

TOWN OF DERRY, N.H.
DEPARTMENT OF PUBLIC WORKS
14 Manning Street, Derry, NH 03038
(603) 432-6144

INVITATION TO BID

The Town of Derry, NH is hereby requesting firm pricing for supplying and installing a video detection system for the traffic signal at the intersection of Crystal Ave, East Broadway and Birch Street in Derry, NH.

Sealed bids will be received at the Derry Municipal Center, 14 Manning Street, Derry, NH 03038 until 4:00pm, prevailing time, Friday, June 23, 2023 for the following items:

**Video Detection System of the signalized intersection of
Crystal Ave, East Broadway and Birch Street**

Bid invitations and specifications will be available at the Department of Public Works, 14 Manning Street, Derry, NH or online at: <https://www.derrynh.org/bids-rfps>.

Questions regarding this request should be directed to Alan Cote, Superintendent of Operations by email alancote@derrynh.org Due date for questions is Friday, June 16, 2023 by noon.

The Town of Derry reserves the right to waive any irregularities, reject any or all bids, and to accept the bid that appears to be in the best interest of the Town. Failure to submit all information called for may be sufficient for disqualification.

GENERAL:

1. Bids will be received by the Town of Derry, New Hampshire at the Derry Municipal Center, 14 Manning Street, 2nd floor until the time specified in the Invitation to Bid.
2. The following meanings are attached to the defined words when used in this document:
 - a. The word "Town" means the Town of Derry, New Hampshire.
 - b. The word "Bidder" means the person, firm, or corporation submitting a bid on these specifications or any part thereof.
 - c. The word "Contractor" means the person, firm, or corporation with whom the Contract is being made by carrying out the provisions of this Sealed Bid Invitation and the Contract.
 - d. The words "firm price" shall mean a guarantee against price increase during the life of the Contract.
3. Strict compliance with the requirements of the Invitation to Bid, terms and conditions, and instructions printed is necessary. All blank spaces must be filled in. Any changes and/or corrections shall be marked in red and initialed by the person making such corrections. Signatures of the responsible owner/representative of the firm must be in ink. No reproductions/duplications/copies will be accepted.
4. Each bid must give the full business address of the Bidder and be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the state of incorporation and by the signature and title of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president", "secretary", "agent" or other title without disclosing his principal may be held to be the bid of the individual signing. When requested by the Town, satisfactory evidence of the authority of the signing officer signing on behalf of the corporation shall be furnished.
5. Bids must be securely sealed in a suitable envelope (facsimile and emailed submissions will not be accepted), addressed and marked on the outside as follows:

SEALED BID

Video Detection for Crystal Ave, East Broadway and Birch St

The entire solicitation document is to be returned when submitting a proposal, unless otherwise directed by the solicitation document. Failure to return all pages may result in a determination that the submittal is non-responsive.

6. It will be the responsibility of the Bidder to see that their bid is received by the Public Works Department as specified.
7. Each bid is received with the understanding that the acceptance in writing via email by the Town to the Bidder to furnish any or all of the products /services described therein or as otherwise negotiated, shall constitute a contract between the Bidder (Contractor) and the Town, which shall bind the Bidder (Contractor) on his part to furnish and deliver the articles offered at the prices agreed upon and in accordance with the terms and conditions of said accepted bid; and the Town on its part to order from such Bidder (Contractor), except for causes beyond reasonable control; and pay for, at the agreed prices, all products/services specified and delivered.

