

**NOTICE - CHARTER TOWNSHIP OF NORTHVILLE**

**REQUEST FOR BIDS**

**NORTHVILLE TOWNSHIP ESSENTIAL SERVICES BUILDING AVIGILON CAMERA PROJECT**

The Charter Township of Northville will receive sealed bids for **NORTHVILLE TOWNSHIP ESSENTIAL SERVICES BUILDING AVIGILON CAMERA PROJECT** according to the specifications of the Charter Township of Northville.

Sealed bids will be received by **10:00 A.M.** prevailing Eastern Standard Time, **Friday, June 7, 2024**, at which time bids will be opened and read. Bids shall be addressed as follows and delivered to:

**CHARTER TOWNSHIP OF NORTHVILLE  
TOWNSHIP CLERK'S OFFICE**  
44405 Six Mile Road  
Northville, MI 48168

All bids must be signed by a legally authorized agent of the bidding firm.  
**ENVELOPES MUST BE PLAINLY MARKED**

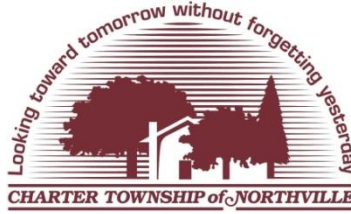
**"ESSENTIAL SERVICES BUILDING AVIGILON CAMERA PROJECT"**

AND MUST BEAR THE NAME OF THE BIDDER.

The Township reserves the right to accept any or all alternative bids and award a contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; to subdivide the award, and in general to make the award of the contract in any manner deemed by the Township, in its sole discretion, to be in the best interest of the Charter Township of Northville.

Details and any changes to the bid or addendum can be found at <https://www.twp.northville.mi.us/business/township-bid-opportunities>

Shaun Nicoloff  
ITaC Director



## CHARTER TOWNSHIP OF NORTHVILLE

### NORTHVILLE TOWNSHIP ESSENTIAL SERVICES BUILDING AVIGILON CAMERA PROJECT

#### INSTRUCTIONS TO BIDDERS

This bid is issued by the Department of Information Technology and Communications at the Charter Township of Northville.

#### **IMPORTANT DATES**

Bid Issue Date	May 22, 2024.
Last Date for Questions	Wednesday, June 5, 2024, by 4:00 pm Please submit all questions via email to: Shaun Nicoloff, ITaC Director <a href="mailto:snicoloff@twp.northville.mi.us">snicoloff@twp.northville.mi.us</a>
<b>Response Due Date</b>	<b>Friday, June 7, 2024, by 10:00 A.M.</b>

#### **PROJECT CONTACT INFORMATION**

Shaun Nicoloff – [snicoloff@twp.northville.mi.us](mailto:snicoloff@twp.northville.mi.us)  
Details and any changes to the bid or addendum can be found at  
<https://www.twp.northville.mi.us/business/township-bid-opportunities>

#### **BID SUBMITTALS**

An **ORIGINAL and two (2) copies** of each bid must be submitted. No other distribution of the bids will be made by the Contractor. Bids must be signed by an official authorized to bind the Contractor to its provisions.

Submitted bids shall include the following sections:

- Cover sheet titled:  
NORTHVILLE TOWNSHIP ESSENTIAL SERVICES BUILDING NETWORK CABLING PROJECT  
*Company Name*  
*Address*
- Base bid on the provided Bid Form.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CHARTER TOWNSHIP OF NORTHVILLE MAY CAUSE THE PROPOSAL TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

### **CHANGES TO THE BID/ADDENDUM**

Should any prospective Bidder be in doubt as to the true meaning of any portion of the RFP, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the staff member indicated above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the Township may decide to include, will be made as an addendum. Any addendum issued by the Township shall become part of the RFP and subsequent contract and shall be taken into account by each bidder in preparing its bid. Only written addenda are binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form. Any changes to the bid or addendum can be found at <https://www.twp.northville.mi.us/business/township-bid-opportunities>

### **TYPE OF CONTRACT**

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services.

