



Daryl Huddleston
Director of Transportation
900 S Powell Rd
Independence, MO 64056
(816)521-5335 Fax (816)521-5660

**Request for Proposal
Specifications and Proposal
For furnishing
10 New School Buses
Propane Fuel
Type C, 71 Passenger
2019-TRN-003**

Proposal Due:

On or before Friday, September 27, 2019
1:00 pm Central Standard Time

1. Background

1.1. Notice

1.1.1. Independence School District (the "District") seeks to purchase 10 Type C, 71 passenger Propane fueled school buses through competitive bidding. If your firm is interested, please submit the information requested in this Request for Proposal (RFP) to the Independence School District Transportation office by 1:00PM on Friday, September 27, 2019 All information necessary for the submittal is contained in this RFP.

1.2. RFB Schedule

1.2.1. Issue RFP: Monday, August 26, 2019

1.2.2. Deadline to submit written questions: Friday, September 6, 2019, by close of business day.

1.2.3. Deadline to submit proposals: Friday, September 27, 2019 at 1:00pm Central Standard Time.

1.2.4. Vendor selection date: Tuesday, October 8, 2019.

2. Requested Equipment

Schedule

2.1.1. Vendor selection date: Tuesday, October 8, 2019.

3. Planned delivery date: On or before January 31, 2020

4. Disclosures and notifications

4.1. Conflicts of interest

4.1.1. Proposal must state whether proposer has any professional, business, or familial relationship with any current member of the Board of Education of the District or with any administrator of the District.

4.2. Cooperative Procurement

4.2.1. Indicate whether, if the District accepted your proposal, you would provide the same products and services under the same prices and terms to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Counsel (MARC) and located within the greater Kansas City metropolitan trade area.

4.2.2. The prices, terms, and conditions of this RFP and any subsequent term agreement would control the terms of any subsequent agreement.

4.2.3. Organizations represented by MACPP or MARC have no obligation under the cooperative procurement agreement for to use the RFP, proposal, or agreement unless they are specifically named in the RFP as a joint respondent.

4.2.4. The ordering jurisdiction will issue purchase orders and be responsible for all receiving, inspection, payments and other agreement administration.

4.2.5. Each jurisdiction that is a party to the joint proposal may act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments, and handle disputes involving shipment to the jurisdiction.

5. Contract terms

5.1. Applicable law

5.1.1. Missouri law will govern contracts entered into pursuant to this RFP.

5.2. Proposed sale contract

5.2.1. Proposals must include a copy of proposed contracts or sales agreements if available or disclose terms required by the proposer of this RFP.

5.2.2. The District must issue a properly authorized purchase order to complete the purchase.

- 5.2.3. The District will not be liable for additional costs over the quoted price, including taxes, shipping, insurance, penalties, termination payments, attorney fees, liquidated damages, or other fees and costs.
- 5.2.4. Indemnity for product liability: The seller shall be responsible for all personal injury (including death) or property damage as a result of the seller's negligence involving any equipment provided under the terms and conditions, requirements and specifications of the sales agreement. In addition, the contractor assumes the obligation to hold the District, including its Board and employees, harmless from every expense, liability, or payment arising out of such negligent act or defective product.
- 5.2.5. The seller shall replace any item received in damaged condition at no cost to the District. This includes all shipping costs for returning non-functional items to the contractor for replacement.
- 5.2.6. Payment terms: Payment will be made after complete acceptance by the Independence School District. (Complete acceptance shall refer to rectifying any defects, etc.)

6. Interpretation, Questions, Withdrawal

6.1. Interpretation

- 6.1.1. The District will make no oral interpretations for proposers of meaning of the terms in this RFP.
- 6.1.2. Requests for interpretations to the meaning of this RFP must also be made in writing to Independence School District no later than Friday, August 30, 2019 by close of business and failure by the successful proposer to do so shall not relieve the proposer of the obligations to execute such services under a later interpretation by the school district.
- 6.1.3. All interpretations made to the proposers will be issued in addenda to the RFP and will be posted on website and be the responsibility of the proposer to acknowledge.

