prosecution, and Completion of Work.....	12
3.15 Failure or Default of Proponent	12
4. Additional Terms & Conditions	12
4.1 No Obligation to Proceed.....	12
4.2 Liability for Errors.....	12

4.3	Limitation of Damages.....	12
4.4	Use of Request for Proposal	13
4.5	Cost of Preparation	13
4.6	Currency and Taxes	13
4.7	Precedence	13
4.8	Confidentiality.....	13
4.9	No Collusion.....	13
4.10	Agreement	14
4.11	Sub-Contracting	14
4.12	Insurance & Indemnity.....	14
4.13	Safety	15
4.14	Legal Information	15
	Schedule "A": Existing Site	16
	Schedule "B": Registration of Intent to Submit Form.....	18

1. Summary of the Requirement

1.1 Objective

The Village of Midway is seeking Proposals for the removal, supply and installation of a Chiller and Condensing Tower for the refrigeration system at the arena in Midway, British Columbia.

Proponents with proven experience and expertise in arena refrigeration systems are invited to submit Proposals setting out how they propose the goals, objectives, and other requirements of this RFP may be best met. The goal is to receive Proposals that meet the mandatory requirements of this RFP, negotiate with the Proponent submitting the preferred Proposal, and enter into a Contract for the execution of project deliverables.

1.2 Scope of the Project

The Village has identified the scope of this project, which includes the removal, and replacement of the existing Chiller and Condensing Tower, and related ammonia lines with a Chiller and Condensing Tower of like capacity or equivalent alternate system. The successful proponent shall be responsible for the removal and disposal of the existing Chiller and Condensing Tower and related components, supply and installation of a Chiller and Condensing Tower and all related components, piping, supplies, materials, equipment, and labor required to undertake the work.

1.3 Background.

The Village of Midway currently has a 22-year-old Henry Technologies Chiller and BAC Condensing tower for the arena. The plant generally operates from September through March each year. The current R717 system has approximately 210kg of refrigerant charge with a system capacity of 340 KW. The system is powered by two N4Wb Mycom reciprocating compressors. The secondary coolant is a calcium chloride brine solution.

1.4 Mandatory Requirements

The project includes the removal of the existing Chiller and Condensing Tower, supply, and installation of a new Chiller and Condensing Tower. The Village requires the services of an experienced and qualified refrigeration company to provide the service. Specifically, the project Proposal and costs must include:

Condenser

- Removal and disposal of the existing condenser;
- Installation of a new condenser of equal capacity;
- If existing condenser stand cannot be used, modified, or adapted, remove, dispose, and replace existing stand.
- If a new stand is required, must use existing concrete supports;
- Removal, disposal and replacement of required piping and valves containing ammonia between the condenser and the compressors;
- Removal, disposal and replacement of glycol and water supply and return lines as needed;
- Draining, storage and replacement of ammonia;
- Draining, storage and replacement of glycol;
- Update/change electrical supplies as needed;
-

Chiller

- Removal, disposal of existing chiller
- Installation of new chiller with equal or greater efficiency
- Removal, disposal and replacement of required piping and valves containing ammonia between the chiller and compressors, and between chiller and condenser.

- Draining, storage and replacement of ammonia
- Draining, storage and replacement of brine
- Update/change electrical supplies as needed

Other Provisions

- Installation of all safety systems to meet current safety guidelines;
- All materials and components shall be new;
- Provision of digital and print manuals and schematics for all components including operating, installation and maintenance manuals;
- Commissioning of the installed system;

The successful proponent shall be responsible for making all permit applications and completing regulatory inspections as required by Technical Safety BC and provincial and federal regulators providing oversight of refrigeration systems within the Province of British Columbia.

Proponents must include a project schedule with a project completion date, inclusive of commissioning, inspections, and certifications, of no later than October 31th, 2021;

1.5 Negotiable Considerations

The following are negotiable considerations that will be part of the evaluation process.

