

**SUBMIT BID TO:**

Solid Waste Authority of Palm Beach County  
 7501 North Jog Road  
 West Palm Beach, Florida 33412  
 Attn: PURCHASING



# INVITATION TO BID

Bidder Acknowledgment

**PURCHASING DEPARTMENT CONTACT:**

Marina Kane  
 Telephone: 561 640-4000, ext 4520

Bid Title: **Hydraulic System Repair, Service and Parts**

Bid No.: **SWA 12-09/PF**

**Bid must be received no later than 2:00 PM, November 9, 2011, at which time bids will be opened.**

Bidder Name:		Fed. ID No. or SS Number:	
Mailing Address: Street:		Toll Free Telephone Number:	e-Mail Address:
City:	State	ZIP	Office Number: ( ) FAX:
Is Vendor a Certified Minority? Yes No		Certified or Cashier's Check is attached, when required, in the amount of \$	
Agencies Certified with:		If returning as a "NO BID", state reason:	
Delivery: _____ calendar days ARO			

ANTI-COLLUSION: The signed bidder certifies that he or she has not divulged, discussed or compared his or her bid with other bidders and has not colluded with any other bidder or parties to a bid. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the bid lists(s).

X

Authorized Signature (Manual)

Authorized Name (Typed)

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

It is your sole responsibility to ensure that you receive every page of the bid document and that you check the Purchasing web page @ [www.swa.org](http://www.swa.org) for any addenda to the bid document. These addenda may contain critical information that directly affects how an item should be bid. Failure to account for these addenda will most likely result in rejection of your bid submittal as non-responsive. The Authority provides this web site as a courtesy only and assumes no direct or implied responsibility for omissions which materially affect your bid submittal. Note: Responses to solicitations cannot be submitted to the Authority electronically.

## GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

THE AUTHORITY WILL ENDEAVOR TO SEND ANY ADDENDA TO ALL PROSPECTIVE BIDDERS ON RECORD. HOWEVER, IT IS THE BIDDERS SOLE RESPONSIBILITY TO ASCERTAIN, BY CONTACTING THE AUTHORITY'S PURCHASING SERVICES NO LESS THAN FIVE (5) CALENDAR DAYS PRIOR TO THE BID OPENING DATE, WHETHER ANY ADDENDA TO THIS BID HAVE BEEN ISSUED, AND TO SUBMIT ANY AND ALL SUCH ADDENDA PROPERLY ACKNOWLEDGED WITH THE BID RESPONSE. THE AUTHORITY WILL NOT ISSUE ADDENDA, OTHER THAN A DELAY IN BID OPENING DATE, WITHIN FIVE (5) CALENDAR DAYS OF BID OPENING.

These documents constitute the complete set of specification requirements and bid forms. All bid sheets and attachments must be executed and submitted in a sealed envelope, which is provided. DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE. The face of the envelope shall contain Bidder's name, return address, the date and time of bid opening, the bid number and title. Bids not submitted on the enclosed Bid Form shall be rejected. By submitting a bid the Bidder agrees to be subject to all terms and conditions specified herein. No exceptions to the terms and conditions shall be allowed. Submittal of a bid in response to this Invitation to Bid constitutes an offer by the Bidder. Bids which do not comply with these requirements may be rejected at the option of the Authority.

- EXECUTION OF BID:** Bid must contain a manual signature, in ink, of an authorized, representative, who has the legal ability to bind the Bidder in contractual obligations. Bid must be typed or legibly printed in ink. Use of erasable ink is not permitted. All corrections made by Bidder to any part of the bid document must be initialed in ink.
- NO BID:** If not submitting a bid, please respond no later than the bid opening date and time, by returning the Acknowledgment, noting the reason in the space provided. Failure to respond 3 times in succession without justification may be cause for removal of the Bidders name from the mailing list.
- BID OPENING:** Shall be public, at the Authority's Administrative Offices located at:  
 7501 North Jog Road  
 West Palm Beach, Florida 33412  
 on the date and at the time specified on the Invitation to Bid. The bid opening may be delayed if, at the sole discretion of the Authority, it is considered to be in the Authority's best interest. Under no circumstances shall bids delivered after the bid opening has begun be considered, such bids will be returned unopened. It is the Bidders sole responsibility to assure that his/her bid is complete and delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegram or telephone are not acceptable. A bid may **NOT** be altered by the Bidder after opening of the bids.
- TAXES:** The Authority is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The Authority's exemption number is on the face of the purchase order. The Director of Purchasing will provide an exemption certificate to the successful Bidder. Vendors or contractors doing business with the Authority shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Authority nor shall any Vendor/Contractor be authorized to use the Authority's Tax Exemption Number in securing such materials. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the Authority.
- DISCOUNTS:** Cash discounts for prompt payment shall **not** be considered in determining the lowest net cost for bid evaluation purposes.
- MISTAKES:** Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT BIDDER'S RISK.** In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. Bids having erasures or corrections must be initialed in ink by the Bidder.
- INVOICING AND PAYMENT:** Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this bid specification shall minimally meet the following conditions to be considered as a valid payment request:
  - A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and be submitted to:  
 Solid Waste Authority of Palm Beach County  
 Attn: Accounts Payable  
 7501 North Jog Road  
 West Palm Beach, FL 33412
  - All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; original or legible copy of signed delivery receipt including both manual signature and printed name of a designated Authority employee or authorized agent; be clearly marked as "partial", "complete" or "final" invoice. The Authority will accept partial deliveries.
  - The invoice shall contain the Bidder's Federal Employer Identification number.
  - The Authority's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any other terms of

payment must have been previously approved by the Authority, and appear on the contract or purchase order document to be binding upon the Authority.

