

**REQUEST FOR PROPOSALS**  
**WIFI SYSTEM FOR THE AMICA**  
**MUTUAL PAVILION & RHODE**  
**ISLAND CONVENTION CENTER**

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**I. PROJECT BACKGROUND**

- A. The Rhode Island Convention Center Authority (“the Authority”), a public corporation of the State of Rhode Island, issues this Request for Proposals (“RFP”) from qualified firms to provide a comprehensive turn-key Converged Network System (“CNS” or “System”) and Private LTE Network (“PLTE”) for the Amica Mutual Pavilion and Rhode Island Convention Center Project (“Project”), as described herein.
- B. For ease of reference, each entity receiving and responding to this RFP is referred to as a "Firm". This RFP outlines the instructions for submitting proposals and the procedures and criteria by which a Firm may be selected.

**II. CRITICAL DATES**

The following are the critical dates and times:

Issuance of RFP: Thursday, September 29, 2022

Mandatory Walk Through: Tuesday, October 11, 2022, 11:00am

Deadline for Questions: Tuesday, October 21, 2022, 11:00am

Response to Questions Deadline: Friday, November 4, 2022, 11:00am

Response due Date and Bid Opening: Tuesday, November 15, 2022, 11:00am

**III. SCOPE OF WORK**

**1. Technical Requirements**

The purpose of this section is to obtain detailed technical information on your products and solution. The Authority seeks a solution designed specifically to the requirements and needs of the Project as detailed in this section. The Authority is interested in an 802.11ax (Wi-Fi 6) solution.

**High-Density Wi-Fi Solution**

- Solution shall provide adequate Wi-Fi coverage and capacity to all users in all zones with the installation of private and public SSIDs.

- Please provide an overview of the architecture of the proposed Wi-Fi solution. Including an initial concept design and equipment to be provided.
- Please detail key features and uniqueness of the solution along with competitive advantages over solutions from other vendors.

### **Features and Minimum Capabilities**

- Indoor and Outdoor rated Access Points shall be tri-radio Wi-Fi 6E (802.11ax) supporting 4x4:4 radios.
- Access Points must support fully functional Wi-Fi 6 when powered by 802.3at PoE.
- Access Point must support integrated Bluetooth radio for integration with IoT and guest engagement platforms.
- Access Points equipped with software programmable radios is a highly desirable feature, please describe the radio capabilities of the proposed access points.
- Access Points must support a Cellular Coexistence Filter (CCF) to minimize the impact of interference from cellular networks.
- Outdoor Access Points must support internal antennas providing the option for omnidirectional and directional antennas.
- Outdoor Access Points must support flexible deployment options to include an under seat mounting option, as well overhead option with pole and articulating mounting brackets.
- Access Points must provide application-layer visibility and policy enforcement with no impact on Wi-Fi performance. Please describe the capability of the solution to support this requirement and detail any additional components required.
- Wireless Appliances must support high availability. Please describe how this is accomplished and describe the cost for any extra licenses required for high availability.
- Wi-Fi network shall be capable of load balancing / band steering.
- Wi-Fi network shall be capable of supporting VLAN Pooling to combine pre-existing small subnets into larger ones.
- Wi-Fi network shall be equipped with suitable IDF switches and MDF LAN switches/routers to support the Wi-Fi network.
- Network shall be capable of implementing authentication and role-based policy features providing granular control over what a user/device has access to (e.g., fans, ticket scanners, media). Role-based policy capabilities must enable dynamic assignment of policy rules on a per user/device/application basis, not just to a specific SSID or VLAN.
- Network shall be capable of tracking the usage patterns and gathering analytics related to consumer/fan behavior and application usage to aid the stadium marketing team.