### **INSURANCE**

A current certificate of insurance meeting the requirements in Attachment A is to be provided to the Township by the successful bidder prior to commencement of work and remain in force during the entire contract period. The certificate of insurance shall meet the requirements in Attachment A.

### **CONTRACT AWARD**

The contract will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation; will be most advantageous to the Charter Township of Northville. Qualifications, experience, references, comparable projects, price, previous experience with vendor/contractor, delivery, and other factors will be considered in the evaluation process and award of contract. The Township reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the Township, in its sole discretion, to be in the best interest of the Charter Township of Northville.

Contract may be awarded at the sole discretion of the Charter Township of Northville. Work scope may be separated or awarded to multiple contractors or one contractor, or in any manner deemed by the Charter Township of Northville, to be in the best interest of the Charter Township of Northville.

### **EXCEPTIONS**

The Township will not accept changes or exceptions to the bid documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the bid form. If Contractor neglects to make the notation on the bid form but writes it somewhere else within the bid documents and is awarded the contract, the change or

exception will not be included as part of the contract. The original terms, conditions and specifications of the bid documents will be applicable during the term of the contract.

### **RESPONSIVE BIDS**

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unit prices shall be submitted if space is provided on bid form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the Township reserves the right to declare as non-responsive, and reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided. Any exceptions to the specifications must be noted on the bid form.

### **FREIGHT CHARGES**

All bid pricing is to be quoted as F. O. B. destination.

### **TAX EXEMPTION**

It is understood that the Charter Township of Northville is a governmental unit, and as such, is exempt from the payment of all State and Federal taxes applying on all items and quotes contained within the proposal.

The following exception shall apply to installation projects: When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The Township is not tax exempt in this case and cannot issue an exemption certificate.

### **CONTRACT TERMINATION**

The Township may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

### **TRANSFER OF CONTRACT/SUBCONTRACTING**

The successful bidder will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the Charter Township of Northville. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the Charter Township of Northville for such acts or omissions.

### **ACCEPTANCE OF BID CONTENT**

Should a contract ensue, the contents of the bid of the successful Bidder may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

### **ECONOMY OF PREPARATION**

Bids should be prepared simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The Charter Township of Northville is not liable for any costs incurred by bidders prior to issuance of a contract.

### **INDEPENDENT PRICE DETERMINATION**

By submission of a proposal, the offeror certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other Competitor; and

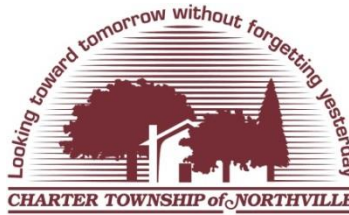
(b) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) They are the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal and that they have not participated and will not participate in any action contrary to (a) and (b) above; or

They are not the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal but that they have been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that they has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



**CHARTER TOWNSHIP OF NORTHVILLE  
NORTHVILLE TOWNSHIP ESSENTIAL SERVICES BUILDING AVIGILON CAMERA PROJECT**

**SPECIFICATIONS**

The Township hereby solicits bids to install Avigilon Camera at the new Essential Services Complex that is currently being built at 40911 7 Mile Road in Northville Township and is scheduled to be complete in March of 2025. The township is looking for security camera to be installed for the Police and Fire building, the Public Services Building, the Parks and Recreation Trailhead building, and on two light poles in the parking area. Existing CAT 6 network cable will be run to the camera location prior to installation. This project install should include all cameras, camera hardware, PoE Injectors (as needed), mounting brackets software licensing, and NVR device.

**Current Network Environment:**

This is a brand-new building so there is no existing camera network environment. The building is scheduled for sustainable completion by December 31, 2024, and to Go Live by March 31, 2025.

**Scope of Work for Camera Project**

**Northville Township will Provide:**

Equipment Provided:

- Client Workstation – 3
- Network Switches – 3
- TV Monitor – 3
- Rack space as needed

IT Room Locations:

- IT Network Room B142
- DPW Building IDF
- Parks & Recreation Building IDF

**Contractor to Provide, Install and Configure:**

**Interior Cameras at the Police and Fire Building**

Total interior camera = 43 IP Cameras

- 12 Cameras will also need to be able to record audio along with the video capture.
  - The Audio/Video locations are designated by a Blue hash background in the provided maps.

