

REQUEST FOR PROPOSALS

DIGITAL ASSET MANAGEMENT SYSTEM

RFP # 16-0366



BETH DAWSON, CHAIRMAN

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SKIP WATKINS

ROB ZAPPLE

CHRIS COUDRIET, COUNTY MANAGER

NEW HANOVER COUNTY
REQUEST FOR PROPOSALS
DIGITAL ASSET MANAGEMENT SYSTEM
RFP # 16-0366

In accordance with NCGS 143-129.8, sealed proposals addressed to Lena Butler, Purchasing Supervisor, New Hanover County Finance Office, 230 Government Center Drive, Suite 165, Wilmington, North Carolina 28403 and marked “**RFP 16-0366-DIGITAL ASSET MANAGEMENT SYSTEM**” will be accepted until **5:00 P.M. EST, May 26, 2016**.

Instructions for submitting proposals and complete requirements and information may be obtained by visiting the County’s website at <http://www.nhcgov.com/business-nhc/bids>.

New Hanover County reserves the right to accept or reject any or all proposals and to make the award which will be most advantageous to the County.

Lena L. Butler, Purchasing Supervisor

New Hanover County

(910) 798-7190

Released: Friday, May 6, 2016

Section 2 Instructions and General Conditions

2.1 Schedule

ACTION	DATE
Release of RFP	May 6, 2016
Deadline for Questions	May 13, 2016
Response to Questions	May 19, 2016
Deadline for Proposals	May 26, 2016 by 5:00 PM

2.2 Preparation of Proposal

Vendors are instructed to submit the original and one (1) electronic copy on either a CD or a flash drive. All prices and notations shall be written in ink or typed. Changes or corrections made in the proposal must be initialed by the individual signing the proposal.

PROPOSALS NOT SIGNED WILL BE DEEMED NONRESPONSIVE AND REJECTED.

2.3 Submission of Proposal

Submit the proposal with any attachments in a sealed envelope properly marked “**RFP 16-0366-DIGITAL ASSET MANAGEMENT SYSTEM**” and addressed to:

New Hanover County Finance Office
Attn: Lena Butler, Purchasing Supervisor
230 Government Center Drive, Suite 165
Wilmington, NC 28403

2.3.1 Any inquires, requests for interpretation, technical questions, clarification, or additional information shall be directed to **Lena Butler, Purchasing Supervisor** by emailing lbutler@nhcgov.com or faxing (910) 798-7806. All questions concerning this proposal shall reference the section number and paragraph. Questions and responses affecting the scope of the services will be provided to Proposers by issuance of an Addendum. **All questions shall be received no later than 5:00 P.M., EST, May 13, 2016.**

2.3.2 Vendors may not have communications, verbal or otherwise, concerning this RFP with any personnel or boards from New Hanover County, other than the person listed in this section. If any vendor attempts any unauthorized communication, the proposal will be rejected.

2.3.3 All vendors who intend to submit a proposal on this project should send an email to lbutler@nhcgov.com including pertinent contact information. This will ensure that you receive all addenda issued for this RFP; if applicable.

2.4 Cost of Preparation of Response

Costs incurred by prospective Vendors in the preparation of the response to this Request for Proposals are the responsibility of the Vendor and will not be reimbursed by the County.

2.5 Execution of Agreement

The successful Vendor will be required to enter into a formal agreement that is consistent with the bid package outlined within. The successful Vendor to whom the Contract is awarded by County shall within 15 days after notice of award and receipt of Agreement forms from the County, sign and deliver to the County all required copies of said Agreement.

2.6 Trade Secret Confidentiality

Proposals submitted shall not be subject to public inspection until a contract is awarded.