### **Private (LTE) PNET**

- Fully virtualized CBRS RAN Solution
- Software upgradeable from 4G to 5G
- Supports all 150MHz of CBRS, able to transmit both PAL and GAA on the same radio
- CORE and RAN to be located on-prem
- User friendly cloud-based Operations GUI accessible to onsite personnel

- NMS must connect to multiple NOCs, support remote alarming, monitoring of KPIs, and
- Solution must be expandable and scalable and utilize COTS hardware
- Supports 3GPP Release 16
- 4G and 5G should co-exist in the same physical radio and baseband
- Proven 5G SA n48 support and path for future 3GPP release by SW only
- Support 5 Carrier Aggregation b48, MIMO 4x4
- Automatic channel reselection for the RAN when SAS revokes a channel
- Support of thousands of UEs per Radio
- Support PAL and GAA at the same time in the same Radio
- Support full baseband functionalities on SW only running on COTS servers (NO Hardware accelerators)
- Support IPsec
- Proven MOCN capabilities deployed in a CBRS network

## UPS System

The UPS systems and power systems under this contract must be designed with similar equipment from the same manufacturer. Final manufacturer selection is at the discretion of the Rhode Island Convention Center Authority. The following is a list of pre-approved OEMs:

- a. APC by Schneider Electric
- b. Eaton Corporation Plc

## Design Process Overview:

1. A design review and approval process will be required by the Authority prior to completing a final design or initiating any installation. Final coordinated design shall strategically and thoughtfully place components in locations that will minimize aesthetic impact on the building architecture yet also minimize negative impact on the system performance.
2. After award, the selected Firm shall provide the full RF design to the Authority for review. The Authority will assist the selected Firm with design coordination, in particular coordination relative to aesthetics and constructability. The selected Firm and the Authority will work closely with the Project design and construction team as part of this process.

**General Instructions to Firms:** Each Firm understands, acknowledges, and agrees that it is submitting qualifications and proposals at its own risk and expense. Each Firm further understands, acknowledges, and agrees that the Authority has the right to reject any and all proposals made in response to this RFP at any point in time, and is under no obligation to make an award. All such decisions are ultimately to be made in the sole discretion of the Authority based upon best value criteria for the Project. The Authority reserves the right to award all or part of this work to one or several qualified and competent Firms.

**REQUEST FOR PROPOSAL**

**Each proposal must include the following and be organized in the exact order as outlined below with clearly marked separation tabs. Note: Incomplete proposals will likely be disqualified automatically:**

- A. **Cover Letter:** Please provide a cover letter signed by an authorized representative of the Firm, which includes the Firm’s full address, telephone number, and point of contact information.
- B. **Executive Summary:** Please provide a brief description of the Firm, including but not limited to the number of years the Firm has been in existence, range of professional services, office location(s), and staff size. In addition, provide a summary, in one page or less, describing why your Firm is the most qualified for the Project. In this section please also give your Firm’s Safety or EMR rating.
- C. **Project Experience:** Please provide a description of the experience of the firm and/or the proposed project leaders on similar sports and public assembly projects. Please provide information regarding sports and public assembly projects of similar size and scope, which were preferably completed within the last five (5) years. Include the following items in the narrative for each project:
1. Project name and location
  2. Year completed
  3. The project owner or owner Representative’s name, title, address, phone number and contact info
  4. Project description
  5. Name of your project manager and applicable members of the project team
  6. Scope of services provided
  7. Overall value of the contract
- D. **Bidder Qualifications:**

**Each firm shall certify that it has or will have if awarded the contract:**

1. A 24/7/365 Network Operations Center proactively monitoring all networks.
2. A 24/7/365 Customer Care team and help desk.
3. Demonstrate executive representation in industry groups and associations dedicated to developing 5G standards and protocols.
4. It will provide dashboards and reporting for real-time monitoring of Wi-Fi networks, accessible for the Amica Mutual Pavilion and The Rhode Island Convention Center Staff at all times.
5. A full-time in-house team dedicated to developing innovative use cases for Private Networks at the Amica Mutual Pavilion and the Rhode Island Convention Center.
6. An Account Manager specifically dedicated to the Amica Mutual Pavilion and The Rhode Island Convention Center.
7. A representative or office located within 30 miles of the Amica Mutual Pavilion and The Rhode Island Convention Center.
8. Extreme Wireless, HP Aruba, Cisco Systems as an approved vendor for this project.
9. Have a customizable Wi-Fi portal which includes custom marketing material that can be developed for Amica Mutual Pavilion and the Rhode Island Convention Center.
10. That all network design shall be completed in house with iBwave certified employees.

