



RENEWABLE WATER RESOURCES

**Purchasing Department
561 Mauldin Road
Greenville, South Carolina 29607**

REQUEST FOR QUALIFICATIONS

ReWa Website Redesign

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ReWa
Website Redesign

I. SCOPE OF SOLICITATION AND TECHNICAL INFORMATION

Renewable Water Resources (ReWa) is soliciting Statements of Qualification (SOQs) from Firms that are interested in providing Website Redesign services.

1.0 GENERAL

1.1 Purpose

ReWa's image and initiatives have grown simultaneously as digital technologies have improved. ReWa is eager to gain efficiency with the website redesign across six websites:

www.rewaonline.org
www.pipepatrol.org
www.upstateroundtable.org
www.befreshwaterfriendly.org
www.ariverremedy.org

ReWa seeks to organize and improve its digital presence to more effectively educate and engage with the community. The prospective Firm shall have the communication and technical experience necessary to strategically design and develop an aesthetically pleasing and user-friendly website that communicates the ReWa mission, vision, and values and consolidates multiple website platforms into one content management system. The proposed redesign shall incorporate ReWa's logo and visual standards. ReWa anticipates award of this project in August 2018.

1.2 Coordination

The selected Firm shall provide assistance during all phases of the project to ensure the success of the project in a timely manner. The project should follow an industry standard "System Development Lifecycle (SDLC)" throughout the engagement and include, at a minimum, the following activities:

Analysis

- a. Assess current ReWa internet environment, structure and content
- b. Collect ReWa's theme requirements
- c. Conduct business requirements sessions for each website and document internet business needs

Design

- a. Design theme options
- b. Design intranet navigational structure

Develop

- a. Install new intranet platform
- b. Configure and develop internet to meet business requirements
- c. Migrate content from old platform to new platform

Test

- a. Security testing

- b. User acceptance testing

Implement

- a. Train system administrators and content managers on new CMS
- b. Decommission old internet sites in coordination with ReWa

1.3 Scope of Service

It is anticipated that the Firm selected for this effort shall provide the expertise necessary for, but not limited to:

1.3.1 ReWa Website Redesign:

1. Conduct audit on current sites to determine gaps/opportunities to improve on ReWa's digital footprint.
2. Create call to actions
 - Reach out to learn more
 - Schedule a tour
 - Apply for a job/recruitment
 - Learn more about ReWa for future job openings
3. Creation of a mobile-first site with responsive design.
4. Improve the overall look and functionality of the site/s
5. Reorganize the content into a more user-friendly site structure and incorporate new content to improve ranking with all major search engines.
6. Prioritize content by audience (with potentially different areas of site for different user stories).
7. Site should allow for partner/member login and posting abilities (for those with privileges).
8. Support enriched media, including high-definition video and audio components; define how that support occurs.
9. Prepare for integration with popular social media platforms.
10. Prepare for integration of dynamic calendar of events.
11. Prepare a domain strategy.
12. Provide hosting and maintenance services.

1.3.2 ReWa Website Project Requirements:

The internet redesign shall be developed in a user-friendly, enterprise class CMS. Preference will be given to CMS solutions that enable quick and easy changes to the content by ReWa content owners. Thought leadership will be a factor in determining award, with minimum requirements as follows:

1. The project shall follow an industry standard project management methodology
2. Website should include a consolidated events calendar.
3. Staff training in new content management system.
4. Up to three design options that support and augment the ReWa brand, including revisions.
5. Once design option chosen, work should include at least three review rounds.
6. Innovative homepage design and easy navigation.
7. Compatibility with current version of Google Chrome, Safari, Mozilla Firefox, and Internet Explorer (IE9).
8. Integrate with Google Analytics.
9. Integrate with Constant Contact.
10. Mobile responsiveness with multiple formats (tablet, phone, etc.).
11. The implemented solution shall meet Web Content Accessibility Guidelines 2.0

