



**REQUEST FOR PROPOSALS
TO
QUALIFIED LENDING AND BANKING INSTITUTIONS
FOR
LOAN SERVICES**

DUE: SEPTEMBER 1, 2017

REQUEST FOR PROPOSALS

Russell Child Development Center (RCDC) is currently accepting sealed proposals.

Sealed proposal shall consist of one (1) USB Flash Drive or Compact Disk (CD) and one (1) original bound copy of the proposal containing all materials as listed in the RFP. **RCDC reserves the right to reject any or all proposals. MBE/WBE firms are encouraged to submit proposals.**

All questions for this RFP must be submitted in writing and emailed to RCDC at info@caldwellbg.com or faxed to 806-553-1552 no later than August 18, 2017. Answers to questions will be emailed to all proposers by August 23, 2017.

RFP DUE DATE/TIME:

September 1, 2017 at 2:00 PM CDT

RCDC

Attn: Deanna Berry, Executive Director

714 Ballinger

Garden City, KS 67846

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RUSSELL CHILD DEVELOPMENT CENTER RFP – LOAN SERVICES

OVERVIEW

Russell Child Development Center (RCDC) is soliciting proposals from qualified lenders and banking institutions to provide construction and long-term financing with respect to a 22,000 square foot new construction project in Garden City, KS. Proposals may be submitted by organizations that can demonstrate appropriate qualifications and a history of success relevant to the services being procured by this RFP.

BACKGROUND

RCDC is a community nonprofit organization serving the 19 counties of Southwest Kansas covering 16,000 square miles. In 2016, RCDC provided services to more than 4,000 children and their families as a sponsoring organization to four early childhood programs.

RCDC is recognized as an innovative, accountable and committed agency with regional impact. The agency takes a collaborative, comprehensive and community-wide approach in addressing the needs of young children at risk and in supporting their families and caregivers in order to improve child health and education outcomes.

Mission Statement

RCDC's mission is to lay a foundation of success for all young children and their families through the delivery of high quality, inclusive services.

Current Facility Issues

The RCDC Board of Directors has determined the need to construct a facility with the capacity and flexibility to accommodate current and future needs. The need to be addressed by this capital campaign project can be simply stated in one word: "space."

RCDC has experienced significant growth in programs, staff, and the number of children and families being served. As a result, the current 8,000 square foot main office building located on a dead-end street in a quasi-residential area with limited parking no longer meets the needs.

Building a Brighter Future Campaign

RCDC is in the process of conducting a \$5 million capital campaign to build a 22,000 square foot building which will provide a facility designed to better fulfill the mission to provide collaborative, comprehensive and community-based services to the 19 counties of Southwest Kansas' s at-risk children and families.

Three acres of land has been donated for the building. The location is conveniently accessible from multiple directions in and out of town and sits on a slight rise where it will be visible from multiple vantage points. The energy-efficient building will be designed to include:

- Adequate, accessible space to house local program staff, events, equipment, program records, and supplies under one roof
- Greater visibility to the public and improved accessibility
- Private area for confidential discussions between staff and families
- Welcome station and child-friendly play area
- Accessibility for walkers, strollers, and wheelchairs
- Dedicated space for outreach Orthotist and additional outreach clinic opportunities

RUSSELL CHILD DEVELOPMENT CENTER RFP – LOAN SERVICES

- Family Room for early childhood consultations and family site visits
- Staff and parent resource library
- Up-to-date technology for virtual family visits, staff team meetings, professional development and telemedicine consults
- Conference Center/Storm Shelter which will provide a flexible multimedia space for parenting classes, staff and team meetings, planning sessions, and professional development activities
- Dedicated Conference Room for RCDC Board, Agency Leadership, Community Education, and other staff meetings
- Functional workroom and staff offices
- Kitchen area space for preparing meals and serving refreshments/meals for staff and visitors.
- Technology Room which will be a climate controlled space to house the computer server, phone systems, and other central technology for the building.
- Lactation room for nursing mothers
- Adequate, safe parking for agency, staff ,client and visitors.

BANKING SERVICES

RCDC desires a financial institution that offers a high level of customer service, state-of-the-art technology, competitive interest rates, streamlined cash management processes, and active asset management services. The services outlined below may include a combination of actual services we currently receive along with new services we desire:

- A. Checking Account: RCDC will require a normal demand deposit type account through which all deposits will be made, checks will be written and other transactions will take place.
- B. Account Maintenance: Monthly statements showing the overall activity of RCDC's accounts will be provided. These reports will include a monthly detailed analysis of the bank charges.