8. **DELIVERY:** Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order or contract in space provided. Delivery time may be a basis for making of award. Delivery shall be during the normal working hours of the user department, Monday through Friday, unless otherwise specified and incorporated into contract or purchase order document. Delivery shall be to the location specified in the bid specifications.
  9. **ADDITIONAL TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this bid if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Bid Documents are the only conditions applicable to this bid and the Bidder's authorized signature on the Bid Form attests to this.
  10. **INTERPRETATIONS:** All Bidders shall carefully examine the Bid Documents. Any ambiguities or inconsistencies shall be brought to the attention of the Authority in writing prior to the opening of Bids; failure to do so, on the part of the Bidder, will constitute an acceptance by the Bidder of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the Bid Documents shall be requested in writing, and received by the Authority at least five (5) days prior to the Bid Opening. Inquiries shall be addressed to the Director of Purchasing Services. No person is authorized to give oral interpretations of, or make oral changes to, the bid. Therefore, oral statements given before the bid opening will not be binding. Any interpretation of, or changes to, the bid will be made in the form of a written Addendum to the bid and will be furnished to all Bidders. Receipt of all addenda shall be acknowledged by the Bidders in the appropriate place on the Bid Form.
  11. **DISPUTES:** Any Bidder who disputes the bid selection or contract award recommendation shall file such dispute according to the bid protest procedures. These procedures are available upon request from the Authority.
  12. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Authority. Further, all Bidders must disclose the name of any Authority employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches.
  13. **LEGAL REQUIREMENTS:** Bidders are required to comply with all provisions of Federal, State, County and local laws and ordinances, rules and regulations, that are applicable to the items being bid. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

Preference shall be given to business with **Drug-Free Work Place (DFW)** programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Authority for the procurement of commodities or contractual services, a bid received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
- Minority/Women/Small Business Enterprise (M/W/SBE)** Minority/Woman/Small Business enterprise indicates a business entity which is owned and operated by a minority or woman. Minority/woman/small business group members are citizens of the United States or lawfully admitted permanent residents who are Black, Hispanic, Female, Native American, Asian-Pacific, Asian- Indian, and eligible others. An M/W/SBE wishing to participate in the Authority procurement process may contact Purchasing Services for information and assistance.
- PUBLIC ENTITY CRIMES** - Pursuant to F.S. 287.133, as amended: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
14. **BID EXEMPT:** Purchases shall not include items/services available at lower prices on other public entity or State of Florida contracts. The Authority reserves the right to bid separately any item/service if deemed to be in the best interest of the Authority.
  15. **AWARDS:** As the best interest of the Authority may require, at its sole discretion, the right is reserved to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award and to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all bids, or waive any minor irregularity or technicality in bids received, and may, at its sole discretion, request a re-bid. Bidders are cautioned to make no assumption until the Authority has entered into a contract or purchase order. NOTE: Bid tabulations will be furnished upon written request which includes an enclosed, self-addressed, stamped envelope. The award recommendation will be posted for review by interested parties at Purchasing Services for a period of five (5) calendar days. Failure to file a written protest to the Director of Purchasing Services within the time prescribed in the AUTHORITY'S Purchasing Manual, Section 10, shall constitute a waiver of proceedings. It is the Bidder's sole responsibility to ascertain the time of posting of the award recommendation. This may be accomplished by telephone, FAX, E-Mail or other means deemed timely by the Bidder.
  16. **PROMOTIONAL PRICING:** In addition, bidder shall offer to the Authority during the contract period any item(s) offered on a "promotional" basis from the manufacturer. It will be the successful bidder's responsibility to monitor said item(s) and report any that are or will be offered at lower price.
  17. **EEO STATEMENT:** The Authority is committed to assuring equal opportunity in the award of contracts, and, therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.
  18. **CONTRACTUAL AGREEMENT:** The terms, conditions, and provisions in this Invitation to Bid shall be included and incorporated in any final contract or purchase order. The order of precedence will be Bid Document and response, purchase order or contract, and general law. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of Florida. The venue shall be Palm Beach County, Florida.
  19. **GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the Bidder to notify the Purchasing Services at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The Authority reserves the

right to accept such alteration or to cancel the contract or purchase order at no further expense to the Authority.

20. **PATENTS AND ROYALTIES:** The Bidder, without exemption, shall indemnify and save harmless, the Authority, its employees and/or any of its Board Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Bidder. Further, if such a claim is made, or is pending, the Bidder may, at its option and expense, procure for the Authority the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the Authority agrees to return the article on request to the Bidder and receive reimbursement. If the Bidder used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
  21. **ADVERTISING:** In submitting a bid, Bidder agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the Authority.
  22. **ASSIGNMENT:** Any purchase order or contract issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the Authority, through Purchasing Services.
  23. **COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH:** Bidder certifies that all material, equipment, services, etc., contained in his/her bid meets all applicable O.S.H.A. requirements. Bidder further certifies that, if he/she is the successful Bidder, and the material, equipment, etc., delivered is subsequently found to be defective in any applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the Bidder.
  24. **FACILITIES:** The Authority reserves the right to inspect the Bidder's facilities at any reasonable time, during normal working hours, with prior notice to determine that Bidder has a bona fide place of business, and is a responsible Bidder.
  25. **REPRESENTATION:** A Bidder must have at the time of bid opening, a manufacturing plant in operation, or be a fully authorized agent or representative of the product bid, and capable of producing or providing the items bid, and so certify upon request.
  26. **DISQUALIFICATION OF BIDDER:** More than one bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Bidder is involved in more than one bid for the same work will be cause for rejection of all bids in which such Bidders are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between Bidders. Bids in which the prices obviously are unbalanced will be subject to rejection. This provision is not meant to prohibit submission of alternate bids in separate sealed envelopes.
  27. **ALTERNATIVES:** Unless otherwise specified, the mention of the particular manufacturer's brand name or number in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of merchandise that will be acceptable. Alternate offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with alternate offers may be cause for disqualification of the bid.

The determination as to whether any alternate product or service is or is not equal shall be made by the Solid Waste Authority and such determination shall be final and binding upon all bidders.

Although the Authority provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of the Authority. Such award may not necessarily be given to the lowest bid offered.
  28. **ADJUSTMENTS/CHANGES/DEVIATIONS:** No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a bid expressly so provide. Any other adjustments, changes or deviations shall require prior written approval, and shall be binding **ONLY** if issued by the Authority's Purchasing Services. The Bidder shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.
  29. **INDEMNIFICATION:** Contractor agrees to protect, defend, indemnify, and hold harmless the Authority, its employees and representatives, from any and all claims and liabilities including all attorney's fees and court costs, including appeals, for which the Authority, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any acts or omissions of the Contractor, its employees, or agents, arising out of or connected with this Agreement. The Contractor shall not be required to indemnify the Authority or its agents, employees, or representatives, when an occurrence results solely from the wrongful acts or omissions of the Authority, or its agents, employees or representatives.
  30. **ANNUAL APPROPRIATIONS:** The Authority's obligation to pay under this contract is contingent upon annual appropriations.
  31. **PUBLIC RECORDS:** Upon award recommendation any material submitted in response to this invitation to bid will become a "public record" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes (Public Record Law). Bidders must claim the applicable exemptions to disclosure provided by law in their response to the Invitation to Bid by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The Authority reserves the right to make any final determination of the applicability of the Public Records Law.
  32. **UNCONTROLLABLE FORCES:** Neither the AUTHORITY nor AWARDED BIDDER(S) shall be considered to be in default of this Bid/Contract/Purchase Order if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Bid/Contract/Purchase Order and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Bid/Contract/Purchase Order.
- NOTE:** ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

## **SPECIAL TERMS AND CONDITIONS**

### **HYDRAULIC SYSTEM REPAIR, SERVICE AND PARTS SWA Bid No. 12-09/PF**

#### **33 SCOPE**

The purpose and intent of this Invitation to Bid is to secure firm prices and establish a term contract to provide services for the repair of various hydraulic systems and components (metric and standard), at both the vendor's facility and the Solid Waste Authority. The Authority will request services on an as-needed basis, during the term of the contract.

The work performed under the contract resulting from this bid shall consist of the bidder providing all labor, materials, equipment, and transportation necessary to provide the services as requested herein.

#### **34 AWARD, ALL BIDDERS**

The Solid Waste Authority shall award this contract to ALL responsive, responsible bidders who submit a single fixed percentage discount off manufacturer's published price list/catalog price and hourly rate for service, repair and installation, and comply with specifications, terms and conditions. Award does not guarantee the Authority will make purchases from the bidder.

Vendors offering the lowest labor rates and lowest cost for repair parts and accessories should be in the best position to receive the majority of the Authority's business. Bidders are not required to bid on each line item.

The Authority may, at its sole discretion, reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature; or who is not in a position to perform properly under this award; and to make award(s) by individual item, group of items, "All or none" or a combination thereof. The right is reserved to: reject any or all bids, waive any minor irregularity or technicality in bids received, and to request a re-bid. Bidders are cautioned to make no assumption until the Authority has entered into a contract or purchase order.

#### **35 TERM OF CONTRACT**

The successful bidder(s) shall be awarded a contract to supply the goods/services for twelve (12) months with options to renew the contract for an additional two (2) year period on a year-to-year basis. Options for renewal will only be exercised upon mutual written agreement and with all original terms, conditions and unit prices adhered to with no deviations. Any renewal will be subject to appropriation of funds by the Solid Waste Authority.

