



Commonwealth of Virginia
TOWN OF SMITHFIELD

Peter M. Stephenson
Town Manager

March 9, 2011
Request for Proposal



Subject: Your firm is invited to submit a proposal to manufacturer and provide delivery of a mid-sized, multi-purpose mobile command vehicle to the Smithfield Police Department located at 1613 S. Church Street, Smithfield, VA 23430 in accordance with the enclosed general terms, conditions and specifications. Should you have any questions concerning this RFP, please contact Mrs. Jimmie Minton (757) 357-3247.

Your proposal in accordance with the conditions, specifications and instructions below and on the attached sheets or drawings hereto, if any, will be received no later than **5:00pm**, local prevailing time, **March 31, 2011**.

IN PERSON OR SPECIAL COURIER:
Town of Smithfield
Police Department
1613 S. Church Street
Smithfield, VA 23430

OR

U.S. POSTAL SERVICE:
Town of Smithfield
Police Department
1613 S. Church Street
Smithfield, VA 23430

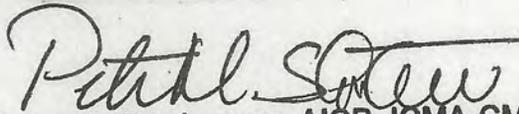
This RFP and any addenda are available on the Town of Smithfield website at www.smithfieldva.gov under the "Important Dates" link in the "Home" pull-down tab.

Time is of the essence, and all proposals received after the appointed hour for submission, whether by mail or otherwise, will be returned unopened. Offerors are responsible for ensuring that proposals are received by the deadline.

Envelopes containing proposals shall be sealed and marked in the lower left-hand corner with the words "Command Vehicle Proposal" and the hour and due date proposals are scheduled to be received .

Nothing herein is intended to exclude any responsible offeror or in any way restrain or restrict competition. On the contrary, all responsible offerors are encouraged submit proposals.

Sincerely,


Peter M. Stephenson, AICP, ICMA-CM
Town Manager

I. Scope of Work/Services: The Town of Smithfield is soliciting proposals for the construction of a mid-sized, multi-purpose command vehicle. The following specifications should be considered a guideline although minor deviations are acceptable if the overall scope of the project is achieved.

The design of the vehicle shall incorporate construction designs that allow for multiple uses of the vehicle. The primary emphasis should concentrate on an integrated “command and control” module that allows for extended coordination of events utilizing networked, multi-media technologies. Anticipated secondary uses include SWAT team deployment and crime scene processing. To facilitate the secondary uses, bench seating with under-seat storage near an easily accessible exit is preferred. Designed multi-use areas are acceptable to maintain size requirements; i.e.: Bench seating area that can also be used as a conference room.

VEHICLE GENERAL:

1.1 Drawings Vehicle design drawings representing equipment placement and appearance shall be submitted with each proposal:

- Top view with interior detail
- Front exterior view
- Rear exterior view
- Left and right side exterior views with vehicle dimensions
- Left and right interior view

1.2 Construction type

New

1.3 Overall Vehicle Dimensions:

Overall Length: Not less than 27'. Not more than 35'.

1.4 Vehicle Color:

White

1.5 GVWR

Not less than 19,000lbs

1.6 Engine Fuel type

Gasoline with minimum 40 gallon tank.

1.7 Transmission

Automatic, 2-wheel drive

1.8 Vehicle stabilization

Electro-hydraulic jacks or similar, to stabilize vehicle when not in motion. Safety system to prevent operation of vehicle if jacks are deployed.

1.9 Driver convenience items

Air conditioning. Power steering. Power Brakes w/ anti-lock. Power windows and door locks. Backup camera. AM/FM radio. Trailer tow mirrors. Anti-theft system. Mounting area for mobile radios, siren control box, and emergency lighting controller. If command module is not visible to driver, (i.e.: cab pass-thru), drivers compartment shall be equipped with intercom equipment to allow hands-free communication between cab and command module.

1.10 Towing

Integrated 2" trailer receiver and standard 7-pin trailer wiring connection. Front and rear tow hooks.

COMMAND CENTER:

2.1 Walls, floor, ceiling and roof

Insulated construction with industrial flooring or carpeting.

2.2 Work areas/desks

Minimum of 4 workstations each provided with overhead storage cabinets and under cabinet workspace lighting. Each workstation to be provided with seating that can be positively secured while vehicle is in transit.

2.3 Conference room/table(s)

Sufficient seating and horizontal work surfaces to seat minimum of 6 persons.

2.3 Networking

All workstations provided with electrical, computer network and telephone connections.

2.4 Large Screen Display mount

Mounting area and reinforced bulkhead for one (1) 42" monitor with electrical and antenna connections.

2.5 Lighting

Overhead fluorescent lighting.

2.6 Convenience items

Securely mounted refrigerator, microwave and coffee station. Large event clock mounted in highly visible location.

2.7 HVAC

Properly sized heating and cooling unit(s) to maintain interior climate.

EXTERIOR:

3.1 Materials

Weather resistant construction. All doors and storage compartment doors fitted with gaskets to prevent water intrusion.

3.2 Doors/Windows

Lockable doors and windows with dark tint or black-out curtains.

3.3 Awning

Retractable weather-blocking awning

3.4 Ladder

Installed ladder for quick access to rooftop components.

3.5 TV antenna

One (1) amplified HDTV antenna.

3.6 Exterior compartments

Exterior compartments shall be weatherproofed and lighted.

ELECTRICAL:

4.1 High/Low Voltage

120VAC and 12VDC wiring and connections throughout vehicle.

4.2 12VDC Batteries

Isolated 12VDC batteries for (1) engine starting and (2) auxiliary equipment with the ability to cross connect systems when necessary.

4.3 Main Power (Shore Power)

Exterior power connection(s) and cabling to provide 120VAC to command module load center.

4.4 Alternate Power

On-board, gasoline-powered 120VAC generator capable of providing sufficient power to command module and climate systems. Generator shall have remote control and monitoring features from inside the command center. If generator fuel source is the main vehicle fuel tank (preferred), it shall be incapable of completely draining the fuel tank. Generator shall be weather protected and properly ventilated and exhausted. Generator shall be capable of recharging the 12VDC battery system.

4.5 Electrical Load Center(s)

Electrical control system for selection of either main or alternate power. Properly sized electrical circuit breakers to protect 120VAC and 12VDC circuits.

EMERGENCY EQUIPMENT

5.1 Cab Lights

Full size, all-blue cab-mounted LED lightbar. Blue front and side cab-mounted LED lights.

5.2 Other Lights

White scene lighting on left, right and rear of vehicle. Blue LED warning lights on left, right and rear of vehicle.

5.3 Siren/PA/Speaker

100W system

5.4 LED tail, turn and marker lights

Per manufacturer

5.5 Antenna Platform(s) or base(s)

Rooftop mounting area for at least 4 HF/UHF whip-style antennas with one (1) common roof penetration to minimize water intrusion. Antenna wires should terminate at a common panel for distribution.

MISC

6.1 Safety equipment

Fire extinguishers and smoke alarms.

6.2 Electronics

No electronics (computers, TV's, or telephones) are specified in this RFP. Equipment will be provided by the Town. Networking connections and cabling specifications are delineated in 2.3.

II. OFFEROR INFORMATION AND REQUIREMENTS

A. General:

1. Sealed offers in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received in person or via special courier service or U.S. Postal Service at the Smithfield Police Department, 1613 S. Church Street, Smithfield, VA 23430 until, but no later than the time and date specified in the Request for Proposal.
2. In the solicitation or awarding of contracts, the Town of Smithfield shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment.
3. The Town welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the Town.

B. Offeror's Representation:

1. By submitting a proposal in response to this Request for Proposal (RFP), the offeror certifies that it has read and understands the RFP documents, specifications, and drawings, if any, and has familiarized itself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the work.
2. The failure or omission of any offeror to receive or examine any form, instrument, addendum or other documents; or to acquaint itself with conditions existing at the site(s) shall in no way relieve any offeror from any obligations with respect to its proposal or to the contract.

C. Town License Requirement:

If a business is located in the Town of Smithfield, Virginia, it shall be unlawful for any person conducting or engaged in any such business, trade or occupation in the Town, who is required to obtain a license therefore, to conduct or engage in such business, trade or occupation without having first obtained the proper license in the Town. Contact the Treasurer's Office, Town of Smithfield; telephone (757) 365-4200.