2.1 Project Deliverables

The following deliverables are required for this scope of work:

| Phase | Deliverables |
|--------------------|--|
| Project Management | <ul style="list-style-type: none">▪ Work Breakdown Structure▪ Integrated Master Schedule▪ Weekly Project Status Report / Meeting |
| Analysis | <ul style="list-style-type: none">▪ Documented business requirements for each website |
| Design | <ul style="list-style-type: none">▪ Approved theme design▪ Approved navigational structure |
| Develop | <ul style="list-style-type: none">▪ CMS system fully configured to meet business requirements▪ Migrated content based on business needs |
| Test | <ul style="list-style-type: none">▪ Documented security testing (server and CMS)▪ Documented user acceptance testing |
| Implement | <ul style="list-style-type: none">▪ CMS Administrator training▪ CMS Content Owner training (including style guidelines) |

II. SOLICITATION INFORMATION

1.0 QUALIFICATIONS PACKAGE

To be considered, please provide the Qualifications package in the following format:

1.1. Firm Information

Include at a minimum:

- a. Business structure (corporation, joint venture, partnership)
- b. Financial statements – This statement shall be an audited report with comments not older than one (1) year. If the most current year has not yet been audited, the previous audited report with comment shall affirm the most recent financial statement.
- c. History of the Firm – including number of years it has been in business, present ownership and key management individuals. Describe any anticipated or existing changes in overall corporate management or ownership.
- d. Pending litigation that may have a material impact to the company's financial standing and/or the company's performance on this project, and major disputes, contract defaults, and liens in the last 10 years. A list of open litigation cases in the past 5 years shall be provided.

1.2 Firm Experience and References

Briefly describe the Firm's related experience by including the 5 most recent projects that demonstrate why the Firm is the best fit for ReWa's Website Redesign. The following information should be included:

- a. Name and location of the project
- b. Owner's name
- c. General description of the project
- d. Date awarded
- e. Date completed or date of anticipated project completion

- f. Project cost (original and final contract price)
- g. Firm's role in the project (work for which Firm was responsible)
- h. Contact name, phone number and e-mail address

1.3 Project Team

The project team should consist of members with demonstrated knowledge in the industry. In the event of any changes in the Project Team each Firm shall specify and clearly note these changes. Each key member shall be identified, and a brief resume for each shall be submitted including, but not limited to:

- a. Name and title
- b. Proposed assignment for this project
- c. Percentage of time to be assigned to this project (compared to concurrent assignments to other projects)
- d. Experience (type of projects, specific project involvement, and knowledge of similar projects)

1.4 Approach

- a. Explain industry standard methodologies that will be employed
- b. Explain the rationale to the proposed CMS solution that enable quick and easy changes to the content by ReWa content owners.
- c. Explain the Firm's ability and service structure for hosting websites.
- d. Explain the approach and process to the website project.
- e. Explain the approach and process to conducting the website audits.

1.5 Schedule

The Firm should include a proposed project schedule as appropriate for the Scope of Work detailed in this request for proposal. The schedule should be in alignment with the proposed project management methodology and SDLC. Each proposed task should be no longer than 80 hours of effort. Schedule should be resource loaded and indicate anticipated hours needed from ReWa resources. The project schedule should be developed using Microsoft Project.

The Firm should include a project outline to include the audit to the site launch, which must be live by October 30th, 2018.

1.6 Level of Effort

The SOQ shall include a proposed level of effort (hours) in order to complete the scope of work as described herein.

Example:

| Role | Effort (Hours) |
|---------------|-----------------------|
| Role A | 100 |
| Role B | 100 |
| Etc. | 100 |
| Totals | 300 |

2.0 INSURANCE REQUIREMENTS

ReWa shall be named as additional insured for its interest on all policies of insurance except Worker's Compensation as regards ongoing operations, products and completed operations and this shall be noted on the face of the Certificate of Insurance.

Certificates for all such policies shall be provided by the Firm's insurance agent or broker to ReWa within 10 (ten) working days from the date of award. Firm shall provide Owner a minimum of 30 days advance notice in the event of the insurance policies or insurance policy is canceled. Subconsultants approved by Owner to perform work on this project are subject to all of the requirements in this section.