- The total value of the project.
 - Additional value-added design features.
- Cost effectiveness/ efficiency.
- Evaporative and adiabatic condensers will both be considered.
 - Project timelines.
 - Warranty and service provisions.
 - Experience of the firm, staff, subcontractors, and related references

2. Administration

2.1 Community Background

The Village of Midway was incorporated in 1967. The original name for the town site was Boundary City, but was changed to Midway in 1893. The name Midway comes from the location of the village being midway between the Rocky Mountains and the Pacific Ocean.

Currently, the Village has a population of approximately 650 people. The nearest major city is Kelowna BC , which is approximately 154km northwest of Midway. Our location offers a myriad of outdoor recreational opportunities, stunning vistas, and all the fresh elements naturally afforded in a spectacular rural setting.

2.2 Headings & Definitions

Headings and titles used in this RFP are for convenience only and are not explanatory of the clauses with which they appear.

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a Proposal in response to this Request for Proposal indicates acceptance of all the following terms:

“Best Value” means the value placed upon quality, service, past performance, and price.

“Contract” means the written agreement resulting from this Request for Proposal executed by the Village of Midway and the Successful Proponent.

“Village” means the Village of Midway.

“Must”, “Shall”, “Will”, “Mandatory” or “Required ” means a requirement that must be met in order for a Proposal to receive consideration.

“Proposal” shall mean the Proponent's submission in response to this RFP.

“Proponent” means a party that submits, or intends to submit, a Proposal in response to this RFP.

“RFP” means this Request for Proposal.

“Request for Proposal” (RFP) includes the documents listed in the index of this Request for Proposal and any modifications thereof or additions thereto incorporated by addenda before the Closing Deadline.

“Should”, “Ask”, or “Desirable” means a requirement having a degree of importance to the objectives of the Request for Proposal.

“Subcontractor” includes, inter alia, a person, firm or corporation having a contract with the Successful Proponent for the execution of a part or parts or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.

“Successful Proponent” means the Proponent submitting the most advantageous RFP as determined by the Village.

“Work” means any labor, duty and/or efforts to accomplish the purpose of this project

2.3 Not a Tender Call

This RFP is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Village. Further to this point, Proposals will not be opened in public.

The Village will not have any legal duty or obligation to anyone in connection with this RFP except under a performance Contract, if any, created by the parties according to the process described in this RFP. The Village is under no obligation to enter into any contract or other agreement with anyone in connection with this RFP and proposals received.

This RFP is a mere invitation to treat; it is a solicitation to vendors to come forward with competing offers, and/or to compete for an opportunity to negotiate a Contract. This RFP itself does not constitute an offer in relation to the formation of any contract, including any bid contract, preliminary contract, collateral contract, or “contract A”. No agreement of any kind (express or implied), including any contract A or implied terms (including any implied duty of fairness), should result upon submission of a proposal (whether or not such proposal is Non-Compliant). Nevertheless, proposals submitted to the Village containing signature pages signed by Proponents in relation to the formation of a performance Contract are offers capable of acceptance by the Village (whether or not the proposal is Non-Compliant), with or without negotiations, in order to form one or more performance Contracts.

The sole remedy for any Proponent who finds this, or other terms and conditions outlined in this RFP, unacceptable is to refrain from submitting a Proposal.

2.4 Intention of the Village

The intention of the Village is to evaluate Proponent Proposals for the purpose of identifying the most advantageous Proposal. The Village may then enter into negotiation with the Successful Proponent for the purposes of entering into a Contract.

3. Request for Proposal Process

3.1 RFP Schedule

The following is the proposed Schedule for the selection process:

- | | |
|--|----------------|
| • Issuance of RFP | March 26, 2021 |
| • RFP Response Deadline | April 15, 2021 |
| • RFP Response Evaluation | April 20, 2021 |
| • Negotiation with Preferred Proponent | April 27, 2021 |
| • Award Contract | April 28, 2021 |
| • Installation Completion | Oct 31, 2021 |

3.2 Enquiries

All enquiries and to book a site visit for this Request for Proposal are to be directed, by e-mail, to the following contact person.