8. Bids may be withdrawn upon written or electronic request received from Bidders prior to the time of opening. Negligence on the part of the Bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.
9. The solicitation document maintained by the Public Works Department, in the appropriate file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the Town, but not clearly listed on the exception page of the document or as an exception by the Bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the Bidder may be cause to disqualify your bid.
10. No oral interpretations will be made to any Bidder as to the meaning of the specifications or terms and conditions of this Sealed Bid Invitation. Every request for such interpretation or request for change in the specifications or terms and conditions shall be made in writing, addressed and forwarded to:

Mail: Alan Cote
Derry Municipal Center
14 Manning Street
Derry, NH 03038
Email: alancote@derrynh.org

Questions must be received by Friday, June 16, 2023 at noon. Every interpretation made to a Bidder will be in the form of an addendum to the Sealed Bid Invitation which, if issued, will then be posted on the website: <https://www.derrynh.org/bids-rfps>. All such addenda shall become part of the complete Sealed Bid Invitation. It is the Bidder's responsibility to check the website prior to the submittal deadline to ensure that the Bidder has a complete, up-to-date bid package.

11. Bids that are incomplete, not properly endorsed or signed, or otherwise contrary to these instructions may be rejected as informal by the Town. The bid must be filled out completely and accurately. Please explain in detail any exceptions or deviations taken on this bid. Separate pages may be used if necessary.
12. Bids must be submitted on the bid schedule hereinafter provided. Prices shall be clearly and fully stated in units of quantities specified. No additional charges shall be passed to the Town, including all applicable taxes, delivery or surcharges that have not already been disclosed on the bid schedule. In case of discrepancy in computing the amount of the bid, unit prices quoted will govern.
13. Quotations shall include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the Bidder, prices quoted will be considered as being based on delivery to destination designated, including any and all freight and packing charges.
14. As the Town is exempt from the payment of federal excise taxes, all prices quoted herein are not to include these taxes.
15. Prices stated shall remain firm for the duration of the contract.
16. Should the successful Contractor fail to make delivery or complete the contract within time specified, the Town reserves the right to procure the equipment/product from other sources, and hold the Contractor liable for any excess cost.
17. The Town reserves the right to postpone the delivery date to allow for any change in operating conditions or for any other cause not now foreseen. In the event the Town elects to exercise this right, all prices quoted pursuant to this Sealed Bid Invitation will remain firm, and the Town shall incur no additional obligation to the Contractor on account of any delay of delivery date ordered by the Town.

18. The time of proposed delivery must be stated in definite terms. If time of delivery for different equipment varies, the Bidder shall so state.
19. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired.
20. Unless otherwise stated by the Bidder, the proposal will be considered as being in strict accordance with the specifications outlined in this Sealed Bid Invitation. References to a particular trade name, manufacturer's catalogue, or model number, are made for descriptive purposes to guide the Bidder in interpreting the requirements of the Town. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the Bidder, if awarded a Contract, will be required to furnish the particular item referred to in the specifications or descriptions unless a departure or substitution is clearly noted and described in the proposal.
21. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
22. Traffic control will be provided by the Town of Derry with advance notice being given to the Town by the contractor to arrange for scheduling a police detail. It is anticipated that there will only be the need to have a traffic detail for one day when the camera is being installed on the mast arm along with associated wiring.
23. The Town reserves the right to waive any informality in bids, to reject any and all bids wholly or in part, and to make awards in a manner deemed in the best interest of the Town.
24. Awards will be made in the best interest of the Town. In determining what would be in the best interest of the Town, the following shall be considered:
 - a. The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required;
 - b. Whether the Bidder can perform the Contract or provide the service promptly or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or service;
 - f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
 - g. The quality, availability, and adaptability of supplies or contractual services to the particular use required;

- h. The ability of the Bidder to provide future maintenance and services for the use of the subject of the Contract;
- i. The number and scope of additions attached to this bid.

25. The Town reserves the right to make awards on this proposal by item or to accept all or part of the proposal or prices quoted. In addition, the Town reserves the right to award materials on the basis of the lowest total cost of the bid item to the Town, including the Town's cost of transportation to and from the source.

In cases where two or more Bidders have the same net bid, the Town may give preference to firms located within the Town.