According to General Statutes 132 - 1.2, trade secrets contained in a bid may be kept confidential if the bidder, at the time the bid is submitted, designates that is secret and requests that it be kept confidential. **Marking the entire proposal confidential may be grounds for rejection of proposal.**

2.7 Information Technology Goods and Services

In recognition of the complex and innovative nature of information technology goods and services and of the desirability of a single point of responsibility for contracts that include combinations of purchase of goods, design, installation, training, operation, maintenance, and related services, the County is issuing this RFP as per NCGS 143-128.8.

Contracts for information technology may be entered into under a request for proposals procedure that satisfies the following minimum requirements:

- (1) Notice of the request for proposals shall be given in accordance with G.S. 143-129(b).
- (2) Contracts shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority. Factors to be considered in awarding contracts shall be identified in the request for proposals.

The awarding authority may negotiate with any proposer in order to obtain a final product that best meets the needs of the awarding authority. Negotiations allowed under this

section shall not alter the contract beyond the scope of the original request for proposals in a manner that:

- (i) deprives the proposers or potential proposers of a fair opportunity to compete for the contract; and
- (ii) would have resulted in the award of the contract to a different person or entity if the alterations had been included in the request for proposals.

Proposals submitted under this section shall not be subject to public inspection until a contract is awarded.

2.8 Withdrawal of Proposals

Vendors may withdraw or withdraw and resubmit their proposal at any time prior to the closing time for receipt of proposals. NO proposal may be withdrawn after the scheduled closing time for receipt of proposals for a period of ninety (90) days.

2.9 Method of Evaluation and Award

Prior to the selection of the award to the successful Proposer, an evaluation team will evaluate the RFP responses received from each vendor.

The County intends to award a contract for a Digital Asset Management System; however, the County specifically reserves the following rights:

1. The County reserves the right to accept or reject any or all proposals or any portion thereof.
2. The County reserves the right to accept all or part of any proposal depending solely upon the requirements and needs of the County.
3. The County reserves the right to seek clarifications of any proposal submitted or specific aspects of any proposal prior to the award of the contract. After seeking such clarification, the County will allow the PROPOSER an opportunity to provide the requested clarification.

If an award is made as a result of this RFP, it shall be awarded to the firm whose proposal is most advantageous to the County using the Criteria listed below:

1. Quality, clarity and responsiveness of proposal in conformance with instructions, conditions, and format -10%
2. Features and functionality deemed most advantageous and cost effective to the County-50%

3. Installation, implementation, and training plan-15%
4. Cost of proposed system- 10%
5. Warranty, maintenance, and support-15%

2.10 Equal Opportunity

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

The Proposer agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The Proposer agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

Pursuant to GS 143-48, New Hanover County invites and encourages participation in this procurement process by businesses owned by minorities, women, and handicapped.

2.11 Indemnity

The successful Proposer Vendor shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Bidder hereunder, resulting from the negligence of or the willful act or omission of the Contractor, his agents, employees and subcontractors.

2.12 Iran Divestment Act

N.C.G.S. 147-86.59 requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

N.C.G.S. 147-86.60 requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

Notes to persons signing this form:

2.13 Insurance

Before commencing any work, the Contractor shall procure insurance in the Contractor's name and maintain all insurance policies for the duration of the contract of the types and in the amounts listed in this Agreement. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors, whether such operations are done by himself/herself or anyone directly or indirectly employed by him/her.

Minimum Scope and Limits of Insurance

2.13.1 Commercial General Liability (CGL)

- 2.13.1.1 Contractor shall maintain CGL and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.
- 2.13.1.2 CGL insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- 2.13.1.3 County, its officers, officials, agents, and employees are to be covered as additional insured under the CGL by endorsement CG 20-10 and CG 20-37 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the Contractor, products and completed operations of the contractor, premises owned, leased or used by the contractor, and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of

protection afforded to County, its officers, officials, agents, and employees.

2.13.1.4 The statutes of County as an additional insured under a CGL obtained in compliance with this agreement shall not restrict coverage under such CGL with respect to the escape or release of pollutants at or from a site owned or occupied by or rented to County.