6.1 Questions

6.2.1 Submit written questions via e-mail to the following person:

Daryl Huddleston
900 S. Powell Rd
Independence, MO 64056
816-521-5335
daryl_huddleston@idschools.org

6.2 Withdrawal

- 6.2.1 Any Vendor may withdraw his proposal prior to the scheduled closing time for receipt of proposals.
- 6.2.2 No proposal shall be withdrawn for thirty (30) days after the scheduled closing time for receipt of proposals.

7 Required Proposal Information

- 7.1 **Description of product:** *Type C 71 Passenger School Bus with Specifications described in Addendum 1.*
- 7.2 **Pricing:** *Complete Attached Pricing Page*
- 7.3 **Options:** *Complete Separate Options Pricing Page*

8 Proposal submission and opening

8.1 Submission

- 8.1.1 Submit proposals in a sealed envelope marked “**School Bus Proposal**” and deliver to the following address and person:

Daryl Huddleston
900 S. Powell Rd
Independence, MO 64056
816-521-5335

8.2 Opening

- 8.2.1 The proposals will be opened on the following date and time. There will not be a public reading of the proposals.

Date: Friday, September 27, 2019
Time: 1:00 PM
Location: Transportation Department
900 S Powell Rd.
Independence, MO 64056

9 Reservation of Rights

- 9.1 ***INDEPENDENCE SCHOOL DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS AND WAIVE ANY INFORMALITY IN THE PROPOSAL OR REQUEST FOR PROPOSAL.***

10 Proposal Evaluation

10.1 Award

- 10.1.1 The contract will be awarded to the firm submitting the best responsible proposal complying with this RFP if the proposal is reasonable and in the best interest of the District to accept. The firm selected will be notified at the earliest practical date. The decision regarding acceptability of any firm’s qualifications/proposal shall remain entirely with the District, at the District’s sole discretion. The criteria for making this judgment will include but not limited to price, demonstrated capability and general responsiveness to the RFP.
- 10.1.2 The District notifies all proposers that minority business enterprises will be afforded full opportunity to submit proposals in response to this Request and will not be discriminated against on the grounds of race, color, or national origin in consideration

of an award. Proposer agrees that, should proposer be awarded this contract, proposer will not discriminate against any person who performs work under it because of race, religion, color, sex, national origin or ancestry.

10.1.3 The District reserves the right to reject any or all proposals, to waive any informalities or technical defects in proposals, and unless otherwise specified by the District, to accept any item or groups of items in the proposal, as in the best interest of the District.

10.1.4 Pursuant to § 171.181 RSMo., the District will give preference to all commodities, manufactured, mined, produced or grown within Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations, or individuals, when quality and price are approximately the same.

10.2 Acceptance Period

10.2.1 All offers must be firm for 90 days.

CHASSIS SPECIFICATIONS

1. General Description
 - a) 2021 model year conventional school bus chassis for a 71 passenger body.
 - b) Minimum 273" wheelbase.
 - c) Wheel cut must be a minimum of 50 degrees.

Do you meet "General Description" specifications (circle one)? YES or NO

2. Engine and Related Equipment
 - a) 6.8L Roush Clean Tech dedicate propane engine.
 - i) *Must be minimum of 10 cylinders*
 - ii) *Peak Horse Power of 320*
 - iii) *Peak Torque of 457 ft-lb*
 - iv) *Valve-train to be overhead cam design*
 - v) *Intake valves and seats to be made of Inconel alloy, no stainless steel*
 - vi) *Ignition system to be coil over plug design, no spark plug wires*
 - vii) *Euro Style Connector*Please list engine make and model: _____
 - b) Must be high volume, OEM engine, with proven on road track record. On road certification for original engine design must be 1997 or prior.
 - c) Must NOT exceed .68L of liquid displacement per cylinder for maximized efficiency of fuel burn.
 - d) Must be compliant with .02 NOx emissions. Price: _____
 - e) Must NOT be a V-8. V-8 engines will not be accepted.
 - f) Air intake heater.
 - g) Electronic throttle control.
 - h) Cruise control.
 - i) Controls will NOT be located on steering wheel.
 - j) Payload equivalent to that of a diesel school bus. Max GVWR 33,000 LBS
 - k) Must be EPA, CARB, NFPA-58, CMVSS 301.1, NHSTA, Altoona Test Completion
 - l) Single horizontal exhaust system with aluminized muffler and heat shield, tail pipe to exit left side of school bus.
 - m) Primary non-flex exhaust system consists of piping and mounting between the engine to and including the muffler/catalyst. Exhaust diameter is 3.5" O.D. with engine.
 - n) Minimum 16 gauge stainless steel tailpipe.
 - o) Wide band exhaust clamps used at all joints.
 - p) Electromagnetic/Viscous, dual fan drive.
 - q) Must have Purpose Built Fuel Rail Pressure Control Module
 - r) Must have Purpose Built and Calibrated Powertrain Control Module
 - s) Engine must and fuel system must be OBD-II diagnostics compliant
 - t) 5 year unlimited mile engine warrant.
 - u) Must include a tow warranty for this period covering up to \$400.00 per incident to the nearest authorized service facility for engine. Provide documentation.

Do you meet “Engine and Related Equipment” specifications (circle one)? YES or NO

3. Transmission
- a) Ford 6R140, 6 speed, automatic transmission with **FIVE** year unlimited mileage warranty. Must include towing for this period covering up to \$400.00 per incident to the nearest authorized service facility for transmission. Provide Documentation.
 - b)

Do you meet “Transmission” specifications (circle one)? YES or NO

4. Axles and Suspension
- a) 12,000 lb. minimum capacity front axle. **List axle capacity:** _____.
Front axle must be 12,000lbs
 - b) 10,000 lb. minimum capacity *parabolic* “Softek” front springs. **List spring capacity:** _____
 - c) 21,000 lb. minimum capacity rear axle, filled with oil. **List axle capacity:** _____.
 - d) 21,000 lb. minimum capacity rear multi leaf springs rated at ground. **List spring capacity:** _____
 - e) Front and rear dual action heavy duty shock absorbers.
 - f) Power steering, integral type.
 - g) Tilt/telescoping steering column.
 - h) Oil filled front hubs with oil.

Do you meet “Axles and Suspension” specifications (circle one)? YES or NO

5. Electrical Equipment
- a) Alternator, minimum 320 AMP. **Please list AMPS:** _____
 - b) Three (3) Heavy duty maintenance free group 31 batteries, **minimum 3375 CCA rating.** **Please list CCA:** _____.
 - c) Battery enclosed in compartment with sliding pull-out tray on Teflon slides, hinged door and located on left side under driver’s window. Must have lock.
 - d) Dual electric horns.
 - e) Class A fender mounted turn signals.

Do you meet “Electrical Equipment” specifications (circle one)? YES or NO

6. Instrumentation
- a) Complete instrumentation including voltmeter, oil pressure, fuel, coolant temperature, hour meter, trip odometer, clock and tachometer.
 - b) Low oil pressure/high coolant temperature engine warning system.
 - c) High idle switch.
 - d) Multiplexing for chassis ONLY. Due to excessive electronic failures, body multiplexing will not be accepted.

Do you meet “Instrumentation” specifications (circle one)? YES or NO

7. Brakes

- a) Four wheel anti-lock 70mm Meritor hydraulic disc brakes with 4 pistons per caliper.
- b) Adjustable driver pedals.
- c) Parking Brake must be manual. Automatic, electronically activated hydraulic spring brake, or compressor driven spring types will not be accepted due to excessive failure rates, excessive wear and tear in and around the rear differential, and high cost of replacement.
State type: _____
- d) Internal expanding, transmission mounted parking brake. Mechanical foot pedal application with hand controlled release application at driver's left. Parking brake mounted to driveline will not be accepted. **Where is parking brake mounted:** _____

Do you meet "Brakes" specifications (circle one)? YES or NO

8. Fuel Tank

- a) **Minimum** 80% Capacity 100 gallon (93 Gallon Useable) mounted in the rear overhang between the frame rails. Tank must hold water capacity of at least 126 gallons.
- b) Fuel Tank must be ASME certified
- c) Dimensions 14"/12.75" x 110.75"
- d) Dual In-tank fuel pumps
- e) Stainless steel fuel supply and return lines
- f) One piece, billet aluminum fuel rails. Molded rails will not be accepted.
- g) 80% bleeder valve to be mounted in the fuel fill door
- h) Fuel door ignition interlock required for sale in Missouri.
- i) Right hand fill opening with spring loaded locking door.
- j) Fuel sender inspection plate.