**Each firm shall:**

11. Describe previous success deploying converged wireless networks at a minimum of five other venues similar in size and scope to the Amica Mutual Pavilion and The Rhode Island Convention Center and provide reference contact information for such projects.
  12. Demonstrate the ability to monetize Wi-Fi and Private networks to increase revenue to the Amica Mutual Pavilion and the Rhode Island Convention Center.
  13. Prove capability of designing, deploying, and maintaining converged networks to include PNET and Wi-Fi. (no subcontractors).
- E. **Organization Chart:** Please provide an organization chart that includes the Firm’s proposed key personnel and their respective responsibilities for this Project. The chart should also identify and include any proposed subcontractors and their relevant project experience as well. Provide 1-page resume highlighting relevant experience on similar projects for all proposed key personnel.
- F. **Conceptual Designs:** The initial designs for the System shall be broken out by each sub-system including the following:
1. Recommended OEM and product lines.
  2. Equipment Bill of Materials list (with part numbers and quantities).
  3. Wired Data Network System:
    - a. Network topology diagram.
    - b. Detailed equipment list (BOM) including total switch counts, model and feature set broken down by room, location and type. Include power requirements for each piece of equipment.
    - c. Rack space requirements for each room and conceptual rack elevations.
    - d. Initial heat load calculations.
    - e. Detail on licensing and support requirements for all network software.
  4. Wireless Network System:
    - a. Projected Wi-Fi access point (AP) and antenna count totals broken out per floor, including breakout for seating bowl for all required event configurations.
    - b. Initial AP/antenna layout on floor plans, including comparison between base building data drop locations and proposed AP/antenna locations.
    - c. Provide coverage prediction maps for proposed design.
  5. Alternates:
    - a. Breakdown of alternates detailed in specifications as separate costs, noting the required timeline for decision to fully execute these alternates in alignments with the overall project schedule.
    - b. Each alternate shall have supported information that created the basis of the alternate cost, along with any assumptions that were made.
- G. **Projected Cost:** Please provide projected System install cost, broken down into material and labor. Include any available back-up and assumptions to show how you arrived at this cost (i.e., comparable project, initial designs, etc.). This should be true system cost, exclusive of any potential sponsorship offering.

Projected cost breakdown should be structured to provide as much System cost breakdown as possible, but as a minimum cost should be summarized in the following categories and split up between material and labor costs:

1. General Conditions (project management, design coordination, etc.)
2. Aesthetic / Stealth solutions cost allowance (ceiling access hatches, stealth enclosures, painting, etc.).
3. Additional raceway or cabling cost (conduits, pull-boxes, etc.)
4. UPS units.
5. LAN and WLAN equipment installation.
6. Private (LTE) PNET equipment installation.
7. All technical/electronic equipment racks as needed.

- H. **Proposed Management Plan and Schedule:** Provide a CPM schedule and detailed work plan for how your Firm plans to coordinate, schedule, staff and complete the design/engineering, development, construction, installation and commissioning of the System, all in conjunction with the overall project schedule.
1. The proposed management plan shall specifically include a proposed timeline for completing the work, in Gantt chart format, that clearly indicates durations for design finalization, shop drawing submittal, procurement, fabrication, shipping and installation timelines for the System.
- I. **Compliance Matrix:** Please provide a complete compliance matrix for each item in this RFP document and performance specification indicating acceptance or exception and associated explanation. This shall be provided in the form of an Excel spreadsheet.
- J. **Scheduling work:** The firm will be required to comply with both the Amica Mutual Pavilion and the Rhode Island Convention Center Schedule to minimize disturbance of scheduled client and employee events. Amica Mutual Pavilion and Rhode Island Convention Center Facility Director will assist the firm's management with this coordination.
- K. **Form of Agreement:** The Contractual Agreement between the Firm and the Authority will be prepared by the selected Firm and reviewed by the Authority for final approval.
- L. **Payment and Performance Bonds:** The Selected Firm will be required to provide a Payment and Performance Bond for 100% of the value of the work, unless otherwise agreed to by The Authority in its sole discretion based on the relevant facts, circumstances and scope(s). Firms shall include in their responses to this RFP a letter from a surety or bonding agent confirming such Firm's ability to provide 100% Payment and Performance Bond on the proposed scope. If a Firm cannot provide such a letter, please describe all facts and circumstances associated with the Firm's inability to provide such letter so it can be taken into consideration.