Firm agrees to maintain and keep in force during the life of this Agreement, with a company or companies authorized to do business in South Carolina for the following insurance policies:

Automobile Liability

\$ 1,000,000 Per Occurrence - Combined Single Limit

Coverage shall include bodily injury and property damage and cover all vehicles including owned, non-owned and hired.

Comprehensive General Liability

\$ 1,000,000 Per Occurrence

(Including products and completed operations liability)

Worker's Compensation

Coverage A State of South Carolina Statutory

Coverage B Employers Liability \$500K/\$500K

Umbrella Liability

\$1,000,000

Errors and Omissions Liability

\$1,000,000

3.0 SUBMITTALS & INQUIRIES

All submittals shall be provided in 8.5" x 11" format with all standard text no smaller than 11 font. Each vendor shall submit 1 (one) original and 5 (five) copies of their Qualifications, as well as 1 (one) electronic copy of their Qualifications on a CD carrier.

The table of contents shall follow the cover letter (the cover letter and table of contents are not included in the overall page count). The submittal appendix shall include the Firm's most recent audited financial statement and key staff resumes (not included in the overall page count, however key staff resumes are limited to 3 pages per staff member). Charts, photos, and exhibits only may utilize 11"x17" folded to 8.5"x11".

Mail or hand deliver to the following address no later than the opening date and time specified below:

ReWa
Purchasing Department
561 Mauldin Road
Greenville, South Carolina 29607
RFQ# 419 – 07/19/2018 ReWa Website Redesign

Qualifications shall be publicly opened and only the names disclosed at the opening on **August 3, 2018 at 2:00 p.m.** local time at ReWa - 561 Mauldin Road, Greenville, S.C. 29607.

Inquiries on the project or requests for additional information must be in writing and be directed to: Stephanie Selman, ReWa Purchasing Department - 561 Mauldin Road, Greenville, S.C. 29607 or e-mail to stephanies@re-wa.org no later than **July 27, 2018 at 5:00 p.m.** local time. ReWa shall not be responsible for

or bound by any oral instructions made by any employee(s) of ReWa regarding this solicitation.

4.0 EVALUATION CRITERIA

Qualifications shall be evaluated based on the following criteria as listed below in order of relative importance:

- a. Understanding of the scope of work described in this document;
- b. Project approach;
- c. Experience of professional personnel to be assigned to the project;
- d. Creativity and insight related to the project;
- e. Related experience on similar projects;

5.0 VENDOR TERMS AND CONDITIONS

- 5.1 Qualifications Opening and Award:** Qualifications shall be publicly opened and only the names of the offerors disclosed at the Qualifications opening. However, no decision shall be made until Purchasing and the user departments have had ample time to review each response. However, award shall be made at the earliest possible date. ReWa reserves the right to award in whole or in part, by item, group of items, geographic area or by section where such action serves ReWa's best interest. The contract shall be awarded to the response that meets the requirements and criteria set forth in the request for Qualifications. Qualifications received after the closing time/date shall not be accepted. By submission of a response, you are guaranteeing that all goods and/or services meet the requirement of the solicitation during the contract period.
- 5.2 Rights Reserved by ReWa:** ReWa reserves the right to reject any and all responses, any portion thereof, and waive any technicalities. Accordingly, the right is reserved to make awards in the best interest of ReWa. Integrity, reputation, experience and past performance shall be heavily weighed in response evaluation. This solicitation does not commit ReWa to award a contract, to pay any costs incurred in the preparation of the response, or to procure or contract for goods and/or services listed herein.
- 5.3 Responders Qualifications:** Responders shall, upon request of ReWa, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. ReWa reserves the right to make the final determination as to the responder's ability to provide the products or services requested herein.
- 5.4 Responders Responsibility:** Each responder shall be fully acquainted with the conditions relating to the scope and restrictions attending the execution of the work under the conditions of this response. It is expected that this shall sometimes require on-site observation. The failure or omission of an offeror to be acquainted with existing conditions shall in no way relieve the offeror of any obligations with respect to this Qualifications or to any contract as a result of this Qualifications.
- 5.5 Waiver:** ReWa reserves the right to waive any Instructions to Responders, General or Special Terms and Conditions, specifications, or technicalities when it is deemed to be in the best interest of ReWa to do so.
- 5.6 Rejection:** ReWa reserves the right to reject any response that contains prices for individual items or services that are inconsistent or unrealistic when compared to pricing of like responses; or ambiguous responses which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded if such action is in the best interest of ReWa.
- 5.7 Qualifications Form:** The responder shall sign his response correctly or the Qualifications may be

