

CITY OF KANSAS CITY, MISSOURI

Procurement Services Division
1st Floor, 1st Floor West
City Hall, 414 East 12th Street
Kansas City, Missouri 64106-2793
(816) 513-0808

BID NO.: **EV2794**

BID ISSUED: **8-19-2020**

BID CLOSURES: **09-02-1010 AT 11:00 P.M.**



REQUEST FOR QUALIFICATIONS

PHASE 1: WIRELINE AND WIRELESS INTERNET ACCESS FOR STUDENTS

RFQ DUE: SEPTEMBER 2, 2020 11:00 P.M. (CDT)

**Cory Burress, MBA, Senior Procurement Officer
City of Kansas City, Missouri
City Hall, 414 East 12th Street, 1st Floor West
Kansas City, MO 64106-2793
Telephone Number: (816) 513-0808
E-mail: Cory.Burress@kcmo.org**

- Quote Request is subject to all conditions listed on this form and any attachments.
- Quote Request must be on this form 1215-035C.

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STANDARD INSTRUCTIONS AND CONDITIONS

1. INTENT

In Phase I, KCMO seeks to connect students from low-income households to the Internet this school year to facilitate participation in distance learning programs implemented by the school districts in response to the COVID-19 pandemic.

2. BACKGROUND

The City of Kansas City, Mo. contains 322 square miles and within this area there is diversity of housing, commercial and industrial density and geography. The COVID-19 pandemic and necessary emergency orders have increased the digital divide for the City's most vulnerable residents, including students, families, employees and small business owners. Lack of access to affordable Internet services at adequate speeds in the City's most economically-distressed neighborhoods and lack of infrastructure for Internet services in the rural areas of the City have put these residents at a greater disadvantage to participate in distance learning, remote work, telehealth, ecommerce, civic engagement, and the digital economy.

Kansas City is served by multiple Internet Service Providers and Wireless Service Providers with high-speed Internet infrastructure passing through and available to approximately 94% of residents and small businesses within the city limits. The City has partnered with XAQT on the development of the Digital Inclusion Map which depicts fastest advertised Internet speeds by ISP by census tract along with population and poverty rates by census tract. This infrastructure is a sophisticated array of above ground services utilizing Evergy electric utility poles, underground services within easements and the public right-of-way, wireless services communications towers and City-owned streetlight pole attachments as well as other distribution and service delivery methods. These same Internet Service Providers and Wireless Service Providers share obligations to the FCC and Federal government to provide free and low-cost services to low-income residents.

Despite this infrastructure and these programs, a 2019 report by John Horrigan states, "The story for KC's low-income families is disappointing. Broadband adoption by families with annual incomes below \$20,000 in KCMO (57.5 percent) and KCK (50.4 percent) lags the national average (59.3 percent) and significantly trails the 65.3 percent average of the 12 cities above (see report). The finding reinforces the idea that closing the digital divide is not

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only about making high-quality broadband available to all – it’s also about making it affordable.” This information can be confirmed in mySidewalk’s recently completed KC Connectivity Report.

A 17-year difference in life expectancy exists between Kansas City ZIP codes less than 3 miles apart. The underlying health inequities are also staggering, and it’s playing out all over the city. The Kansas City Community Health Improvement Plan (KC-CHIP), outlines the biggest health issues in Kansas City - the ones that are ultimately perpetuating life expectancy differences between ZIP codes. The ZIP codes with the lowest life expectancy, including 64126, 64127, 64128, 64129, 64130, and 64132, are focused on as the highest priority for improving health outcomes, economic mobility and overall life expectancy, a goal which is also included in the City-Wide Business Plan. The KC-CHIP also outlines impactful ways residents can help improve health for their neighborhood & city. In tracking progress on these issues, the city is committing to capture and share both successes and failures, so that together we can improve health outcomes in every corner of the city.