BANKING PRODUCTS

RCDC requires loan services to Construct its new facility. Construction is scheduled to begin in the Fall of 2017. The total project is estimated at \$5,000,000. *Please see the attached budget for a detailed list of expenses related to the PROJECT.*

- A. Construction Loan/Line of Credit: RCDC requires a construction loan/line of credit of up to \$5,000,000 or a maximum amount not to exceed 80% of the appraised value of the completed facility, whichever is greater. RCDC is prepared to provide equity in the amount of \$3,000,000.
- B. Term Loan: RCDC requires the construction loan to be converted into long-term financing. Payment will come from a bequest that has been made in the approximate amount of \$2,000,000 along with 3-5 year pledges due to be used towards this project. Upon the fulfillment of the bequest and pledges, funds received will be used to pay the remaining portion of the loan.

**RUSSELL CHILD DEVELOPMENT CENTER
RFP – LOAN SERVICES**

PROPOSAL INSTRUCTIONS

Sealed Proposals

Responses to this request must be submitted in a sealed envelope, clearly identified, mailed or delivered to the attention of:

RCDC
Attn: Deanna Berry, Executive Director
714 Ballinger
Garden City, KS 67846

Responses

Sealed proposal shall consist of one (1) USB Flash Drive or Compact Disk (CD) and one (1) original bound copy of the proposal containing all materials as listed in the RFP.

Pre-Award Interviews

Upon the review of proposals, an interview may be requested for candidates to go into greater detail and/or clarifications and to view demonstrations of software or systems outlined within their proposal. Interviews will be scheduled at the discretion of RCDC.

Anticipated Schedule

The following provides an anticipated schedule for proposal submission, review and potential award:

Distribution of Requests for Proposals.....	August 11, 2017
Proposer Questions Due.....	August 18, 2017
RCDC Responses to Questions.....	August 23, 2017
Proposals Due.....	September 1, 2017

Within a week following the due date proposals will be scored using an objective scoring procedure. If it is determined that interviews are necessary, proposers will be contacted and interviews will be arranged within a 1-2 week window following the proposal due date.

Questions and Additional Information

All questions for this RFP must be submitted in writing and emailed to RCDC at info@caldwellbg.com or faxed to 806-553-1552 no later than August 18, 2017. Answers to questions will be emailed to all proposers by August 23, 2017.

GENERAL CONDITIONS

Proposals will be considered only from parties that:

1. Are free of all obligations and interests that might conflict with the best interest of RCDC;
2. Have the capacity of providing services on a timely basis;

The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specification; and the conditions under which the work is to be performed.

The proposer shall furnish RCDC such additional information as RCDC may reasonably require.

RUSSELL CHILD DEVELOPMENT CENTER RFP – LOAN SERVICES

The term “As Specified” or “A/S” will not be accepted.

This RFP is a firm offer that shall be irrevocable and open for acceptance for ninety (90) calendar days from the date set for submission of proposals.

RCDC will not be liable for any costs incurred in preparing proposals or associated travel costs. RCDC reserves the right to conduct pre-contract negotiations with any and/or all potential proposers.

RCDC will not be liable for any costs not included in the proposal.

RCDC reserves the right to conduct personal interviews of any or all proposers prior to selection. RCDC will not be liable for any costs incurred by the proposer in connection with such interview (i.e. travel, accommodations, etc.).

RCDC reserves the right to reject any and all proposals and to accept proposals it considers most favorable to RCDC’s best interest. RCDC further reserves the right to reject all proposals and seek new proposals when procedure is reasonably in the best interest of RCDC.

RCDC reserves the right to cancel an awarded contract within a thirty (30) day written notice if performance is unsatisfactory. No penalty and/or fee may be imposed if contract is cancelled or not renewed.

It is expected that a decision selecting the successful firm will be made within a reasonable time frame of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Offerors submitting proposals in response to the RFP will be informed, in writing, of the results of the RFP process.

