



THE CITY OF  
**EDINBURG**

**NOTICE TO RESPONDENTS**

The City of Edinburg is soliciting sealed RFP's to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFP's will be received until **3:00 p.m. Central Time, on Monday, August 01, 2016**. Any RFP received after the closing time will not be accepted and will be returned to the sender unopened. It is the responsibility of the Actuary to see that any RFP submitted shall have sufficient time to be received by the City Secretary's Office prior to the RFP opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the RFP's. RFP's will not be accepted by telephone or facsimile machine. All RFP's must bear original signatures and figures. The RFP shall be for:

**RFP NO. 2016-022**  
**PRE-EMPLOYMENT SCREENING SERVICES**

If you have any questions or require additional information regarding this RFP, please contact Ms. Christina Flores, Director of Human Services, at (956) 388-1873.

**If Hand-delivering RFP's:** 415 West University Drive,  
c/o City Secretary Department (1<sup>st</sup> Floor)

**If using Land Courier (i.e., FedEx, UPS):** City of Edinburg  
c/o City Secretary  
415 West University Drive  
Edinburg, Texas 78541

**If Mailing RFP's:** City of Edinburg  
c/o City Secretary  
P.O. Box 1079  
Edinburg, TX 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all RFP's and to waive any or all formalities or technicalities and to accept the RFP deemed most advantageous to the City, and hold the RFP's for a period of **60** days without taking action.

**RFP's must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the RFP envelope with corresponding RFP number and title.**



## CITY OF EDINBURG INSTRUCTIONS TO RESPONDENTS

### **DEVIATION FROM SPECIFICATION**

Please read your specifications/requirements thoroughly and be sure that the SERVICES offered comply with all specifications/requirements. Any variation from the specifications/requirements must be clearly indicated by letter attached to your RFP referencing variations on a point-by-point basis. If no exceptions are noted, and you are the successful bidder, it will be required that the SERVICES be provided as specified.

### **INTRODUCTION**

The City of Edinburg desires to contract with a Firm specializing in providing PRE-EMPLOYMENT SCREENING SERVICES to self-insured plan and having prior experience directly related to the type of services which is required.

### **PURPOSE**

1. The firm shall provide PRE-EMPLOYMENT SCREENING SERVICES for THE CITY OF EDINBURG. THE CITY OF EDINBURG requires that the firm have the capabilities, expertise, and service commitment to excel in all areas of services requested in this Sealed RFP.

2. The SERVICES to be furnished under this RFP shall be as specified in these RFP documents. All specifications/requirements shown are at minimum. There is no intention to disqualify any bidder who can meet these specifications/requirements.

### **SUBMITTAL OF RFP**

RFP's will be submitted in sealed envelopes upon the blank RFP form attached hereto. Each RFP must be completely filled out and SUBMITTED IN ORIGINAL FORM, complete with all supporting documentation. RFP's submitted by facsimile (fax) or electronically will **NOT** be accepted. Submittal of a RFP in response to this solicitation for RFP's constitutes an offer by the Bidder. RFP's which do not comply with these specifications/requirements may be rejected at the option of the City. RFP's must be filed with the City of Edinburg, before opening day and hour. No late RFP's will be accepted. They will be returned to Bidder unopened (if properly identified).

**If Hand-delivering RFP's:** 415 West University Drive, c/o City Secretary Department (1<sup>st</sup> Floor)  
**If using Land Courier (i.e., FedEx, UPS):** 415 West University Drive, c/o City Secretary Department (1<sup>st</sup> Floor), Edinburg, Texas  
78541  
**If Mailing RFP's:** P.O. Box 1079, Edinburg, TX 78540-1079

## **INSTRUCTIONS TO RESPONDENTS (Continued):**

### **PREPARATION OF RFP'**

RFP's **MUST** give full firm name and address and be manually signed. Failure to do so will disqualify your RFP. Person signing RFP must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT.

Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent/Bidder whether corporation, partnership, or individual, shall also be stated in the RFP. A corporation shall execute the RFP by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent/Bidder shall give full names and addresses of all partners. All partners shall execute the RFP. Partnership and Individual Respondent/Bidder shall state in the RFP the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent/Bidder, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

### **ALTERATIONS/AMENDMENTS TO RFP**

RFP's **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by Bidder guaranteeing authenticity. No RFP may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

### **SALES TAX**

State sales tax must not be included in the RFP.

### **SUBSTITUTIONS**

No substitutions or cancellations will be permitted without written approval of City of Edinburg.

### **NO RFP RESPONSE**

If unable to submit a RFP, firm should return inquiry giving reasons.

### **EXCEPTIONS**

Any additions, deletions, or variations from the following specifications/requirements must be noted. The bidder shall attach to his/her RFP sheet a list of any exceptions to the specifications/requirements if unable to do so, on specification sheet.

### **DELIVERY**

Number of days required to deliver SERVICES after receiving order must be stated in the RFP. Failure to so state will obligate bidder to complete service delivery within ONE day. Delivery time may be considered as basis of award.

### **DELAY IN SERVICE DELIVERY**

When delay can be foreseen, Bidder shall give prior notice to City of Edinburg. Bidder must keep City of Edinburg advised at all times of status of order. Default in promised service delivery (without acceptable reasons) or failure to meet specifications/requirements, authorizes the City of Edinburg to purchase such SERVICES elsewhere and charge increase in cost to defaulting vendor. Acceptable reasons for delayed delivery are as follows: Acts of God (floods, tornadoes, hurricanes, etc.), acts of government, fire, strikes, war; Actions beyond the control of the successful bidder.

## **INSTRUCTIONS TO RESPONDENTS (Continued):**

### **SERVICE DELIVERED PRICING**

RFP's in units of quantity specified - extend and show total. In the event of discrepancies in extension, unit prices will govern. RFP's subject to unlimited price increase will not be considered.

### **VALID RFP TIME FRAME**

The City may hold RFP's 60 days after RFP opening without taking action. Bidders shall be required to hold their RFP's firm for the same period of time.

### **RIGHT TO REJECT/AWARD**

The City of Edinburg reserves the right to refuse and reject any or all RFP's, and to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Edinburg.

### **MULTIPLE VENDOR CONTRACTS**

Bidders are advised that the City of Edinburg may award Service Contracts to multiple vendors based on low RFP per item basis. All items specified on the "RFP Form" **must** reflect the individual unit prices. The City of Edinburg reserves the right to award all items individually or in any combination thereof.

### **INDEMNIFICATION CLAUSE**

The Bidder agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

### **ADDENDA**

Bidder shall carefully examine the RFP forms, specifications/requirements, and instructions to Bidders. Should the bidder find discrepancies in, or omissions from RFP forms, specifications/requirements, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Purchasing Agent (Edinburg City Hall, 956-388-8972) and obtain clarification by addendum prior to submitting any RFP. Explanations, interpretations, and supplemental instructions shall be in the form of written Addenda which shall become a part of the Contract documents. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed, to all prospective Bidders. All Addenda issued in respect to this project shall be considered official changes to the original RFP documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative or binding. It shall be the Bidder(s) responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, Bidders are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their RFP Submittal. Bidder(s) signature on Addenda shall be interpreted as the bidder's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original solicitation documents. Failure of any bidder to receive any such addendum or interpretation shall not relieve such Bidder from its terms and requirements. Addendums are available online at [www.cityofedinburg.com](http://www.cityofedinburg.com).

### **PAYMENT**

The City of Edinburg will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been provided and invoiced. No other method of payment will be considered.

## **INSTRUCTIONS TO RESPONDENTS (Continued):**

### **SYNONYM**

Where in this RFP package ITEMS OR SERVICES is used its meaning shall refer to the PRE-EMPLOYMENT SCREENING SERVICES as specified.

### **ASSIGNMENT**

Neither the Bidder's contract nor payment due to an awarded vendor may be assigned to a third party without the written approval of the Purchasing Department for the City of Edinburg.

### **INTERPRETATIONS**

Any questions concerning the conditions and/or specifications/requirements with regards to this solicitation for RFP's shall be directed to the designated individuals as outlined in the Request for RFP's. Such interpretations, which may affect the eventual outcome of this request for RFP's, shall be furnished in writing to all prospective Bidders via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Edinburg in accordance with paragraph entitled "Addenda".

### **STATUTORY REQUIREMENTS**

It shall be the responsibility of the successful Bidder to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents. (To include issues related to health, environmental, and safety to name a few.)

### **BIDDER'S EMPLOYEES**

Neither the Bidder nor his/her employees engaged in fulfilling the terms and conditions of this Purchase Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

### **RIGHT TO WAIVE**

City of Edinburg reserves the right to waive or take exception to any part of these specifications/requirements when in the best interest of the City of Edinburg.

### **COOPERATIVE PRICING**

Bidders are advised that in addition to responding to our "local" solicitation for RFP's/RFP's with Dealer pricing, vendors/contractors are encouraged to provide pricing on the below referenced items/products/services based on BuyBoard, TX-MAS, H-GAC and/or any other State of Texas recognized and approved cooperative which has complied with the bidding requirements for the State of Texas. If bidding other than or in addition to "dealer" pricing, kindly duplicate the RFP forms for each RFP being provided from a cooperative contract. Any and all applicable fees must be included. All cooperative pricing must be submitted on or before RFP opening date and hour.