2.13.1.5 There shall be no endorsement or modification of the CGL or Umbrella Liability limiting the scope of Coverage for liability arising from pollution, explosion, collapse, underground property damage, employment-related practices, or damage to the named insured's work.

2.13.1.6 The Contractors CGL insurance shall be primary as respects County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by County, its officers, officials, and employees shall be in excess of and not contribute with the Contractor's insurance.

2.13.2 Workers Compensation and Employers Liability Insurance.

2.13.2.1 Contractor shall maintain Workers' Compensation as required by the General Statutes of the State of North Carolina and Employer's Liability Insurance.

2.13.2.2 The Employer's Liability; and if necessary, Commercial Umbrella Liability insurance shall not be less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit.

2.13.2.3 The insurer shall agree to waive all rights of subrogation against the County, its officers, officials, and employees for losses arising from work performed by the Contractor for County.

2.13.3 Business Auto Liability.

- 2.13.3.1 Contractor shall maintain Business Auto Liability; and if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident.
- 2.13.3.2 Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.
- 2.13.3.3 Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.

2.13.4 Cyber Liability

Bidder shall maintain cyber liability insurance in the amount of \$1,000,000 each occurrence and insuring against liability to cover expenses associated with data breaches, including; notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties and loss resulting from identity theft.

2.13.5 Deductibles and Self-Insured Retentions

- 2.13.5.1 Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects County, its officer, officials, agents, or employees or the Contractor shall procure a bond guaranteeing payment of deductibles of self-insured retentions.
- 2.13.45.2 The Contractor shall be solely responsible for the payment of all deductibles to which such policies are subject, whether or not County is an insured under the policy.

2.13.6 Miscellaneous Insurance Provisions

- 2.13.6.1 The policies are to contain or be endorsed to contain the following provisions:
- 2.13.6.2 Any failure to comply with reporting provisions of the policies listed in this agreement shall not affect coverage provided to County, its officers, officials, and employees.

2.13.6.3 Each insurance policy required by this contract shall be endorsed to state that coverage shall not be canceled by either party except after 30 days prior written notice has been given to County, 230 Government Center Drive, Suite 128, Wilmington, NC 28403.

2.13.6.4 If Contractor's liability policies do not contain the standard ISO separation of insured provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

2.13.7 Acceptability of Insurers

2.13.7.1 Insurance is to be placed with Insurers licensed to do business in the State of North Carolina with an A.M. Best's rating of no less than A VII unless County has granted specific approval.

2.13.8 Evidence of Insurance

2.13.8.1 The contractor shall furnish County with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage until all operations under this contract are deemed complete.

2.13.8.2 Evidence of additional insured status shall be noted on the certificate of insurance as per requirements in this agreement.

2.13.8.3 With respect to insurance maintained after final payment in compliance with requirement, an additional certificate(s) evidencing such coverage shall be provided to County with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

2.13.9 Subcontractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificate for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

2.13.10 Conditions

2.13.10.1 The insurance required for this contract must be on the forms acceptable to County.

- 2.13.10.2 Where circumstances warrant, County may, at its discretion subject to acceptance by the Risk Management and/or Finance Department accept letters of credit or custodial accounts in lieu of specific insurance requirements.
- 2.13.10.3 The Contractor shall provide that the insurance contributing to satisfaction of insurance requirements in this agreement shall not be canceled, terminated, or modified by the Contractor without prior written approval of County.
- 2.13.10.4 The Contractor shall promptly notify the Property Management Department and the Risk Management Office at (910) 798-7497 of any accidents arising in the course of operations under the contract causing bodily injury or property damage.
- 2.13.10.5 County reserves the right to obtain complete, certified copies of all required insurance policies, at any time.
- 2.13.10.6 Failure of County to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of County to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.
- 2.13.10.7 By requiring insurance herein, County does not represent that coverage and limits will necessarily be adequate to protect the Contractor and such coverage and limits shall not be deemed as a limitation of Contractor's liability under the indemnities granted to County in this contract.
- 2.13.10.8 If Contractor fails to maintain the insurance as set forth herein, County shall have the right, but not the obligation, to purchase said insurance at the Contractor's expense.
- 2.13.10.9 The Contractor or his engineer may apply to County for approval of higher deductibles based on financial capacity and quality of the carrier affording coverage.
- 2.13.10.10 County shall have the right, but not the obligation of prohibiting Contractor or any subcontractor from entering the project site or withhold payment until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by County.