PROPOSAL REQUIREMENTS

Required Proposal Format

The proposal package must be submitted as follows:

1. Background
 - a. Company Name
 - b. General description of financial institution
 - c. Number of branches and size
 - d. Number of employees
 - e. Relationship management philosophy.
 - f. Provide an institutional profile, including a list of all mergers and acquisitions over the past five years.
 - g. Describe how and why your institution is distinct from other institutions and why the selection of your institution is the best decision RCDC could make.
2. Service Team
 - a. Describe the proposed account team including name(s), job title, current responsibilities and years of experience, number of years with your organization, professional affiliations and professional qualifications.
3. Expertise/Relevant Experience

RUSSELL CHILD DEVELOPMENT CENTER RFP – LOAN SERVICES

- a. Descriptions/examples of previous experience that are relevant to providing like services to clients projects similar to that being proposed. At your discretion, provide a list of clients with a similar non-profit structure.
4. Loan Service Information
 - a. A detailed overview, including all information below, of loan products being proposed for this project.
 - i. Proposed interest rates and terms for the construction loan/line of credit and long-term financing options, including indexes, loan rates are tied to;
 - ii. Description of any guarantees required by RCDC;
 - iii. Overview of the loan repayment schedule along with information describing prepayment penalties, if any, for loans;
 - iv. Loan security requirements;
 - v. Description of loan closing requirements; Detailed overview of all fees expected by the lender;
 - b. Describe your proposed cash management services, descriptions of all product offerings, descriptions of all software/Internet programs, funds availability, standard fee schedule, and a pro-forma fee calculation, by account.
5. Commitment to Community
 - a. Describe your institution's community involvement, including the results of your latest CRA examination, the dollar amount and number of grants awarded to community development and other nonprofit organizations in the last three years, by year, and other ways your institution supports the local community. In the case where your institution is not headquartered in the greater Southwest Kansas area, please present only Southwest Kansas area information.
6. Conflict of Interest
 - a. Provide a statement of conflicts your firm, associate firms and/or key staff may have regarding the proposed services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts are identified, state so within your proposal.

PROPOSAL EVALUATION

Proposals will be evaluated based on the following objective scoring criteria. Additionally, at the discretion of RCDC, respondent interviews may be scheduled to help provide further detail and clarification on proposals.

Responsiveness to the RFP

10 Points

The respondent indicates an understanding of the proposed project and responds to all aforementioned proposal requirements with a sufficient level of clarity and detail.

Background

15 Points

Respondent provides evidence and presents a strong case for why their organization will be the best to service the loans being requested.

Service Team

20 Points

The service team being proposed has adequate experience in servicing the type and size of loan being requested.

**RUSSELL CHILD DEVELOPMENT CENTER
RFP – LOAN SERVICES**

Expertise/Relevant Experience

20 Points

The respondent has experience working with organizations like RCDC and has serviced loans for projects similar to this project.

Loan Service Information

30 Points

Respondent provides detailed information, with clarity, of loan service information, and proposes competitive rates, resources and amenities.

Commitment to the Community

15 Points

Respondent provides evidence of strong involvement in the community through volunteerism, financial support and other community focused efforts.

Conflict of Interest

5 Points

There are no apparent conflicts of interest between the respondent and RCDC.

APPENDICES

Attachment A – “Building a Brighter Future” Informational Campaign Brochure

Attachment B – Project Budget and Anticipated Payment Schedule

Attachment C – Acknowledgement of Addenda Received

**ATTACHMENT A – “BUILDING A BRIGHTER FUTURE” INFORMATION CAMPAIGN
PACKET**

CAMPAIGN SUMMARY for Building a Brighter Future

A viable location will provide approximately three acres for 22,000 square feet of building space, parking and an outdoor playground.

The new energy-efficient facility will be designed to include:

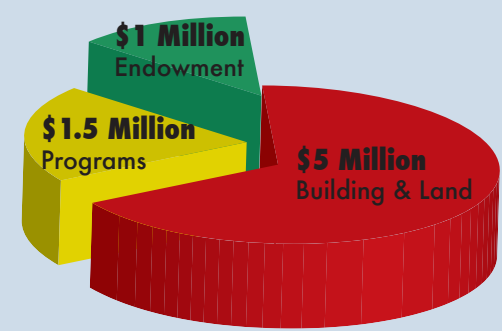
- ◆ Adequate, accessible space to house our local program staff, events, equipment and supplies under one roof
- ◆ Greater visibility to the public and improved accessibility
- ◆ Private areas for confidential discussions between staff and families
- ◆ Welcome station and child-friendly play area
- ◆ Accessibility for walkers, strollers and wheelchairs
- ◆ Dedicated space for outreach orthopedist and additional outreach clinic opportunities
- ◆ Family Room for early childhood consultations and family site visits
- ◆ Staff and parent resource library
- ◆ Up-to-date technology for virtual family visits, staff team meetings, professional development and telemedicine consults
- ◆ Large and small conference rooms for parenting classes, staff and team meetings, planning sessions, and professional development activities
- ◆ Functional workroom and staff offices
- ◆ Adequate, safe parking for agency and staff vehicles

RCDC depends on the generous support of donors to cover the funding gap between actual costs and available funding. The **Building a Brighter Future** campaign will secure funding for three years of program costs to support the Tiny-K Program, RCDC's most well-known and costly program.

