



County of Collier  
CLERK OF THE CIRCUIT COURT  
COLLIER COUNTY COURTHOUSE

3315 TAMIAMI TRL E STE 102  
NAPLES, FL 34112-5324

**Dwight E. Brock** - Clerk of Circuit Court  
Clerk of Courts • Comptroller • Auditor • Custodian of County Funds

P.O. BOX 413044  
NAPLES, FL 34101-3044

August 11, 2016

To: Interested Bidders  
**IFB 2016-008 SAP System Copy Automation Software**

The Clerk of the Circuit Court of Collier County, Florida desires to receive proposals for the above-referenced IFB. Attached is captioned bid packet for the Clerk of the Circuit Court of Collier County, Florida.

Bona fide bidders may submit a bid by completing the official Contract Proposal included in this bid package. All bidders should be reasonably compliant with this proposal.

All bids must be submitted before 3 p.m. EST on Thursday, August 25, 2016. Any questions or requests for more information regarding this IFB should be directed to [BidSubmittals@collierclerk.com](mailto:BidSubmittals@collierclerk.com). All questions pertaining to a bid must be submitted in a separate e-mail from the actual bid proposal and should not include any attachments. E-mails with attachments will not be opened until the bid is officially closed.

The Clerk of the Circuit Court of Collier County does not discriminate based on age, race, color, sex, religion, national origin or disability.

**Note: All bid submittals must be received by 3:00 p.m. EST on Thursday, August 25, 2016.**

Sincerely,

Judy Dunder  
Administrative Technology Coordinator

Attachments

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that bid solicitations will be received by the Clerk of the Circuit Court of Collier County until 3 p.m. EST on Thursday, August 25, 2016 for:

**IFB 2016-008 SAP System Copy Automation Software**

A copy of the purchasing policy, bid instructions, and specifications for this bid may be obtained from any of the following:

- DemandStar - [www.demandstar.com](http://www.demandstar.com)
- The Clerk of the Circuit Court's website at [www.CollierClerk.com](http://www.CollierClerk.com)
- The Office of the Clerk of the Circuit Court via email from [BidSubmittals@collierclerk.com](mailto:BidSubmittals@collierclerk.com)

Bidders may submit a bid by completing the official Contract Proposal included in the bid package. All bids should be reasonably compliant with this proposal.

Bids, including e-mailed bids, will remain unopened until the bid officially closes.

Any questions regarding this bid may be directed to [BidSubmittals@collierclerk.com](mailto:BidSubmittals@collierclerk.com).

The Clerk of the Circuit Court of Collier County does not discriminate based on age, race, color, sex, religion, national origin or disability.

**All bid submittals must be received by 3:00 p.m. EST on Thursday, August 25, 2016.**

DWIGHT E. BROCK  
CLERK OF THE CIRCUIT COURT  
COLLIER COUNTY, FLORIDA

BY: Judy Dunder  
Administrative Technology  
Coordinator

Broadcast through [DemandStar](http://DemandStar) and [www.CollierClerk.com](http://www.CollierClerk.com) on Thursday, August 11, 2016.

**DISTRIBUTION LIST**  
**IFB 2016-008 SAP System Copy Automation Software**

Bob McCleod, Account Manager  
Ken Knapke, Business Development  
Automic Software, Inc.  
14475 NE 24<sup>th</sup> St. Suite 210  
Bellevue, WA 98007  
via email

Bernd Baier, Solution Architect, Vice President  
Gillian Newberry, Marketing Program Manager  
Keith Pagel, Senior Account Manager  
Libelle LLC  
3330 Cumberland Blvd., Suite 500  
Atlanta, GA 30339  
via email

Lyll Hinton, America Services  
Mike McInnis  
EPI-USE Labs  
via email

## **IFB 2016-008 SAP System Copy Automation Software**

- Purpose** The purpose of this IFB is to seek competitive bids to automate and expedite SAP system copies and remote client copies.
- Bid Opening** All bids, including e-mailed bids, will remain unopened until bid is officially closed.
- Award** Award of contract shall be made to the lowest, qualified and responsive bidder meeting the specifications. The Clerk of the Circuit Court reserves the right to award/not award this contract through an approach which best serves the interest of the Clerk of the Circuit Court.
- Delivery** All deliverables under this contract are to be delivered electronically.