#### **36 FIXED PERCENTAGE DISCOUNT**

Bidder shall indicate in all spaces provided on the Bid Proposal Form their single fixed percentage discount to be deducted from the manufacturer's/catalog price list for various hydraulic components and the discount guarantee for the term of this contract. **Current (dated) price list(s)/catalogs**

**must be submitted with the bid response or within five (5) days of request. Failure to submit documentation within the time specified shall result in disqualification of submitted bid.**

The single fixed percentage discount quoted by the bidder must apply to the manufacturer's/catalog price list and will be deducted from the total order after the order has been priced from the catalog/manufacturer's list furnished with the bid.

37 **BID SUBMITTAL**

One (1) manually signed original and one (1) photocopy of the bid must be sealed in one package. The bidder's name, return address, date and time of bid opening, the bid number and title must be clearly annotated on the outside of the package. Bids not conforming to the instructions, terms and conditions provided herein may be subject to disqualification at the sole option of the Authority.

38 **QUALIFICATION OF BIDDERS**

This bid shall be awarded to responsive, responsible bidder's, qualified to provide the work specified. The bidder shall submit the following information with his proposal:

- A. Details of the qualifications of the Bidder and individuals who will perform work.
- B. List and brief description of similar work satisfactorily completed with location, dates of contracts, names and addresses of owners.
- C. List of Bidder owned equipment and facilities available to do the work.
- D. Certifications, Licenses, Permits and Local Business Tax Receipt.

Failure to submit the above requested information shall be cause for rejection of your bid. Information previously submitted to the Authority in response to another Invitation to Bid shall not satisfy this requirement.

39 **BUSINESS TAX RECEIPTS**

In order to provide services specified in this bid, a current business tax receipt issued in Palm Beach County is required. This business tax receipt shall be issued for the services being bid herein. A photocopy of the business tax receipt should be submitted with bid or within three (3) days of request.

40 **LICENSES**

It shall be the responsibility of the successful bidder and any subcontractor the awarded bidder may utilize, to obtain any and all licenses required to complete this contractual service. A copy of these licenses shall be submitted to the Authority prior to commencement of work.

41 **PRICING**

All hourly rates bid shall be effective for a minimum of ninety (90) days after bid opening date.

42 **INVOICE INFORMATION**

Invoices submitted as a result of this Bid must contain the following information.

1. Purchase Order or Blanket Order number.
2. Itemized parts and labor costs per Bid prices.
3. Indication of List Price, Discount Percentage and Discounted Price.

43 **PRICE LISTS AND DISCOUNTS, AUDIT**

All items sold to the authority as a result of this bid award are subject to Post Sale Audit Adjustment. In the event an audit indicates Bidder has not honored quoted price lists and discounts, Bidder will be liable for any and all overage charges.

44 **EQUITABLE ADJUSTMENT**

The Authority may, in its sole discretion, make an equitable adjustment in the Contract terms and/or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the successful bidder's control, (2) the volatility affects the marketplace or industry, not just the particular successful bidder's source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the successful bidder that continued performance of the Contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Purchasing Services.

45 **PRICE FLUCTUATION**

The Solid Waste Authority acknowledges the fluctuating nature of prices for items specified. Accordingly an escalator/de-escalator clause will be accepted only under the following conditions:

- 1 Price increase(s) and price decrease(s) comparable to documented manufacturer's price changes or changes in industry-related indices.
- 2 Receipt of proper notification, to Purchasing, twenty-one (21) days prior to the effective date. These upgraded price lists or catalogs are to be forwarded to the Authority, Attn: Purchasing Department with a request in writing of price change. Vendor shall deliver copies of these same price lists or catalogs to all Authority Departments as indicated by the Purchasing Department.
- 3 Where all prices shall have remained firm a minimum of 90 calendar days after effective date of contract.
- 4 All price increase(s) and decreases(s) to be approved by the Director of Purchasing Services.

46 **METHOD OF ORDERING**

Items shall be ordered via individual purchase orders or blanket purchase orders on an "as needed" basis for the term of the contract. Invoices must be submitted against each individual purchase order or blanket purchase order release.

47 **CANCELLATION WITH CAUSE**

If either product or service does not comply with specifications as stated herein or fails to meet the Authority's performance standards, the contractor shall be given reasonable time to correct all deficiencies. Failure to remedy such deficiencies within a reasonable time shall result in immediate cancellation of the contract. Cancellation in this manner may result in suspension of the Contractor from the bidders list for a period of up to 3 years.

48 **CANCELLATION, WITHOUT CAUSE**

The Authority reserves the right to cancel this contract without cause via ten (10) day written notice.

49 **ESTIMATED EXPENDITURE**

The Authority reserves the right to increase or decrease expenditures as required. Estimated expenditures during the next twelve (12) month(s) will be approximately \$ 175,000.00. This figure is an estimate only.

50 **PAYMENT**

Partial payments in the full amount of the value of items received and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. Invoice must reflect purchase order number.

51 **PROTECTION OF PROPERTY**

The successful Bidder shall at all time guard against damage or loss to the property of the Authority or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The Authority may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents.