## **Exterior Camera at the Essential Services Complex**

ESC Outside Camera = 14 IP Cameras

- 1 Licenses Plate Capture Camera

### **Specifications:**

PDF copies of camera locations, with expected coverage areas, and ceiling plans will be provided for the Police and Fire building, the Public Services Building, the Parks & Recreation Trailhead building and the parking lot layout which can be download at <https://www.twp.northville.mi.us/business/township-bid-opportunities>. Complete building plans can be requested by email to the project contact listed in this RFP. Requests for additional documents and layouts must be requested before Wednesday, June 5, 2024, at 4:00 pm. It is the responsibility of the bidder to ensure they have the correct information they need to accurately bid on the project.

**Camera Manufacturer:** All cameras and NVR must be Avigilon Video manufacturer to stay consistent with the rest of the Northville Township CCTV systems at other Township buildings. A statement of warranty must be included in the bid proposal for all hardware and software.

**NVR:** The proposed NVR must be an Avigilon Video - NVR5-PRM-128TB-S19-NA or newer device as a minimum.

**NVMS:** The proposed must include Unity 8, or current version. Licensing for all cameras should be included in the proposal. The gateway software application shall support integration with iOS and Android mobile devices with Mobile app installed.

**Retention:** Onsite data storage for recording needs to maintain video for a minimum of 45 days. A description of how the storage was calculated must be included.

**Proposal Alternates and Recommendations:** It is the duty of the vendor/contractor to provide a fully functional and operating system and network outside of the Northville Township will Provide equipment described above. Any omissions or errors or differences between this document and the contractor's proposal shall be clearly outlined and documented.

**Camera Quality Assurance:** All camera installations, configuration, setup, programming, and related work shall be self-performed by authorized integrators/electronic technicians certified by Avigilon. Responding Companies must have a service department with staff available to respond onsite within 1-hour for emergency service requests.

### **Assumptions:**

1. No Cat6 Data cable run will exceed 300 feet.
2. Network PoE switches, patch panels, rack units, UPS systems and Cat6 cable runs to each camera location will be existing with ample port space for IP camera equipment.
3. Installation can be completed in normal business hours (M-F 8am-5pm).
4. Equipment including bucket truck, scissor lift, etc. should be accounted for by the contractor that is bidding on the project.
5. Electrical requirements are covered by the Township.
6. Northville Township is Tax Exempt.



## CHARTER TOWNSHIP OF NORTHVILLE GENERAL CONDITIONS

### **SUBMISSION OF BID**

Bids must be submitted in a sealed envelope. The outside of the mailing envelope must be labeled with the name of contractor and name of bid. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at the location specified and date & time specified. There will be no exceptions to this requirement. The Charter Township of Northville shall not be held responsible for lost or misdirected proposals.

Vendors mailing proposals should allow ample time to ensure the timely delivery of their proposals. All proposals must be contained in sealed envelopes marked on the outside with the vendor's name and the name of the RFP. Proposals received after the closing date and time will not be accepted or considered. Telegraphic, facsimile, or telephone proposals are not acceptable.

Proposals must be clearly prepared and legible and must be signed by an Officer of the submitted Company on the enclosed form. **ANY CHANGES MADE ON THE PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.**

A bid may be withdrawn by giving written notice to the Project Coordinator before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Failure to include in the bid all information requested may be cause for rejection of the bid.

Bidders are expected to examine all specifications and instructions. Failure to do so will be at the bidder's risk.

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the Township of Northville upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the Township.

USE OF THE TOWNSHIP LOGO IN YOUR BID IS PROHIBITED.



## **DISCLOSURE**

All information in the proposer's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto.

