

**CITY OF PORT ISABEL**

**REQUEST FOR SEALED PROPOSALS FOR SOLID WASTE AND BRUSH COLLECTION SERVICES**

The City of Port Isabel, hereafter referred to as “City”, is accepting sealed proposals from solid waste collection firms to provide solid waste and brush collection services.

Sealed proposals shall be marked “SOLID WASTE & BRUSH COLLECTION PROPOSAL” and delivered to: City of Port Isabel City Manager, 305 E. Maxan St. Port Isabel, Texas 78578.

Proposals, however delivered, must be received on November 4, 2011 no later than 10:00 a.m., and will be publicly opened at that time. Proposals will not be accepted after 10:00 a.m. on November 4, 2011.

The City reserve the right to reject any or all proposals, to waive any informalities, and to hold proposals for a period of 60 days subsequent to public opening.

Proposal packages may be obtained by contacting the City Secretary at (956) 943-2682.

The City of Port Isabel is an equal opportunity employer.

**GENERAL INSTRUCTIONS**

**Proposal Corrections**

No corrections in proposals will be acceptable after submission unless each correction is signed or initialed by the proposer. No corrections may be made subsequent to proposal opening.

**Insurance**

Proposers must be insured in all respects, and the City must be named as an additional insured. At a minimum, each proposer must submit copies of insurance binders and/or policies with at least the following limits:

<u>Coverage's</u>	<u>Limits of Liability</u>
Worker's Compensation	Statutory Required Amounts
Employer's Liability	\$500,000
Bodily Injury Liability (Except Automobile)	\$500,000 each occurrence

	\$1,000,000 aggregate
Property Damage Liability	\$500,000 each occurrence \$1,000,000 aggregate
Automobile Bodily Injury Liability	\$500,000 each occurrence \$1,000,000 aggregate
Automobile property Damage Liability	\$1,000,000 each occurrence
Excess Umbrella Liability for All Risks	\$5,000,000 each occurrence

**Performance Bond** – The Contractor will be required to furnish a corporate surety bond as security for the performance of the contract in the amount of \$50,000 for the term of the contract and the total liability of the surety not to exceed the penal sum of the bond.

**Acceptances or Rejection of Proposals**

The City reserves the following rights and options:

- to reject any and all proposals that fail to meet the literal and exact requirements of this RFP
- to accept the proposal that in the City’s judgment, is in the best interest of the City and its citizens
- to reject any and all proposals
- to issue subsequent requests for new proposals
- to seek additional information or clarification from any or all proposers

Any proposals received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable.

Any or all proposals will be rejected if there is reason to believe that collusion existed among the proposers, and proposals received from participants and such participants believed by the City to be in collusion will not be considered for the same services when and if re-advertised.

PROPOSALS WILL BE received and publicly acknowledged at the location, date and time stated in advertisement. Bidders, their representatives and interested persons may be present. The proposals shall be received and acknowledged only to avoid disclosure of the contents to competing bidders and kept secret during negotiations. However, all proposals shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposal and identified by bidder as such.

SALES TAX: The City is exempt by law from payment of Texas Sales Tax and Federal Excise Tax; therefore, the proposal shall not include sales taxes.

### **Single Proposal**

**In the event a single proposal is received, the City will, at its option,** conduct a price and/or cost analysis of the proposal and negotiate the award, or reject the proposal and re-advertise. A price analysis would be performed by comparing price quotations submitted on other current quotations, current price lists, or other established or competitive prices, assuming a service, where a difference exists, a detailed analysis must be made of this difference and cost identified.

### **Term of Proposed Contract**

The City is requesting the base rates for residential and small accounts from January 1, 2012 to September 30, 2012 then for a four-year commitment and the CPI cap not to exceed 4% annually. The proposer is asked to identify the rates separately for each of the four years and nine months as well as the CPI cap for each of the four years and nine months. The contract will be for four years and nine months. The contract will be renewable, at the option of City, for an additional five years, upon mutual written agreement of the parties. If renewal option is not executed by City prior to termination date, the contract may be extended on a month-to-month basis or other basis.