2.14 Addendum

The proposal package constitutes the entire set of instructions to the bidder. The County shall not be responsible for any other instructions, verbal or written, made by anyone. Any changes to the specifications will be in the form of an Addendum which will be sent to all known Proposers who are listed with the Finance Office and posted on the County's website.

You may visit our website at <http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx>, call Lena Butler at (910) 798-7190, or email lbutler@nhcgov.com or call Carrie Buttles at (910) 798-7402 or email cbuttles@nhcgov.com to check for the issuance of any addenda before submitting your bid proposal.

2.15 Compliance With Proposal Requirements

Failure to comply with these provisions or any other provisions of the General Statutes of North Carolina will result in rejection of bid/proposal.

2.16 Successful Vendor

The Vendor who is not currently set up as a vendor in County's vendor file will be required to submit a completed Vendor Application, W-9 and EFT form in order to be entered into the County's vendor database.

2.17 Right To Reject Proposals

New Hanover County reserves the right to accept or reject any or all proposals and to make the award which will be most advantageous to the County.

Section 3 Purpose

New Hanover County is soliciting proposals from experienced television broadcast equipment vendors for recommendations and replacement of a digital asset management system. The software and equipment will provide the ability to search, annotate, collaborate and edit high definition audio visual broadcast quality media.

The vendor should prove the ability to provide a digital asset management system that would best meet the County's needs using new equipment and software. Installed equipment must be easy to operate with little guidance required from the County's Information Technology (IT) staff. The County may also require demonstrations of the system.

Section 4 Scope of Work

The selected vendor will be required to perform the following as part of this project:

After the County's acceptance of the proposal, vendor shall submit all specifications related to software/hardware systems, internal and external network, and interoperability specifications and all other requirements related to the successful installation and maintenance of the project defined herein.

Any personnel provided by the vendor shall be considered to be personnel or agents of the vendor. Under no circumstances will said personnel be considered to be agents or personnel of New Hanover County. However, the New Hanover County reserves the right to demand the removal and potential replacement of any one or group of individuals provided by vendor to work on the project.

If vendor intends to utilize a third party organization to perform any of the tasks associated with any aspect of the proposal, this intent must be disclosed as part of the proposal. In addition, responsibility for any items or activities provided by any subcontracting or third party entity must be assumed by vendor. For purposes of this project, the New Hanover County intends to contract exclusively with vendor and vendor will be the sole contact concerning contractual matters, invoicing, and associated payments.

If determined necessary by County Staff, the employees could be subject to background checks by New Hanover County. Vendor shall propose equipment that will best meet the County's stated goals.

The vendor must include computer specifications in the proposal. The County's Information Technology Department may elect to purchase of computers/servers.

Upon acceptance, vendor shall provide training to County personnel in the operation and maintenance of the installed Digital Asset Management system; as required by County staff. Training shall be scheduled to accommodate County staff's schedules.

Vendor shall substantially complete the requirements of this project by a date mutually agreed upon by the vendor and the County.

Section 5 Minimum System Requirements

As part of the New Hanover County Office of Communications and Outreach, NHC-TV is the primary source of media creation and archiving for the county. The new system will replace Apple Final Cut Server Media Asset Management Software. Following are the requirements to meet the minimum needs of the organization.