Do you meet "Fuel Tank" specifications (circle one)? YES or NO

9. Wheels and Tires

- a) 22.5" X 8.25" hub-piloted steel 10 stud disc wheels.
- b) 11R22.5, 14 ply, radial tires with highway tread on front and traction tread on rear. List brand of tire: Steer: Goodyear Endurance RSA Drive Tires: Goodyear G182
- c) Rear tires must NOT extend beyond the body to prevent flying gravel and debris minimizing the risk of damage to the bus or proximity vehicles. Do the rear tires extend beyond the body and/or fenders:
YES or NO
- d) Front tires must NOT extend beyond body when pointed straight ahead. The entrance door must be clean from all debris from front tires. Do the front tires extend beyond the body:
YES or NO
- e) Front and rear tires must be balanced and certificate for balance must be included.
- f) Flow through caps.

Do you meet "Wheels and Tires" specifications (circle one)? YES or NO

10. Miscellaneous Equipment

- a) 1/4" minimum heavy duty front bumper 15" high after forming for additional strength. List height of bumper: _____.
- b) Front & rear tow hooks.
- c) *Spicer Life Driveline* with sealed maintenance free driveline bearings.

Do you meet "Miscellaneous Equipment" specifications (circle one)? YES or NO

BODY SPECIFICATIONS

1. General Description
 - a) 2021 model year conventional school bus body.
 - b) School bus body must be purpose built for a conventional school bus.
 - c) 71 passenger seating capacity.
 - d) Maximum interior headroom above floor covering in passenger compartment 77".
PLEASE LIST HEADROOM HEIGHT: _____ inches
 - e) Minimum knee clearance, 25 1/2".
 - f) Minimum body length 33 feet 3 inches. What is body length: _____.

Do you meet "General Description" specifications (circle one)? YES or NO

2. Body Construction
 - a) Four (4) double profile formed rubrails shall be applied and riveted to the body sides - at window level, at seat cushion level extending around rear corner, at floor level, and at lower edge of body skirt. Rubrails will have formed drainage ports to allow moisture to escape.
 - b) Interior front panel over driver must be a minimum of 18 gauge steel. The interior front overhead panel must not be made of plastic. **List type of material:** _____.
 - c) Construction of zinc phosphate coated steel. Each part will be retreated with zinc primer coating after fabrication and before assembly.
 - d) Body construction will conform to FMVSS220 and FMVSS221 for joint strength and roll-over protection including floor joints. Minimum 20 gauge steel for body exterior and 22 gauge for body interior. Framework for body sides and roof will be 14 gauge hat shaped continuous one piece body bows extending from floor line to floor line.
 - e) Rain visors will be embossed into roof sheet metal above window. Roof sheet metal will be one piece from window to window.
 - f) Body sheet metal will be fastened with solid steel buck rivets on exterior and blind rivets on interior. Adhesive **MUST** not be a primary adhesion method for interior and exterior body panels. **Does bus meet this construction method? Yes or No (circle one)**
 - g) Complete insulation (**includes corners and bows**), minimum 1 1/2" thick. Sides are insulated with high density Polyester Fiber. Please list type of
 - h) insulation: _____
 - i) Exterior paint will be electrostatically applied, heat cured Polyurethane with ultra violet resistance, national school bus yellow with black trim.
 - j) Interior paint will be hot sprayed and baked enamel Astro white with black trim.

- k) Complete undercoating applies to complete floor, wheel houses, and skirts **before** body is mounted on chassis. Undercoating will not be applied to any part of the chassis including: frame rails, fuel lines, electrical components, brake lines, etc.
- l) Aluminized inner side panels from window level to seat cushion.
- m) Body parts thoroughly rust-proofed after fabrication and before assembly.
- n) Full acoustical headliner.
- o) Insulated Driver's Firewall Area
- p) Two (2) Spheros roof hatches. Specialty will not be accepted.
- q) White roof.
- r) School Bus must meet Kentucky Pole Test, Colorado Rack Test and Altoona Test.