Recent work from mySidewalk’s KC Connectivity Report shows that while 17% of Kansas City, Mo. Residents do not have Internet in the home, 32% of residents in the Third City Council District and 25% of residents in the Fourth City Council District do not have Internet in the home. Additionally, 37% of residents in Kansas City’s High Priority ZIP codes do not have broadband Internet access in their homes. The KC-CHIP includes a goal of increasing the number of households with consistent access to a computer with reliable internet access. In the age of COVID-19, this goal is of increasing importance, as households that are less likely to have computers and high-speed Internet will also face issues of educational access, as these tools have been required for children to do homework, research, write papers, and communicate with their teachers and other students.

The digital divide in Kansas City is also defined by unserved and underserved areas of the city that are more closely associated with “rural” broadband initiatives of the State and Federal government.

This RFQ is divided in two phases to provide a prioritized sequence of initiatives to substantially increase the number and percentage of households in the City of Kansas City, Mo. with affordable access to quality internet, reliable computers and readily available training, education and IT support resources.

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The goal of Phase 1 is to determine how best to increase Internet subscription rates for low-income households with students citywide with specific focus on the City's 3rd and 5th Council Districts where it is estimated that 32% and 25% of households do not have home Internet services, respectively.

3. ORDERING AND SHIPPING INSTRUCTIONS AND LIMITATIONS

- 3.1 Products/services needed by the City will usually be ordered against a blanket purchase order issued by the Procurement Services Division. The purchase order will be for a stated dollar amount and will terminate at time shown on purchase order or expiration of contract, whichever is earlier. Purchase orders for specific items and quantities may also be issued against this contract.
- 3.2 The City department named in the "Ship to Address" on the purchase order is required to provide the Supplier with the names of persons authorized to place orders against the contract. Personnel picking up merchandise must show official identity card of the City of Kansas City, Missouri, and provide the purchase order number to the Supplier at the time of pick up.
- 3.3 Any material still on back order thirty (30) days beyond the expiration of the contract or the order date will be considered cancelled and any subsequent deliveries will be refused.

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4. PRICING AND PAYMENT

- 4.1 Prices are to be firm and fixed for the period of the contract.
- 4.2 Prices will be as quoted for the item(s) listed on **Page 9**.
- 4.3 The City is under no obligation to pay invoices in excess of the purchase order limitations. Departmental personnel do not have the authority to order in excess of the purchase order amount. The Supplier will not sell to any department in excess of the purchase order amount.

5. TAX CLEARANCE FOR CITY

6. MISSOURI SECRETARY OF STATE BUSINESS ENTITY REGISTRATION

Prior to execution of a contract with the City, the apparent successful Bidder must submit a current copy of Bidder's Certificate of Good Standing from the Missouri Secretary of State's website. www.sos.mo.gov.

7. CITY OF KANSAS CITY MISSOURI BUSINESS LICENSE

Prior to execution of a contract with the City, the apparent successful Bidder must submit a current copy of Bidder's valid business license. This business license may be obtained from the City's Revenue Division/Business License section at (816) 513-1135 or the City's website. <http://www.kcmo.org>

8. PROHIBITED ACTIVITIES BY FORMER CITY EMPLOYEES AND OFFICIALS

Section 2-1018 of the City's Code prohibits former elected City officials and former executive or administrative employees of the City from trying to influence a decision of the City on behalf of an employer or client for one (1) year after that former employee or official leaves the City's employ. By submitting a Bid, Bidder affirms that Bidder and its team members and employees are in compliance with the requirements of Section 2-1018. Failure to comply with the requirements of Section 2-1018 may cause the Bid to be rejected.

9. SUPPLIER PRICING GUARANTEE

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The contracting Supplier guarantees that as a certified Supplier of the City, and by entering into this agreement, agrees not to sell to any other governmental agency at lower prices than specified in this contract. If lower prices are offered to other governmental agencies for the same product or service, then those same lower prices will be offered to the City and the contract modified to reflect the lower price change.