Bob Peters, Chief Facility Maintenance
Operator Phone: (250) 528-0243
E-mail: arenamanager.midwaybc@shaw.ca

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the Village of Midway's option. Questions may not be accepted after April 15, 2021.

3.3 Number of Proposals

Your Proposal package may be submitted electronically in PDF format to arenamanager.midwaybc@shaw.ca prior to the closing date. Alternatively, Proponents may provide one (1) hard copy to the attention of Bob Peters. Such hard copy shall be in a sealed envelope, clearly marked with the name and address of the Proponent and the name of the RFP ("**RFP-1101 Midway Arena Chiller and Condensing Tower Removal & Replacement**"). Hard copies must be received at the closing location prior to the closing time/date.

3.4 Form of Proposal / Alternative Solutions

The Proposal must address the requirements, deliverables, and evaluation criteria outlined herein. If alternative Proposals or solutions are being provided, Proponents must clearly delineate the details of each Proposal in their submission. Depending on the complexity of the alternative solution, this may be best accomplished by submitting each alternative as a separate Proposal.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal must sign all Proposals.

3.5 Closing Date & Location

Proposals must be received no later than 4:00 pm (PST), April 15, 2021 (the "**Closing Deadline**"), at the following address:

Village of Midway – Municipal Office
Box 160
661 8th Avenue
Midway, BC
V0H 1M0

Please keep in mind that courier services such as DHL, Purolator or Canada Post generally cannot provide one-day delivery service to Midway

3.6 Irrevocability of Proposals

Prior to the time and date of the Request for Proposal Closing Deadline, any Proponent may withdraw or change their proposal without penalty or forfeiture, by giving notice in writing to:

Village of Midway – Municipal Office
Box 160
661 8th Avenue
Midway, BC
V0H 1M0

Upon the closing deadline, all Proposals become irrevocable and no words or comments may be added to, or removed from, the Proposal unless requested by the Village for purposes of clarification. By submission of a Proposal, the Proponent agrees that should its Proposal be deemed successful and accepted as per the Proposal, the Proponent will enter into a Contract with the Village. This irrevocability is only valid for a period of sixty (60) days after the Closing Deadline.

3.7 Late Proposals

Proposals received after the final date and time for receipt of Proposals will be considered as "Late Proposals". Late Proposals will not be accepted and will be returned unopened to the sender.

3.8 Modification of RFP

The Village reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion. The Village will endeavor to distribute all modifications to Proponents that register. To register, please submit the Registration of Intent to Submit Form (attached hereto as Schedule B) to Bob Peters at arenamanager.midwaybc@shaw.ca

Modifications to the RFP will be made in the form of written addenda or re-issued documents. All addenda shall be considered integral to the RFP and having the same effect as if part of the original RFP. It is the Proponent's responsibility to ensure that they have all modifications. The modifications will be made available on the Village website midwaybc.ca Proposals should include acknowledgement of receipt of all addenda.

3.9 Evaluation

Evaluation of Proposals may be by an Evaluation Committee formed by the Village. The Village may choose to create a short list of qualified Proponents and conduct interviews to determine the Successful Proponent. The Village also reserves the right to obtain additional information from the Proponents to clarify the information in their submission and to assist in making evaluations. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Village.

The Proponent's Proposals will be evaluated using the following guidelines.

- **Written Presentation Quality** (i.e., clear, concise, and demonstrating an understanding of the RFP requirements) – 5%
- **Project Schedule** – 5%
- **Firm Experience, Proposed Personnel/Subcontractor Qualifications (if applicable), and References** – 10%
- **Project Cost** (excluding GST) – 60%
- **Added Value** (e.g., warranty, servicing details, aesthetic, etc.) – 20%

All evaluation criteria and other evaluation related processes in this document are non-binding guidelines only, notwithstanding any obligatory language used herein. Thus, the evaluation process under this RFP is structured to be flexible and forgiving. This flexible and forgiving process is a fair and transparent one, because Proponents are made aware of the nature of the process in advance, and because all Proponents stand to benefit from its flexible and forgiving nature from the outset. Competition and value-for-money are enhanced because attractive Proposals need not be disqualified.