rejected. If the Qualifications shows any omissions, alteration of form, unauthorized additions, a conditional Qualifications or any irregularities of any kind, the Qualifications may be rejected. Information essential to an understanding and evaluation of the Qualifications should be submitted. All submittals shall be provided in 8.5" x 11" format with all standard text no smaller than 11 point.

- 5.8 Specification Changes, Additions and Deletions:** All changes in specifications shall be in writing in the form of an addendum and furnished to all responders. ReWa shall not be responsible for any verbal information given by any employees of ReWa in regard to this Qualifications.
- 5.9 Qualifications Changes:** Qualifications, amendments thereto or withdrawal requests received after the advertised time for Qualifications opening, shall be void regardless of when they were mailed.
- 5.10 Qualifications Price:** The Qualifications price presented as a result of these specifications shall be for the contract period. The Qualifications shall be acceptable for sixty (60) days from the date of opening. All prices and notations shall be printed in ink or signing the Qualifications. Erasures or use of typewriter correction fluids may be cause for rejection. No Qualifications shall be altered or amended after specified time for opening.
- 5.11 Federal, State and Local Laws:** The Firm assumes full responsibility and liability for compliance with any and all local, state and federal laws and regulations applicable to the Firm and his employees including, but not limited to, compliance with the EEO guidelines, the Occupational Safety and Health Act of 1970, and minimum wage guidelines. Further, vendor hereby certifies he shall comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to ReWa upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to vendor and its subcontractors or sub-subcontractors; or (b) that vendor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, shall be fined within the discretion of the court or imprisoned for not more than five years, or both." Vendor agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.
- 5.12 Deduction and Holdbacks:** In addition to ReWa's right of termination, ReWa shall be entitled to full reimbursement for any costs incurred by ReWa by reason of the Firm's failure to perform or to satisfactorily perform its responsibilities and duties. Such costs may include, but are not limited to, the cost of using ReWa's employees or employees of any other entity to perform the obligations of a contract resulting from this solicitation. ReWa may obtain any such reimbursement by deduction from payments otherwise due to the Firm or by any other proper and lawful means. All deductions from any money due to the Firm are to be as liquidated damages and not as a penalty. It is ReWa's intent to give the Firm a reasonable opportunity whenever practicable, to correct any such failure to perform or satisfactorily perform its responsibilities and duties. In no circumstances shall any uncorrected situation extend for more than five days. ReWa shall make the following deductions from the contract sum in the event that the Firm fails to perform any of the required work within the required time limits in the event ReWa carries out the work using its forces or another contractor.
- a. For use of ReWa's forces – actual cost involved.
 - b. For use of another Firm – the amount charged by said Firm. ReWa reserves the right to hold back and/or withhold part of complete payments for unsatisfactory work, deficiencies, etc. until said defects are satisfactorily corrected or cleared.

- 5.13 Quality:** Unless otherwise indicated in this Qualifications it is understood and agreed that any goods and/or services offered or shipped on this Qualifications shall be new and in first class condition unless otherwise indicated herein.
- 5.14 Default:** In case of default by contractor ReWa may procure the item or services from other sources and may recover the loss occasioned thereby from any unpaid balance due by the Firm or by proceeding against the Firm's performance bond, if any, and/or by suit against Firm.
- 5.15 Termination for Cause:** Any contract resulting from this solicitation shall be subject to termination for failure to comply with the specifications, terms and conditions by ReWa or the Firm upon written notice by registered mail. Such termination shall be effective not less than 30 (thirty) days nor more than 90 (ninety) days after receipt of such notice by the vendor from ReWa. Receipt of notice by one party to terminate the contract shall nullify any subsequent reciprocal notice by the receiving party prior to the announced termination date. In the event of termination ReWa shall be responsible to pay the vendor only for work satisfactorily completed upon the effective date of termination and shall not be responsible for any other charges.
- 5.16 Termination for Convenience:** ReWa may terminate for convenience any contract resulting from this solicitation by providing ninety (90) calendar days advance written notice to the Firm.
- 5.17 Non-Appropriation:** Any contract entered into by ReWa resulting from this invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
- 5.18 Incorporation of Qualifications into Contract:** The terms, conditions, and specifications of this Qualifications and the selected Firm's response are to be incorporated, in total, into the contract.
- 5.19 S.C. Law Clause:** Upon award of contract under this Qualifications, the person, partnership, association or corporation to whom the award is made shall comply with the laws of South Carolina. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offeror from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed Qualifications, the offeror understands and agrees to be bound to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and conflicts or future conflicts under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
- 5.20 Assignment Clause:** Successful responder shall be required to give ReWa ninety (90) days notice in the event of a change in the ownership of a contract resulting from this solicitation. ReWa is under no obligation to continue the contract resulting from this solicitation with an assignee. No contract or its provisions may be assigned, sublet, or transferred without the written consent of ReWa.
- 5.21 Indemnification:** The Firm agrees to indemnify and save harmless ReWa and all ReWa officers, agents and employees from any and all claims, suits, actions, legal proceedings, damages, costs, expenses & attorney fees of every name and description, arising out of or resulting from the use of any materials furnished by the Firm, or any work done in the performance of a contract resulting from this solicitation arising out of a willful or negligent act or omission of the provider, its officers, agents and employees; provided that such liability is not attributable to a willful or negligent act or omission on the part of ReWa, its officers, agents and employees.
- 5.22 Deviations from Specifications:** Any deviation from specifications indicated herein shall be clearly pointed out; otherwise, it shall be considered that items offered are in strict compliance with these specifications, and successful offeror shall be held responsible therefore. Deviations shall be explained in detail on separate attached sheets(s). The listing of deviations, if any, is required but

shall not be construed as waiving any requirements of the specifications. Deviations found in the evaluation of the Qualifications and not listed may be cause for rejection. Responders offering substitute or equal items shall provide information sufficient enough to determine acceptability of item offered.

- 5.23 Minor Deviations:** ReWa reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected Firm.
- 5.24 Price Reductions:** By submitting a Qualifications in response to this solicitation, offeror guarantees that ReWa is receiving the lowest price offered by offeror's company for like items/services to other customers. If at any time during the contract period, offeror proposes a lower price to another customer, upon discovery ReWa shall reserve the right to take any or all of the following actions:
- a. Cancel the contract, if it is currently in effect;
 - b. Determine the amount which ReWa was overcharged and submit a request for payment from the responder for that amount or deduct the difference from any amount due the responder;
 - c. Demand that the responder offer ReWa the same pricing schedule;
 - d. Take the necessary steps to collect any performance surety provided on the applicable contract
- 5.25 License Requirement:** The Firm shall procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of his business. He shall keep himself fully informed of existing and future Federal, State, and Local Laws, ordinances and regulations which in any manner affect the fulfillment of his contract and shall comply with the same.
- 5.26 Conflict of Interest Statement:** The Firm may become involved in situations where a conflict of interest could occur due to individual or organizational activities within ReWa. The Firm, by submitting a Qualifications, is in essence assuring ReWa that his company, and/or subcontractors, is in compliance with all federal, state, and local conflict of interest laws, statutes, and regulations.
- 5.27** ReWa reserves the option to prepare and negotiate its own contract with the Firm, giving due consideration to the stipulations of the Firm's contracts and associated legal documents. Firms should include with their submittal a copy of any proposed standard contract.
- 5.28 Liability:** The Firm assumes full responsibility for all injuries to, or death of any person and for all damage to property, including property and employees of ReWa and for all claims, losses or expense which may in any way arise out of the performance of the work, whether caused by negligence or otherwise; and the Firm shall indemnify and save ReWa harmless from all claims, losses, expense, or suits for any such injuries, death or damages to property, and from all liens, losses, expenses, claims or causes of action of any sort which may arise out of the performance of the work, and shall defend, on behalf of ReWa and suit brought against ReWa for attorney's fees and for all other expenses incurred by ReWa in connection with or as a result of any such suit, claims, or loss. Under no circumstances and with no exception shall ReWa act as arbitrator between the Firm and any subcontracted Firm. The Firm shall be solely responsible for compliance with building code requirements, all dimensions, and all conditions relating to his work under a contract resulting from this solicitation. Workmanship shall be first quality in every respect. All measures necessary to ensure a first class job shall be taken.
- 5.29 Sub-Contracting:** The Firm shall not subcontract any portion of a contract resulting from this solicitation without proper written approval from ReWa.
- 5.30 Non-Collusion:** The Firm expressly warrants and certifies that neither the Firm nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive procurement in conjunction with this

Qualifications.

- 5.31 Prohibition of Gratuities:** Neither the Firm nor any person, Firm or corporation employed by the Firm in the performance of the contract shall offer or give, directly or indirectly, to any employee or agent of ReWa, any gift, money, or anything of value, or promise any obligations, or contract for future reward or compensation at any time during the term of a Firm resulting from this solicitation.
- 5.32 Publicity Releases:** Firm agrees not to refer to the award of a Firm resulting from this solicitation in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user. The Firm shall not have the right to include ReWa's name in its published list of customers without prior approval of ReWa. With regard to news releases, only the name of the contract, type and duration of contract may be used and then only with prior approval of ReWa. The Firm also agrees not to publish, or cite in any form, any comments or quotes from the ReWa Staff unless it is a direct quote from the Public Relations Officer.
- 5.33 Public Record:** All information submitted relating to this Qualifications, except for proprietary information, shall become part to the public record to the extent required by the Freedom of Information Act. Firms shall be responsible for clearly marking all information submitted that is proprietary based on the Freedom of Information Act. ReWa assumes no responsibility for the release of information not clearly and properly labeled as proprietary.
- 5.34 Contact Limitation:** By submission of a response to this solicitation, vendor agrees that during the period following issuance of the solicitation and prior to the statement of intent to award, vendor shall not discuss this procurement with any party except members of ReWa or other parties designated in this solicitation. OFFERORS shall not attempt to discuss or attempt to negotiate with the using department any aspects of the procurement without the prior approval of the buyer responsible for the procurement.
- 5.35 Precedence:** In the event of conflict between the terms and conditions and the specifications, the more restrictive instruction shall take precedence unless stated otherwise in the specifications.

INSTRUCTIONS TO RESPONDENTS

1. All aspects of this solicitation shall be governed by the Procurement Code adopted by ReWa.
2. Response amendments thereto or withdrawal requests received after the time advertised for opening shall be void regardless of when they were mailed.
3. Attach complete specifications for and permitted substitutions offered, or when amplification is desirable or necessary.
4. If specifications or descriptive papers are submitted with the response, enter respondents name thereon.
5. If applicable, unit prices shall govern over extended prices, and written out prices shall govern over numeric prices, unless otherwise stated in notice.
6. Responses shall be based upon payment 30 EOM. Discounts for payment in less than thirty (30) days shall not be considered in making award.
7. In case of Respondent's default ReWa reserves the right to purchase any or all items/services in default on open market, charging Respondent with any excessive costs.
8. The right is reserved to reject any response in which the delivery time indicated is considered sufficient to delay the operation for which the goods/services are intended.

In compliance with solicitation, and subject to all conditions, thereof, the undersigned offers and agrees to, if this response is accepted.

Below listed Addenda (if applicable) is hereby acknowledged:

| | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 5. _____ |

Company Name: _____
Phone: _____ Fax: _____
Address: _____

Response signed in writing by:

Signature: _____
Printed Name: _____
Title: _____
Response Date: _____
Email Address: _____