When a contractor or speculative offeror shall have paid a local license tax to any city, town or county in which his principle office or branch office may be located, he shall be exempt from the payment of additional license tax to the town for conducting any such business within the confines of the town.

D. Addenda:

1. Comments as to how the proposal documents, specifications or drawings can be improved are welcome. Offerors requesting clarification or interpretation of or improvements to the proposal general terms, conditions, specifications or drawings shall contact the Smithfield Police Department prior to the date set for the receipt of proposals.
2. Any changes to the proposal's general terms, conditions, specifications or drawings shall be in the form of a written addendum from the Town and it shall be signed by the Town Manager or a duly authorized representative.
3. An addendum shall be issued no later than six (6) calendar days prior to the date set for the receipt of proposals. An addendum extending the date for the receipt of proposals or an addendum withdrawing the RFP may be issued anytime prior to the date set for the receipt of proposals.
4. Each offeror shall be responsible for determining that all addenda issued for the RFP have been received before submitting a proposal for the work.

E. Taxes:

1. The Town of Smithfield is exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption except taxes on materials that will be installed by the offeror and become a part of real property.
2. The town will furnish a Tax Exemption Certificate upon request and if applicable to this contract.
3. When an offeror lists a separate tax charge and the tax is not applicable to the purchase by the Town, the offeror will be allowed to delete the tax from its proposal.

F. Trade Secrets/Proprietary Information:

1. Trade secrets or proprietary information submitted by a offeror in connection with a procurement transaction or a prequalification application submitted pursuant to Section 2.2-4317B, Code of Virginia, shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4317B, Code of Virginia, prior to or upon of the data or other materials and must identify the data or other material to be protected and state the reasons why protection is necessary.

2. The town will not accept responses to the RFP in cases where the offeror declares the entire response to the RFP to be proprietary information. The offeror must designate, in the smallest increments possible, that part of the proposal, which is deemed to be proprietary.

G. Submission of Proposals:

1. All offerors shall submit their proposal prices and indicate special pricing where appropriate; i.e.: GSA Schedule, State contract, etc. The Town shall not accept oral proposals or proposals received by telephone, telecopier (FAX machine), email or telegraph for this proposal.
2. Delivery price to Smithfield, VA should be included as a separate line item.
3. The proposal must be completed in blue or black ink or by typewriter. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
4. All erasures, insertions, additions, and other changes made by the offeror shall be signed and initialed by the offeror.
5. The proposal must include the offeror's name and address. If the offeror is a corporation, the proposal must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the offeror must indicate the corporate title of the individual submitting the proposal.
6. The proposal and any other documents required shall be enclosed in a sealed envelope. Any notation or notations on the exterior of the envelope purporting to alter, amend, modify, or revise the proposal contained within the envelope shall be of no effect and shall be disregarded.
7. The envelope containing the proposal should be sealed and marked in the lower left-hand corner with the words "Command Vehicle Proposal" and the hour and due date of the proposal.
8. Offerors are responsible for ensuring that their proposals are received by the deadline indicated.
9. All proposals received by the deadline indicated will be kept sealed until the time and date set for the opening of proposals.
10. All late proposals shall be returned unopened to the sender.

H. Modification of Proposals:

1. A proposal may be modified or withdrawn by the offeror anytime prior to the time and date set for the receipt of proposals. The offeror shall notify the Town in writing of its intentions.
2. Modified and withdrawn proposals may be resubmitted to the Town up to the time and date set for the receipt of proposals.
3. No proposal can be withdrawn after the time set for the receipt of proposals and for ninety (90) days thereafter except as provided under the withdrawal of proposal due to error section.

I. Opening of Proposals:

1. All proposals received on time in the Town shall be opened and reviewed.
2. Any offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the opening of all proposals but prior to award, except in the event that the Town decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract (Code of Virginia, Section 2.2-4342C).
3. Any inspection of procurement transaction records shall be subject to reasonable restrictions to ensure the security and integrity of the records (Code of Virginia, Section 2.2-4342E).