## **CONSIDERATION OF BIDS**

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder/proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the Charter Township of Northville.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in their bid what they proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The Township hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

## **RESPONSIBILITIES OF THE AWARDED CONTRACTOR**

- A. Provide certificates of insurance, per attachment "A", prior to award.
- B. Materials and equipment shall be new, of good quality, as specified or approved by Owner.
- C. The General Contractor and Subcontractors shall guarantee all of the work to be free from defects in workmanship and materials for the period of a manufacturer's warranty, but not less than (1) year from date of Substantial Completion.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Contractor shall comply with Executive Order 11246 of Sept. 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

## **COPELAND "ANTI-KICKBACK" ACT**

The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 2). (Applies to contract and subgrants for construction or repair)

## **DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Contractor shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, the Consultant shall not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24.

## **NON-DISCRIMINATION**

The Contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The Agency and the Municipality shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93-112, 87 Stat. 394, which require that no employee or client or otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap, or marital status be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this contract. The Consultant further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-consultant employed in the performance of this contract.

#### **PROHIBITION OF POLITICAL AND RELIGIOUS ACTIVITY**

There shall be no religious worship or instruction as part of, or in connection with, the performance of this agreement. None of the funds, materials, property or services under this agreement shall be used in the performance of this agreement for any partisan political activity, including lobbying, as specified in Federal Circular A-122 Cost Principles for Nonprofit Organizations -- lobbying revisions, or to further the election, defeat, recall, impeachment, appointment or dismissal of any candidate for or from any public office.



**CHARTER TOWNSHIP OF NORTHVILLE**

**NORTHVILLE TOWNSHIP ESSENTIAL SERVICES BUILDING AVIGILON CAMERA PROJECT**

**COMPANY INFORMATION**

Name of Firm\_\_\_\_\_

Address\_\_\_\_\_

Address (local facility)\_\_\_\_\_

Township, State, Zip\_\_\_\_\_

Telephone\_\_\_\_\_ Fax\_\_\_\_\_

Mobile\_\_\_\_\_

Agent's Name (please print)\_\_\_\_\_

Agent's Title\_\_\_\_\_

Email address\_\_\_\_\_

Website\_\_\_\_\_

**REFERENCES**

Provide at least four (4) current references that are comparable in scope to this bid. Several references to municipalities would be desirable. Include contact name and information.

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Contact name \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Contact name \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Contact name \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Contact name \_\_\_\_\_

Provide any additional information you would like to include which may not be included in the information above. You may attach additional sheets if necessary.

**THE INFORMATION INCLUDED IN "REQUEST FOR QUALIFICATIONS" IS A TRUE STATEMENT OF FACTS:**

Signature of Authorized Company Representative: \_\_\_\_\_

Representative's Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_



## CHARTER TOWNSHIP OF NORTHVILLE INSURANCE REQUIREMENTS

### ATTACHMENT A

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
  - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
  - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
  - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. **All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the Township.**

The language in the Cancellation section should read as follows:

"Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left.

3. All policies shall name the Charter Township of Northville, its officers, agents and employees as additional insured. Certificates of Insurance evidencing such coverage shall be submitted to Charter Township of Northville, Department of Public Services, 44405 Six Mile Road, Northville, Michigan 48168-9670 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the Township render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the Township.
6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The Township has the authority to vary from the specified limits as deemed necessary.

**ADDITIONAL REQUIREMENTS**  
**Indemnity/Hold Harmless**

1. The Contractor agrees to save harmless and defend the Township against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the Township may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the Charter Township of Northville, its officers, agents or employees.
2. The Contractor agrees that it is its responsibility and not the responsibility of the Township to safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the Township harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.
3. The Contractor shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.



**CHARTER TOWNSHIP OF NORTHVILLE**

**BID FORM**

**NORTHVILLE TOWNSHIP ESSENTIAL SERVICES BUILDING AVIGILON CAMERA PROJECT**

Having carefully examined the Specifications for the above project, the Undersigned Bidder proposes to provide all material, labor, and configuration for the outlined project. Submit detailed pricing on all proposed material, labor, and equipment including total dollar amount for each item.

**Exceptions to specifications** (all exceptions must be indicated here):

---

---

---

---

**Contract Information**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Title: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_