52 **INDEMNIFICATION**

Contractor agrees to protect, defend, indemnify, and hold harmless the Authority, its employees and representatives, from any and all claims and liabilities including all attorney's fees and court costs, including appeals, for which the Authority, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any acts or omissions of the Contractor, its employees, or agents, arising out of or connected with this Agreement. The Contractor shall not be required to indemnify the Authority or its agents, employees, or representatives, when an occurrence results solely from the wrongful acts or omissions of the Authority, or its agents, employees or representatives.

53 **PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES**

All Bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all political subdivisions under the same conditions, for the same prices and the same effective period as this bid, should the Bidder feel it is in their best interest to do so.

This agreement in no way restricts or interferes with the right of any political subdivision to rebid any or all items.

54 **AREA REPRESENTATIVE**

Bidder must indicate in space provided on the Bid Proposal Form the name, address, and phone number of the vendor's representative who will be available upon request to resolve delivery and billing problems.

55 **FAILURE TO DELIVER**

Failure to deliver as specified and at bid price will authorize the Authority to purchase these items on the open market. On all such purchases, the vendor failing to meet the bid requirements will be charged the additional cost. Further Purchasing Services may recommend that the vendor failing to deliver as specified, be removed as a future bidder on all bids for a period of three (3) years.

56 **NO GUARANTEE OF AMOUNT OF WORK**

The bidder should fully understand that the Authority does not, hereunder, contract to do any specific amount of work during contract period.

57 **CHARACTER OF WORKMEN and EQUIPMENT**

All equipment and workmen provided by the Contractor for the work hereunder, shall be the best available for the kind of work being performed. Any person employed by the Contractor whom the Authority may deem temporarily or permanently incompetent or unfit to perform work, shall under written instruction of the Authority be removed from the job, and such person shall not be employed on the work. Failure by the Contractor to provide adequate equipment may result in annulment of this contract as herein provided.

58 **LAWS TO BE OBSERVED**

In the prosecution of this contract, the Contractor shall exercise care to see that all Federal, State, County and Municipal laws, ordinances or regulations are observed, both by himself and his/her direct or indirect employees. He shall take reasonable care at all times to insure that proper protection of personnel involved is provided.

59 **INSURANCE REQUIRED**

The Bidder shall not commence work on any Authority Property until all insurance required as stated herein has been obtained and such insurance has been approved by the Authority.

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Bidder shall furnish certificates of insurance to the Authority's Risk Management Section prior to the commencement of services. The certificates shall clearly indicate that the Bidder has obtained insurance of the type, amount, and classification as required for strict compliance with insurance requirements as stated herein, and that no change or cancellation of the insurance shall be effective without sixty (60) days prior written notice to the Authority. Non-compliance with the foregoing requirements shall not relieve the vendor of their liability and obligations under this contract.

The Bidder shall maintain commercial liability insurance in the amount of \$1,000,000 per occurrence including products/completed operations.

The Bidder shall maintain comprehensive automobile liability insurance in the following amounts:

Bodily Injury and/or	\$ 500,000 each occurrence
Property Damage	\$ 500,000 aggregate
or	
Combined Single Limit	\$ 500,000 each occurrence/aggregate

These limits are to protect the Bidder and the Authority from claims for damage, which may arise from general operations or from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the vendor or by anyone directly or indirectly employed by the vendor.

The Bidder shall maintain Workers Compensation insurance as per statutory requirements and Employers Liability limits no less than \$500,000 per occurrence each accident; \$500,000 policy limit disease; \$100,000 disease,- each employee.

**ALL** insurance other than Worker Compensation shall specifically include the Authority as an "Additional Insured".

**60     PURCHASING AGENT**

The contact person for this solicitation is Phillip Ford, Purchasing Supervisor, pford@swa.org. Bidders are advised that as of the deadline to submit Bids, all communications and correspondence concerning this Bid be in writing and addressed to Mr. Ford.

**61     DRUG FREE WORK PLACE**

Preference shall be given to businesses with Drug Free Work Place Programs. Whenever two or more firms are equal with respect to price, quality and services, preference shall be given in the award process to firms that certify their Drug Free Workplace program. Certification is to be provided on SWA'S Drug Free Workplace form included.

**62     CONE OF SILENCE**

Bidders are advised that a Cone of Silence that prohibits any communication, except for written

correspondence, regarding a particular request for proposal, request for qualification, Bid, or any other competitive solicitation between Bidders or any person representing the Bidders and any member of the Solid Waste Authority Governing Board, their staff, any Authority employee authorized to act on behalf of the Authority to award the contract under this Bid, or any member of the selection committee authorized to evaluate the Bids.

The Cone of Silence shall be in effect as of the deadline to submit Bids even if Bid is withdrawn or is otherwise eliminated from consideration consistent with the procedures as outlined in this Bid. The Cone of Silence shall remain in effect until the Governing Board, or Authority staff, if authorized to act on behalf of the Board, awards or approves the contract, rejects all Bids or otherwise takes action which ends the solicitation process.