J. Withdrawal of Proposal Due to Error (Other than Construction):

1. A offeror may withdraw its proposal from consideration if the price proposal was substantially lower than the next low responsive proposal due solely to a mistake therein, provided the proposal was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, or material made directly in the compilation of a proposal, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn inspection of original work papers, documents and materials used in the preparation of the proposal sought to be withdrawn.
2. The offeror shall give written notice of their claim to withdraw their proposal to the Town within two business days after the conclusion of the proposal opening procedure. Such mistake shall be proved only from the original work papers, documents and materials delivered to the Town with the offeror's written request to withdraw its proposal.

3. The Town will inspect the written evidence submitted by the offeror with the request and if the Town can verify to its satisfaction and sole discretion that the mistake was a non-judgmental mistake, the offeror will be allowed to withdraw the proposal.

4. No proposal shall be withdrawn under this section when the result would be the awarding of the contract on another proposal of the same offeror or of another offeror in which the ownership of the withdrawing offeror is more than five percent (5%).

5. No offeror who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for person or firm to whom the contract is awarded or otherwise benefit directly or indirectly from the performance of the project for which the withdrawn proposal was submitted.

6. If a proposal is withdrawn under authority of this section, the next lowest responsive and responsible offeror shall be deemed to be the low offeror.

7. If the Town denies the withdrawal of a proposal under the provisions of section, it shall notify the offeror in stating the reasons for its decision and award the contract to such offeror at the proposal price, provided such offeror is a responsible and responsive offeror.

K. Award of Contract:

1. The Town reserves the right to waive any informality in proposals and to award in part or in whole or to reject any or all proposals. The reasons for the rejection shall be made a part of the contract file.

2. In case of a tie proposal, preference shall be given to goods, services, and construction produced in the Town of Smithfield or the State of Virginia or provided by persons, firms or corporations having principal places of business in the Town of Smithfield or the State of Virginia, if such a choice is available; otherwise the tie shall be decided by lot. A Town of Smithfield business shall be given preference over a State of Virginia business, if such a choice is available.

3. The Town shall have the right, before awarding the contract, to require an offeror to submit such evidence of its qualifications as it may deem necessary and may consider any evidence available to it concerning the financial, technical, and other qualifications and abilities of an offeror.

4. It is the intent of the Town of Smithfield to award a contract to the lowest responsive and responsible offeror provided the proposal does not exceed the funds available for the contract.

5. The offeror to whom the contract is awarded shall, within fifteen (15) days after prescribed documents are presented for signature, execute and deliver to the Town the contract forms and any other forms required by the proposal.

6. This contract is made, entered into, and shall be performed in the Town of Smithfield, Virginia and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of any contract resulting from this RFP, its interpretations or its performance shall be litigated only in either the General District Court or in the Circuit Court of the County of Isle of Wight, Virginia.

7. Notice of award or intent to award may appear on the Town's website <http://www.smithfieldva.gov>

L. Proposal Evaluation/Selection Process:

1. Offerors are to make written proposals, which represent the offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the Town may properly evaluate your capabilities to provide the required goods/services.

2. Selection of the successful offeror will be based upon submission of proposals meeting the selection criteria.

M. Insurance:

The successful offeror shall maintain insurance to protect itself and the Town from claims for damages for personal injury, including death, and for damages to property, which may arise from operations under this contract.

N. Contractor's Performance:

1. Goods and services must be delivered and rendered strictly in accordance with this proposal and shall not deviate in any way from the terms, conditions, prices, quality, quantity, delivery instructions, and specifications of this proposal.

2. All goods and/or services delivered and/or rendered shall comply with all applicable federal, state, and local laws, and shall not infringe any valid patent or trademark. The successful offeror shall indemnify, keep, save, and hold the Town, its officers and employees, harmless from any liability for infringement and from any and all claims or allegations of infringement by the offeror or the Town, its officers and employees, arising from, growing out of, or in any way involved with the goods delivered or services rendered pursuant to this purchase.

3. In the event that suit is brought against the Town, its employees, either independently or jointly with the offeror, the offeror shall defend the Town, its officers and employees, in any such suit at no cost to them. In the event that final judgment is obtained against the Town, its officers, its employees, either independently or jointly with the offeror, then the offeror shall pay such judgment, including costs and attorneys fees, if any, and hold the Town, its officers and employees, harmless there from.

4. The successful offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

O. Employment Discrimination Contractor Prohibited:

1. During the performance of this contract, the contractor agrees as follows (Code of Virginia, Section 2.2-4311):

(a.) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

(b.) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

(c.) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

P. Drug-Free Workplace to be Maintained by the Contractor (Code of Virginia, Section 2.2-4312)

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all

solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "**drug-free workplace**" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Q. No discrimination against Faith-Based Organizations:

The Town of Smithfield does not discriminate against faith-based organizations as that term is defined in Virginia Code Section 2.2-4343.1.

R. Compensation

1. It is the Town's policy not to pay for any goods or services until the same have been actually received.
2. Individual contractors shall provide the Town their social security numbers and proprietorships, partnerships and corporations shall provide their federal employer identification numbers (Code of Virginia, Section 2.2-4354.2). This information shall be provided in the proposal.
3. The successful offeror shall submit a complete itemized invoice on each item or service, which is delivered under the contract. The successful offeror shall indicate the purchase order number on the front of each invoice and on the outside of each package or shipping container.
4. Cash discounts shall be deducted in accordance with the terms of the proposal.
5. Payment shall be rendered to the successful offeror for satisfactory compliance with the general terms, conditions and specifications of this proposal. The required payment date shall be either: (i) the date on which payment is due under the terms of the contract for the provision of such goods or services; or (ii) if such date is not established by contract, not more than forty-five days after goods or services are received or not more than forty-five days after the invoice is rendered, whichever is later (Code of Virginia, Section 2.2-4352).

6. Unless otherwise provided under the terms of the contract for the provisions of goods and services, if the Town fails to pay by the payment date, the Town agrees to pay the financial charge assessed by the successful offeror, which does not exceed one percent per month (Code of Virginia, Section 2.2-4354.4).

S. Successful Offeror's Obligation to Pay Subcontractors:

1. The successful offeror awarded the contract for this project shall take one of the two following actions within seven (7) days after the receipt of amounts paid to the successful offeror by the Town for work performed by the successful offerors subcontractor(s) under the contract (Code of Virginia, Section 2.2-4354):

(a.) Pay the subcontractor(s) for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor(s) under the contract; or

(b.) Notify the Town and subcontractor(s) in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

2. The successful offeror shall pay interest to the subcontractor(s) on all amounts owed by the successful offeror that remain unpaid after seven (7) days following receipt by the successful offeror of payment from the Town for work performed by the subcontractor(s) under the contract, except for amounts withheld as allowed in subparagraph a (2) of this section. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1 %) per month.

3. The successful offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor(s).

4. The successful offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section may not be construed to be an obligation of the Town. A contract modification may not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.

T. Town's Right to Terminate the Contract:

1. If the successful offeror should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the successful offeror's insolvency, or if the successful offeror should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to deliver the goods or services within the time specified, or if the offeror otherwise defaults, then the Town may without prejudice to any other right or remedy, and after giving the successful offeror seven (7) calendar days written notice, terminate the employment of the successful offeror and procure such goods or services from other sources. In such event, the successful offeror shall be liable to the Town for any additional cost occasioned by such failure or other default.

2. In such cases, the successful offeror shall not be entitled to receive any further payment. If the expense of finishing the contract requirements, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the successful offeror shall pay the difference to the Town.

3. Notwithstanding anything to the contrary contained in the contract between the Town and the successful offeror, the Town may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving 30 days written notice to the successful offeror.

U. Record Retention/Town Audits:

1. The successful offeror shall retain, during the performance of the contract and for a period of three years from the completion of the contract, all records pertaining to the successful offeror's proposal and any contract awarded pursuant to this Invitation for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including successful offeror's copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the Town on demand and without advance notice during the successful offeror's normal working hours.

2. Town personnel may perform in-progress and post-audits of the successful offeror's records as a result of a contract awarded pursuant to this Invitation for Proposal. Files would be available on demand and without notice during normal working hours.

Proposal Signature Sheet
(Submit this form with proposal)

By proposing in response to this RFP, the offeror represents that in the preparation and submission of this proposal, said offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive competition in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1 -9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

Respectfully submitted,

Signature

Printed Name

Title

Firm

Address

Address 2

SSN or FEIN

E-MAIL

DATE

TELEPHONE#