CAPITAL CAMPAIGN GOALS for Building a Brighter Future

Providing expanded early intervention services and accessible early learning opportunities throughout Southwest Kansas for young children, birth to five years old, is costly. However, allowing these needs to go unmet will inevitably cost our communities much more in the future.

Communities as a whole benefit when our children are given the very best chance at a bright and healthy future. RCDC serves young children, their parents, siblings, and caregivers in their home communities for greatest impact.



Building & Land \$5 Million
Programs (3 years support) \$1.5 Million
Endowment (Facilities Operation & Maintenance) \$1 Million

Your generous support for the **Building a Brighter Future** campaign will help ensure RCDC's ability to continue its responsible stewardship as an efficient and accessible source for families when the need is great and options are few.

With your help, we can do even more, for more families both now and in the future. From ... "You have no clue what we are going through!" to "With RCDC by our side, we were never alone." Support **Building a Brighter Future**, as our founders did for us.



Building a Brighter Future

... as our founders did for us

Dear Friends,

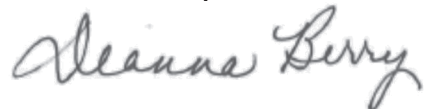
Any child in Southwest Kansas can benefit from the services of Russell Child Development Center (RCDC). When parents need us, we are here to assist with early childhood special education services and teaching parents what children need in order to grow and learn.

History tells us that the best solutions come from all of us working together, doing our part, to give our children the opportunity to build a good life right here in Southwest Kansas. In order to do that, we must take action now.

RCDC is recognized as an innovative, accountable and committed agency with regional impact. We empower families and offer solutions for some of life's toughest challenges; we believe we have the responsibility to leave this world a better place for our children.

As you read through the information presented in this document, I invite you to consider the possibilities, ask questions, and provide us with your feedback about the exciting project being developed by our Board of Directors. We need your active involvement in the **Building a Brighter Future** campaign in order to ensure RCDC has the resources and facilities needed to meet its commitments for the **NEXT** 50 years.

With Great Hope for Our Future,



Deanna Berry, Executive Director



Building a Brighter Future ... as our founders did for us

Garden City citizens, 50 years ago, had a vision and made a commitment to establish the foundation that led to the construction of our current facility at 714 Ballinger in Garden City, Kansas. Even though it is a beautiful building, we have simply outgrown it. With the **Building a Brighter Future** campaign, we are following our founders' example, so that in the next 50 years, RCDC will have a facility with the capacity and flexibility to accommodate current and future needs.

RCDC's current, 8,000-square-foot facility has become too small to support all of the programs and staff members serving families in Southwest Kansas.

- RCDC annually incurs costs associated with renting space for the Child and Adult Care Food Program, professional development events, parenting classes, parent-child groups, and equipment storage in off-site, commercial units.
- In addition, RCDC's current building lacks appropriate space for confidential consultations among families, staff and outreach clinic providers.
- Parking is at a premium as RCDC program vehicles, parents, visitors and staff members' personal vehicles must all be accommodated.
- The current building is located in a residential area where public access and visibility are limited.

The **Building a Brighter Future** campaign will secure a facility nearly three times the size of the current building, will fund three years of support for vital programs, and an endowment for the long-term maintenance of RCDC's new building.

RCDC's Programs and Services

Russell Child Development Center (RCDC) is a community-based nonprofit with a mission to lay a foundation of success for all young children and their families through the delivery of high quality, inclusive services.

"RCDC is a critical resource that benefits so many families in western Kansas. Having a facility designed to better support the children and improve staff efficiencies will serve the community for many generations."

Rich Harp, President, Commerce Bank

RCDC takes a collaborative, comprehensive and community-wide approach in addressing the needs of young children at risk and in supporting their families and caregivers in order to improve child health and educational outcomes. RCDC reduces the risk of duplicating services and gaps in available support for residents in our 19-county service area by annually serving more than 4,000 children.



