***Seneca Gaming Corporation***



Lifestyle Video & Photoshoot Production Services

RFP #SGC-0031-24LF

January 30, 2024

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# Introduction

Seneca Gaming Corporation is a wholly owned, tribally chartered corporation of the Seneca Nation of Indians (the “Nation”) which operates all of the Nation’s Class III gaming operations in Western New York.

Seneca Gaming Corporation, through its wholly owned subsidiaries, owns and operates Seneca Niagara Resort & Casino in Niagara Falls, New York, Seneca Allegany Resort & Casino in Salamanca, New York, and Seneca Buffalo Creek Casino in Buffalo, New York.

For additional information, please visit our website at [www.Senecacasinos.com](http://www.Senecacasinos.com).

# RFP Objective

Seneca Gaming Corporation (hereinafter referred to as SGC) is seeking a qualified experienced and insured Video and Photoshoot production team to collaborate and integrate with our existing team for photoshoots for all three of our locations. Seneca Niagara Resort & Casino, Niagara Falls, NY, Seneca Buffalo Creek, Buffalo, NY and Seneca Allegany Resort & Casino, Salamanca, NY.

RFP Administrative Information

## Contact Information

Please use the following name and email address for all correspondence with SGC concerning this RFP. Suppliers who solicit information about this RFP either directly or indirectly from other sources will be disqualified.

**Coordinating Buye**r:

Name Lisa Fittante

Telephone 716-501-2345

Email lfittante@senecacasinos.com

## Schedule of Events

RFP issue date: January 30, 2024

Notice of Intent to bid: February 1, 2024

Bidder questions due: February 2, 2024

Answers returned for bidders: February 6, 2024

**Bid Submission Deadline: February 13, 2024** **by 5:00 PM EST**

## Intent to Bid

Potential Bidders must submit an email confirming their intent to bid to the Coordinating Buyer by the date and time indicated in the above schedule of events.

Submission of the intent to bid notice constitutes the Potential Bidder’s acceptance of the RFP schedule, procedures evaluation criteria and other administrative instructions of this RFP.

## Bidder Questions

Bidders must submit any questions to the Coordinating Buyer’s email address directly. *No telephone questions will be accepted or considered*.

Questions must reference the specific RFP paragraph number and page and quote the passage being questioned. SGC will respond to questions promptly and will send answers to Bidders as a group.

## Submission of Proposals

Proposals must be submitted in electronic form, preferably in Microsoft Word and/or Microsoft Excel formats. **Note: SGC’s email system rejects incoming messages with attachments exceeding 20 MB**. Bidders are encourage to confirm that the Coordinating Buyer received their bid, prior to the bid submission deadline (date and time) indicated in the above schedule of events.

The Coordinating Buyer must receive proposals on or before the bid submission deadline. **Proposals received after the bid submission deadline will not be considered.**

## Proposal Format

**Bidder proposals must conform to the following proposal format**:

**Part-1 Company Overview**

Section 1: Company Overview

Provide a brief description of the overall organization of your company including the location of corporate headquarters, primary industries and markets served, how long the company has been in business and what experience your company has serving multi property and Native American-owned casinos and casino resorts, if any.

Section 2: References

Include a minimum of three contracts for goods or services similar to those in the RFP’s Requirement Specifications that were awarded within the last three (3) years, along with contact information for each client reference. Wherever possible, include casino and casino-resort clients in these references.

**Part-2 RFP Proposal**

Section 1: Executive Summary

The purpose of this section is to summarize your proposal for SGC evaluators and decision makers. The summary should include, at minimum, key proposal elements, your vectors of competitive differentiation and an overview of your pricing model.

Section 2: Response to Requirements

Include complete responses to all requirements outlined in the Requirements Specification section of this RFP. Reponses are to follow the outline of the Requirements Specification herein (including companion documents, if any) and refer to each requirement being addressed. Requirements that cannot be supported in whole or in part should be identified as such.

Section 3: Bidder Supplemental Information

The purpose of this section is to afford Bidder an opportunity to present necessary information that was not requested. Use this section to indicate, for example, alternative methodology or additional functionality that may be outside the scope of the RFP but could enhance the value of services delivered or potential issues that are relevant to the RFP and your proposal.