Do you meet "Body Construction" specifications (circle one)? YES or NO

- 3. Rear Bumper
 - a) Bumper to be die formed 3/16" steel, full 15" width (after forming), wrapped around at both ends and extended forward along body sides a full 14". List height of bumper: _____.
 - b) Bumper to be braced at outer ends in a triangular configuration and securely mounted to chassis frame.
 - c) Front & rear mud flaps.
 - d) Front of rear tire mud flaps.
 - e) Rear rubber fenders.

Do you meet "Rear Bumper" specifications (circle one)? YES or NO

- 4. Doors
 - a) Electrically operated entrance door to be outward opening type with laminated glass.
 - b) Three step, galvanized or stainless steel stepwell
 - c) Entrance door control to be located on console to left of driver to prevent accidental opening. Controls must not be located on the steering wheel.
 - d) Entrance door must include a four piece glass design (2 per leaf). List glass design: _____
 - e) Rear center emergency door conforming to FMVSS217 for emergency exits with retainer. Rear door must be two piece glass design tinted to match.
 - f) Vandal Lock on entrance with key. Must be top and bottom turn style bolt for added security.
 - g) Right hand and Left hand assist rails in entrance stepwell.

Do you meet "Doors" specifications (circle one)? YES or NO

- 5. Windshield and Windows
 - a) Four (4) piece wrap around flat windshield with sections small enough for one person to handle replacement. One (1), Two (2), or (3) piece windshields will

not be accepted due to high replacement cost and added labor costs required for two persons to replace larger glass pieces.

- b) Tinted laminated safety plate glass with dark shaded top band in windshield.
- c) Driver's window to be laminate light tint safety glass.
- d) Intermittent bottom mounted electric wet arm windshield wipers.
- e) **Tinted/Laminated** 12" split sash windows with extruded black frames.
- f) **Clear/Laminated** upper and lower glass in emergency door.
- g) Clear laminated rear vision glass.
- h) Two (2) hinged push-out type emergency exit windows on each side evenly spaced and tinted to match.

Do you meet "Windshield and Windows" specifications (circle one)? YES or NO

6. Seats and Upholstery

- a) Seating capacity to be 71 passengers.
- b) Modesty panel between floor and bottom of barrier on right side.
- c) All passenger seats to be highback seats meeting Missouri and FMVSS standards
- d) Six way adjustable highback **National** driver's seat with cloth insert, charcoal in color. Please list type of driver's seat: _____
- e) Aisle side armrest.
- f) Shoulder harness with adjustable height wall mounted retractor for driver's seat.
- g) All seats upholstered with **42 ounce fire rated seat and barrier** upholstery in solid gray. Dealer must provide documentation on Seat upholstery ratings, upon request. No Exceptions.
- h) 5" fire rated Kevlar foam header pad above emergency door.

Do you meet "Seats and Upholstery" specifications (circle one)? YES or NO

7. Floor and Covering

- a) Black smooth rubber in driver's area, under seat area with black molded wheel house covers.
- b) One piece floor will not be accepted.
- c) Heavy duty matching ribbed rubber covering aisle and on entrance steps.
- d) Heavy duty white nosing on entrance door steps. Must have white nosing.
- e) Fuel gauge sender access plate.
- f) 5/8" Marine Grade Floor attached with screws. 1/2" or non treated 5/8" will not be accepted.
- g) Aluminum aisle trim.

Do you meet "Floor and Covering" specifications (circle one)? YES or NO

8. Heaters and Defrosting

- a) 90,000 BTU left front heater and defroster with three (3) speed permanent magnet-type blower and hot water 1/4 turnball seat valve. Cable control water valves will not be acceptable.

- b) Heated air from front heater will be pressurized in a duct extending back to the third seat with a three speed permanent magnet-type blower delivering warm air to the middle of the body. Duct must be included.
- c) 50,000 BTU right front stepwell heater and defroster with two (2) speed blowers.
- d) Minimum 80,000 BTU rear under seat heater with two (2) speed blowers mounted off the floor w/ changeable filter.
- e) 80,000 BTU mid ship heater.
- f) Heater water cut-off valves at the engine.
- g) Sheet metal covering all interior heater hoses.
- h) Defroster will include full manifold running full length of windshield, driver's entrance door area to provide sufficient warm air to keep all areas free of fog, ice and snow.
- i) Two (2) auxiliary, **All Metal Including Cage**, multi-directional two-speed defroster fans mounted at upper right and upper left of windshield. Standard OEM auxiliary fans with plastic or composite ball joint will not be accepted. Must be all metal. Please list type of fan: _____