Tiny-K Early Intervention

Early childhood special education services available at no cost for eligible infants and toddlers with developmental delays or disabilities and their families, in their homes and in community-based settings in 13 counties.



Building Blocks Early Childhood Block Grants

Evidence-based programs designed to improve child developmental outcomes in 19 counties. Programs include: Triple P Positive Parenting Program; Learn & Play Parent Child Groups; Healthy Steps for Young Children; and Community Collaborative Supports.



Targeted Case Management/ Family Supports

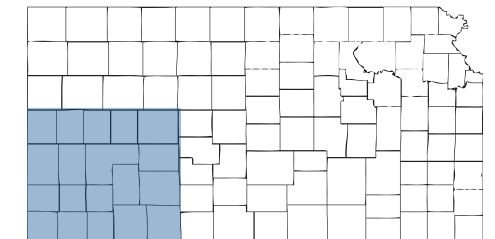
Services for eligible children (birth to five years) with significant developmental delays or disabilities. Services include case management, special equipment, medical travel assistance, health supplies and other related assistance in 13 surrounding counties.



Child and Adult Care Food Program

Food reimbursement and nutritional support for licensed, home-based childcare providers in 14 counties.

Service Area Covers 16,000 sq. miles

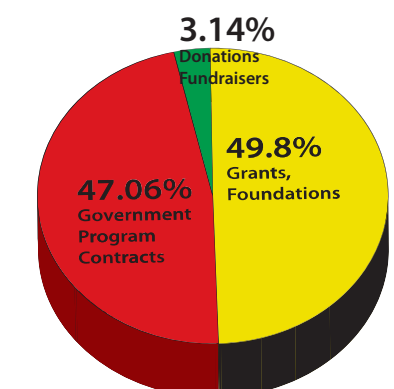


RCDC Programs Served by County

Greeley	Wichita	Scott	Lane	Ness
Hamilton	Kearny	Finney	Gray	Hodgeman
Stanton	Grant	Haskell		Ford
Morton	Stevens	Seward	Meade	Clark

- tiny-K Early Intervention
- ▲ Building Blocks Project
- RCD Targeted Case Management
- ◆ Child & Adult Care Food Program

Annual Budget \$4.5 M Funding Sources





Building a **Brighter** Future

Top 11 Reasons to Give

1. 90% of lifetime brain development occurs by age 5. Early experiences matter.
2. Babies born today have only 2000 days until they begin Kindergarten. They can't wait and by investing in them today we make their future success a priority.
3. Over 13,000 children ages 5 and under live in the 19 Southwest Kansas counties served by RCDC. Their outcomes and our future productivity are improved when research-proven child and family early learning opportunities are provided by agencies such as RCDC.
4. Over 5,000 families with children under the age of 5 reside in RCDC's service area. Healthy families supported by their communities have a significant impact on each child's growth and development.
5. RCDC has a presence in each Southwest Kansas child's home community providing services at no cost to his or her family.
6. Economic studies show a lifetime ROI (Return on Investment) of \$4- \$17 for every \$1 spent on quality programs for young children from birth through age 5. RCDC efficiently and effectively solves problems and implements strategies designed to improve educational, physical and mental health, and economic outcomes.
7. RCDC staff members have the professional knowledge and skills needed to positively impact young children and their families in Southwest Kansas. All RCDC programs produce data documenting notable positive growth in children's immediate developmental outcomes and in parents' involvement, confidence and skills.
8. RCDC has a strategically involved Board of Directors with a reputation for visionary leadership, strong oversight, responsible stewardship and accountability.
9. RCDC works hard to develop and maintain meaningful relationships with regional community partners to make the best use of limited resources and maximize impact.
10. Funders continue to demonstrate confidence in RCDC's ability to deliver services with integrity by awarding contracts and grants to meet the ever-growing need. This has resulted in an increased number of staff and agency activities leading to the need for a larger more functional workplace.
11. RCDC can help you achieve the goals that matter to you. Let's work together to make a difference in Southwest Kansas and the world!

RUSSELL
CHILD DEVELOPMENT
CENTER

714 Ballinger • Garden City, KS 67846



Mission: To lay a foundation of success for all young children and their families through the delivery of high quality, inclusive services.