Compatibility

- Ability to easily migrate assets from an existing Apple Xsan
- Ability to integrate other storage into the media pool (local drives, NAS, SAN)
- Integration with Apple NLE workflow (FCPX, Adobe Creative Cloud)
- Web client compatible with currently supported versions of Apple and Windows OS
- Compatibility with a Windows Server environment

Data and Metadata

- Ability to ingest digital assets individually and in mass
- Ability to render new asset forms such as thumbnails and proxy files at the time of ingest. All files must be stored as part of the original uploaded file.
- Ability to automatically assign a unique identification code to each original uploaded file
- Automatic indexing of new media based on predefined and customized criteria
- Ability to manipulate assets and their associated metadata individually and in mass
- Ability to create and customize metadata fields and categories in addition to the IPTC, Exif and XMP metadata standards
- Ability to edit metadata in stored files
- Ability to build and edit control lists/dropdown lists/menus based on metadata models

Access and Workflow

- Ability to create user roles to control access to digital assets
- Ability to assign access control lists by user role
- Provide automated workflows that allow for creation, review and overall management of digital assets.
- Ability to provide workflow metrics on digital assets
- Provide version control tools that allow versions to maintain the original unique ID
- Ability to preview, search and retrieve digital assets by filename, date, and metadata as well as collection, workflow and user access criteria.
- Ability to form collections and share, link, distribute or otherwise publish content outside of the DAM system.

- Ability to access digital assets on and off the County network

Additional Requirements

- Scalable storage capacity of 30 TB expandable to 50 TB
- Vendor supplied training
- Vendor technical support
- Vendor contracted maintenance agreement

Section 6 Proposal Format

Proposals shall be submitted in the format outlined herein. Respondents should describe in detail the services proposed; how those services will be accomplished for each component; and specifics regarding design and integration. Respondents should also identify the cost of providing each service category and if appropriate, include service level options. The respondent may include any relevant information, attachments, or exhibits to further elaborate on the proposal.

Proposal Format:

- I. Vendor Contact – List the name, address, fax number, email address, and phone number of the vendor’s authorized representative. Vendor’s authorized representative shall be empowered to make binding commitments for the vendor’s firm.
- II. Vendor Profile – Provide a description of the company including a brief company history and prospects. Include the location of your organization’s headquarters, the year the organization was formed, and ownership structure.
- III. Project Schedule – Provide a full project schedule for the proposed solution which should include an estimated duration of each task without exact dates.
- IV. Cost – The proposal should be broken down by phases and types of work. The following cost information is to be provided:
 - a. Hourly rate for professional services, including task description.
 - b. Individual Equipment Costs
 - c. All other potential costs for the proposed solution.
- V. Include a sample copy of firm’s contract
- VI. Include the Iran Divestment Act Certification Form
- VII. Include the Signature Page (EXECUTION)

IRAN DIVESTMENT ACT CERTIFICATION

CERTIFICATION OF ELIGIBILITY Under the Iran Divestment Act

As provided in G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.** requires that each vendor, prior to contracting with New Hanover County, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor shall not utilize on any contract with New Hanover County any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: _____

By: _____
Signature Date

Printed Name Title

The State Treasurer's Final Divestment List is found on the State Treasurer's website at the address <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>, which will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please contact Meryl Murtagh at Meryl.Murtagh@nctreasurer.com or (919) 814-3852.

* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 *et seq.*, but renumbered for codification at the direction of the Revisor of Statutes.

NEW HANOVER COUNTY
DIGITAL ASSET MANAGEMENT SYSTEM
RFP # 16-0366
DUE DATE: MAY 26, 2016 BY 5:00 PM EST

EXECUTION

In compliance with this Request for Proposals, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set for each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (N.C.G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the North Carolina General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (N.C.G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in N.C.G.S. 143-59.1. False certification is a Class I felony. Furthermore by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by N.C.G.S. §143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #10):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	E-MAIL: