

Pittsburg County, Oklahoma  
**COUNTY PURCHASING OFFICE**  
 Pittsburg County Court House  
 McAlester, Oklahoma  
 Phone: (918) 423-4934

**INVITATION TO BID**

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE SIDE RELATING TO SUBMISSION OF THIS BID.

Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED	<b>11-Aug-14</b>
PAGE 1 OF _____	

BID NUMBER <b>Bid # 1</b>	BID CLOSING DATE AND HOUR <b>August 25, 2014 @ 10:00AM</b>	REQUIRED DELIVERY DATE <small>Days after award of Purchase Order</small>
TERMS:		DATE OF DELIVERY:

Item	Quantity	Unit of issue	DESCRIPTION	Unit Price	Total
			<p><b>Pittsburg County wishes to advertise for the following:</b></p> <p><b>OPTION #1 - One (1) or more, New, Spray Injection Patching Machine - Truck Mounted</b>                      Lease purchase with financing included.</p> <p><b>OPTION #2 - One (1) or more, New, Trailer Mounted Spray Injection Road Repair Machine</b>                      Lease purchase with financing included.</p> <p><b>SEE SPECIFICATIONS ATTACHED</b></p>		

**TERMS AND CONDITIONS**

1. Sealed bids will be opened in the Commissioner's Conference Room, Pittsburg County Courthouse, McAlester, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Pittsburg County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until delivered.

(DATE)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_\_ (seal)

My commission expires \_\_\_\_\_ Signed by: \_\_\_\_\_ Title: \_\_\_\_\_  
(MANUAL SIGNATURE OF UNDERSIGNED)

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

NOTARY PUBLIC (CLERK OR JUDGE)

City: \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

NOTE: Other terms and conditions can be added at the discretion of the county officers.

RESOLUTION #25  
To  
Advertise

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, August 11, 2014.

WHEREAS, Pittsburg County wishes to advertise for the following:

OPTION #1 - One (1) or more, New, Spray Injection Patching Machine - Truck Mounted  
Lease purchase with financing included

OPTION #2 - One (1) or more, New, Trailer Mounted Spray Injection Road Repair Machine,  
Lease purchase with financing included

A bid package containing complete specifications and an "Invitation to Bid" are available in the Pittsburg County Clerk's Office, 115 E. Carl Albert Pkwy, Room 103, McAlester, Oklahoma 74501 or on the county website at [pittsburg.okcounties.org](http://pittsburg.okcounties.org).

THEREFORE, each competitive bid submitted to the County must be accompanied with an affidavit for filing with the competitive bid form, as required by 61 O.S. § 138.

Sealed bids will be received and filed with the Pittsburg County Clerk and opened on August 25, 2014 at 10:00 a.m. in the conference room of the Board of County Commissioners, Pittsburg County Courthouse, 115 E. Carl Albert Pkwy., McAlester, Oklahoma. Contract will be awarded to the lowest or best bidder. The Board of County Commissioners, Pittsburg County, reserves the right to reject all bids and re-advertise.

BOARD OF COUNTY COMMISSIONERS  
PITTSBURG COUNTY, OKLAHOMA

  
\_\_\_\_\_  
KEVIN SMITH, Chairman

  
\_\_\_\_\_  
TRENT MYERS, Vice- Chairman

  
\_\_\_\_\_  
GENE ROGERS, Member

ATTEST:



  
\_\_\_\_\_  
HOPE TRAMMELL, County Clerk

# BASIC SPECIFICATIONS FOR A SPRAY INJECTION PATCHING TRUCK

## Option #1

### 1.0 Purpose:

Unit shall be truck mounted with a rear mounted boom and use the Spray Injection method to repair cracks, potholes, broad distressed areas and shoulders at a minimum. The unit shall be capable of blowing water, dust or debris from the pothole or surface to be repaired. A tack coat of hot emulsion shall be applied by the unit on the cleaned area. Emulsion-coated aggregate must be injected into the repair area. The machine shall be capable of operating in temperatures down to 0 degrees Fahrenheit. The delivery aggregate and emulsion to the patch shall not require augers, conveyors or pumps to operate.

### 1.1 Bidder Qualifications:

The equipment being bid must be new, current year production and meet the needs of these specifications without modifications. The model must be currently advertised, have been in production for a minimum of two years and have a working volume of not less than called for in this specification. Hybrid, one-off or prototype equipment is unacceptable.

### 2.0 Basic Machine Requirements

	YES	NO
2.1 Spray Injection designed with aggregate supplied from Hopper by gravity feed.		
2.2 Chassis mounted and rated for highway class use.		
2.3 Self-Contained Diesel powered engine with enclosure.		
2.4 Electric blanket heated emulsion tank.		
2.5 Emulsion working capacity of 250 gallons.		
2.6 Overnight electric heating for maintaining emulsion temperature.		
2.7 Air delivery system with no augers or conveyors		

### EXCEPTIONS:

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### 3.0 Emulsion heating and storage system:

The emulsion tank shall be an ASME certified pressure vessel with no more than 250 gallon capacity. It shall be pressurized, insulated and protected by a fire-retardant outer skin. The tank is to be equipped with filler opening and T-bolt closure. It shall be electrically heated and thermostatically controlled. The tank heating system must be capable of operating continuously regardless of whether the emulsion tank is empty or full with no damage to the heating elements or other components. This allows an empty tank to be pre-heated. The tank shall have a pressure relief.

YES	NO

3.1 Emulsion heating and storage minimum requirements:

	YES	NO
3.1.1 Construction: The tank must be a pressure vessel and ASME certified.		
3.1.2 Rating: 250 gallon capacity, 200 PSI working pressure at 500 degrees		
3.1.3 Insulation: Min. R15 rated fiberglass insulation.		
3.1.4 Outer Skin: Waterproof fire retardant fiberglass construction.		
3.1.5 Loading hatch: For Safety, filler opening will be a min. 12" and be equipped with T-bolt closures.		
3.1.6 Cleanout Valve: Min. 3" drain valve will be installed at the bottom of the tank.		
3.1.7 Heating source: Tank will be wrapped with 2 electric blankets for overnight heating. Min. 1500W x (2) 120VAC. A thermostat and overnight heating extension cord will be included. Heating probes will not be considered for alternate as they do not allow tank pre heating and 100% use of emulsion tank volume.		
3.1.8 Operating temperature: System must be capable of maintaining heat so to allow operation of patcher in ambient temperature as low as 5 degrees F.		

EXCEPTIONS:

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4.0 Patcher Frame/Lighting:

The patching unit will be chassis mounted and designed to fit a 33,000 GVW standard chassis truck.

YES	NO

4.1 Patcher frame minimum requirements:

	YES	NO
4.1.1 Construction: The frame is to be constructed of minimum 10" gusseted steel channel for safety and strength.		
4.1.2 Integrated Aggregate Hopper: 6 yard min. capacity with min. 9 ft. x 7 ft. rectangular top opening to allow easy loading from a front end loader bucket.		
4.1.3 Hopper Vibrator: A hopper vibrator will be included and wired to operate from cab of truck		
4.1.4 Hopper Heater: An electric hopper heater will be included to help keep aggregate from building up on walls during the cold climate operation.		
4.1.5 Fenders: Rear steel fenders shall be included.		

<b>4.1.6 Directional Arrow Board:</b> A directional arrow board will be mounted at the back of the machine and be selectable for left/right or both traffic control.		
<b>4.1.7 Chassis Mounting:</b> The Patcher frame shall be secured to the truck chassis with U bolts.		

**5.0 Aggregate Feed/Delivery System:**

The pothole patching machine shall receive aggregate from the integrated hopper. No augers, conveyors, or any other mechanical devices shall be allowed. It must have the ability to pass aggregate up to 2 1/2" in size without clogging or manual adjustment. No machine will be considered without demonstrating this capability. The aggregate feed system must be capable of reliably delivering 1/4" - 3/8" aggregate within an engine RPM range of 1200 - 1800.

YES	NO

**5.1 Delivery System minimum requirements:**

	YES	NO
<b>5.1.1 Hopper:</b> Integrated 6 yd. rectangular in shape with 9 ft. x 7 ft. opening.		
<b>5.1.2 Dual Slide Gates:</b> Dual gates (one for operation and one for service to separate hopper from venture). Air operated with min. 4" stroke air ram.		
<b>5.1.3 Venturi:</b> Designed to draw aggregate into air stream. Must have access panel.		
<b>5.1.4 Aggregate delivery tube:</b> Min. 3.5" ID schedule 40 pipe 10 ft. in length. Designed to be rotatable for maximum life.		
<b>5.1.5 Aggregate delivery hose:</b> Aggregate hose will be min. 3.5" ID. Non-kinking, plastic wire reinforced rubber neoprene-lined hose with a min. length of 164".		
<b>5.1.6 Fatigue-Free Aggregate hose boom:</b> The boom shall be a three section device that allows the operator to move throughout its full radius using only very light force from one hand, and shall be adjustable for height.		
<b>5.1.7 Operator Safety:</b> The boom design must keep the boom and the operator well out of the adjoining lane and the operator must be capable of placing the nozzle tip on the center stripe of a multi-lane roadway without any portion of the boom, or the operator, intruding over the center stripe.		
<b>5.1.8 Emulsion Hose Heating:</b> A 12 volt pump shall circulate heat transfer oil through a pipe inside the emulsion tank and min. 3/8" diameter lines the full length of the hose to the emulsion nozzle, then back. All parts including: emulsion valves, hose, and nozzle will be heated by this hot fluid heating system.		
<b>5.1.9 Heated Vent-Flow Nozzle:</b> The nozzle shall be designed so it diffuses / slows down the air stream at the tip to minimize overspray. The nozzle emulsion tip will be slotted to create a fan of emulsion to properly coat the aggregate. The nozzle will be low voltage DC heated to prevent material build up during cold weather operation.		

**EXCEPTIONS:**

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**7.0 Engine Fuel and Cleanout System:**

The unit will be equipped with a diesel engine with spin-on type oil and fuel filters. It will be joined to the frame with rubber engine mounts to prevent vibration transfer. A management system will be located on the engine enclosure for ease of operation and maintenance.

YES	NO

**7.1 Engine and cleanout minimum requirements:**

	YES	NO
<b>7.1.1 Diesel Engine:</b> The unit will be equipped with a water cooled direct injected, diesel engine. The engine will have spin-on type oil and fuel filters.		
<b>7.1.2 Engine Enclosure:</b> The engine will be protected with an engine enclosure that is certified by the manufacturer. It will be lockable for security and provide noise reduction for operator safety.		
<b>7.1.3 Engine Protection:</b> Auto Shutdown protection will be provided for alternator, oil pressure coolant temperature. An hour meter and RPM gauge will be included.		
<b>7.1.4 Engine HP:</b> The Tier IV I Compliant engine will be rated at no more than 74 HP and be able to operate the delivery system to fill a patch with ¼" stone @ 1100 RPM and 1 ½" stone at no more than 1800 RPM.		
<b>7.1.5 Protection:</b> Engine cover will enclose engine, battery and Air Compressor.		
<b>7.1.6 Controller:</b> Engine controller must be accessible without having to open engine cover and contain the Hour Meter, RPM Gauge and shutdown for Oil, Water and Battery.		
<b>7.1.7 Fuel System:</b> The unit will include a min. 18 gallon Diesel fuel tank.		
<b>7.1.8 Emulsion Flush System:</b> A min. 13 gallon pressurized vessel will be included for flushing of emulsion lines and nozzle after use. It shall be equipped with a pressure relief valve set at 110 PSI.		
<b>7.1.9 Clean out box:</b> A clean out box will be mounted to the frame of the machine. At end of shift, operator will place wand in box to flush emulsion lines and nozzle. No disassembly and soaking of any part of the emulsion system will be necessary. The entire nozzle clean out procedure may not get emulsion or diesel on the operator. No system using a pump will be accepted.		

EXCEPTIONS:

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8.0 Blower and Air Compressor:

The unit will incorporate a direct driven High Volume Low Pressure roots type blower to operate the delivery system. No conveyor or auger type systems will be allowed due to higher wear on parts and maintenance associated with those designs. An air compressor driven off the engine will also be required to pressurize the emulsion system. No pumps for emulsion delivery will be accepted.

YES	NO

8.1 Blower and Compressor minimum requirements:

	YES	NO
8.1.1 Blower will be rated at min. 450 CFM @ 7 PSI @ 1500 RPM		
8.1.2 Lobe system blower direct driven off patcher engine.		
8.1.3 Pop off valve set to 10 PSI for protection		
8.1.4 Dual Stage heavy duty filter element on Blower intake.		
8.1.5 Air muffler to reduce airflow noise required.		
8.1.6 Air compressor to be 15 CFM min. with pressure relief set to 95 PSI.		
8.1.7 No conveyors, augers or pumps will be used in the aggregate or emulsion delivery systems.		

EXCEPTIONS:

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9.0 Paint and safety decals:

The unit shall be painted Omaha Orange Dupont Acrylic paint or equivalent. It will be equipped with required safety decals and signage.

YES	NO

10.0 Warranty

The manufacturer shall warranty the equipment for a period of one year. Engine must be covered for Major Components for a period of 2 years or 2000 hours. Bidder warranty policy must be included with bid submittal.

YES	NO



SPECIFICATIONS FOR TRAILER MOUNTED SPRAY INJECTION  
ROAD REPAIR MACHINE

Option #2

AGGREGATE SPRAY POTHOLE PATCHER, TRAILER MOUNTED, NEW AND OF CURRENT MODEL, EQUIPPED AS ADVERTISED BY MANUFACTURER, TO MEET OR EXCEED FOLLOWING MINIMUM SPECIFICATIONS:

PROPOSED POTHOLE PATCHER: MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

SPECIFICATIONS

GENERAL

TO BE EQUIPPED TO HITCH TO A DUMP TRUCK. PATCHER SHALL BE CAPABLE OF DELIVERING AGGREGATE SIZE ½" DOWN IN A CONTINUOUS FLOW. A PRESSURIZED AIR STREAM SYSTEM SHALL BE EQUIPPED WITH A LIGHT WEIGHT VENT FLOW NOZZLE. OPERATOR CONTROLS FOR ASPHALT NOZZEL AND AGGREGATE CONTROL SHALL BE CONVENIENTLY LOCATED AND EASY TO OPERATE.

COMPLY YES/NO \_\_\_\_\_

TRAILER:

¼" THICK RECTANGLE TUBE HEAVY DUTY STEEL FRAME, 12,000 LB CAPACITY, DUAL AXLE, 4 - 7.00x15 LOAD RANGE D TIRES, ELECTRIC BRAKES, ACTULATED BY STANDARD 2 5/16" BALL HITCH BRAKE AND TAIL LIGHTS, SAFETY FLASHING LIGHT AND DIRECTIONAL SIGNALS, DIRECTIONAL ARROW BOARD MOUNTED ON REAR OF TRAILER FOR SAFETY.

COMPLY YES/NO \_\_\_\_\_

BLOWER-VAC AIR CONVEYOR:

HOPPER BOX FOR HOLDING AGGREGATE BEFORE ENTERING AIR STREAM, SLIDE GATE OPERATED BY 12 VOLT AIR SOLENOID AND ONE DUAL ACTING AIR RAM TO ALLOW AGGREGATE INTO AIR STREAM BY REMOTE SWITCH AT CONTROL HANDLE. HOPPER BOX SHALL HAVE SAFETY SCREEN BOLTED IN PLACE, SHALL HANDLE AGGREGATE FROM ¼" - ½" GRADE ALLOWING AGGREGATE UP TO 2 ½" SIZE TO PASS THROUGH WITHOUT CLOGGING THE AGGREGATE SYSTEM.

COMPLY YES/NO \_\_\_\_\_

TAILGATE FEEDER:

BOX DESIGNED TO FIT REAR TAILGATE OF DUMP TRUCK, SHALL HAVE 5" DIAMETER FLEX HOSE FOR GRAVITY FEEDING OF AGGREGATE INTO HOPPER BOX. NO AUGERS OR PUMPS WILL BE ACCEPTED.

COMPLY YES/NO \_\_\_\_\_

ENGINE:

JOHN DEERE DIESEL OR EQUIVALENT, WATER COOLED

BLOWER:

PRODUCE 450 C.F.M. WITH 7 PSI AT 1,500 R.P.M.'S USING APPROXIMATELY 42 BHP DRIVEN DIRECTLY OFF ENGINE FLY WHEEL ELIMINATING BELT DRIVE, MAXIMUM BLOWER TEMPERATURE IS 275 F. NORMAL OPERATIONS ARE UNDER 230 F.

COMPLY YES/NO \_\_\_\_\_

AIR FILTERS:

ENIGNE: PAPER ELEMENT  
BLOWER: PAPER ELEMENT WITH FOAM PRECLEANER  
COMPRESSOR: PAPER ELEMENT OR MAY USE ENGINE FILTER

COMPLY YES/NO \_\_\_\_\_

COMPRESSOR:

HEAVY DUTY CONTINUOUS USE DUAL STAGE WITH GOVENOR. BOLT DIRECTLY TO ENGINE AUXILARY DRIVE ELIMINATING BELT. NO BELT DRIVEN COMPRESSOR WILL BE ACCEPTED.

COMPLY YES/NO \_\_\_\_\_

TANKS:

EMULSION TANK: 250 GALLON, 200 PSI WORKING PRESSURE AT 500 F- OPTIONAL 300 GALLON TANK INSULATION: R-15 RATED COVERED BY A WEATHERPROOF FRP (FIBER REINFORCED PLASTIC) COVER THAT IS FIRE RETARDANT, HAS TWO 1,500 WATT, 120 VOLT HEATER BLANKETS THERMOSTATICALLY CONTROLLED. HEATING SYSTEM MUST BE CAPABLE OF HEATING AN EMPTY TANK WITHOUT DAMAGE TO THE HEATING SYSTEM. EMULSION TANK HAS 12" TOP LOADING PORT, AND 4" BOTTOM TANK DRAIN, FOR EASY CLEAN OUT. TANK HAS PRESSURE RELIEF VALVE SET BETWEEN 100 PSI AND 110 PSI PRESSURIZED EMULSION LINE CLEAN OUT TANK: 15 GAL. PRESSURIZED DIESEL TANK. 200 PSI WORKING AT 450 F. SAFETY PRESSURE RELIEF VALVE SET, BETWEEN 100 PSI AND 110 PSI. ENGINE FUEL TANK: 18 GALLONS.

COMPLY YES/NO \_\_\_\_\_

HOSES:

AGGREGATE HOSE: 3 1/2" I D SCHEDULE 40 PIPE 10' LONG CONNECTED TO 3 1/2" ID NON-KINKING, PLASTIC WIRE REINFORCED RUBBER NEOPRENE LINED HOSE 16'4" LONG FOR A TOTAL LENGTH OF 26'4".  
EMULSION LINE: 3/8" I D HOSE, 250 PSI RATED, 20" LONG.  
DIESEL CLEAN-UP LINE FOR CLEANING EMULSION LINE OUT, 15" LONG.

COMPLY YES/NO \_\_\_\_\_

VENT FLO NOZZLE:

3 1/2" LIGHTWEIGHT, PERFORATED TUBE 13" LONG, HAS A 1/2" BY 1/16" SPRAY SLOT FOR 100" COATING OF AGGREGATE. HAS PERFORATED HOLES TO RELIEVE AIR WHEN AGGREGATE EXITS NOZZLE TO REPAIRED AREA. THIS PREVENTS REPAIR MATERIAL FROM BEING BLOWN OUT OF REPAIR AREA. NOZZLE WILL NOT USE SPRAY RINGS TO COAT AGGREGATE.

COMPLY YES/NO \_\_\_\_\_

HOT OIL HEAT EXCHANGER:

12-VOLT CIRCULATOR PUMP, CIRCULATES HEATED OIL THROUGH A 2" DIAMETER 4' LONG PIPE INSIDE EMULSION TANK THEN THROUGH A 3/8" DIAMETER HOSE TO THE EMULSION NOZZLE, THEN BACK TO HEAT EXCHANGER. THIS KEEPS THE EMULSION TANK, EMULSION LINE AND NOZZLE AT AN AVERAGE TEMPERATURE OF 140 F FOR COLD WEATHER USE DOWN TO 20 F. MACHINES CIRCULATING ENGINE COOLANT FROM ENGINE WILL NOT BE ACCEPTED.

COMPLY YES/NO \_\_\_\_\_

SWING HOSE CARRIER:

TO HOLD COMPLETE AGGREGATE HOSE OFF GROUND TO PROVIDE EASIER CONTROL FOR OPERATOR. NO FATIGUE DESIGN. TRI-FLEX DESIGN. LOCK TO SIDE OF MACHINE DURING TRANSPORT FOR SAFETY.

COMPLY YES/NO \_\_\_\_\_

CONTROLS:

ALL FUNCTIONS EMULSION, ENGINE RPM, AGGREGATE, AND HORN WILL BE CONTROLLED FROM OPERATOR'S STATION AT END OF HOSE.

COMPLY YES/NO \_\_\_\_\_

PAINT:

MANUFACTURER'S STANDARD COLOR

WARRANTY:

MANUFACTURER'S STANDARD WARRANTY  
WARRANTY LENGTH \_\_\_\_\_

SERVICE:

EQUIPMENT TO BE DELIVERED FULLY ASSEMBLED READY TO OPERATE. FACTORY OR DEALER REPRESENTATIVE IS TO CHECK EQUIPMENT ON DELIVERY AND GIVE EQUIPMENT SUPERINTENDENT INFORMATION ON OPERATION AND SERVICE REQUIREMENTS.

PARTS AVAILABILITY:

DEALER NAME AND LOCATION WHERE PARTS AND SERVICE ARE AVAILABLE.

LITERATURE:

TWO (2) SETS OF OPERATOR'S MANUAL, REPAIR MANUAL AND PARTS BOOK TO BE FURNISHED WITH EACH UNIT.

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CERTIFICATION:

THE MANUFACTURER SHALL FURNISH CERTIFICATION THAT THIS MACHINE SHALL MEET OR SURPASS THE REQUIREMENTS OF DEPARTMENT OF LABOR SAFETY AND HEALTH REGULATIONS AS LISTED IN THE FEDERAL REGISTER (OSHA), TO BE FURNISHED WITH BID.

REFERENCES:

EACH BIDDER IS TO FURNISH A LIST OF TEN (10) REFERENCES FOR THE MODEL BID.

DESCRIPTIVE LITERATURE IS TO BE  
FURNISHED WITH THE BID TO  
SUBSTANTIATE THE DETAILS SPECIFIED  
IN THE BID

\$ \_\_\_\_\_/EACH

DELIVERY: \_\_\_\_\_ DAYS ARO

REPAIR MANUAL: \$ \_\_\_\_\_/EACH

OPERATOR'S MANUAL: \$ \_\_\_\_\_/EACH

PARTS MANUAL: \$ \_\_\_\_\_/EACH

COMPANY: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SIGNED BY: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

FAX: \_\_\_\_\_