3.10 Rejection of Proposals

The Village reserves the right to reject, at the Village's sole discretion, any, or all Proposals, without limiting the foregoing, any Proposal which either:

- Is incomplete, obscure, irregular, or unrealistic;
- Has non-authorized erasures or corrections in the Proposal or any schedule thereto;
- Omits or fails to include any one or more items in the proposal for which a price is required;
- Fails to complete the information required by the RFP to be furnished with a Proposal or fails to complete the information required whether the same purports to be completed or not;
- Are nonconforming because they do not contain the context or form required by this RFP or for failure to comply with the process for submission set out in this RFP;
- Are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alteration, or irregularities of any kind may be rejected;
- Exceed the cost expectations of the Village and/or does not meet the terms and conditions contained in the RFP.

Further, a Proposal may be rejected based on the Proponents past performance, financial capabilities, completion schedule, and non-compliance with Federal, Provincial and Municipal legislation.

•

3.11 Acceptance of Proposal

The Village of Midway shall not be obligated in any manner to any Proponent whatsoever until a Contract has been duly executed with a Proponent.

At its sole discretion, the Village reserves the right to accept or reject all or part of the Proposal, however, the Village is not precluded from negotiating with the Successful Proponent to modify its Proposal to best suit the needs of the Village. The Village reserves the right to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favorable to the Village. The Village also reserves the right to accept a non-compliant Proposal, despite any failure to comply with a mandatory term of this RFP.

The acceptance of a Proposal shall be made only by notice in writing and will be addressed to the Successful Proponent at the address given in their submission. The amount of the Proposal will be made public if a Contract is awarded.

3.12 Negotiation Delay

If a written Contract cannot be negotiated within thirty (30) days of notification of the Successful Proponent, the Village may, at its sole discretion at any time, thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

3.13 Execution of Contract

If the offer contained in a Proposal is accepted, upon being advised that the Contract is available, the Proponent will obtain the Contract and will execute and identify the documents in a form and manner acceptable to the Village and will deliver the same within 14 days from the time when the same are available or are delivered or mailed to the Proponent.

The RFP, accepted submission, and Village contract documents represent the entire Contract between the Village and the Successful Proponent and supersede all prior negotiations, representations, or agreements either written or oral. The Contract may be amended only by written instrument agreed and executed by the Successful Proponent and the Village.

3.14 Commencement, Prosecution, and Completion of Work

If awarded the Contract, the Proponent shall supply the goods and or services on the date set out in the Contract Documents and shall complete the Contract within the time specified in the Contract Documents.

3.15 Failure or Default of Proponent

If the Proponent, for any reason whatsoever, fails or defaults in respect of any matter or thing that is an obligation of the Proponent under the terms of this RFP, the Village may, at its option, consider the Proponent has abandoned the offer made or Contract. In doing so, any prior acceptance of the offer or Contract by the Village shall be null and void, and the Village shall be free to select an alternate solution of its choosing.

4. Additional Terms & Conditions

The following terms and conditions will apply to this RFP and to any subsequent Contract.

Submission of a Proposal in response to this RFP indicates acceptance of all the following.

4.1 No Obligation to Proceed

Though the Village fully intends at this time to proceed through the RFP, the Village is under no obligation to award a contract or to proceed to any other stage and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Proponents who have responded.

The receipt by the Village of any information (including any submissions, ideas, plans, drawings, models, or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Village. There is no guarantee by the Village, its officers, employers, or managers, that the process initiated by the issuance of this RFP will continue, or that this RFP

process or any RFP process will result in a contract with the Village for the purchase of the equipment, service, or project.

4.2 Liability for Errors

While the Village has used considerable efforts to ensure an accurate representation of the information in this Request for Proposal, the information contained in the Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from performing their own due diligence and forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

4.3 Limitation of Damages

By submitting a Proposal, a Proponent agrees that it will not claim damages for whatever reason relating to the RFP by reason of submitting a Proposal, in respect of the competitive process, or in respect of any breach of any implied duty of fairness, including but not limited to any costs incurred by the Proponent in preparing its Proposal. By submitting a Proposal, the Proponent waives any and all such claims.

4.4 Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of Proposals. All designs, drawings, concept drawings, specifications, digital, hard copies, web pages, internet pages, maps and plans commissioned or produced by the Village of Midway, shall remain the property of the Village of Midway.

4.5 Cost of Preparation

Any cost incurred by the Proponent in the preparation of this Proposal will be borne solely by the Proponent.

4.6 Currency and Taxes

Prices quoted are to be:

- In Canadian dollars;
- FOB destination, delivery charges included where applicable; and
- Without GST (all applicable taxes must be itemized as extra costs).

4.7 Precedence

In the case of any inconsistency or conflict between the provisions of the RFP, the provisions of such documents and addenda thereto will take precedence in governing in the following order: (1) Addenda; (2) RFP; (3) Executed Proposal Submittal Form; (4) all other documents.

4.8 Confidentiality

The Village will endeavor to keep all Proposals confidential. The material contained in the Successful Proposal will be incorporated in a Contract and information that is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the Contract shall not be released if the Village deems such releases inappropriate, subject to the Freedom of Information and Protection of Privacy Act.

4.9 No Collusion

Except as otherwise specified or as arising by reason of the provision of the Contract, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed Contract that may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

4.10 Agreement

The Successful Proponent agrees that by submitting a Proposal the Proponent agrees to all the terms and conditions of this Request for Proposal will form part of the Contract. Proponents who have obtained the Request for Proposal must not alter any portion of the document, except for adding information requested. To do so will invalidate the Proposal.

4.11 Sub-Contracting

Using a Subcontractor (who must be clearly identified in the Proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the Proposal.

Subcontracting to any firm or individual, whose current or past corporate or other interests may, in the Village's opinion, give rise to a conflict of interest in connection with this project, will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Proposal.

4.12 Insurance & Indemnity

The Successful Proponent must indemnify the Village and their employees, officers, directors and agents (each an "Indemnified Person") against all claims, actions, proceedings, damages, losses, costs, expenses and liabilities of any kind incurred that an Indemnified Person may sustain, incur, suffer or be put to, either before or after this Contract ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by you or by any of your agents, employees, officers, directors, or Successful Proponents in providing the Services, except liability arising out of any independent negligent act by the Village. The Contractor accepts responsibility for the acts and omissions of all Subcontractors it may engage in rendering the service on the project.

As a minimum, the successful Proponent shall procure and maintain through the term of the Contract, at its own expense and cost, the following insurance policies:

- a) Professional Liability Insurance policy covering errors and omissions with coverage of not less than \$2,000,000 per claim and a minimum \$5,000,000 aggregate per year.
- b) Commercial General Liability Insurance in an inclusive amount of not less than \$2,000,000 for each occurrence or accident. Minimum coverage must include Personal Injury, Contractual Liability, Non-Owned Automobile Liability, Products/Completed Operations, and Contingent.
- c) Confirmation of Automobile Liability Insurance on all vehicles owned, operated, or licensed in the name of the Proponent's company as covered under own insurance.
- d) Proof of WorkSafe BC registration in the form of a WorkSafe BC Certificate of Compliance letter (if requested).

4.13 Safety

The Successful Proponent will be designated as the Prime Contractor for this project, assuming all health and safety obligations and requirements. All equipment offered must meet Canadian Federal and British Columbia Provincial safety regulations.

4.14 Legal Information

The law applicable to this RFP shall be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this RFP shall be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.

In carrying out its obligations hereunder, the Proponent shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications, and requirements of all regulatory authorities, and shall obtain all

necessary licenses, permits, and registrations as may be required by law. Where there are two or more laws, ordinances, rules, regulations, or codes applicable to the services, the more restrictive shall apply.

All references in the RFP to statutes and regulations thereto and Village bylaws shall be deemed to be the most recent amendments thereto or replacements thereof.

All equipment, goods and workmanship must conform to all Laws and Standards necessary for use in Canada and the Province of British Columbia.