10. BUY AMERICAN AND MISSOURI PREFERENCE POLICIES

(a) Buy American Preference

It is the policy of the City that any manufactured goods or commodities used or supplied in the performance of any City contract or any subcontract thereto shall be manufactured or produced in the United States whenever possible. When Bids offer quality, price, conformity with specifications, term of delivery and other conditions imposed in the specifications that are equal, the City shall select the Bid that uses manufactured goods or commodities that are manufactured or produced in the United States.

(b) Buy Missouri Preference

It is the policy of the City to give preference to all commodities manufactured, produced, or grown within the State of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when the quality is equal or better and delivered price is the same or less. It is the Bidder's responsibility to claim these preferences.

11. NON-PERFORMANCE OPTION TO TERMINATE

The City reserves the right to terminate the contract for non-performance if service is deemed unacceptable or not in accordance with the listed specifications. The date of termination shall be stated in written notice to the Supplier. The City shall be the sole judge of non-performance under the contract.

All notices to be given hereunder shall be in writing and may be given, served or made by depositing the same in the United States mail addressed to the party to be notified, postpaid and registered or certified with return receipt requested or by delivering the same in person to such person. Notice deposited in the mail in accordance with the provisions hereof shall be effective unless otherwise stated in such notice or in this contract from and after the second day next following the date postmarked on the envelope containing such notice. Notice given in any other manner shall be effective only if and when received by the party to be notified.

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12. CONTRACT EXTENSION

This contract may be extended by the City at its sole option under the same terms and conditions despite the expiration of the original contract or any option to renew as long as the contract has not been expired for more than ninety (90) days.

13. CERTIFICATE OF INSURANCE

The successful Bidder is required to furnish evidence of the following insurance in accordance with paragraphs 58G to 58I, INSTRUCTIONS AND CONDITIONS. Satisfactory evidence of insurance will be required by completion of a Certificate of Insurance or by other means outlined in Paragraph 58 G through I. Certificates must be provided within twenty-one (21) calendar days after receipt of a request for an insurance certificate. Work may not commence until the Certificate of Insurance showing evidence of contractual liability is received. Failure to provide the Certificate in a timely manner may be grounds for disqualification of a bid or default of a contract. Payment of invoices will be withheld until the Certificate is approved.

13.1 The City's Certificate of Insurance form has all City required language included. An insurance agent must indicate coverage and complete and sign the form. The coverage requirements are as follows:

General Liability:

\$1,000,000.00 Combined Single Limit per Occurrence

Automobile Liability:

\$1,000,000.00 Combined Single Limit per Occurrence

Workers' Compensation and Employer's Liability shall meet statutory requirements.

13.2 If other non-standard City form for insurance certification is utilized, it must:

Name the City of Kansas City, Missouri as the certificate holder;

Name the City of Kansas City, Missouri as an additional insured; and

Provide cancellation notification to the City thirty (30) days before cancellation.

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Standard cancellation clauses must have the wording “endeavor to” or “try to” deleted.
Any reference absent of obligation for failure to notify certificate holder must be deleted.

- 13.3 Please refer to the front of this document for the name of the Buyer and the Bid Number. This information must be included on your Insurance Certificate and/or Bid/Performance Bond.

As a governmental entity, the City is uniquely positioned to drive affordable, market based environmental products/purchases.

The City recognizes EnergyStar, GreenSeal, and UL Environmental among others.

15. QUALIFICATION INFORMATION

There will not be a public bid opening. Quotes will to be uploaded to BonFire.

<https://kcmo.bonfirehub.com/projects>

Cory Burress, MBA, Senior Procurement Officer
City of Kansas City, Missouri
City Hall, 414 East 12th Street, 1st Floor West
Kansas City, MO 64106-2793
Telephone Number: (816) 513-0812
E-mail: Cory.Burress@kcmo.org

16. QUESTIONS AND ANSWERS

For further information or clarification, any and all questions must be submitted in writing via Bonfire **e-mail** as follows to:

Cory Burress
E-mail: Cory.Burress@kcmo.org

All questions submitted will be answered in writing per an addenda posted in Bonfire. If your question results in a change in the Specifications, an Addendum will be sent to all prospective Bidders.

The deadline for questions concerning this Quote Request is **September 2, 2020 11:00 p.m.CDT.**

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17. Minority, Women and Disadvantaged Business Enterprise (MWDBE); Small Local Business Enterprise (SLBE);

PLEASE CONTACT THE HUMAN RELATIONS DEPARTMENT FOR INFORMATION ON MINORITY, WOMEN AND DISADVANTAGED BUSINESS ENTERPRISE (MWDBE); SMALL LOCAL BUSINESS ENTERPRISE (SLBE); AND, WORKFORCE OPPORTUNITIES

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SCOPE OF SERVICES

In Phase I, KCMO seeks to connect students from low-income households to the Internet in this school year in order to facilitate participation in distance learning programs implemented by the school districts in response to the COVID-19 pandemic.

In response to the question, “what will it take to identify, assess, and execute a plan to provide every Kansas City household with affordable internet, computers, and digital skills and support?”, the City of Kansas City Missouri, as a founding member of the Kansas City Coalition for Digital Inclusion, is facilitating this RFQ process in a prioritized sequence of initiatives to match low-income households with the most urgent demand for digital inclusion services with the most appropriate and capable providers and suppliers of digital inclusion services. The Coalition for Digital Inclusion is building this list of Digital Equity Assets in the KC region.

Successful respondents must will be able to provide minimum Internet speeds meeting the FCC’s definition of “broadband,” 25 mbps download and 3 mbps upload. Preference will be given to respondents providing plans with minimum speeds of 100 mbps download and 25 mbps upload as well as unlimited data and no data throttling.

Respondents will provide information on marketing and public awareness programs, means of accepting subscriber applications, payment assistance program participation, capacity to make connections within 10 - 15 working days of subscription, multilingual access to services, services and adaptive technologies for people with disabilities, and related services and hardware to be provided, including jacks, network boxes and wifi routers.

Respondents will provide information on partnerships with organizations that will assist residents in subscribing to Internet services, making payments for Internet subscriptions, providing access to free and low-cost devices including laptops, PCs, tablets, smartphones and related hardware, as well as providing residents with access to training, education and support services. Preference will be given to respondents partnering with organizations local to the Kansas City region.

The City of Kansas City, Mo. will provide permitting assistance that may be necessary for expansion or construction which may be necessary for this program. Such assistance may include but not be limited to excavation permits, traffic control permits, small cell pole attachment permits, and other necessary permits. The City of Kansas City, Mo. has executed with a number of wireless service providers and will make these agreements available to qualifying wireless providers.

Scoring criteria will include respondent’s ability to offer low-cost Internet services to low-income households with one or more students in the household, cost of subscription, timing of activation of services, speed of

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Internet services 25 with preference for 100, geographic service area, partnerships with local organizations for support, devices provided in the program, participation in payment assistance program, status of infrastructure, and experience with local digital equity call center assistance programs.

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PRICING

WE HAVE READ ALL INSTRUCTIONS & CONDITIONS AND SPECIFICATIONS, AND PROPOSE TO FURNISH THE FOLLOWING F.O.B. DESTINATION:

| CLASS/ITEM CODE(S) | ITEM NO. | ITEM AND SPECIFICATION | TOTAL PRICE |
|--------------------|----------|--|--|
| | 1. | PHASE 1: WIRELINE AND WIRELESS INTERNET ACCESS FOR STUDENTS COST OF SUBSCRIPTION TIMING OF CONNECTION TO HOUSEHOLD SPEED OF INTERNET 25 WITH PREFERENCE FOR 100 GEOGRAPHIC SERVICE AREA PARTNERSHIPS WITH LOCAL ORGANIZATIONS FOR SUPPORT DEVICES PROVIDED IN THE PROGRAM PARTICIPATION IN PAYMENT ASSISTANCE PROGRAM STATUS OF INFRASTRUCTURE | PLEASE LIST TOTAL COST \$ _____ |