The provisions of this article shall not apply to oral communications at any public proceeding, including pre-Bid conference, oral presentations before selection committees, and contract negotiations during any public meetings, presentations made to the Board and protest hearings. Further, the Cone of Silence shall not apply to contract negotiations between Authority employees and the intended awardees, any dispute resolution process following the filing of a protest between the person filing the protest and any Authority employee, or any written correspondence at any time with any Authority employee, Board member or Advisory board member, or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The Governing Board by means of action taken at any properly noticed Governing Board meeting may invoke the cone of silence earlier than the time specified in this section for any procurement.

### 63 **OFFICE OF THE INSPECTOR GENERAL**

Palm Beach County has established the Office of the Inspector General, Ordinance (OIG) No. 2009-049 which is authorized and empowered to review past, present and proposed county contracts, transactions, accounts and records. The Solid Waste Authority (Authority) has entered into an Interlocal Agreement (ILA) for Inspector General Services. This agreement provides for the Inspector General to provide services to the Authority in accordance with the authority, functions and powers set out in the Palm Beach County Office of Inspector General Ordinance. All parties doing business with the Authority and receiving Authority funds shall fully cooperate with the Inspector General including providing access to records relating to this Agreement. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and audit, investigate, monitor, and inspect the activities of the Contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Ordinance 2009-049, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

# **TECHNICAL SPECIFICATIONS**

## **HYDRAULIC SYSTEM REPAIR, SERVICE AND PARTS SWA Bid No. 12-09/PF**

### Description of Work:

The work shall include, but not necessarily be limited to the following:

1. Repairs and maintenance of hydraulic stationary and mobile systems in the field and repairs and rebuilding at vendor's facility. Bidder shall have ability to assist in the design and modification of existing and new equipment. Bidder must have a facility to repair the following name brand equipment: Vickers, Commercial Shearing, Sunstrand, Hydrostar, Staffa, Permco, TRW Ross, Oil Gear, Char Lynn, Hydroil, Tyrone, Gresen, and Eaton. Bidder must carry general hydraulic supplies, hydraulic hose, fittings (both made-on and reusable) in US Standard or Metric. Bidder must list the manufacturer(s) and fixed percentage discount for all repair components they will supply. Components may include but not be limited to the following categories:
  - a. Hoses
  - b. Fittings
  - c. Pumps
  - d. Cylinders
  - e. Seals
  - f. Repair Kits
  - g. Motors
  - h. Heat Exchangers
  - i. Control Valves
  - J. Filter Elements
  - k. Filter Housings
  - l. Accumulators

Vendor must be able to perform machine work and rebuild existing cylinders. It is not the intention of this bid to purchase new cylinders.

### Performance:

All work shall be performed on a time and material basis when and as directed by authorized personnel of the Solid Waste Authority. The Authority requires a verbal estimate prior to beginning any repair work and a written estimate prior to beginning any job with a total cost in excess of \$1,000.00. Written or verbal estimate shall be provided within 24 hours or one (1) working day. All repaired items must be accompanied by a Performance Data Sheet verifying correct repair of item.

1. Hourly rates for personnel shall commence upon arrival at site. No travel time shall be reimbursed by the Authority. Shop rate shall include pickup and/or delivery cost to all sites.

Bidder Company \_\_\_\_\_ Signature \_\_\_\_\_  
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Performance: cont'd

2. All shop and machine services will be completed and item returned within seven (7) days of the written or verbal estimate.
3. Some materials may be furnished by the Authority. If materials are to be provided by the Authority, Contractor must sign sheet with items listed verifying that those items were received by Contractor at time of pickup. Other materials not listed as manufacturers with discounts may be furnished by contractor on the basis of actual cost plus mark-up not to exceed 5% of the Contractor's actual cost. "Other materials" invoices for \$500.00 or more must be accompanied by supporting cost documentation, i.e., invoice. Approval by authorized Authority personnel must be received prior to purchase of such "other material."
4. The Authority will pay the service charge rate for each requested estimate and/or service call when the actual time spent on the service call is less than one (1) hour.
5. Vendor shall provide information on their standard warranty for repair work.

Response Time:

1. **Routine Service:** Whenever normal operations of an Authority site are not effected. Work to be accomplished during the Authority's normal hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. Response time is to be within 12 hours of request, including on-site repairs, and when equipment is to be picked-up at SWA locations and repaired at vendor's facility.
2. **Emergency Service:** Whenever lives and/or property are at risk or the normal operation of an Authority site are halted. Response time is to be within 1-1/2 hours of request, 24 hours a day, 7 days a week. Emergency service labor rates shall be 1-1/2 times routine service rates. Repair turnaround time is to be no more than two (2) calendar days. After hours phone numbers are to be provided on page BF-5.

Labor Rates

The hourly labor rates shall include all costs associated with the performance of the services specified except Contractor's actual cost of materials, rental equipment and tools. Hourly rates shall include direct labor, overhead, profit, supervision, insurance, and all other associated cost.