The Successful Proponent shall hold and save the Village, its officers, agents, servants, and employees, harmless from liability of any nature or kind, including costs and expenses for or on account of any copyrighted or un-copyrighted composition, secret or other process, patented or unpatented invention, articles or appliance manufactured or used in the performance of the Contract, and/or used or to be used by the Village before or after completion of the Work unless otherwise stipulated in this contract, and if the Supplier shall fail to save harmless the Village, its officers, agents, servants, or employees in manner aforesaid, any money collected from the Village, its officers, agents, servants, or employees by reason of such failure shall be charged to the Supplier.

Schedule "A": Existing Site

Chiller

Installation of the new condenser will take place on site at 734 7th Avenue. Access to the Chiller is from the south side of the facility.

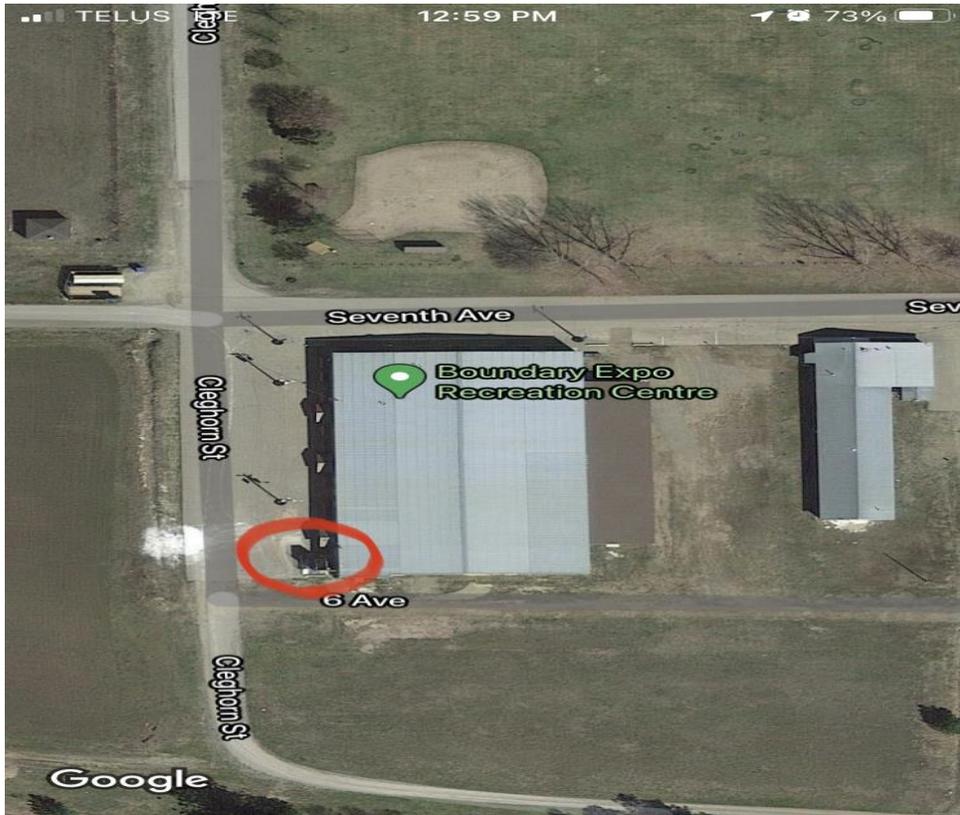


Condenser

Installation of the new condenser will take place on site at 734 7th Avenue.
Access to the condenser is from the south west side of the facility.



Condensing tower location is circled in red



Schedule "B": Registration of Intent to Submit Form

The Village reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion. The Village will endeavor to distribute all modifications to proponents that register. To register, please submit the Registration of Intent to Submit Form to Bob Peters by email at <mailto:arenamanager.midway@shaw.ca>

Proposal for: Arena Condenser and Brine pump removal & replacement.

Company Name:

Mailing Address:

Contact Name:

Title/Position:

Phone:

Email:

Date: