



**Mexican American Opportunity Foundation**  
Empowering Families from Child to Senior

## **Request for Proposal (RFP) RFP# 26-001 (Addendum#1)** **Classroom Conversion and Outdoor Play Area Improvements**

January 26, 2026

Mexican American Opportunity Foundation (hereinafter alternately "MAOF"), a non-profit agency, is seeking Bids from highly qualified **CONTRACTORS** with expertise in construction, renovation and interior remodeling through a competitive bid process. Pricing shall be proposed as a lump sum in summary with itemized cost per location.

This process requires Contractors to submit a proposal that includes a complete bid for the "Scope of Work" outlined in this RFP in Exhibit A.

The closing for **RFP 26-001** is Friday, **February 6, 2026 at 4pm** (PST). All correspondence, pertaining to the questions of this request, with the exception of the proposed bid and any attachments, must be submitted via email to MAOF "procurement@maof.org".

To download the RFP, Proposers must go to the webpage: [www.maof.org](http://www.maof.org), under About section, and click on Procurement to look for the RFP NO. 26-001, Classroom Conversion and Outdoor Play Area Improvements.

Electronic Responses to the proposal are acceptable: Please submit Pricing Proposal via email in referencing "**Classroom Conversion and Outdoor Play Area Improvements RFP #26-001**" in the subject line.

For mailing service via courier, USPS or hand-delivered, please send proposal to:

**Mexican American Opportunity Foundation (MAOF)**  
**Attn: Procurement Department**  
**401 N. Garfield Avenue**  
**Montebello, CA 90640**  
**T: 323-278-3623**

Respectfully,

MAOF  
Procurement Department

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## Introduction

The Mexican American Opportunity Foundation (MAOF) is a non-profit, community-based organization that was established in 1963 in order to serve disadvantaged individuals and families in the Los Angeles area. MAOF is the largest Latino-oriented, family services organization in the United States, and has achieved this status by providing high quality social services and programs to those communities where the need is the greatest.

**Mission Statement:** “The mission of the Mexican American Opportunity Foundation (MAOF) is to provide for the socio-economic betterment of the greater Latino community of California, while preserving the pride, values and heritage of the Mexican American culture. This is accomplished through programs in early childhood education and family services, job training, and senior lifestyle development throughout the multi-cultural communities served by MAOF.” MAOF is joined in this mission by government agencies, public and private foundations, and Corporate America.

## **1.0 OBJECTIVE**

The work to be performed at the properties identified below includes furnishing all labor, materials, supplies, tools, equipment and services required and necessary to perform and complete the renovation work described herein and more specifically identified in the attached documents attached to and incorporated into this RFP. The bid Information contact information and documents attached are indicated below. The construction work will be performed at the properties indicated below and is owned & operated by the Mexican American Opportunity Foundation - MAOF.

## **2.0 STATEMENT OF WORK**

See Exhibit-A page 12.

## **3.0 PROPOSAL REQUIREMENTS**

### **A. GENERAL REQUIREMENTS:**

To be considered for selection, proposers must submit a complete response to this solicitation on a bid via electronic Email and/or courier, USPS or hand-delivered to the address shown above referencing: "Classroom Conversion and Outdoor Play Area Improvements, RFP#26-001".

### **ADDITIONAL REQUIREMENTS:**

1. Proposals shall include a letter transmitted by an authorized representative of the proposer. All information requested should be submitted. Proposals which are substantially incomplete or lack key information shall be rejected by MAOF.
2. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the solicitation. Emphasis should be placed on completeness and clarity of content.
3. All responses are to be submitted on standard 8.5" X 11" paper size in 12-point font minimum type. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and shall remain firm for 90 days from the proposal opening date.
4. Prices should be submitted on the attached Pricing Sheet (APPENDIX-A), inclusive of any applicable federal, state, and local taxes. Price shall be all-inclusive.
5. Ownership of all data, materials and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to MAOF.

The award of the contract resulting from this RFP will be based upon the most responsive contractor whose offer will be the most advantageous to MAOF in terms of cost, functionality, qualifications, and other factors as specified elsewhere in this RFP.

### **MAOF reserves the right to:**

- a. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential candidate, when it is in the Agency's best interest; and
- b. Accept other than the lowest priced offer.

**DEADLINE FOR SUBMISSION: All proposals are due by Friday, February 6, 2026 at 4:00 PM (PST). Any proposal received at the designated location after the required time and date specified shall be considered late and non-responsive. Any late proposals will not be considered and evaluated.**

## B. SPECIAL REQUIREMENTS

All pages of the proposal should be numbered and should be addressed in the proposer’s response in the following order:

- a. Table of Contents, cross-referencing the contents of the proposal.
- b. A written proposal explaining experience and capabilities along with a statement that the proposer understands MAOF’s requirements.
- c. Completed and signed Pricing Sheet included as an attachment (Appendix-A) to this solicitation.
- d. Completed and signed Contractor Identification Form. Blank form included as an attachment (Appendix-B) to this RFP.
- e. A copy of the current business of general contractor license.
- f. A copy of the current certificate of liability insurance evidencing coverage of the minimum required in this solicitation.

### 4.0 MINIMUM QUALIFICATIONS & REQUIREMENTS

1. Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate’s proposed approach and methodology to meet the project requirements;
2. Resources committed to perform the work and the proportion of the time that the candidate’s staff would spend on the project, including time for specialized services, within the applicable time limits;
3. Records from previous projects (if any), quality of work, ability to meet schedules, cost control and contract administration;
4. Ownership status and employment practices regarding minority, women, emerging small businesses, historically underutilized businesses;
5. Availability and familiarity to the project locale and communities served by policy and employment practices regarding local contractors.

### 5.0 CRIMINAL BACKGROUND CHECK

MAOF requires the awarded Contractor to provide the followings for all team members assigned to each MAOF location:

- Criminal background check for each team member performing services;
- Child Protection Registry check for each team member performing services.

### 6.0 INVOICING/BILLING

Invoice of such services shall be submitted to MAOF project manager (Facilities department), in accordance with the milestone payment schedules set forth upon award of the services.

### 7.0 SCHEDULE OF EVENTS

Release of RFP Addendum#1

Job-Walk/Site Visit

Deadline for submission of proposals

Contract Execution will be awarded and provided on/before

**January 26, 2026**

**To be scheduled with Facilities department\***

**February 6, 2026 Friday at 4:00 PM (PST)**

**February 20, 2026**

## **8.0 SELECTION PROCEDURES**

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Proposals will be reviewed for completeness, applicant experience and fiscal stability, resources of Contractor, reasonableness of costs, and ability of Contractor to identify and achieve outcomes of property renovation. After preliminary review and scoring, an interview with the finalists will be contacted. The final decision of the Proposal Review Committee shall be provided and is not subject to appeal. All Contractors will receive notification for the decision regarding their proposal.

The RFP Committee will review, score, rank and prioritize the proposals. Contractor's proposals may be rejected for inconsistency with local, state and federal grant guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

## **9.0 CONTRACT AWARD**

Upon close examination of all bids MAOF will make a determination of the apparent lowest responsible bidder that best meets the criteria results in terms, conditions and specifications which will result in the best interest of MAOF. Such a bidder shall be deemed to be the successful lowest responsible bidder for the scope of work. MAOF will then enter into a construction contract with the successful, most responsive, and responsible bidder.

Furthermore, should the low responsive bidder fail to enter into a timely contract as provided, then award may be rescinded and the contract let to the next low responsive bidder. Such bidder shall then fulfill every stipulation as if it were the original party to whom award was made.

## **10.0 CONTRACT AWARD NOTIFICATION:**

When the evaluation process of the proposals is completed; the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.

## **11.0 PAYMENT TERMS:**

Preferred invoice payment terms will be net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by MAOF as necessary to satisfy any outstanding claim which MAOF may have against the contractor. At any time or times before final payment and three years thereafter, MAOF may have the contractor's invoices or vouchers and statement of cost audited.

## **12.0 DAVIS -BACON ACT:**

MAOF adheres to the Davis-Bacon Act, prevailing wage provisions and requirements. The Prevailing Wage Compliance contractor will be responsible for certifying all payroll wages, and documenting compliance with Davis-Bacon requirements by both the General Contractor and all subcontractors. Davis-Bacon wage determinations are to be used in accordance with the provisions of Regulations, 29 CFR Part 1, Part 3, and Part 5, in accordance with the Davis-Bacon Act provisions and requirements.

## **13.0 RIGHT TO ENTER:**

The selected contractor must agree to allow MAOF staff, agents, designated consultants access to the renovation sites, at any time during work in progress when needed.

#### **14.0 INQUIRIES**

Questions regarding this RFP are to be submitted via email to “[Procurement@maof.org](mailto:Procurement@maof.org)” with “**RFP No. 26-001, “Classroom Conversion and Outdoor Play Area Improvements”**” in the subject line. Questions regarding this RFP will only be accepted by email.

#### **15.0 HOLD-HARMLESS AND INDEMNIFICATION**

The successful Contractor shall be liable for any injury, damage or loss occasioned by negligence or omission of the successful Contractor, its agents, or any other person the successful Contractor has designated to visit MAOF property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this contract. The Contractor's obligation under this section shall not extend to claims arising solely from the negligence or willful misconduct of MAOF.

#### **16.0 CONFIDENTIALITY**

**16.1 Confidential Information.** Under this Agreement, “Confidential Information” refers to any and all information of a Party (“Disclosing Party”) that has been disclosed to the other Party (“Receiving Party”), which is designated in writing as confidential, proprietary, or secret or under the context of its disclosure ought to reasonably be considered as confidential. Confidential Information includes, but is not limited to, all information concerning a Party’s existing business, business systems, business plans and information systems, trade secrets, prices, and pricing information.

**16.2 Use of Confidential Information.** Each Party will comply with all laws and regulations that apply to use, transmission, storage, disclosure, or destruction of Confidential Information. Both Parties agree to hold the other Party’s Confidential Information in strict confidence. Contractor agrees not to use Company’s Confidential Information in any way, except as expressly permitted by or required to achieve the purposes of this Agreement, and Company agrees to use Contractor’s Confidential Information solely for the purpose of performing the Services. Both Parties agree to use all reasonable efforts to protect unauthorized use or distribution of Confidential Information and the Receiving Party agrees to use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the Disclosing Party as the Disclosing Party uses to protect its own Confidential Information. The Receiving Party further agrees not to disclose or permit any third party access to the Disclosing Party’s Confidential Information, except such disclosure or access will be permitted in order to perform the Services provided under this Agreement. Each Party agrees to ensure that its employees, agents, representatives, and contractors are advised of the confidential nature of the Confidential Information and are precluded from taking any action prohibited under this Agreement.

#### **17.0 SERVICE LOCATIONS**

1. HOLMES CTR., 6610 Holmes Ave, Los Angeles, CA 90001.

#### **18.0 WORK DURATION:**

The time period for the work described in this scope is estimated to begin February 6, 2026 to end before June 1, 2026.

## **19.0 GENERAL TERMS AND CONDITIONS**

### **1. Additions and/or Deletions of Service:**

MAOF reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and MAOF.

### **2. Termination:**

**2.1 For Convenience:** This RFP if successful contractor is awarded the contract may also be terminated by the MAOF in the event that the project is permanently abandoned, as determined in the sole discretion of the MAOF. The MAOF may terminate the contract in whole or in part whenever the MAOF determines, in its sole discretion that such termination is in the interests of the MAOF. Whenever the contract is terminated in accordance with this paragraph, the contractor(s) shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the MAOF at any time during the term, whether for default, convenience or subject to unavailable of funds or grants, shall not constitute a breach of contract by the MAOF.

**2.2 For breach of Contract:** In addition, once awarded from the RFP, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. The MAOF reserves the right to terminate without warning in the event of critical and/or material breach of contract.

### **3. Licenses:**

By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner contractor's fulfillment of the contract.

### **4. Anti-Kickback Provision:**

This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of MAOF for the purpose of obtaining this or any other agreement, purchase order or contract from MAOF and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.

### **5. Non-Collusion/Fraud:**

By submitting a proposal, proposer warrants and certifies that neither the proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor



its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to the MAOF's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the MAOF as a result of proposer's collusion.

**6. Equal Opportunity:**

The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by MAOF which may result in ineligibility for further MAOF contracts. The proposer shall at all times in the proposal and contract process comply with all applicable MAOF, CA, and federal anti-discrimination laws, rules, regulations and requirements thereof.

**7. Right to Audit:**

MAOF shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based.

**8. Informal Communication:**

From the date of receipt of this RFP by each proposer until a binding contractual agreement exists with the awarded contractor and all other proposers have been notified, or when MAOF rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at MAOF with the exception of contact for information, comments, etc., and they shall be emailed.

**9. Formal Communication:**

From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when MAOF rejects all proposals, all communications between MAOF and the proposers will be formal emails

**10. Costs Incurred:**

Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.

**11. Minority/Women-Owned Business Enterprises:**

Pursuant to Federal Acquisition Regulations and MAOF's procurement policy, MAOF may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.

**12. Federal, State and Local Taxes:**

MAOF is not exempt from State and federal taxes. Such applicable taxes shall be included in quoted prices, but also if any taxes are known to be borne by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.

**13. Indemnification:**

Contractor shall indemnify, protect, defend and hold harmless MAOF, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by the contractor or (2) any act or omission by the contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by MAOF as necessary to satisfy any outstanding claim which MAOF may have against the contractor.

**14. Insurance:**

Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in full force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the State of California and shall be kept in full force for 90 days after the last payment under the contract.

- ✓ Workers' Compensation Insurance providing statutory limits in the state of California.
- ✓ Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
- ✓ Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate limit. The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

**15. RFP Addendum:**

In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be posted on the MAOF website: <http://www.maof.org/procurement-department>

**16. Completed Proposals:**

A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.

**17. Withdrawal of Bids:**

At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the bid. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.

**18. Receipt of Proposals:**

Proposers are responsible to assure their bid is delivered to MAOF by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Proposers must pay particular attention to ensure the proposal is properly addressed. MAOF is not responsible if the proposal does not reach the destination specified by the appointed date and time.

**19. Certifications:**

Any agreement resulting from this RFP shall be subject to but not limited to the following certifications:

- a. Certification that it nor its principals are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
- b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.

**20. By submitting a proposal:**

The proposer represents that:

- a. The proposer has read and understands the RFP and submits the response in accordance therewith.
- b. The proposer possesses the capabilities, equipment, and professional personnel necessary to provide an efficient and successful service as required by MAOF.
- c. The proposer has all the required licenses and insurance during the duration of the contract terms.

**21. Other claim:**

No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.

## **EXHIBIT-A**

### **STATEMENT OF WORK (Revised)**

#### **Interior Construction - General Area**

- Construct a pony wall measuring 31 linear feet x 6 feet high
  - Include one (1) half door measuring 36" W x 40" H
- Install 5/8" drywall on new wall
- Apply wall texture to match existing finishes
- Paint wall to match existing color and finish

#### **Shark Room Improvements Wall & Door**

##### **Modifications**

- Construct a pony wall measuring 35 linear feet x 48 inches high
  - Include one (1) half door measuring 36" W x 38" H
- Install 5/8" drywall
- Texture and paint to match existing walls
- Enclose existing bathroom door entry (42" W x 10, H) using drywall and paint
- Re-frame a new bathroom entry measuring 36" W x 80" H

##### **Plumbing & Fixtures**

- Provide and install one (1) new changing table with sink
  - Connect to existing water supply and drainage
- Remove one (1) existing child sink

##### **Crib Room Area**

- Frame a new crib room area with inside dimensions of 15' L x 6.5' W x a • H
- Frame and install one (1) non-operable tempered laminated glass panel

- Size: 3' H x 5' H
- Thickness: 1/8"
- Bug (manufacturer marking) must be present on glass
- Frame and install one (1) 34" x 80" door with built-in blind
- Install drywall and texture to match existing
- Paint crib room area to match existing finishes

### **Electrical & HVAC**

- Provide electrical work to supply dedicated circuit for crib room lighting
- Provide HVAC work to install ducting vent for heating and cooling in crib room area

### **Kitchenette Installation**

- Provide and install a new kitchenette including:
  - Lower and upper cabinets
  - Minimum width: 69 inches
  - Sink included

### **Plumbing**

- Run water supply and drainage lines approximately 15 linear feet
- Tie into existing water and drainage available at bathroom on opposite side of wall

### **Outdoor Area Improvements**

- Provide and install new 10' x 10' shaped canopy attached to existing canopy
  - Color: **Blue**
- Paint existing shade structure frame using DTM semi-gloss paint
  - Color: **Red**
- Remove and properly dispose of existing sandbox and sand
  - Size: 8'3" x 8'3"
  - Provide and install artificial turf to replace removed sandbox area

- Provide and install new wrought iron fence to separate 2-3 year old playground area
- Approximate area: 37' x 37'
- Fence height: 49 inches
- Include one (1) 48-inch-wide access gate
- Paint new wrought iron fence to match existing
- Provide and install PIP 50/50 surfacing
  - Area: 120 square feet (approx. 10' x 12')
  - Color: TBD
  - Design to follow client specifications

**NOTE:** Contractor upon award shall make sure that necessary permit is required for each job which described on in the state of work when applicable, in accordance with the renovation requirements. If so, Contractor shall make the best effort to apply and expedite the permit before performing any work.

# APPENDIX-A

## PRICING SHEET

**RFP NO. 26-001, Classroom Conversion and Outdoor Play Area Improvements**  
(Must be completed and returned to MAOF)

| SECTION                                                                    | ITEMS | BID AMOUNT |
|----------------------------------------------------------------------------|-------|------------|
| A                                                                          | B     | C          |
|                                                                            |       |            |
|                                                                            |       |            |
|                                                                            |       |            |
|                                                                            |       |            |
|                                                                            |       |            |
|                                                                            |       |            |
|                                                                            |       |            |
| <b>LUMP SUM TOTAL COST</b><br>(Inclusive of all applicable taxes and fees) |       |            |

**\*NOTE:** Proposer must provide a detailed cost breakdown for all sections of the scope of work they propose to perform. Each section should include a clearly identified dollar amount, with costs itemized where applicable (e.g., labor, materials, permits, subcontractors).

## **SUBCONTRACTOR INFORMATION AND BUSINESS LICENSE**

Does this proposal include the use of subcontractors?

Yes \_\_\_\_\_ No \_\_\_\_\_ Initials \_\_\_\_\_

If **“Yes”**, contractor must: Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services. The Contractor requires that the awarded contractor provide proof of payment of any subcontractors used for this project. Proposals shall include a plan by which the Contractor will be notified of such payments. Primary contractor shall not allow any subcontractor to commence work until all insurance required of subcontractor is obtained.



## APPENDIX – B

### CONTRACTOR IDENTIFICATION FORM

**RFP NO. 26-001, Classroom Conversion and Outdoor Play Area Improvements**

(Must be completed and returned to MAOF)

|                                                        |              |                             |             |
|--------------------------------------------------------|--------------|-----------------------------|-------------|
| <b>Company/Individual's Name:</b>                      |              |                             |             |
| <b>Doing Business As (DBA):</b>                        |              |                             |             |
| <b>Company Federal ID# or Social Security No.:</b>     |              |                             |             |
| <b>Address (City, State, Zip):</b>                     |              |                             |             |
| <b>Remit To Address:</b>                               |              |                             |             |
| <b>Telephone:</b>                                      |              |                             |             |
| <b>Fax:</b>                                            |              |                             |             |
| <b>Email:</b>                                          |              |                             |             |
| <b>Web address:</b>                                    |              |                             |             |
| <b>Main Contact Person:</b>                            |              |                             |             |
| <b>Person responsible for response (if different):</b> |              |                             |             |
| <b>Print Name</b>                                      | <b>Title</b> | <b>Authorized Signature</b> | <b>Date</b> |
|                                                        |              |                             |             |