Productive Hours

Man-hours paid under this contract shall be only productive hours at the job site. Time spent for transportation of workers and subcontractor, delivery and movement of materials, tools and equipment shall not be chargeable directly, but shall be part of overhead. Overhead cost shall be included in the fixed labor rates.

Materials/Rental Tools and Equipment

SWA shall reimburse Contractor for Contractor's actual cost of materials, rental equipment and tools plus mark-up not to exceed 5% of the Contractor's actual cost. Documentation of such cost, such as copies of invoices or other valid documentation for the materials, rental of equipment and tools, shall be furnished with the invoice to SWA. In cases where the Contractor manufactures his or her own materials, he or she will charge SWA a price no higher than he or she charges his or her most favored customer. SWA reserves the right to request verification.

\*Expenses for special rental equipment or tools needed to complete a job are subject to SWA's approval. SWA will negotiate reasonable charges for such expenses with Contractor at the time of written estimate for the project.

Contractor Owned Equipment

Contractor shall provide a complete list and description of all Contractor owned equipment available to provide the required service. All equipment needed to perform the required work shall be furnished by the contractor at no additional cost to the Authority.

Facilities Locations

The Authority's facilities consist primarily of the following:

1. Maintenance Building located at 6255 North Jog Road, West Palm Beach, FL 33412
2. Utility Plant located at 6329 North Jog Road, West Palm Beach, FL 33412
3. Hazardous Waste Facility located at 6161 North Jog Road, West Palm Beach, FL 33412
4. South County Transfer Station and Scale House located at 1901 SW 4 Avenue, Delray Beach, FL 33444 (**Temporarily closed through July 2012**)
5. Central County Transfer Station and Scale House located at 1810, Lantana Road, Lantana, FL 33462
6. North County Transfer Station and Scale House located at 4185 North Military Trail, Jupiter, FL 33458
7. West Central Transfer Station and Scale House located at 9743 Process Drive, Royal Palm Beach, FL 33411.
8. Belle Glade Transfer Station and Scale House located at 1701 SR 15, Belle Glade, FL, 33430
9. Compost Facilities, North and South located at 5850 and 5920 North Jog Road, West Palm

Bidder Company \_\_\_\_\_ Signature \_\_\_\_\_  
BID NO. 12-09/PF TEC-3

Beach, FL 33412

10. Various Buildings and Office Trailers operated by The Authority throughout Palm Beach County.
11. Woody Waste Recycling Facility, 6330 North Jog Road, West Palm Beach, FL 33412
12. South West County Transfer Station and Scalehouse, located at 13400 South State Road 7, Delray Beach, FL 33446

**Additional Facilities:**

The Authority reserves the right to add additional facilities to any of those listed above at the prices quoted. Addition of facilities will take place only upon written agreement between the Authority and the awarded bidders.

**BID PROPOSAL FORM**

**HYDRAULIC SYSTEM REPAIR, SERVICE AND PARTS  
Bid No. 12-09/PF**

THE UNDERSIGNED BIDDER, having familiarized himself with the specifications in the Invitation to Bid, and all laws, regulations and other factors affecting performance of the work, and having satisfied himself of the expense and difficulties attended in the performance of a contract.

HEREBY PROPOSES AND AGREES, in this **SWA BID NO. 12-09/PF**, that the Bidder hereby accepts all terms and conditions as stated herein, and shall enter into a Contract to perform for the following price.

Routine Service: Within 12 hours of request  
(Shall be defined as Monday – Friday 8:00 AM – 5:00 PM)

<u>Lot Number</u>	<u>Job Title</u>	<u>Hourly</u>
1	A. Journeyman Field Rate	\$ _____
	B. Machine Time Rate	\$ _____
	C. Shop Rate	\$ _____
	D. Service Call Rate	\$ _____
	(Service Call rate begins when vendor arrives at the Authority's site)	

Emergency Service

(Shall be defined as holidays and all other hours other than Monday-Friday 8:00AM – 5:00 PM or for any Emergency service request as specified on page TEC-2. Shall be 1 ½ times normal rates.

- 2      Hydraulic hoses, couplings, pumps, cylinders, seals, repair kits, motors and other components. To be supplied at manufacturers suggested retail price (MSRP) less a % discount. Please include all manufacturers' lines you will supply. Attach a separate sheet if needed. **No assembly charges will be allowed for purchase of new hose and fittings. Charges for repairs of hose and fittings will be based on hourly rates. Normal shop rate will apply during normal hours as given above and emergency rates for all other hours.**

	<u>Manufacturer</u>		<u>Discount</u>
A.	Hoses	_____	less _____%
		_____	less _____%
		_____	less _____%
		_____	less _____%

Bidder (Company) \_\_\_\_\_ Signature \_\_\_\_\_  
SWA Bid 12-09/PF BFM-1

		<u>Manufacturer</u>		<u>Discount</u>
B.	Couplings	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%
C.	Pumps	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%
D.	Cylinders	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%
E.	Seals	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%
F.	Repair Kits	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%

Manufacturer

Discount

G.	Motors	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%
H.	Heat Exchangers	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%
I.	Control Valves	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%
J.	Filter Elements	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%
K.	Filter Housings	_____	less	_____%
		_____	less	_____%
		_____	less	_____%
		_____	less	_____%