- 27. Upon making an award, or giving notice of intent to award, the Town will place appropriate notice on the Purchasing website: <https://www.derrynh.org/bids-rfps>.
- 28. The Bidder must certify that no official or employee of the Town or State of New Hampshire, has a pecuniary interest in the proposal or in the Contract that the Bidder offers to execute or in the expected profits to arise there from, and that this bid is made in good faith without fraud, collusion or in connection with any other person submitting a proposal.
- 29. The Bidder, if awarded an order or contract, agrees to protect, defend and hold the Town harmless against any demand for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract.
- 30. The Bidder, if awarded an order or contract, agrees to defend, indemnify, and hold harmless the Town from all damages to life and property arising out of the performance of this Contract due to the Bidder's negligence, that of his employees, subcontractors, etc., or due to the negligence of the Town, its employees, representatives, agents, etc.
- 31. The Revised Statutes Annotated of the State of New Hampshire, the Charter of the Town, and all Town Ordinances insofar as they apply to the laws of competitive bidding, contracts and purchases are made a part hereof.
- 32. The Bidder to whom a contract is awarded guarantees to the Town that all warrants of merchantability and fitness for a particular purpose as provided for in New Hampshire RSA 382A-2-314 and 2-314 shall remain in force and will not be disclaimed.
- 33. The Bidder, if awarded an order or contract, agrees to provide to the Town proof of Federal Identification Number (IRS Code Section 6723). Acceptable forms of documentation are a copy of a federal tax depository ticket, copy of IRS label showing name and Federal ID. Number, IRS letter of taxpayer Identification Number assigned, other correspondence from the IRS with both individual/business name and Federal Identification or stationery/bills with Federal ID Number (and firm name and address) PREPRINTED on it. Any impertinent information may be blackened out before sending to the Town. Copies of tax returns must show taxpayer section and signature.
- 34. Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance pursuant to RSA 277-A when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to RSA 277-A. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to submit MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendors furnishing substances or mixtures. Vendors are cautioned to obtain and read the law referenced above.

35. Payment Terms:

Payments: Payments shall be made within 30 days of completion and acceptance of the project.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE
CANCELLATION OF AN ORDER OR CONTRACT**

SPECIFICATIONS

The Town of Derry, NH is hereby requesting firm pricing for supply and installation of a video detection system for the traffic signal at the intersection of Crystal Ave, East Broadway and Birch St.

PURPOSE:

The purpose of this bid invitation is to establish a contract with a company that will replace the existing loop detection system within the subject intersection with a video detection system.

It is the intent of these specifications/requirements to describe the Town's minimum requirements for the installation of the video detection system at the above referenced intersection.

COMPLETION OF WORK:

The project must be completed by August 11, 2023

PAYMENT:

All payments will be made in accordance with the Town of Derry ordinances and procedures set forth within this document, item 35 Payment terms.

INSPECTION:

Review of the installation and proper operation of the system must be inspected and approved by the Public Works Department prior to acceptance and payment.

EXCEPTIONS/DEVIATIONS:

If the Bidder has any exceptions or deviations, please submit those on your own letterhead and put a check mark in the box on page 12.

GENERAL:

Bid prices shall remain firm for the duration of the contract.

The Town reserves the right to terminate the contract entered into as a result of this bid if goods and services are at any time deemed to be unsatisfactory.

Any and all building permit fees for this project will be waived.

The successful bidder must provide the Town of Derry a certificate of Liability Insurance of no less than one million dollars (\$1,000,000.00)

The successful bidder must provide a certificate of insurance for Workers' Compensation as required by New Hampshire Revised Statutes Annotated (NHRSA) 281-A.

Hours of operation for completion of this project will be Monday through Friday, 7am – 4pm unless otherwise approved by the Town of Derry, Dept. of Public Works.

All workmanship, exclusive of defective materials, must be warranted for a period of no less than two (2) years from the date of final payment by the Town of Derry to the contractor.

SCOPE OF WORK:

Video Detection Specifications

The work is to consist of complete furnishing, installation, integration, and testing of environmentally hardened, purpose built devices and service coordination with the Agency to provide a video detection system for existing traffic signal controllers and all other material, labor and equipment necessary to provide a complete and operating job as specified herein. The device provides the capability to detect road users and actuate traffic signals. The system should support additional applications such as video streaming, cabinet monitoring and mobility and traffic engineering metrics. This work must be performed in accordance with the standard specifications as specified herein.