Section 4: Product and Service Delivery

This section summarizes for your standard fulfillment processes, including delivery scheduling, response to emergency orders, disaster recovery and equipment installation, maintenance, repair and replacement plans.

**Part-3 Pricing Proposal and Quotes**

Section 1: Pricing Model and Terms

This section summarizes Bidder’s pricing model and applicable terms. Additional offers, discounts, rebates, etc. should be noted separately. Where applicable, pricing should cover the entire term of the contract indicated in the RFP, including any options to renew, where applicable.

**Part-4 Bidder Representations and Certifications**

A corporate officer or person who is authorized to represent Bidder must complete, sign and date the Bidder Certifications and Representations, Section VII of the RFP.

**Part-5 Appendix**

Appendix-A: Evidence of Insurance

Evidence of current insurance is to be provided to the satisfaction of SGC’s Risk Management Department. Insurance requirements vary depending upon the nature of the services and the degree of risk. Standard requirements include minimum $5 million general liability coverage (per occurrence and in the aggregate) [$10 million for construction-related contracts], $1 million automobile liability coverage, combined single limit, for all vehicles brought on-site, worker’s compensation and employer liability insurance in accordance with state law. Additional types of insurance, including, without limitation, professional liability insurance and network privacy/data security/cyber liability insurance, may be required in specific circumstances. SGC and related persons and entities will be additional insured under the general liability and automobile liability policies of insurance.

SGC’s Risk Management Department has discretion to increase, decrease, or dispense with insurance in appropriate cases. They may, in addition to or instead of insurance, require signature of a Waiver, Indemnification and Hold Harmless form by any individuals who will be present on SGC property.

For additional details, see section 22 of SGC’s Standard Terms & Conditions at <https://senecacasinos.com/media/zqdd2j1f/sgc-standard-terms-and-conditions-v-10-30-20.pdf>

Appendix-B: Standard Agreements

Bidders are invited to include their standard form of agreement (preferably in Word format) to form the basis of the contract should it be awarded to them. However, SGC reserves the right to utilize its own standard form of agreement.

## Proposal Evaluation/Vendor Selection

Proposals will be evaluated to determine their completeness and compliance with the mandatory requirements and qualifications specified throughout this document. Failure to comply with one or more of these requirements may result in the proposal being rejected as non-responsive. SGC reserves the right to waive deviations it deems non-material and/or to reject any and all Proposals in its sole discretion.

The successful Bidder(s) will be notified by email of the award of contract, conditional upon appropriate licensure through SGC’s regulatory authority, the Seneca Gaming Authority (“SGA”), providing proof of insurance to the satisfaction of SGC’s Risk Management Department, and signature of a contract and/or issue of a Purchase Order. It is only following all of these actions that the successful Bidder will be considered a Vendor of SGC.

Successful Bidders must complete SGC’s Vendor Registration Form and W-9 (or equivalent for non-U.S. persons/entities). If required, they must also complete and submit to the SGA the requisite vendor license application. They are also responsible for payment of SGA processing or vendor license fees plus the Seneca Nation of Indians Business License fee as detailed in paragraph VI. I. below. Fees range from $750 to $2,500 depending upon the nature of the services. These requirements must be completed and, if applicable, the requisite SGA vendor license issued, prior to signature of the contract. Vendor licenses and fees must be renewed every two years. SGA may also, in an appropriate case, require the licensure of individual employees who perform certain services that are or may be closely associated with SGC’s casino operation. As SGA retains the discretion to make this type of determination on a case-by-case basis, SGC is unable at the RFP point in the bidding process to state definitively whether such licensure will be required in any particular case.

## General Bidder Information

This RFP does not commit SGC to award a contract, to pay any costs incurred in the preparation of the RFP, nor to procure or contract for services or supplies.

It is the policy of SGC that all Proposals are to be held unopened and confidential until after the closing date and time. At the bid opening, Proposals will be opened by the contact Coordinating Buyer and are reviewed by a compliance representative.

Bid Validity. Bidder’s bid submission must remain valid for a minimum of ninety (90) days from the bid closing date.

Minority Bidders:SGC gives priority to Bidders who are Native American, minority, women-owned or small disadvantaged businesses. If your company falls into any of these categories or has contracted with such businesses for the purpose of the proposal, please note as such on your proposal.

Alternative Proposals*(if applicable)*are accepted based on the following conditions: SGC will consider alternative proposals from Bidders provided they have submitted a response based on the original requirements. The alternative Proposal will be submitted separate and apart from the basic Proposal. It is assumed that the materials included in the alternative Proposal meet all of the qualifications of the original Proposal.

Substitutes. Any recommended substitutions should be attached separately. *Products may require testing before acceptance. Bidder’s pricing must include the conversion calculations if your size, pack, weight, etc. is not the same as the specified product(s).* SGC solicits Bidders’ recommendation(s) for new products and/or services leading to lower costs.

Projected Volume. Bidders are advised that the volumes or quantities indicated on the RFP are for reference purposes only and must not be taken as guaranteed or as constituting representations by SGC. Actual volume and quantities may vary depending upon the needs of the SGC departments or business units for which the goods and/services are destined and fluctuations in the business cycle.

## SGC Standard Terms and Conditions

Any purchase order or contract flowing from this RFP (in the absence of language to the contrary in the contract) is subject to the terms and conditions hereof as well as to Seneca Gaming Corporation’s Standard Terms and Conditions which are available on the following website: <https://senecacasinos.com/media/zqdd2j1f/sgc-standard-terms-and-conditions-v-10-30-20.pdf>.

Reference to, or inclusion of, the Bidder’s preprinted terms and conditions with Bidder’s Proposal will not be considered as an exception to SGC Terms and Conditions.

# Provisions Applicable to the Contract

## Agreement Term

The term of the contract will be June 3, 2024- June 21, 2024, dates subject to change.

## Requirements Specification

Seneca Gaming Corporation (hereinafter referred to as SGC) is seeking a qualified experienced and insured Photoshoot production team to collaborate and integrate with our existing team for photoshoots for all three of our locations. Seneca Niagara Resort & Casino, Niagara Falls, NY, Seneca Buffalo Creek, Buffalo, NY and Seneca Allegany Resort & Casino, Salamanca, NY.

**Requirements:**

* Producer and production team to complement our in-house team.
* Timeframe must be between June 3, 2024- June 21, 2024 (subject to change).
* Qualified applicants will need to complement our existing production team, which includes a Director, Assistant Director, and Photographer. (See below)
* Crew and equipment rentals provided by a production company including a producer, a DIT w/equipment, gaffer, all lighting and equipment rentals, casting, extras, hair & makeup stylists, wardrobe, and props.
* SGC will provide all catering based on your provided schedule and head-counts.
* SGC will provide hotel accommodations as needed for talent and crew
* Casting and licensing for five (5) selected couples (10 talent/models) – licensing should cover a period of 5years.
* Approximately 20+ extras required.
* All talent, extras, and crew must be over the age of 21
* All raw digital deliverables must be provided on an external hard drive at the end of each working day
* SGC will provide additional assistants, grips, wranglers/runners to assist with production as needed.
* Location/Tech Scout will be offered at each location to define the set locations.

**TALENT NEEDS BY LOCATION SCENES**

**Talent & Pairing/Groups**

**(CASTING REQUIRED FOR FIVE COUPLES):**

* One couple: 70 y/o
* Two couples: 50 y/o
* Two couples: 30 y/o

ETHNICITY TBD: RANGE OF TALENT OPTIONS REQUIRED

NOTE: A separate internal casting call will go out for two additional couples from the Seneca Nation from the same age groups. For the purposes of this bid, it is important to note that while not included in the casting, this talent will be included in the shoot.