### **TIME ALLOWED FOR ACTION TAKEN**

The City of Edinburg may hold RFP's **60** days after the opening of RFP's without taking action. Bidders are required to hold their RFP's firm for same period of time.

### **PREPARATION OF RFP**

The City of Edinburg shall not be held liable for any costs incurred by any bidder for work performed in the preparation

## **INSTRUCTIONS TO RESPONDENTS (Continued):**

of and production of a RFP or for any work performed prior to execution of contract.

### **CONFIDENTIAL INFORMATION**

Any information deemed to be confidential by the bidder should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the bidder may not be considered confidential under Texas Law, or pursuant to a Court order.

### **VERBAL THREATS**

Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Vendor on contract.

### **MATHEMATICAL ERRORS**

In the event that mathematical errors exist in any RFP, unit prices/rates -v- totals, unit prices/rates will govern.

### **AUDIT**

The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

### **PAST PERFORMANCE**

Firm's past performance shall be taken into consideration in the evaluation and award of Service Contract for the Purchase of SERVICES.

### **JURISDICTION**

Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

### **VENUE**

The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

**IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.**

## **INSTRUCTIONS TO RESPONDENTS (Continued):**

### **CONFLICT OF INTEREST**

#### **CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Edinburg not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

### **CERTIFICATE OF INTERESTED PARTIES (Form 1295)**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. For more information go to the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

### **AWARD**

For purposes of this project, award will be contingent on approval of budget.

### **CONSIDERATION OF LOCATION OF BIDDER'S PRINCIPAL PLACE OF BUSINESS**

The City may award products/contracts to local vendors, whose principal place of business is located within the City of Edinburg, and whose bid is within five percent (5%) of the lowest bid price, as allowed by Section 271.9051 of the Local Government Code.

### **SPECIAL CIRCUMSTANCES**

In the event that the City of Edinburg has an immediate need for a particular service(s) that is/are on contract and the successful vendor on contract is not able to meet the special service delivery needs of the City of Edinburg, the City of Edinburg reserves the right to purchase such services elsewhere to fulfill its' immediate need.

### **TERMINATION OF CONTRACT**

The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, the successful vendor's performance is not acceptable, if the City is being repeatedly over charged, improperly charged, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice. The bidder shall be afforded the same right to terminate this contract in the same manner.

**CITY OF EDINBURG  
REQUEST FOR RFP'S FOR  
PRE-EMPLOYMENT SCREENING SERVICES**

RFP NO. 2016-022

RFP OPENING DATE: August 01, 2016 at 3:00 p.m.

It is the intent of this Request for RFP's to describe and ultimately make it possible for the City of Edinburg to enter into an agreement for the below mentioned PRE-EMPLOYMENT SCREENING SERVICES.

**REQUEST FOR PROPOSALS  
PRE-EMPLOYMENT SCREENING SERVICES**

**I. BACKGROUND:**

The City of Edinburg is seeking proposals from qualified firms who adequately demonstrate resources, experience and qualifications necessary to provide a reliable, streamlined pre-employment screening process to facilitate hiring decisions. An electronic system where the City may input the request, track the request and obtain results is preferred. The City has approximately 950 employees and conducts pre-employment screenings for full-time, part-time, and seasonal applicants being considered for employment as well as volunteers being considered for volunteer opportunities. The City anticipates a total estimated need of 600 pre-employment screenings per calendar year. (300 full time and part time combined; 300 seasonal and volunteer combined).

The existing pre-employment process, conducted by Human Resources personnel, consists of a manual criminal background check through the Texas Department of Public Safety, a criminal background check through the City's local police department as well as a motor vehicle record check (for those with driving responsibilities). Background checks through the Texas Department of Public Safety include national sex offender search for positions which involve care of or safety of children.

**II. QUALIFICATIONS**

Each firm who submits a proposal must meet and provide the following. Evidence should be included with the proposal.

1. Experience, licenses, legal representation and/or any other authorizations that qualifies the firm to perform this type of work.
2. The firm must be fully bonded and Fair Credit Reporting Act (FCRA) certified, including each appropriate employee and subcontractor in addition to having professionally liability insurance that meets or exceeds City requirements (listed in prior sections of the RFP).
3. Necessary systems, software, technical and customer support to provide the services required and explain how it sets this firm apart from others in the industry. The City prefers that these services be provided through an online computer process (including electronic access and reporting) with security and confidentiality measures in place. It is also preferred, but not required, that the system be compatible or have the ability to integrate with existing applicant tracking system, *ApplicantPro*.
4. The firm must have a formal record retention policy.