Detection System Capability

Functionality

- a. Must support real-time detection of vehicles and cyclists in configurable detection zones
- b. Must support the configuration of at least 150 zones
- c. Must support both rectangular and irregular polygon shaped zones
- d. Must ensure the detection system meets or exceeds the FDOT TERL 98% vehicle occupancy detection accuracy requirement in good setup and lighting conditions
- e. Must support directional detection zones to reduce false detections from objects traveling opposite or perpendicular to the intended direction of travel
- f. Must automatically adapt to poor conditions which inhibit accurate detection
- g. Must support stop bar detection for both vehicles & bicycles
- h. Must be able to distinguish between vehicles and bicycles, and configure stop bar detection zones which can only be activated by one class of object and not the other
- i. Must be able to configure detection zones as either pulse or presence zones
- j. Must be able to detect & classify pedestrians and apply filtering to vehicle and bicycle zones such that they are not activated by pedestrians.
- k. Must support multiple pulse or presence zones for each approach
- l. Must support individual lane pulse and presence zones
- m. Must support combined lane pulse and presence zones
- n. Must support the configuration of departure zones for road users exiting the intersection
- o. Must utilize configurable directional filtering for detection zones
- p. Must support delay and extend functionality per detection zone
- q. Must support virtual actuation channels that do not actuate controller channels but can be used to populate signal performance measures
- r. Must support the output of a constant call on all detection channels within 1 second in the event that a loss of video signal occurs
- s. Must support automatically switching individual detection zones into alternate detection mode when high glare conditions are detected

- t. Must support manually overriding detection information to force actuated channels into constant call, both from the roadside device and the software portal
- u. Must support an MQTT API with detection events for advanced analytics or adaptive signal control systems.

Configuration

- a. Must support secure configuration of system remotely without requiring any additional connectivity costs
- b. Must provide full configuration history for changes made in remote platform
- c. Must support roadside configuration of detection zones
- d. Must support Over-The-Air software and algorithm updates without requiring manual installation

Hardware

Intersection Camera

- a. Must provide 360 degrees of visibility from the point of installation
- b. Must be fully NEMA compliant
- c. Must be powered via Power over Ethernet (PoE) and be IEEE802.3af compliant
- d. Must support configuration in both spherical “fisheye” configuration, and rectangular “quad view”
- e. Must support at least 9 megapixel (MP) capture
- f. Must support ability to capture 4K video
- g. Must provide H.264 and MJPEG image compression.
- h. Must support H.265
- i. Must support RTSP streaming
- j. Must support third-party integration of RTSP video streams into Video Management System (VMS) platforms
- k. Must support maximum aperture ratio of 1:1.9
- l. Must support focal length of 1.38mm
- m. Must include a clear polycarbonate resin-based dome
- n. Must be rated to IP66 (NEMA 4X compliant)
- o. Must include an electronic de-humidification device for use in various weather conditions
- p. Must support the ability for users to zoom in and out, rotate and pan the video feed
- q. Must allow direct connection of Cat 5e cable from camera to traffic cabinet to limit number of connections
- r. Must include lens defrost functionality with total camera power operation not exceeding standard PoE
- s. Must utilize a NEMA temperature rated shielded PoE cable with drain wire
- t. Must support in-line ethernet repeaters for long distance cable runs

Camera Mount

- a. Must include all mounting hardware with device for vertical and horizontal mounting
- b. Mounting fixture must be constructed of weatherproof painted aluminum or stainless steel
- c. Mounting hardware must support 6ft' vertical pole installation, horizontal pole installation, or attachment via a 1.5” threaded fitting
- d. Mounting fixture (including camera, 40ft cable) must not exceed 540mm x 460mm x 205mm in size, and 6kg in weight (not including 6 ft extension)

Approach-specific camera

- a. Must be NEMA compliant
- b. Must be powered via Power over Ethernet (PoE) and be IEEE802.3af compliant
- c. Must support optical zoom of 2.3x

- d. Must support automatic focus
- e. Must support aperture ratio of 1:1.7 - 1.3.0
- f. Must include internal de-humidification features for various weather conditions
- g. Must provide H.264 and MJPEG image compression.
- h. Must support H.265
- i. Must be mountable on vertical traffic pole

PoE Switch

- a. System must be able to support 1 Spherical camera and 2 Approach-specific cameras, or 2 Spherical cameras and 1 Approach-specific camera without use of PoE Switch
- b. Must support up to 4 advance detection cameras in addition to two spherical at-intersection cameras with use of recommended PoE switch.

In-Cabinet Platform

- a. Must support up to two Intersection Cameras for coverage of larger or irregular intersections,
- b. Must support up to four Approach Specific cameras in addition to two At-Intersection Cameras with the use of vendor recommended POE Switch
- c. Must have an integrated TFT color display which provides diagnostic information such as the status of all phases and detectors, as well as diagnostics on the camera IP and operational status.
- d. Must display status of detection channel on a front panel display
- e. Must display Transmit/Receive status of SDLC bus
- f. Must include a USB 2.0 device port
- g. Must support 1 x 10/100/1000 Ethernet WAN port
- h. Must support 2 x 10/100/1000 Ethernet LAN ports
- i. Must support 3 x 10/100/1000 Ethernet LAN ports with PoE (support for 802.3af PoE and 802.3at PoE+ to a maximum of 50W across all three ports)
- j. Must include onboard processing capabilities to perform video-based vehicle detection and generation of traffic analytics
- k. Must support 8 actuation outputs over NEMA-rated GPIO ports for other purposes such as preemption without constant-call fail active capability
- l. Must support one SDLC port that meets the following criteria:
 - i. Must provide all necessary cabling to connect to a cabinet's existing Port 1/SDLC bus
 - ii. Must provide the capability to act as one or more SDLC detector racks
 - iii. Must support generating actuations on up to 64 channels over SDLC
 - iv. Must support reading terminal and facility input & outputs at a frequency of at least 10 times per second
 - v. Must support reading channel state at a frequency of at least 10 times per second
 - vi. Must support acquisition of MMU fault status including conflict, red failure and clearance failure
 - vii. Must support reading information from all detectors wired into the cabinet supporting up to 100 ms resolution between detection events
 - viii. Must detect failure of a detector in either always high, or always low, mode.
 - ix. Must support capturing and reporting Controller Faults based on MMU status bits of 'in conflict', 'red failure', 'diagnostic failure', 'in failure state', and 'local flash'
 - m. Must support configuration as an integrated layer 2 ethernet switch to support cabinet device interconnectivity
 - n. All ethernet ports must feature in-line, auto-resetting surge protection compliant to IEC 61000-4-5 Class 4
 - o. Must have an internal LTE modem which supports remote communication for software updates.

- p. Must support Traffic Controller Interfacing via NTCIP
- q. Must support being powered through NEMA 15-5 receptacle OR direct wire to cabinet
- r. Must offer super capacitor-based power reserve sufficient to continue robust operation during brownouts/intermittent power loss for 5 seconds. System must be able to safely shut down in the event of power loss.
- s. Must provide galvanic isolation between earth ground and logic ground
- t. Must not exceed 10.5" (height), 3" (width), 10" (depth)
- u. Must support vertical and horizontal orientation for installation
- v. Typical system power consumption should be less than 130W.