**\*\* 20+ EXTRAS REQUIRED**

|  |  |  |  |
| --- | --- | --- | --- |
| Location | Talent | Additional Talent Notes | Action |
| Slot Machine | Group of friends or couples, 1 Seated | Middle-Age or Younger | Interacting, having fun, excited, jackpot reactions. |
| Slot Machine | Group of friends or couples, 1 Seated | Middle-Age or Younger | They slowly lean in closer to the screen as the reels stop. We see their eyes growing as they lean in. Jackpot hits, animated fist pumping and cheering from group. |
| Slot Machine | Couple, 1 seated or sitting side-by-side | Older Couple | Couple pulls slot handle together, they hold hands in anticipation, jackpot hits, and hands go up in the air cheering, they look at each other. |
| Slot Machine | Couple, 1 seated or sitting side-by-side | Middle-Age or Younger | Playful couple pulls slot handle on feature game, jackpot hits, they cheer and turn and kiss in excitement. |
| Black Jack Table | Group of 3, mix gender | Man in the middle dressed like Elton John | Man in the middle displays extreme confidence, surrounding players look at him surprised at his signal to hit, he hits 21, surrounding players cheer for him, he cracks a smile. |
| Black Jack Table | Full Table |  | Overhead camera, slow slide and rotation, time-lapse of many hands being played. |
| Black Jack Table | Full Table, Friends | 30s | Group joking around, shoving each other, laughing, and almost not paying attention to the table. One of the group hits 21, they cheer, pat him on the back. |
| Black Jack Table | Couple Seated, Bev. Server Behind |  | Couple playing black jack, beverage server approaches and delivers drinks, the couple of cheers and takes a sip. |
| Roulette | Group of 4 Friends | 1 Hero, 3 Supporting | Entire group approaches table, all encouraging the hero. Hero leans in and places a huge stack of chips on red, they all look toward the wheel, he wins, and everyone cheers. |
| Roulette | 1 Hero, 2 Supporting |  | We see hero’s face and roulette wheel in frame. Hero holding lucky chip up to face. The ball stops and the table cheers. |
| Craps Table | 2 Hero, Man and Woman & Crowd gathered behind | Heroes Dressed for a Gala | Man and Woman close at end of table, crowd has gathered to watch him play. Woman blows on the dice for luck, man throws, crowd cheers, woman kisses him on the cheek, he smiles. |
| Craps Table | Above | Above | Reversed Roles |
| Craps Table | 2 Hero, Several Extras | Middle-Age | Man or Woman throws dice, in celebration woman jumps into man’s arms, they spin around |
| Gaming Floor | 3 Full Tables | Variety | Long Dolly move that passes by 3 tables with foreground passing by in front, as the tables come in to view the table cheers for a win |
| Gaming Floor | 2 Hero, Several Extras | Elegant Older Couple | Couple gets up from table, man waves to dealer and wraps his arm around the woman as they walk away. Camera tracks backwards with the heroes. |
| Gaming Floor | 4 Friends |  | Tracking backwards shot of friends walking and having fun. |
| Gaming Floor | Couple | Middle-Age & Up | Camera starts tight on couple’s faces. We track backwards as the couple walks on the gaming floor. They stop and look around in amazement as the camera continues to dolly backwards, revealing the grand environment. |
| Gaming Floor |  |  | Follow a slot attendant as the walk the floor, see people laughing/celebrating |
| Gaming Floor |  |  | Friends playing slots side by side. One reaches over and taps the other's machine |
| Gaming Floor |  |  | Friends flipping chips to each other sitting at a table |
| Gaming Floor |  |  | From our waitresses perspective, handing a patron a drink as they game |
| Gaming Floor |  |  | Friends playing blackjack, one makes an I'm watching you gesture |
| Sports bet |  |  | Group of people wearing Bills colors except one. Bills people are celebrating |
| Sports bet |  |  | Happy / fast Interaction at counter |
| Sports bet |  |  | Kiosk usage |
| Lobby Bar | Couple | Any Age | Couple seated at the bar picks up their drinks and takes a selfie while they cheers. |
| Lobby Bar | 2 Couples | Any Age | Couple seated at bar welcomes 2nd couple as they approach. |
| Lobby Bar | Couple | Any Age | Couple seated at table, drinks in hand and food in front of them. Woman feeds the man something in a playful way, they laugh. |
| Lobby Bar | Group of Guys & Group of Girls | 30s | Looking down the bar, Guys seated at one end laughing having fun, girl passes by and leaves note, girls in the distance giggle, guy smiles, slightly embarrassed. |