Building a **Brighter** Future

LETTER OF INTENT

Date: _____

Donor Name(s): _____

Address: _____

Cell Phone: _____ Home Phone: _____ Email: _____

I (we) would like to make the following pledge in support of the Russell Child Development Center: *Building a **Brighter** Future Capital Campaign*.

TOTAL COMMITMENT: Total of \$ _____ One time OR _____ Payable over the next _____ years.

GIFT DESIGNATED TO: \$ _____ Land and Building
\$ _____ Facilities Maintenance Endowment
\$ _____ Programming Support
\$ _____ Undesignated

If distributions to Russell Child Development Center (RCDC) are found to be unnecessary, incapable of fulfillment, inconsistent with the charitable needs of the community or RCDC, in violation of a Trust Agreement, or would jeopardize the tax-exempt status of RCDC, the Board of Directors of RCDC may direct the use of the assets of the funds to provide financial benefit to RCDC's programs and services for young children and their families residing within RCDC's service delivery area, so long as RCDC is exempt from taxation under the provisions of Section 501(c)(3) of the Internal Revenue Code of the United States, as amended ("Code").

I agree to the provisions of this donation to Russell Child Development Center:

Signature _____

Date _____

PLEDGE SCHEDULE: ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

My initial payment of \$ _____ is ☐ enclosed, or

☐ Charge my credit card: _____ Expiration month _____ year _____ security code _____

Please send pledge reminders beginning: _____

DEFERRED GIFT: ☐ Please check if you have included RCDC in your estate plans. Gift amount: _____

RECOGNITION PREFERENCE: ☐ Please keep my donation anonymous
☐ You have permission to use my name/organization for recognition purposes

Signature(s): _____

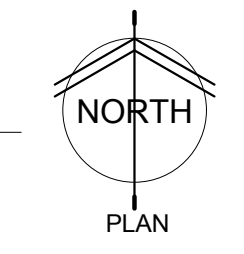
For more information, please contact:

Deanna Berry, Executive Director
Russell Child Development Center
O: (620) 275-0291
C: (620) 640-7855
dberry@rcdc4kids.org

Jeanne Billings, RCDC Coordinator
Russell Child Development Center
O: (620) 275-0291
C: (620) 217-2415
jbillings@rcdc4kids.org



A **FINISH FLOOR PLAN**
1/8" = 1'-0"



**PROGRESS
PRINT**

NOT FOR
CONSTRUCTION



WDM Architects P.A.
105 North Washington
Wichita, KS 67202-2815
T 316.262.4700
F 316.262.0002
wdmarchitects.com

**RUSSELL CHILD DEVELOPMENT
CENTER**
2735 N. JENNIE BARKER ROAD
GARDEN CITY, KANSAS

PRINTS ISSUED
18 JULY 2017

REVS.		
NO.	DATE	DESC.

WDM No. 12105
drawn: Author
checked: Checker
FINISH PLAN

A-105

ATTACHMENT B - PROJECT BUDGET AND ANTICIPATED PAYMENT SCHEDULE

Russell Child Development Center		
Projected Payment Schedule by Month		July 16, 2017
DESCRIPTION	TOTAL	%
Total Construction Budget	\$5,072,446	
Month 1	\$50,724	1%
Month 2	\$101,449	2%
Month 3	\$152,173	3%
Month 4	\$405,796	8%
Month 5	\$710,142	14%
Month 6	\$913,040	18%
Month 7	\$1,065,214	21%
Month 8	\$811,591	16%
Month 9	\$405,796	8%
Month 10	\$253,622	5%
Month 11	\$152,173	3%
Month 12	\$50,724	1%
TOTAL CONSTRUCTION COSTS	\$5,072,446	100%

ATTACHMENT C – ACKNOWLEDGMENT OF ADDENDA RECEIVED

The undersigned acknowledges receipt of the following addenda to the RCDC Request for Proposal documents (give number and date of each):

Addendum Number _____ Dated: _____

Addendum Number _____ Dated: _____

Addendum Number _____ Dated: _____

Addendum Number _____ Dated: _____

Addendum Number _____ Dated: _____

Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the request, which would require rejection of the proposal.

The undersigned understands that any condition stated above, clarification of the above, or information submitted on or with this form other than requested will render the quotation non-responsive.

Firm Name: _____

Address: _____ City _____ State _____ Zip _____

Type Name By: _____

Signature of Authorized Official: _____

Title: _____

Date: _____