CONTRACT: This proposal, accompanying documents, and any negotiated terms, when properly accepted by the City and signed by the City Manager, shall constitute the agreement between the successful bidder and the City. No different or additional terms will become a part of this contract with the exception of Change Orders issued thereafter by City. The contract term will begin January 1, 2012.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change of affect the terms, conditions or specifications stated in the resulting contract. The City Manager will issue any change orders to the contract in writing, to be effective upon delivery to the successful bidder.

IF DURING THE life of the contract, the successful bidder's net prices to other customers for solid waste collection services awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to the City, and applied to this contract.

THE BIDDER'S HISTORY of honoring contracts at the contract price will be an important consideration in the evaluation of the lowest and best proposal. The City reserves the right to accept or reject any or all of the price recalculation as it deems to be in the City's best interest.

RIGHT TO PURCHASE ELSEWHERE: The City will not actively solicit bids, proposals, quotations, or otherwise test the market solely for the purpose of seeking alternative sources; however, the City reserves the right to purchase elsewhere any and/or all items covered by this

contract if available from another source at a price lower than the contract price or if contract term(s) are not met.

CONFLICT OF INTEREST: No public official shall have interest in this contract.

ETHICS: The bidder shall not offer, give or accept gifts or anything of value to, nor enter into any business arrangement with any employee, official or agent of the City .

EXCEPTIONS/SUBSTITUTIONS: All proposals meeting the intent of this request for proposal will be considered for negotiations. Bidders taking exception to the specifications or offering substitutions shall state these exceptions in the section provided or by attachment as part of the proposal. The absence of such a list shall indicate that the bidder has not taken exceptions, and the bidder shall be responsible for performing in strict accordance with the specifications of the RFP. The City reserves the right to accept or reject any and all or none of the exceptions(s) or substitution(s), in the sole discretion of the City.

ADDENDA: Any interpretations, corrections or changes to this RFP and Specifications will be made by written addenda. Sole issuing authority of addenda shall be vested in the City. Addenda will be mailed to all who are known to have received a copy of this RFP. Bidders shall acknowledge receipt of all addenda.

PROPOSAL AND BIDDER MUST COMPLY with all federal, state, county, and local laws .

BIDDER SHALL PROVIDE with this proposal response, all documentation required by the RFP. Failure to provide this information may result in rejection of proposal. SUCCESSFUL BIDDER SHALL defend, indemnify and save harmless the City and its officers, agents, and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the contract made the subject of this proposal . Successful bidder shall pay the costs and attorneys fees of the City, as well as any judgment or costs that may be obtained against the City related to any such injury or damages.

BIDDER SHALL provide six (6) copies of the proposal.

TERMINATION OF CONTRACT: This contract shall remain in effect until contract expires, delivery/completion and/or performance of services ordered or until terminated by either party with a thirty-day (30) written notice before any cancellation. The successful bidder must state therein the reasons for such cancellation. The City reserves the right to terminate the contract immediately, and at any time, in the event the successful bidder fails to:

- 1.) meet delivery or collection schedules;
- 2.) otherwise perform, in the opinion of the City, in accordance with the accepted proposal.

Breach of contract or default authorizes the City to terminate any contract, award to another bidder, purchase elsewhere and charge any related costs or the full increase in cost of services to the defaulting bidder.

**REMEDIES:** The successful bidder and the City agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code, except to the extent such conflicts with this RFP and Specifications.

**VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in City of Port Isabel, Cameron County, Texas.

**ASSIGNMENT:** The successful bidder shall not pledge, encumber, sell, assign, transfer or convey any contract or contract rights resulting from this RFP, in whole or in part, without the prior written consent of the City, which may be withheld in the City's sole discretion.

**SILENCE OF SPECIFICATION:** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that the best commercial practices, as determined in the City's opinion, are to prevail. All interpretations of these specifications shall be made based on this statement.

ANY QUESTIONS concerning this Request for Proposals and Specifications should be directed to the City Manager at (956) 943-2682.

### **Funding**

Funds for payment have been provided through the City budget approved by the City Commission for this fiscal year only. Texas law prohibits a contract for or the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current City fiscal year shall be subject to budget approval. Additional services can be included in proposal and will be given higher weight such as development of a recycling program.

### **References**

The proposer is required to submit at least five references (preferably municipalities) to include the following information:

- Name of Client
- Address (City, State, Zip)
- Contact Person and Title
- Telephone Number and Fax Number
- Contract Period and Scope of Work

### **Evaluation Procedure**

The City will in its discretion review all proposals submitted and select the proposal(s) that most meet the City's requirements as specified in the RFP. Proposals will be judged through the process outlined in this section.

The proposers will be evaluated based on the content, completeness, and clarity of their proposals. Detailed supporting qualification, technical, marketing, educational, contractual, and financial information must be present in your proposals. The specific evaluation criteria will focus on evaluating information requested in this RFP. Proposals will be evaluated based on the level or extent to which they meet each evaluation criteria.

In addition to applying the evaluation criteria to identify the relative strengths and weaknesses of individual proposals, all proposals will be compared and contrasted with each other based on service comparability and similarities, ease of management and administration, risk avoidance and protection, environmental aptitude, rate and direct and indirect costs.

The ratings from the rating committee will be compared to determine a preliminary ranking of the proposals based solely on the evaluation criteria and criteria weighting. After initial evaluation of proposals and preliminary ranking, the City may prepare a short list of proposers to be interviewed.

Invitations may be issued to proposers on the short list to make oral presentations to and/or interviews with the City.

Based on the contents of submitted proposals, the results of interviews and oral presentations along with any other information requested by the City, the City may prepare a final ranking of the short listed proposers. In the event the negotiations with the selected contractor are unsuccessful, the City may designate another contractor from the list of short listed proposers and enter into negotiations with that company.

It is the City's intent to finalize negotiations with the selected contractor promptly and award a contract at the City Commission meeting on November 8, 2011 at 7:00 p.m. with the beginning date of the contract January 1, 2012.

### **Evaluation Criteria**

The evaluation criteria are designed to evaluate proposals by considering all aspects that will impact the quality and cost of service. Evaluation criteria are formulated to consider qualifications, technical, financial, and cost factors of each proposal. The maximum weighting will be 100 points. The weighting of criteria shown below will be factored into the evaluation process to develop rankings of the proposals. Proposers should review the weighting and consider the weighting in developing their proposals. The evaluation criteria to be used in the evaluation of the proposals are listed below:

Extra consideration will be given to proposals that include Alternative Bid #1 and Alternative Bid #2.

## Qualification Criteria – 30 Points

The qualifications criteria focuses on examining the overall qualifications of the company, staff, and references to confirm that the company has proven experience in providing services similar to the type(s) of services required for the City of Port Isabel.

- A. Company Qualifications – 10 Points - Does the company have demonstrated experience providing similar service in a comparable sized service area? If teaming arrangements are proposed, what is the extent of experience the companies have working together? Is there a reasonable division of services between companies?

Low	Inadequate level of relevant experience in key aspects of the project.
Medium	Relevant experience in some but not all of the key aspects of the proposed project.
High	Relevant experience consistently demonstrated for all key aspects of the proposed project.

- B. Staff Qualifications – 10 Points – Does the background of individual key team members provide proven technical, operational, and managerial experience needed to handle the proposed services?

Low	Experience of key personnel inadequate in key job categories of proposed project.
Medium	Experience of key personnel appears adequate and sufficient to undertake proposed project.
High	Key personnel have demonstrated exceptional technical and managerial experience needed to handle the proposed project.

- C. Municipal References – 10 Points – Do the client references demonstrate the company’s ability to maintain long-term relationships with municipalities in which the municipality is satisfied with the service received including quality of service, customer service, reporting, and billing and collection capabilities? The City may contact references listed and other public/private entities known to have contracted with proposed.

Low	References did not provide positive indication regarding the proposer’s ability to have a successful working relationship.
Medium	Client references indicated that the proposer has the ability to work successfully with municipalities and the reference would be willing to work again with the proposer.

High Client references indicated that the proposer has the ability to work exceptionally with municipalities and the reference would be willing to work again with the proposer.

### **Technical Criteria – 30 Points**

The technical criteria are included to assess the proposed collection and processing methodology (including the type and number of collection routes, types of containers and collection equipment) to understand if it is technically feasible and is compatible with the City 's needs.

#### **A. Routing/Collection Method, Containers and Equipment**

##### **Routing/Collection - 5 Points**

Does the proposal include a viable and beneficial routing/collection schedule for the City? Hours of operation must be included with pick up **not before 7:00 a.m.** What day of the week would be the regular pick up day? What are the holidays? If a holiday falls on the regular pick up day contractor must notify customers and City what day solid waste would be picked up.

Low Routing/Collection schedule is not adequate or feasible.  
Medium Routing/Collection schedule is adequate and feasible.  
High Routing/Collection is exceptionally adequate and feasible.

##### **Containers/Equipment – 5 Points**

Does the proposal include adequate specifications of containers, equipment and vehicles?

Low Not adequate.  
Medium Adequate  
High Exceptional

#### **B. Customer Service and Community Service – 10 Points – Are reasonable plans provided for how these services will be provided to the City?**

Low The support facilities, record-keeping method, and/or customer service plan are not adequate or not clearly described, or the proposer does not have experience providing such services.  
Medium The support facilities, record-keeping method, and/or customer service plan are all reasonable and the proposer has moderate experience providing such services.

High            The support facilities, record-keeping method, and/or customer service plan are thorough and more than adequate and the proposer has extensive experience providing such services.

- C. Implementation Plan – 10 Points – Does the implementation plan to provide service include equipment procurement schedules, personnel hiring and training backup plans, notice to customers, distribution of containers, and other aspects required for program implementation that are in general reasonable, well thought out, and address all components of the implementation?

Low            The implementation plan is not well thought out and does not appear to be reasonable.

Medium        The implementation plan is well thought out and appears to be reasonable.

High            The implementation plan is well thought out, appears to be exceptional, and provides strong contingency planning.

#### **Financial and Cost Criteria – 40 Points**

- A. Financial Factor – 10 Points – Does the company have a good financial history, good financial future, and ability to provide the contracted service for the term of the contract?

Low            Financial status does not appear adequate.

Medium        Financial status appears adequate.

High            Financial status appears exceptional.

- B. Cost Factor – 30 Points

- 1.) Residential and commercial 96 gallon carts – 10 Points

Low            High rate

Medium        Competitive rate

High            Low rate

- 2.) Commercial Dumpster – 10 Points

Low            High rate

Medium        Competitive rate

High      Low rate

3.) Franchise Fees – 10 Points

Low      High rate

Medium   Competitive rate

High      Low rate

## **BASIS AND METHOD OF PAYMENT**

**Billing and Collection:** The City shall provide all billing and bill collection services related to these services.

**Contractor's Compensation:** The contractor will be paid based on the number of active accounts each month. The contractor will develop a blank form for the City to report the number of active accounts by classification. The contractor will then submit a bill to the City based on the numbers reported and received by the City of Port Isabel, 305 E. Maxan St., Port Isabel, Texas 78578. The City will remit payment to contractor within 30 days of receipt of invoice. Other methods can be presented with proposal if a more efficient system is known.

## **CUSTOMER COMPLAINTS**

Complaint Procedure: **The proposer must submit written procedures for the handling of all service complaints from customers. At a minimum, the Customer Complaint Procedures shall provide that all complaints will be addressed and resolved on a timely manner (within twenty-four hours of receipt of such complaint).**

### **REQUEST FOR PROPOSALS SPECIFICATIONS**

1. The City of Port Isabel is seeking proposals for the collection and disposal of solid waste, including: **a.** residential garbage; **b.** commercial waste ; **c.** commercial dumpster bins; **d.** brush; **e.** stable refuse; **f.** construction debris; **g.** tires; **h.** white goods, furniture, and similar waste and trash and recycling options.
2. Residential garbage collection is to be provided twice (s) per week at curbside with either one (1) or two (2) containers. The contractor shall be responsible to provide appropriate containers (96 gallon) to each residential account, or approved equivalent.
3. Commercial garbage collection is to be provided once (1) per week at curbside with either one (1) or two (2) containers. The contractor shall be responsible to provide appropriate containers (96 gallon) to each commercial account, or approved equivalent.

4. Commercial dumpster bins will be collected as per frequency selected by individual users. Commercial dumpster bins will be provided by contractor. **Any damage done to any City street or curb in connection with the pickup of a commercial dumpster bin shall be repaired by the Contractor in accordance with City construction requirements and to satisfaction of the City. Commercial dumpster bins will be located according to ordinance and must be approved by the City of Port Isabel.**
5. Leaves and small refuse may be picked up along with residential garbage pick up if unable to fit into container.
6. Brush, white goods and furniture, small residential construction debris, stable refuse, and tires will be picked up at curbside twice per month. Brush will be picked up unbundled and there will be unlimited brush pick.
7. The proposals are to include the City's use of four (4) four cubic yard dumpster bins, two (2) eight cubic yard dumpster bins, and one (1) roll-off containers free of charge.
8. The proposal shall include a City wide clean up at the beginning of the contract to include brush, brush piles, white goods, construction debris, stable refuse, tires and to stage such clean-ups twice per year, if needed, coordinated with the City, during the term of this contract.
9. The proposal shall include as an option a curbside recycling pick up program to be billed to customer.
10. The proposal shall include as an option servicing recycling bins on an as needed basis at recycling center.
11. Each responding bidder is requested to submit the number of sources available to the bidder for landfill disposal at the present time, the present cost per ton, and any expected advantages that the bidder may have over other potential bidders for future landfill disposal rates.
12. Bid proposals may be held by the City of Port Isabel for a period not to exceed sixty (60) days from the date of the bid proposal opening for the purpose of reviewing the bid proposals and investigation of the bidder's qualifications and making a recommendation to the City of Port Isabel City Commission.
13. Each respondent shall submit a Proposal Affidavit along with the proposal.
14. Trade Secrets, Confidential Information and the Texas Public Information Act: If you consider any portion of your proposal to be privileged or confidential by statute

or judicial decision, including trade secrets and commercial or financial information, clearly identify those portions.

15. **FRANCHISE FEE:** The City of Port Isabel is requesting a ten percent (15%) franchise fee.

Proposals will be opened in a manner that avoids disclosure of the contents to competing bidders and keeps the proposals secret during negotiations. All proposals are open for public inspection after the contract is awarded, but legitimate and designated trade secrets and confidential information in the proposals are not open for inspection.

The City of Port Isabel will honor trade secrets and confidential information and decline to release such information initially, but please note that the final determination of whether a particular portion of your proposal is in fact a trade secret or commercial or financial information that may be withheld from public inspection will be made by the Port Isabel City Attorney, the Texas Attorney General or a court of competent jurisdiction. In the event a public information request is received for a portion of your proposal that you have marked as being confidential information, you will be notified of such request and you will be required to justify your legal position in writing to the Texas Attorney General pursuant to Section § 552.305 of the Government Code. In the event that it is determined by opinion or order of the Texas Attorney General or a court of competent jurisdiction that the information is in fact not privileged and confidential under Section § 552.110 of the Government Code and Section §252.049 of the Local Government Code, then such information will be made available to the requestor. If such action is required the successful bidder making such claim shall reimburse the City for all attorneys fees and costs of the City related to such action.

Proposals are to be signed by an officer of the company authorized to bind the bidder to its provisions. Proposals are to contain a statement indicating the period during which the proposal will remain valid. A period of not less than sixty (60) days required. The proposal submitted by the bidder shall become an integral part of the contract between the City and the Bidder and the representations, covenants, and conditions therein contained shall be binding upon the person, firm or corporation executing the same.

**Failure to manually sign proposal will disqualify it from consideration.**

### **PROPOSAL AFFIDAVIT**

All pages in bidder's proposal containing statements, letters, etc., shall be signed by a duly authorized officer of the company, whose signature is binding on the proposal.

The undersigned offers and agrees to furnish all of the items/services upon which prices are stated in the accompanying proposal. The period of acceptance of this proposal will be \_\_\_\_\_ calendar

days from the date of the proposal opening. (Period of acceptance will be sixty (60) calendar days unless otherwise indicated by bidder.)

STATE OF TEXAS  
COUNTY OF CAMERON

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, who after being by me duly sworn, did depose and say:

“I, \_\_\_\_\_ am a duly authorized officer or agent of,  
(Name)

\_\_\_\_\_  
(Name of Firm)

and have been duly authorized to execute the foregoing proposal on behalf of the said

\_\_\_\_\_  
(Name of Firm)

I hereby certify that the foregoing proposal has not been prepared in collusion with any other bidder or other persons engaged in the same line of business before the official receipt of this proposal. Further, I certify that the bidder is not now, nor has ever been for the past six (6) months, directly or indirectly concerned in ay pool or agreement or combination, to control the price of services/items offered, or to influence any person or persons to offer or not to offer thereon. Further it is certified that no offer of gift or any thing of value has been or will be made to any City official or employee.

Name and Address of bidder: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me by the above named \_\_\_\_\_  
\_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

(SEAL)

**RETURN THIS AFFIDAVIT AS PART OF THE PROPOSAL**

**CITY OF PORT ISABEL  
RATE QUOTATIONS**

Residential 96 gallon cart service:  
2 time per week per residence

\$ \_\_\_\_\_

Extra cart per residence \$ \_\_\_\_\_

Commercial 96 gallon cart service:  
2 time per week per business \$ \_\_\_\_\_

Extra cart per business \$ \_\_\_\_\_

Brush, lumber, tree limbs:  
2 time per residence/business per month \$ \_\_\_\_\_

White goods, furniture, etc.:  
2 time per residence/business per month \$ \_\_\_\_\_

Tires:  
2 time per residence/business per month per tire \$ \_\_\_\_\_

Stable matter/dead animals: \$ \_\_\_\_\_

**Commercial Dumpster Bins:**

Container Size	Pick Up Frequency per Week				
	1	2	3	4	5
2 yard	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3 yard	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4 yard	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5 yard	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6 yard	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8 yard	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Additional pick ups will be charged at the following rates:

2 yard \$ \_\_\_\_\_ per pick up

3 yard \$ \_\_\_\_\_ per pick up



2. 53 Residential accounts receiving extra carts
3. 55 Business accounts receiving residential service
4. 15 Business accounts receiving extra carts
5. Commercial Dumpsters
 

2 yard	---	(14 – 1 x week and 2 – 2 x week)
3 yard	---	(12 – 1 x week and 1 – 2 x week)
4 yard	---	(11 – 1 x week, 3 – 2 x week and 2 – 3 x week)
5 yard	---	
6 yard	---	(2 – 1 x week and 1 – 3 x week)
8 yard	----	(8 – 1 x week, 3 – 2 x week, 1 – 3 x week, 7 – 5 x week, and 1 – 6 x week)
6. City Use;
 

4 yard	---
8 yard	---
Roll-off	---

**CITY OF PORT ISABEL  
ALTERNATIVE BID #1**

The City is interested in a recycling program. Please include a proposal for the development of a recycling program.

Rate Quotation:

Recycling:

Once per week \$ \_\_\_\_\_

Once per month \$ \_\_\_\_\_

Other Options:

\_\_\_\_\_ \$ \_\_\_\_\_

Contractor: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

By: \_\_\_\_\_

Typed Name

\_\_\_\_\_

Title

X \_\_\_\_\_

Signature

\_\_\_\_\_

Date

9-12-2011