### III. SCOPE OF SERVICE:

A. Background screening services for each prospective employee and volunteer to include the following:

Type I: Positions with driving responsibilities

1. SSN verification and validation.
2. Name and Address Search.
3. Criminal records check including respective county and state records obtainable as per local, state and federal guidelines to cover addresses disclosed or as revealed by service provider's Name and Address Trace Report.
4. Driving record, for moving violations for the last seven (7) years.
5. Motor vehicle license validity, or currently held type. (Ex. CDL, Class C Driver's License)
6. Sex offender registry.

Type II: Positions without driving responsibilities

1. SSN verification and validation.
2. Name and Address Search.
3. Criminal records check including respective county and state records obtainable as per local, state and federal guidelines to cover addresses disclosed or as revealed by service provider's Name and Address Trace Report.
4. Sex offender registry.

B. Periodically, the City may utilize other services such as Employment Verification, Credit Information and Education/Professional License(s) verification and history on an as-needed basis. Please provide pricing or discount rate if the need for such services should arise.

C. Results, reporting, and itemized billing.

D. Access for up to four (4) authorized users.

E. Notices to applicant as required by the Federal Credit Reporting Act. (Ex. Adverse Action notice)

F. Initial training, installation and/or implementation of software or process for services submitted, at no cost to the City.

### IV. EVALUATION AND AWARD CRITERIA:

The City will use the following criteria to evaluate each proposal. Additionally, proposers will be invited to provide a demonstration of the services submitted by the proposer as part of the evaluation process.

Proposal

- 20 – Extent to which proposal meets City's needs
- 15 - Firm Qualifications and Capability
- 15 - Cost
- 20 – Complexity of System and Procedures

Demonstration

- 15 – Complexity of software
- 15 - Compatibility with existing software & processes

AWARD OF CONTRACT: Selection shall be made of one or more proposers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, if so stated in the Request for Proposals. Negotiations shall be conducted with the proposers so selected. After negotiations have been conducted with each proposer so selected, the agency shall select the proposer which, in its opinion, has made the best proposal, and shall award the contract to that proposer. The City may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed the most advantageous. Should the City determine in writing and in its sole discretion that only one proposer is fully qualified, or that one proposer is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that proposer. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

## V. QUESTIONNAIRE

To be completed by proposer. Only submittals including this form or in duplicate will be considered. Additional page(s) may be attached to answer questions, if necessary. All others will be rejected and disqualified.

1. Briefly describe your account set-up procedures. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What is the typical turn-around time for results with no findings? What about for those with findings? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How often does your organization monitor federal mandates that may affect your operations and service plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Attach a copy of a sample results report. \_\_\_\_\_
5. Does your business model include retaining independent contractors to carry out searches? If so, please provide the name of the business. \_\_\_\_\_  
\_\_\_\_\_
6. Does your organization have pass-through costs for background screening based off of local costs (Ex. County record fees)? If so, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. How many users are allowed access to your system or as part of your process? Are there costs associated with including additional users? \_\_\_\_\_  
\_\_\_\_\_
8. Briefly describe the process your organization uses from the moment a request for background is submitted to the time the employer is notified of the results in terms of how information is requested and communicated. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**VI. ATTACHMENTS:**

**PROPOSER DATA SHEET – TO BE COMPLETED BY PROPOSER**

1. **Qualification of Proposer:** The Proposer shall have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. **Years in Business:** Indicate the length of time you have been in business providing this type of service.

\_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

3. **References:** Indicate below a listing of at least five (5) recent references from other Cities or entities as stated in the scope of work for which you have provided this type of service. Include the date service was furnished and the name and address of the person the City has your permission to contact.

CLIENT NAME	ADDRESS	CONTACT PERSON	PHONE NUMBER	TERM OF CONTRACT (Number of Years)

ATTACHMENT

ACKNOWLEDGEMENT FORM

I have read and understood the requirements set forth in this RFP #2016 -022 and agree to comply except as noted. The cost proposal includes all shipping and handling and detailed pricing as required by the City of Edinburg.

Does the Company have an office located in Edinburg, Texas? Yes \_\_\_\_\_ No \_\_\_\_\_

Has the Company ever conducted business with the City of Edinburg? Yes \_\_\_\_\_ No \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code

FAX: ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code

FEDERAL TAX IDENTIFICATION NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_