Do you meet "Heaters and Defrosting" specifications (circle one)? YES or NO

9. Electrical Equipment

- a) Exterior electrical access panel with locking door below driver's window.
- b) LED Two (2) 4 inch combination stop and tail lights.
- c) LED Two (2) 5 inch back-up lights.
- d) LED 7 inch combination stop (brake) and tail lights with red flush mounted lens.
- e) LED 7 inch turn signals with amber lenses, flush mounted in rear.
- f) Armored turn indicators, mounted on each side of body.
- g) **LED** marker and cluster lights, must be button style, self shielding.
- h) LED Step well light wired for automatic operation with entrance door control.
- i) LED Interior dome lights, dual row. Must be switched Front and Rear Configuration.
- j) LED Separate light for Driver.
- k) Combination LED amber/red 8 light warning system with solid state Weldon 7000 controls, **must not operated through vehicle system controller**, and one hood over amber/red combination lights. These lights must be hooded, not flush or tilted on an angle.
- l) Specialty Solid State electric operated High Intensity Reflective **dual** stop arms with **LED Cluster lights** over and under the word "STOP". Lights wired for automatic operation with entrance door control.
- m) Pretrip Light system for all exterior and interior lights, and backing alarm.
- n) Body solenoid switch.
- o) Low profile strobe light. **No exceptions.**
- p) Power port for cell phone.
- q) LED boarding light.
- r) Back up alarm. 112 dB minimum.

- s) Electrically operated crossing control arm with yellow poly-rod and interrupt switch.
- t) AM/FM/USB/Mp3/PA Stereo with a minimum of 8 speakers.

Do you meet “Electrical Equipment” specifications (circle one)? YES or NO

10. Mirrors

- a) 9” X 17” self defrosting/Remote Open View exterior split view rear view mirrors. Must be split view, all in one dual mirrors or mirrors mounted closer than one inch from each other will not be acceptable alternatives.
- b) Eye Max LP crossview self defrosting mirrors mounted on both front fenders, with flat black plastic top squared off.
- c) Crossview Heated mirrors mounted on both front fenders.
- d) Power Exterior Review Mirrors

Do you meet “Mirrors” specifications (circle one)? YES or NO

11. Miscellaneous

- a) Overhead storage compartment
- b) 5lb fire extinguisher with hose
- c) First aid kit
- d) Emergency triangular warning device kit mounted on front floor
- e) 6” X 30” padded interior review mirror with back up camera.
- f) 6” X 30” tinted Plexi-glass sun visor.
- g) 5 Year Bumper to Bumper Warranty – Parts and Warranty
- l) Cup Holder, Located to Right of Driver in Dash. Must be Retractable Type.
- n) Lettering for belt line on both sides.
- o) All other required lettering and fleet numbers in four places.
- p) 3M diamond grade reflective tape **ONLY** extending down both sides, on rear both vertically and horizontally and “SCHOOL BUS” lettering on front and rear.
NoExceptions.
- q) Body Fluid Kit
- r) Console Mounted Armrest Lid, with minimum 300 CU-IN Storage Compartment underneath.
- s) MCC – Front and rear in wall units 137,500 BTU. Dash A/C must be included.
- t) REI HD 5 Camera System with 9 Cameras with Zonar Interface Cable and Event Marker button. Call Jeff at bus garage – 816-309-4208.

Do you meet “Miscellaneous Requirements” specifications (circle one)? YES or NO

INDEPENDENCE SCHOOL DISTRICT
900 S POWELL RD
INDEPENDENCE, MO 64056

CONVENTIONAL TYPE "C" 71 PASSENGER SCHOOL BUS
PROPOSAL SHEET

CHASSIS MODEL YEAR AND MANUFACTURER _____

BODY MODEL YEAR AND MANUFACTURER _____

Price per unit for buses as specified.....\$_____

Conventional TYPE "C" 71 Passenger Propane Fuel

EXCEPTION AND COMMENT SHEET

NAME OF COMPANY

AUTHORIZED REPRESENTATIVE

STREET ADDRESS

TELEPHONE

CITY STATE ZIP

DATE

E MAIL

SIGNATURE