Certification Testing

- a. Must be NEMA TS-2-2016 tested and compliant, including shock, vibration, voltage, and thermal articles 2.2.7-2.2.11
- b. Must support NEMA operating temperature specification -34 °C to 74 °C (-29 °F to 165 °F)
- c. Must support NEMA storage temperature specification -34 °C to 74 °C (-29 °F to 165 °F)
- d. Must support humidity operating requirements of 5% - 95% RH non-condensing
- e. External power supplies must be UL and c-UL compliant
- f. Must be FCC tested and compliant
- g. Must be ROHS compliant

Upgradability

- a. Must support the ability to add cellular communications capability where remote communications to the entire traffic cabinet is required with additional software license and no additional hardware devices
- b. Must support the ability to add cabinet monitoring for UPS and door alarms with additional software license and no additional no additional hardware devices (requires communications)
- c. Must support the ability to add additional software license for ATSPMs with additional software license and no additional hardware devices (requires communications)
- d. Must support the ability to add additional software license for cloud-based multimodal counts and mobility dashboard and database without any additional hardware devices
- e. Must support the ability to add additional software license for remote video recall and cloud based streaming capability (requires communications)
- f. Must support the ability to remotely update to support the functionality of pre-emption through Priority Control I/O on the device
- g. Must support the ability to remotely update to support the operation of adaptive signal control through a NTCIP connection to the controller with no additional hardware requirements

Warranty

- a. Must provide devices with a standard manufacturer's warranty, transferable to the Customer. The device must carry a warranty on parts and labor for 3 years from the date of installation. Device Firmware and Software are updated for the life of the product. Software and Web application updates, and security patches, shall be provided by the vendor over the term of the contract.

Turning Movement Counts & Classifications

The device provides the capability to count and classify all road users, providing turning movement counts and classifications for roadgoing vehicles, directional crosswalk counts for bicycles and pedestrians, and approach counts for bicycles. The system must be capable of using existing communications or should be able to support communications provided by the vendor without requiring any additional hardware. This work must be performed in accordance with the standard specifications as specified herein.

Counts System Capability

1. Must classify road users. Bicycles, Pedestrians, Light Vehicles, Single Unit Trucks, Articulated Trucks, Buses.
2. Must be able to distinguish between lanes for any given vehicle movement. (E.g. NB Thru lane 1, NB Thru lane 2).
3. Must be cable of counting large groups of pedestrians

Web-based API

1. Must make all multimodal counts data collected since initial installation available via a securely hosted REST API
2. Must require a secure API key for access to the REST API
3. REST API must be able to provide up to 48 hours worth of data in a single response
4. REST API must provide an endpoint that returns data in a CSV format compatible with MS2, with 15 minute bins
5. REST API must provide an endpoint that returns data formatted in JSON with 1 minute Bins

Web-based Dashboard

1. Must provide access to a secure (authentication required) dashboard for counts data
2. Must provide summaries of total Vehicles, Pedestrians, Bicycles, and Truck Percentage
3. Must make it possible to retrieve data from all dates the system was installed for using a date selector.
4. Must show raw data for ranges of a day or less
5. For ranges of a day or more, it must be possible to show 5th, 50th (median), 85th, and 100th percentiles of data for the date range.
6. It must be possible to export the raw Binned data or Typified data when a percentile aggregation is selected.
7. Must have at least 15 minute bin resolution

BID SCHEDULE

PROPOSAL FOR: Supplying and installing a video detection system for the traffic signal at the intersection of Crystal Ave, East Broadway and Birch Street in Derry, NH.

DATE & TIME: June 23, 2023 at 4PM

The undersigned, as Bidder, hereby declares that before preparing this bid he/she carefully read the specifications and hereby agrees that if the proposal is accepted he/she will contract with the Town in accordance with the specifications, terms, and conditions as spelled out in this sealed bid invitation.

\$ _____ Price in Words: _____

This form must be signed. All signatures must be original and not photocopies.

Authorized signature & title of Bidder

Print or type name & title of Bidder

Company Name (Corporation/general partnership organized & existing under the laws of the State of ____)

Address

City, State, Zip

Date Quotation Made: _____ Email Address _____

Phone #: _____ Fax #: _____

Minor exceptions to the above specifications must be duly noted on your letterhead as a separate sheet. Please check here if you have exceptions. ____