M. **Insurance**

1. The Firm will be required to obtain and maintain insurance in force at all times during the term of the agreement as directed by RICCA/SMG. Such coverage will be obtained from an insurance company authorized and licensed to do business in the State of Rhode Island and rated not less than "A-" by the most current Best's Manual. Furthermore, said insurance company or companies must be approved by SMG. It is anticipated that such coverage shall include the following:

- a. Comprehensive General Liability coverage in the amount of \$2,000,000.00 in the aggregate and \$1,000,000.00 each occurrence. This coverage must be written on an occurrence form, claims made policies will be unacceptable to RICCA/SMG. The Comprehensive Liability insurance shall cover the Firm, RICCA, SMG, the State of Rhode Island, the Center and their employees, agents, officers and directors from and against any claim arising out of personal injury and/or property damage as a result of the operations of the Firm's failure to comply with the terms of this Contract. Such policy or policies for insurance shall include coverage for claims of any persons as a result of incidents directly or indirectly related to the employment of such persons by a Firm or any other persons. This coverage shall include blanket contractual insurance and such coverage shall make express reference to the indemnification provisions set forth in this agreement. The policy shall also be endorsed to include coverage for products and completed operations.
- b. Workers' Compensation Coverage, as statutorily required by the State of Rhode Island for all employees of Firm. Employers' Liability coverage on Workers' Compensation policy shall be written in the minimal amount of \$1,000,000.00.
- c. Excess Liability Coverage in the amount of \$5,000,000.00 shall be in the form of an Umbrella Policy rather than a following form excess policy. This policy or policies shall be specifically endorsed to be excess for the required Comprehensive General Liability Coverage, the Employers' Liability Coverage on the Workers' Compensation policy, and the Comprehensive Automobile policy.
- d. Comprehensive Automobile Liability Coverage, in an amount not less than \$1,000,000.00 shall be maintained. Such coverage will include all owned, non-owned, leased and/or hires motor vehicles which may be used by the Firm in connection with the services required under the Contract.
- e. Insurance Against Loss and/or Damage to fixtures, furnishings, equipment and other personal and business property of Vendor and the Center upon the premises by fire or other such casualty as may be generally included in the usual form of extended coverage in an amount equal to the replacement costs of such property used in this agreement on the premises. Such insurance shall provide coverage for the personal property of others in the care, custody and control of Firm.

All such Insurance coverage, with the exception of Workers' Compensation, shall name SMG, the Center, the State of Rhode Island, RICCA and their employees, agents, officers and directors as additional insured there under and a waiver of subrogation in favor of all additional insureds shall apply to all such coverage, and shall be primary and noncontributory.

Evidence of such coverage being in place will be promptly delivered to SMG prior to the commencement of the term of this proposal. All such coverage shall be endorsed to indicate that coverage will not be materially changed or cancelled without at least thirty (30) days prior notice to RICCA/SMG, such prior notice being mandatory and not the best efforts of the required coverage. Proposer will provide RICCA/SMG with evidence of the renewal of all coverage required on at least the same terms and conditions as originally required for this agreement.

## **2. INDEMNIFICATION**

2.1 To the fullest extent permitted by law, the Firm shall indemnify and hold harmless SMG, the State of Rhode Island, the RICCA, and their respective agents, representatives, directors, officers and employees from and against any and all actions, causes of action, claims, demands, liabilities, losses, penalties, judgments, awards, costs, damages or expenses of whatsoever kind and nature, including reasonable counsel or attorney's fees and