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ADDITIONAL INFORMATION

1. AUTHORIZED SIGNATURE

By submission of the Quick Quote Request, the undersigned certifies that:

- It has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of this contract, to any City of Kansas City, Missouri employee or official or to any current consultant to the City of Kansas City, Missouri;
- It has not paid or agreed to pay any fee or commission or any other thing of value contingent upon the award of this contract, to any broker or agent or any other person;
- The prices contained in this bid have been arrived at independently and without collusion, consultation, communication or agreement intended to restrict competition;
- It has the full authority of the Offeror to execute the bid and to execute any resulting contract awarded as the result of, or on the basis of, the bid;
- Bidder will not withdraw the bid for ninety (90) days;
- By the below signature, I hereby certify that I have both the legal authority from my company and the right to enter into this contractual agreement with the City of Kansas City, Missouri, and have read, understood, and hereby fully accept all the terms, conditions, specifications, and pricing information contained within this document as well as any and all subsequent pages, addenda, and notices.

Authorized Representative: _____

Signature: _____

Title: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

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E-mail Address: _____

E-mail Address for Purchase Orders: _____

Date: _____

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2. EMPLOYEE ELIGIBILITY VERIFICATION AFFIDAVIT

(Required for any contract with the City of Kansas City, Missouri in excess of \$5,000.00)

STATE OF _____)
) ss
 COUNTY OF _____)

On this _____ day of _____, 20____, before me appeared _____, personally known by me or otherwise proven to be the person whose name is subscribed on this affidavit and who, being duly sworn, stated as follows:

I am of sound mind, capable of making this affidavit, and personally swear or affirm that the statements made herein are truthful to the best of my knowledge. I am the _____ (title) of _____ (business entity) and I am duly authorized, directed or empowered to act with full authority on behalf of the business entity in making this affidavit.

I hereby swear or affirm that the business entity does not knowingly employ any person in connection with the contracted services who does not have the legal right or authorization under federal law to work in the United States as defined in 8 U.S.C. § 1324a(h)(3).

I hereby additionally swear or affirm that the business entity is enrolled in an electronic verification of work program operated by the United States Department of Homeland Security (E-Verify) or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986, and that the business entity will participate in said program with respect to any person hired by the business entity to perform any work in connection with the contracted services. I have attached hereto documentation sufficient to establish the business entity's enrollment and participation in the required electronic verification of work program.

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I am aware and recognize that unless certain contractual requirements are satisfied and affidavits obtained as provided in Section 285.530, RSMo, the business entity may face liability for violations committed by its subcontractors, notwithstanding the fact that the business entity may itself be compliant.

I acknowledge that I am signing this affidavit as the free act and deed of the business entity and that I am not doing so under duress.

Affiant's signature

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission expires:

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3. NO RESPONSE FORM

If you choose not to submit a Quick Quote Bid, please complete and return only this form, on or before the due date. Thank you for taking this opportunity to help us update and improve our solicitation process.

Cory Burress, MBA, Senior Procurement Officer

Email: Cory.Burress@kcmo.org Telephone: (816) 513-0808

Due Date: 09-02-2020

Number: EV2794

Description: Phase 1: Wireline and Wireless Internet Access for Students

Please check the appropriate response(s). We respectfully submit "No Response" for the following reason(s):

- 1. We are unable to meet the required delivery date.
- 2. We cannot provide a product/service to meet the required specifications.
- 3. We no longer provide the requested product/service.
- 4. We do not represent the required brand name product(s).
- 5. The closing date does not allow adequate time to prepare a response.
- 6. The specifications are too restrictive.
- 7. We have chosen not to do business with the City.
- 8. Other (comment below or provide your response on your company letterhead).

Company Name: _____ Supplier No.: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____ Telephone No.: _____