**SOFTWARE LICENSE KEYS MUST BE RECEIVED BY WEDNESDAY, SEPTEMBER 28, 2016.**

**CONTRACT SPECIFICATIONS**  
**IFB 2016-008 SAP System Copy Automation Software**

I. SCOPE OF WORK

The Clerk of the Circuit Court, Collier County (Clerk) seeks competitive bids from qualified vendors (Vendors) for software and professional services to automate and expedite SAP system copies and remote client copies. The purpose is to save staff time, overall processing time and alleviate potential errors by automating as much of the process as is practical. The solution must:

1. automate and expedite homogenous system copies
2. be able to pause a systems copy at a prescribed point, perform a local client copy, then resume the original system copy/client copy post-steps
3. be able to automate and expedite remote client copies
4. have a user-friendly interface that shows the progress and logs problems, completions, etc.
5. allow us to be able to pause and restart if necessary
6. be configurable for several different environments
7. allow us to be able to save certain ID's, such as training and testing ID's, and to reload those user ID after a system copy, client copy, or remote client copy

We will entertain truncating/filtering non-essential tables for our test environments or whatever will expedite the process yet still deliver a valid testing environment.

This solution must be compatible with our existing SAP ECC 6.0 EHP7 software and existing system environment:

Windows 2008 AD Domain

Production Environment:

- 1 CI/APS (Central Instance/Application services)/database server
- 4 Additional APS servers

Sandbox Environment:

- 1 CI/APS/database server
- 1 Additional APS server

Other Environments consisting of 1 CI/APS/database server each: EOY, SBX, DEV & QAS.

System Requirements of all servers above:

- VMware 5.5 and VMware 6.0 with attached Storage and Windows Version: Windows 2012R2

- For all servers containing Central Instances - SQL: SQL2012SP2 Enterprise

- ✚ By System Copy we mean we use a SQL backup from the source and refresh the target via the SAP rename utility. We then do numerous post-processing steps.
- ✚ By Client copy we mean the standard SAP process invoked by transaction code SCCL.
- ✚ By Remote Client Copy we mean the standard SAP process invoked by transaction code SCC9.

## II. BACKGROUND AND GOALS

The current system refresh/remote client copy process is manual, with cumbersome and time intensive tasks that can lead to human error. In brief, the existing procedure that we need to automate includes:

- Take a backup from PRD and refresh STB via the SAP rename utility. Perform post processing steps in STB (client 300.) Perform a local client copy from STB 300 to STB 310 (as much as 8 hours duration), then finish the post-processing on STB. The longest step is the BDLS which can run over 2 hours. It is our biggest post-rename “pain point.” The entire post-rename steps run about 3 to 5 hours.
- Using the same backup from PRD, refresh SBX (300) via the SAP rename utility. Perform post processing steps in SBX.
- Do a remote client copy from SBX to DEV 300. (Most recently 22 hours.)
- Do a remote client copy from SBX to QAS 210. (Most recently 19 hours.)
- Finish the post-processing in SBX.
- At this point STB 300 and 310, DEV 300, and QAS 210, and SBX all have the same data.
- At least once a year we perform the above process for EOY (300) via the SAP rename utility.

Current Performance:

- Our current PRD database contains over 10 years of data and the total size is over 450,000 MB and is growing at approximately 100,000 MB a year.
- STB – system copy/rename with manual post-steps takes approximately 10 hours.
- Local client copy from STB 300 to STB 310 and post-steps takes approximately 15 hours.
- SBX/EOY – system copy with manual post-steps takes approximately 10 hours.
- Remote client copy from SBX/EOY to DEV 300 with manual post-steps takes approximately 24 hours.
- Remote client copies from SBX/EOY to QAS 210 with manual post-steps takes approximately 20 hours.
- Training server (TRN) annual system copy/rename with manual post-steps takes approximately 10 hours.
- Monthly tasks on training server: backups/restores takes approximately 2 hours.

- Monthly tasks to forward transports from PRD to TRN and import them takes approximately 2 hours.

Our goal is to automate these processes as much as possible so that they are repeatable, faster, less exposed to human error, require fewer person-hours, and don't require extensive BASIS knowledge. The solution must be deemed cost effective by the Clerk considering the initial cost, implementation costs, licensing costs and ongoing maintenance fees.

### III. CONTRACT

The contract will be for the purchase, services and installation assistance of your software and solution, including estimates for future upgrades. The contract should include:

- A. Initial software purchase agreement, including perpetual license and initial maintenance/support through September 30, 2017.
- B. Estimated costs for: consulting services, including travel, installation, configuration, troubleshooting, and training key personnel.
- C. Include separate pricing for additional years of software maintenance/support agreement and shall be for the period of October 1, through September 30, of the following calendar year, to coincide with the Clerk's fiscal year. This agreement shall be renewable with pricing according to the Bureau of Labor Statistics (BLS) CPI South Region or 3%, whichever is less. Maintenance/support shall include timely software and documented upgrades. Include your Service Level Agreement (SLA), hours of support, support procedures.
- D. Include pricing agreement for incremental licensing, if applicable.

### IV. INSTRUCTIONS TO AGENTS SUBMITTING BIDS

- A. Please submit bids to address specified on Bidder's Checklist.
- B. The deadline for accepting bids will be 3:00 p.m. EST, Thursday, August 25, 2016.
- C. The Clerk reserves the right to reject any and all bids, or any part of any bid, to waive any irregularities or informalities in any bid, and to accept that bid which is deemed to be in the best interest of the Clerk.
- D. The bids will be evaluated based on the BID SUMMARY PAGES (see APENDICES).
- E. The respondent is expected to furnish the Clerk with such additional information as may be reasonably required.
- F. The Clerk will not be held liable for any costs incurred in preparation of bids.

- G. All communications concerning this IFB shall be submitted in writing, and allow sufficient time for preparation of an adequate response. Please direct all inquiries to:

Judy Dunder  
Collier County Clerk of the Circuit Court  
3299 Tamiami Trail East, Suite 501  
Naples, Florida 34112-5749  
E-Mail: [BidSubmittals@collierclerk.com](mailto:BidSubmittals@collierclerk.com)

- H. Questions and answers of a substantive nature will be posted on the Clerk's website at [www.CollierClerk.com](http://www.CollierClerk.com).

V. VENDOR MINIMUM REQUIREMENTS (Provide documentation to substantiate capabilities).

- A. Vendor must possess or obtain, at its own expense, all licenses and permits, and must comply with city, state and federal regulations to provide the service requested.
- B. Vendor must have experience with the SAP integration as requested in this specification and shall demonstrate to the satisfaction of the Clerk the availability of experienced personnel and expertise necessary to deliver and perform the required service in a timely fashion.
- C. Vendor must have the ability to send and receive information electronically, via media specified by the Clerk.
- D. From time to time, the rule of law, or the Clerk's internal procedures, may require modifications to computerized systems to meet new requirements. Vendors must provide a timely process of making such changes and incorporating them into their application(s). Changes required by the rule of law shall be included in the standard maintenance/support agreement and shall not incur additional charges to the Clerk. Changes required by the Clerk's internal procedures and not dictated by the rule of law shall be addressed by a separate written contract by mutual agreement.

VI. SELECTION CRITERIA

To the extent that all vendors meet the requirement of this IFB as provided in the response in the BID SUMMARY PAGES, the selection will be made based upon price/local vendor preference. In the event where there is a tie, selection will be made at the discretion of the Clerk of Courts.



VII. COMPENSATION

The Vendor shall perform services as an independent contractor and not as an employee, agent, or office of the Clerk.

VIII. INDEPENDENT CONTRACTOR

The Vendor shall perform services as an independent contractor and not as an employee, agent, or office of the Clerk.

IX. INSURANCE AND INDEMNIFICATION

The Vendor shall indemnify and save harmless the Clerk from all suits or actions of every name and description brought against the Clerk by any person or persons arising from or in connection with any negligent act of omission of the Vendor. The Vendor will be required to provide the following:

- A. Bonding: Each employee of the Vendor must have a minimum of \$25,000 Employee Dishonesty Coverage and a minimum of \$5,000 Depository Forgery Coverage. Naming the Clerk as an additional insured or Vendor must provide a third party fidelity bond in the same amounts stated above in favor of the Clerk.
- B. Liability: Without limiting its liability under this agreement, Vendor shall procure and maintain during the term of this agreement, insurance of the types and in the amounts set forth below:

<b>Schedule</b>	<b>Limits</b>
Workers' Compensation Florida Statutory Coverage/ Employer' Liability (including Appropriate Federal acts)	Statutory \$500,000
Comprehensive General Liability Premises-Operations Products-Completed Operations Contractual Liability Independent Contractors	\$1 mil per occur/aggr.
Professional Liability	\$1 mil

THE CLERK SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THE ABOVE COMPREHENSIVE GENERAL LIABILITY AND PROFESSIONAL LIABILITY COVERAGES.

Said insurance shall be written by an insurer holding a current certificate of authority pursuant to Chapter 524, Florida Statutes. The Certificates shall provide that no material alteration or cancellation, including expiration and renewal, shall be effective until fifteen (15) days after receipt of written notice by the Clerk. Any indemnification provisions in this Agreement are separate and apart and in no way limited by the insurance amounts stated above.

#### Indemnification

The Vendor, its employees, agents, representatives, subcontractors, and consultants shall at their sole cost and expense defend, indemnify and hold harmless the Clerk, its directors, officers, agents, employees and representatives against any claim, action, loss, damage, injury, liability, cost and expense of whatsoever kind of nature (including, but not limited to, attorneys' fees and expenses) for injury to persons, including death, and damage to property, arising out of, or incidental to, the performance of this Agreement or work performed thereunder. This indemnification shall survive the term of this Agreement whether such term expires by the passage of time or is terminated.

#### X. TERMINATION

The Clerk reserves the right to terminate the contract for any or no reason, if it is in the best interest of the Clerk, upon written notification thirty (30) days before expiration of current period.

#### XI. ASSIGNMENT OR TRANSFER

The Vendor shall not sell, transfer, assign or otherwise dispose of the contract or any portion thereof or work provided for therein, or of its right, title or interest therein, unless otherwise provided in the contract, without the express prior consent of the Clerk.

#### XII. RECORD RETENTION

The Vendor shall maintain, during the term of the contract, all books of accounts, receipts, invoices, reports and records. The Clerk shall be permitted, during normal business hours, to audit and examine the books of accounts, reports and records pertaining to this contract. The Vendor shall maintain and make available such records and files for the duration of the contract and retain them for a period of 4 years after the conclusion of the contract.

#### XIII. CONFLICT OF INTEREST

Section 126.112 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is

submitted or at the time the public official acquires a financial interest in the bid or contract, including but not limited to the public official's name, public office or position held, bid or proposal number, and the position or relationship of the public official with the bidder or proposer.

XIV. STATE OF FLORIDA CONVICTED VENDOR

A person or affiliate who has been placed on the State of Florida Convicted Vendor List following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity for a period of 36 months from the date of being placed on the convicted vendor list.

XV. CONFORMITY TO APPLICABLE LAWS

The Consultant must comply with all applicable federal, state and local laws, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to, the "Public Records Law", Chapter 119, Florida Statutes (the Public Records Act) and Section 286-011, Florida Statutes, (the Florida Sunshine Law).

BID SUMMARY PAGES

BIDDER: COMPLETE THE FOLLOWING:

The bidder hereby offers to enter into an agreement with the Clerk of the Circuit Court, Collier County, Florida to provide a System Copy Automation Software to manage automated SAP system copies in accordance with the IFB specifications.

Name of Company: \_\_\_\_\_

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

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

Toll-free Number: \_\_\_\_\_

Principal Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Account Representative (must notify Clerk if a change occurs): \_\_\_\_\_

Location of office from which account will be serviced: \_\_\_\_\_

**1. PRICING SCHEDULE**

- A. Provide the projected cost for each of the areas requested in this IFB.
- B. Provide the estimated number of hours and total calendar days for each of the areas.
- C. Provide proposed fee schedule of principals and staff (including sub-consultants).

**2. EXPERIENCE:**

- A. Indicate the number of years that your firm has supported and maintained System Copy Automation Software.
- B. List, in detail, any additional experience on service provided to a municipal/governmental entity that you consider worthy of consideration in the valuation of your bid.
- C. Indicate the percentage of your company's business this contract with the Clerk would represent.
- D. Detailed plan of approach (including major tasks and sub-tasks) for each phase of the project (see Background and Goals and Scope of Work).

- E. Provide a list of key attributes that outline how your company can meet and exceed the scope requirements listed. What can you bring to the table that makes you heads above other Vendors?
- F. Demonstrate at least 5 years of experience with successful implementation of System Copy Automation Software.
- G. Demonstrate that your firm possesses knowledge of SAP and System Copy Automation Software, including public sector experience, technical expertise with hardware and software implementations.
- H. Provide names, professional qualifications and experience of key personnel who will be involved in the management of the services, delivery of tasks, and responsible completion of assignments. Detail how the staff member has demonstrated expertise in managing and implementing projects similar to the Clerk's IFB.
- I. Identify your firm's proposed team, the role and responsibility of each member for this project.
- J. Provide resumes of all proposed project team members and describe their relationship with your firm. For example, define if the person is or is not an employee of your firm. Describe the projects the proposed team members have completed with your firm.

### 3. SCOPE OF WORK QUESTIONS

Respondents must reply (as requested) to each item in this section, as well as to all Goals identified in Section II above. Also, provide any additional explanation of special conditions, requirements, or limitations concerning your ability to provide each item. You may also explain any pertinent information which you believe will help the Clerk to better understand your product/service. The successful Vendor shall affirmatively address as many of these items as possible. **Responses should be submitted as a separate document.** All responses must include the same numbering used below and must include the question as stated.

- 1) Describe your methodology and software solution for implementing based on the Background and Goals defined in Section II.
- 2) We are currently on SAP ECC 6.0 with EHP7, and plan to implement enhancement packs (EHP) in the future. Will your software solution easily transition to any current SAP (EHP)?

3) Identify the roles of the personnel who need to be directly involved in the analysis, configuration, development, testing, training, and implementation of the services under the engagement, include both from your firm and from Collier County.

4) If modifications s to your software are required and are not part of your solution; are the modifications included in the price and timeframe of your bid?

YES \_\_\_\_\_ NO \_\_\_\_\_

5) Will our system environments and technical specifications (defined in Background and Goals - Section II) accommodate your requirements to fully utilize your solution?

YES \_\_\_\_\_ NO \_\_\_\_\_

6) Are there any third party software requirements necessary to run your solution?

YES \_\_\_\_\_ NO \_\_\_\_\_

7) How many other installations of your application are currently in use at customer sites? Please identify any Florida Government entities using your solution?

8) Describe in detail how your solution manages user security, specifically how users are restricted to different levels of access such as View, Edit, Add, Delete, for field, record, transaction, and scanned document levels.

9) Please provide a list of the standard reports your system includes as well as variables for each. Please attach report samples.

10) Does your solution provide capability for Clerk’s Technical staff to generate custom reports (or copy and modify standard reports)? If Yes, explain how, user access and availability and if there is additional cost.

YES \_\_\_\_\_ NO \_\_\_\_\_

11) What timeframe is required to install and configure your solution for the Clerk in a Sandbox environment, including a content server?

12) What is your timing and strategy for new releases and upgrades to your software?

13) How do you provide support during the engagement and after implementation? What are the normal operating hours?

14) **CONFORMITY TO THE BID:** Is there any part of this bid that you are unable to comply with? (If you mark YES below, please explain in detail).

YES \_\_\_\_\_ NO \_\_\_\_\_

**4. REFERENCES:**

- A. Provide a list of customers of your company (include company name, address, phone number, contact person, number of years they have been a customer of yours). Include customers using your System Copy Automation Software. Where possible include Florida references. Where possible include Public Sector references, preferably County and/or Local Government. Include this information as an appendix to your bid.
- B. Provide a list of 2 former customers who used your System Copy Automation Software in the past and no longer do so. Include company name, address, phone number, contact person, and known reasons for disillusion of business relationship. Where possible include Florida references. Include this information as an appendix to your bid.

**5. FINANCIAL REFERENCES:**

Provide a list of references who can substantiate your ability to continue to support the services required for the period of this contract. **A MINIMUM OF TWO (2) REFERENCES IS REQUIRED.** Where possible, include Florida references. Include this information as an appendix to your bid.

**6. FINANCIAL STATEMENTS REPORT:**

Submit a copy of your latest financial statements as attested to by your external Certified Public Accountants.

(a) ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

If NO, please explain.

**7. SUPPORT PROCEDURES**

Submit a concise description of your application support procedures and statistics including: process for reporting problems (broke, etc.) process for change requests, average turnaround time for trouble tickets, etc. Include this information as an appendix to your bid.

**8. SUBCONTRACTORS:**

Please provide list of subcontractors or partners that may be used in execution of this agreement.

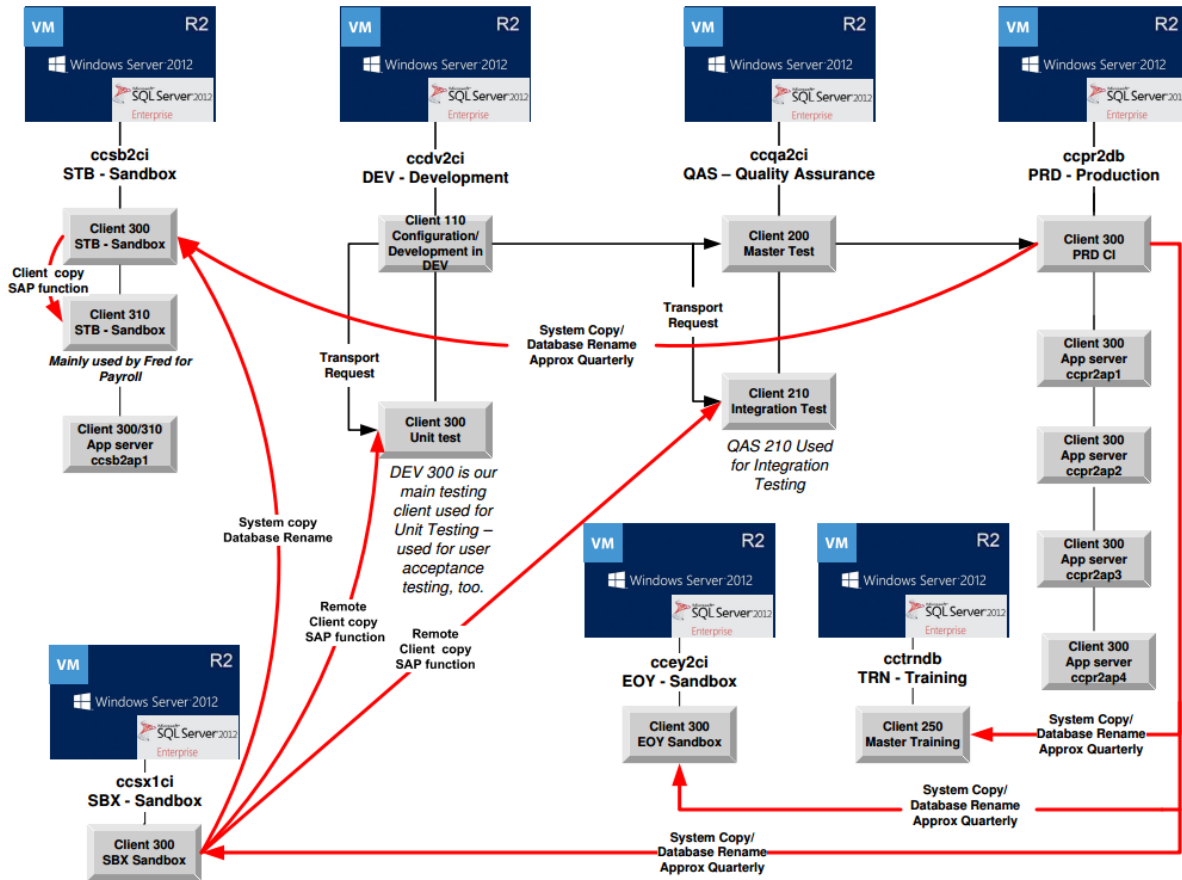
**9. REPORTS:**

Include examples of all reports available in your application.



# APPENDIX A

## SYSTEM DIAGRAM FLOW



**BIDDER'S CHECK LIST**  
IFB 2016-008 SAP SYSTEM COPY AUTOMATION SOFTWARE

**THIS SHEET MUST BE SIGNED BY VENDOR**

**IMPORTANT:** Please read carefully, sign in the spaces indicated and return with your bid proposal.

Responder should check off each of the following items as the necessary action is completed:

- The proposal has been signed.
- The proposal prices offered have been reviewed.
- The price extensions and totals have been checked.
- The proposed contract is included.
- The payment terms have been indicated.
- Any required drawings, descriptive literature, etc. have been included.
- Any delivery information required is included.
- If required, the amount of bid bond or cashier's check has been included.
- Any addenda have been signed and included.
- If submitting by email, submit to: [BidSubmittals@collierclerk.com](mailto:BidSubmittals@collierclerk.com)
- If submitting by U.S. Mail, the mailing envelope should be addressed to:

**Collier County Clerk of the Circuit Court**  
**ATTN: Judy Dunder**  
**3299 Tamiami Trl E., Ste. 501**  
**Naples, FL 34112-5749**

- Bids sent by U.S. Mail or courier must be sealed and marked with:

◆ **IFB 2016-008 SAP SYSTEM COPY AUTOMATION SOFTWARE**

- Bids sent by e-mail should contain the following in the subject line of the e-mail:

◆ **IFB 2016-008 SAP SYSTEM COPY AUTOMATION SOFTWARE**

- All bids must be delivered in time to be received no later than the specified date and time.  
(Otherwise bid will be rejected)

ALL COURIER-DELIVERIES MUST HAVE THE IFB NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

Company Name \_\_\_\_\_  
Signature & Title \_\_\_\_\_  
Typed Name \_\_\_\_\_  
Date \_\_\_\_\_

**NON-BIDDER'S RESPONSE**  
**IFB 2016-008 SAP SYSTEM COPY AUTOMATION SOFTWARE**

For purposes of maintaining an accurate bidder's list and facilitating your firm's response to our request for proposal, we are interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids.

If your firm is not responding to this IFB, please indicate the reason(s) by checking any appropriate item(s) listed below and return this form via email to [BidSubmittals@collierclerk.com](mailto:BidSubmittals@collierclerk.com).

We are not responding to this invitation for bid for the following reason(s):

- Materials or services requested not manufactured by us or not available from our company;
- Our items or materials do not meet specifications. The specifications were (check one);
  - Not clearly understood
  - Not applicable
  - Too vague
  - Too rigid
  - Quantities too small
  - Other \_\_\_\_\_
- Insufficient time allowed for preparation of response;
- Incorrect address used. Please correct mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Other reason(s): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

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

Signature of Representative

Print Name: \_\_\_\_\_