court costs, which RICCA, SMG, the State of Rhode Island and their respective agents, representatives, directors, officers and employees shall or may at any time sustain or incur, directly or indirectly, by reason of (1) any breach by the Firm of any representation, warranty, covenant or agreement in the Contract, (2) any failure by the Firm to perform its obligations under the Contract, (3) failure by the Firm or its agents, employees, suppliers or subcontractors to observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations, or (4) arising out of or resulting from the work, provide that such claim, damage, loss or expense with respect to the Work is (i) attributed to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of the use resulting therefrom, and (ii) caused in whole or part by any negligent act or omission of the Firm, and Subcontractor, anyone directly or indirectly employed by any them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. By virtue of this indemnification clause, the Firm does not waive any rights or defenses it may have with respect to any such claims, demands and causes of action, including the right of contribution.

2.2 In any and all claims against SMG, the State of Rhode Island, the RICCA, and their respective agents, representatives, directors, officers or employees by any employees of the Firm, any Subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under Paragraph 7.7.1 shall not be limited in any way by any limitation on the amount or the type of damages, compensation or benefits payable or for the Firm or any Subcontractor under Workers' or Workmen's Compensation acts, disability benefit acts or other employee benefit acts.

- N. **DBE Participation:** Provide a description of your presence, if any, in the local marketplace. Also, please describe your ability to achieve the applicable DBE project participation goals and as outlined further in Exhibit 07 – DBE Guidelines.
- O. **Sales and Use Taxes:** The Authority, Amica Mutual Pavilion and the Rhode Island Convention Center are tax exempt. The State of Rhode Island Tax Exempt Certificate will be provided upon request.
- P. **Project Site and Project Safety:** The Selected Firm shall agree to abide by and comply with the Amica Mutual Pavilion and Rhode Island Convention Center policies, guidelines, and rules regarding the Project Site. Amica Mutual Pavilion and Rhode Island Convention Center, reserves the right to modify, amend, augment, or add additional policies, guidelines, and rules regarding work on the Project Site.
- Q. **Warranty and Maintenance:**

1.1 The Firm shall warranty the entire system for a period of 1-year following successful completion of a 30-day Test Period.

1.2. The Firm shall provide 24/7 local "on-call" hardware and software maintenance for all equipment supplied under this Contract during the warranty period. The maintenance shall consist of all material, labor and travel expenses to:

1.2.1. Respond to emergency service requests on site and effect repairs within four (4) hours.

1.2.2. Respond to non-emergency requests on site and effect repairs within the next business day.

1.2.3. Respond to Owner's Agent phone calls within 15 minutes and provide "over the phone" technical support where possible.

1.2.4. Replace all defective components as required.

1.2.5. Install without cost, any updates to the system software or firmware that improve its reliability and operation as they become available. Before such a change is made, the Owner's Agent must accept it.

- 1.2.6. Submit a quarterly maintenance report to the Owner’s Agent.
- 1.2.7. Perform annual preventive maintenance as required by this document.
- 1.3. At the end of the warranty period, the Firm shall provide detailed documentation of service and maintenance performed on the ESS from the date of acceptance. Documentation shall include Owner’s Agent signed service slips with a description of symptoms, diagnoses and subsequent actions taken. Recommended changes in routine preventive maintenance procedures shall also be included. A logbook shall be maintained at the job site to record all service and maintenance performed.
- 1.4. All warranty, maintenance, and service periods shall commence on the date that the Trial Period Test is completed, and the Owner’s Agent provides a written final acceptance of the system except that, if it is discovered after said date that certain work or materials were not in fact in conformance with the requirements of the Contract Documents, the applicable period of warranty for defective components or software shall recommence from the completion of all remedial work required.