	<u>Manufacturer</u>		<u>Discount</u>
L.	Accumulators _____	less	_____%
	_____	less	_____%
	_____	less	_____%
	_____	less	_____%
M.	Other _____	less	_____%
	_____	less	_____%
	_____	less	_____%
	_____	less	_____%
N.	Hose Reels _____	less	_____%
O.	Other Material (i.e.: metal stock) Not To Exceed 5% Mark-up		
	_____		
	_____		
	_____		

After Hours contacts:

Name	Phone Number

	Yes	No
Is Qualification of Bidders information included, per Term and Condition #38 page STC-2?	___	___
Is the Drug-Free Workplace Form attached?	___	___
Is the Conditions for Emergency/Hurricane or Disaster form attached?	___	___
Is the Invitation to Bid – Bidder Acknowledgement General Conditions included?	___	___

**AREA REPRESENTATIVE:**

Name ( <b>Printed</b> ):		Office FAX:
Title:		Office Phone:
Address:		Cell Phone:
		E-Mail:

Bidder understands that the Authority reserves the right to reject all Bids and to waive any informality in bidding. The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids, prior to award.

**Payment Terms: Net 30 days**

By ( <b>Signature</b> ):		Date:
Name ( <b>Printed</b> ):		Title:
Company Name:		
Address:		
Contact Information:	FAX:	Office:
	Cell/Mobile:	E-Mail:

**State or County License #** \_\_\_\_\_

Bidder (Company) \_\_\_\_\_ Signature \_\_\_\_\_

## SAVINGS

(For internal information purposes only. Not a factor in award of this contract)

Bidder is required to furnish the percent (%) savings in prices offered in this bid compared to prices that would be paid by the purchaser without benefit of a contract resulting from this bid.

BID PRICES OFFERED AVERAGE \_\_\_\_\_ % LOWER THAN:

 (CIRCLE ONE OF THE FOLLOWING NUMBERS)

1. Price that would be obtained without benefit of a contract resulting from this bid.
2. Manufacturer's current wholesale price list.
3. Other (specify) \_\_\_\_\_

## MINORITY /WOMAN/SMALL BUSINESS ENTERPRISE

(For internal information purposes only. Not a factor in award of this contract)

If you are a minority/woman and/or small owned business please complete the following. This information will assist us in identifying your minority and/or women owned business in our database.

This form is not intended to certify your firm.

**ETHNIC GROUP STATUS:** Specify the ethnic group and percentage of ownership of the person(s) who owns and controls (management & operational) 51% or more of the firm.

African-American	Male	_____%	Asian-American	Male	_____%
	Female	_____%		Female	_____%
Hispanic-American	Male	_____%	Native-American Male	_____%	
	Female	_____%		Female	_____%
Caucasian-Female		_____%			

### **DEFINITIONS:**

**African-American:** any black individual of the racial groups of Africa; **Asian-American:** persons whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh; **Hispanic-American:** persons of Spanish or Portuguese culture including Mexico, South America, Central America, or the Caribbean Islands; **Native-American:** persons having origins in any of the original peoples of North America; **Caucasian Female:** women that are not included in the above categories.

Are you currently certified as a minority vendor with a government entity? \_\_\_\_\_

With what agency(s) \_\_\_\_\_

(Please attach copy of certification certificate with your response with this bid/quotation.)

Comments: \_\_\_\_\_

Bidder (Company) \_\_\_\_\_ Signature \_\_\_\_\_

**DRUG-FREE WORK PLACE FORM**

**HYDRAULIC SYSTEM REPAIR, SERVICE AND PARTS**

**Bid No. 12-09/PF**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:

(Name of Business)

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
BIDDER'S SIGNATURE

\_\_\_\_\_  
DATE

**CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER**

**HYDRAULIC SYSTEM REPAIR, SERVICE AND PARTS**

**Bid No. 12-09/PF**

It is hereby made a part of this Invitation to Bid that before, during and after a public emergency, disaster, hurricane, flood, or acts of God that the Solid Waste Authority of Palm Beach County shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which may threaten public health and safety, as determined by the Solid Waste Authority of Palm Beach County. Vendor/contractor agrees to rent/sell/lease all goods and services to the Solid Waste Authority of Palm Beach County or any other government entity as opposed to a private citizen, on a first priority basis. The Solid Waste Authority of Palm Beach County expects to pay a fair and reasonable price not to exceed those quoted in this bid for all products in the event of a disaster, emergency or hurricane. Vendor/contractor shall furnish a 24-hour phone number in the event of such an emergency.

I hereby understand and agree to the above statement:

**X**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

**EMERGENCY/24 HOUR PHONE NUMBER(S):** \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Beeper/Cellular Number: \_\_\_\_\_ **FAX Number:** \_\_\_\_\_

Nearest Branch Office Phone Number: \_\_\_\_\_

and Location: \_\_\_\_\_

Other out of Area Branch Office Locations and Phone Numbers:

\_\_\_\_\_  
\_\_\_\_\_