## **VI. SCHEDULE AND PROCESS FOR SELECTION AND PERFORMANCE**

- A. **Process:** Each Firm electing to respond to this RFP does so at its own cost and expense. The Authority reserves the right to make awards at any time within one hundred and eighty (180) calendar days after the date of opening of the RFP responses, during which period proposals may not be withdrawn unless authorized in writing by The Authority. The Authority reserves the right at any time to change or extend the due date and time for any reason, and to add to, delete, modify or enlarge this RFP, including any specifications and/or statement of work, the proposed contract, the terms and conditions and any subsequently executed contract. Proposals may be evaluated, and an award made with or without discussions and/or negotiations with Proposers. The Authority also reserves the right to discuss and negotiate anything and everything with any Firms at any time. The Authority reserves the right to request additional information from any or all Firms. Negotiations by The Authority will not be deemed a counteroffer or a rejection of any original Proposal. The Authority reserves the right to request one or more best and final offers. This may include submission of a new proposal. The Authority reserves the right to reject any and all Proposals, and/or to award all or part of this work to one firm or several firms. The Authority and the consultants of each of them shall have no liability to any Firm arising out of or relating to such cancellation or rejection, and by submitting materials in connection with this RFP, each Firm understands, acknowledges, and agrees to the same and waives any claim it has or may ever have relating to the same.

**Selection:** The Authority intends to select, in its sole judgment using “Best Value” criteria, the Proposal that will be in the best interests of the Project, considering several factors including, without limitation, price, compliance with specifications and schedule, the firm’s relevant experience with similar projects, proposed LBE/SBE participation, insurance compliance, bonding ability and overall complete responsiveness to this RFP.

## **VII. INQUIRIES**

All questions regarding this proposal shall be received by **Tuesday October 21, 2022, at 11:00am** and be directed to via Email: Howard Allen Complex Purchasing Manager: hallen@pvdricenter.com

Responses will be e-mailed on or before **Friday, November 4, 2022**, to the firms who attended the mandatory pre-bid walk through meeting.

### **VIII. SUBMISSION OF RESPONSES**

Submit three (3) properly executed printed responses and provide three (3) thumb drive copies in a sealed opaque envelope or package. The envelope/package shall be identified with the Respondent's name and address, type of Response ("WIFI PLTE") and the due date to:

**Rhode Island Convention Center  
One Sabin Street  
Providence, Rhode Island 02903  
Attention: Howard Allen, Purchasing Manager**

**SEALED RESPONSES shall be submitted no later than 11:00 AM, E.S.T. on the response due date. Immediately thereafter, Responses will be opened and acknowledged at the Amica Mutual Pavilion 3<sup>rd</sup> floor administration board room 1 LaSalle Square, Providence, RI 02903. Responses received after that time and date will be returned unopened. The Respondent shall assume full responsibility for timely delivery at the location designated for the receipt of Responses.**

**BID SHEET**

Name of Company or Corporation: \_\_\_\_\_

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

State and Date of Incorporation: \_\_\_\_\_

Project Manager to be Assigned: \_\_\_\_\_

**PRINCIPALS AND/OR MEMBERS OF CORPORATION**

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

**Quote Pricing:**

- 1. General Conditions (project management, design coordination, etc.) \$ \_\_\_\_\_
- 2. Aesthetic / Stealth solutions cost allowance (ceiling access hatches, stealth enclosures, painting, etc.) \$ \_\_\_\_\_
- 3. Additional raceway or cabling cost (conduits, pull-boxes, etc.) \$ \_\_\_\_\_
- 4. LAN and WLAN equipment installation \$ \_\_\_\_\_
- 5. 1-year equipment warrantee LAN WAN \$ \_\_\_\_\_
- 6. Private (LTE) PNET equipment installation \$ \_\_\_\_\_
- 7. 1-year equipment warrantee PLTE \$ \_\_\_\_\_
- 8. UPS units \$ \_\_\_\_\_
- 9. Electronic equipment storage racks as required \$ \_\_\_\_\_

**Total Job: \$** \_\_\_\_\_

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

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

**Quote Pricing Alternate:**

3-year warrantee LAN/WAN \$ \_\_\_\_\_

3-year equipment warranty PLTE \$ \_\_\_\_\_

Alternate option: Private (LTE) PNET equipment Garage installation \$ \_\_\_\_\_

**REFERENCES**

In the space provided below please enter company references and contact personnel with phone numbers for jobs similar in nature to the type of service required for the Dunkin’ Donuts Center and Rhode Island Convention Center.

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Type of Service Provided and Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Type of Service Provided and Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Type of Service Provided and Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Type of Service Provided and Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Type of Service Provided and Dates: \_\_\_\_\_