| Event Center (Concert) | Couple & Many Extras | Middle-Age & Younger | Couple at a gala or wedding in the events center |
| Event Center (Concert) | Couple & Many Extras | Middle-Age & Younger | Looking toward stage, people standing all around, bright lights begin to flash and out of focus band begins to play. Energetically, girl leads man into empty spot in the crowd by the hand, they join in the cheering and look at each other while singing. |
| Event Center (Concert) | Couple & Many Extras | Middle-Age & Younger | Looking toward the couple, the woman leans her head on the man’s shoulder. They glance at each other and smile, they look back toward the stage. |
| Event Center (Concert) | Group of Girls & Many Extras | Middle-Age & Younger | Small group of girls in the crowd are enjoying the concert, the lead singer approaches and tosses them his wristband. They catch it and scream with excitement. |
| Event Center (Concert) | Mix Gender Group & Many Extras | Middle-Age & Younger | Group quickly turns away from the stage, one encourages everyone to squeeze in and takes a quick selfie. They turn back and resume cheering. |
| Restaurant Buffet | Group / Couples | Any Age | Grazing, service, interactions |
| Restaurant | Couple, Waiter, Extras | Any Age | Man takes a drink and woman playfully steals food from his plate, they laugh. |
| Restaurant | Couple, Extras | Any Age | Couple shares a dessert, they sit close to each other and playfully fight with their forks. |
| Restaurant | Couple | Any Age | Over the shoulder we see a person glance up from their food and smile. |
| Restaurant | Couple | Any Age | Couple is greeted at a restaurant and gestured to come in/be seated |
| Restaurant | Couple | Any Age | Couple eating chips/fries. One steals a chip, the other playfully bats them away |
| Restaurant | Two couples | 20's or 30's | Friends trying to throw/catch food at the bar |
| Restaurant/bar | Couple | Middle-Age & Younger | Intimate interaction, whisper, a fingertip touch |
| Restaurant | Couple, Bartender, & Extras | Any Age | Bartender at the bar doing a drink mixing performance (people watching) |
| Restaurant WD | Couple | Middle-Age & Younger | Brunch, Oyster bar, Patio |
| Hotel Room | Couple | Any Age | Looking through the doorway we see a man pouring a glass of champagne, a woman approaches the door and closes it. Focus shifts to the DO NOT DISTURB sign on the handle. |
| Hotel Room | Couple | Youthful Seniors | Couple jumps on the bed having a pillow fight. |
| Hotel Room | Couple | Any Age | Couple, snuggled on the couch, enjoys a cup of coffee in the morning light. |
| Hotel Room SAC | Couple | Any Age | Wake up, on phones, breakfast |
| Hotel Room SNC | Couple | Any Age | Wake up, on phones, breakfast |
| Hotel Room SAC | Couple | Any Age | Preparing to go down to the gaming floor for the evening |
| Hotel Room SNC | Couple | Any Age | Preparing to go down to the gaming floor for the evening |
| Hotel Room | Single person | Any Age | Someone falling/jumping onto a bed |
| Hotel Room | Couple | Any Age | Couple in the Hot Tub toasting wine glasses |
| Pool | Couple | Any Age | Couple in pool playfully splashing |
| Pool | 2 Couples | Any Age | Friends cannonball into a pool. Partners in Background |
| Spa | Mother / Daughter |  | Mother-Daughter Spa day getting mani/pedis together |
| Spa | Server and select talent |  | Someone bringing a drink to someone getting a treatment done |
| Spa | Bachelorettes group |  | Hair "reveal" once hair treatment is done. Maybe stylist toussels the hair or lets it flow though hands |
| Spa | Bachelorettes group |  | Wiggling of freshly done nails at friend who's getting their nails done |
| Spa | Single person, couple |  | Someone getting feature treatment or warm stones placed on their back |
| Spa / Il Mulino | Bachelors/wed. party |  | Shave / Haircuts interaction |
| Golf | Female Group, Male Group, couples, or pair |  | Interaction on Green |
| Golf | Female Group, Male Group, couples, or pair |  | Interaction on Tees |
| Golf | Female Group, Male Group, couples, or pair |  | Interaction on Cart |

**PRODUCTION CREW & EQUIPMENT**

|  |  |  |
| --- | --- | --- |
| **Crew** | **Provided by Seneca** | **Provided by Bidder** |
| Producer |  | X |
| Gaffer |  | X |
| DIT |  | X |
| Director | X |  |
| Assistant Director | X |  |
| Camera Operator | X |  |
| Focus Puller | X |  |
| Photographer (Stills) |  | X |
| Hair and Makeup |  | X |
| Grips |  | X |
| Production Services Grips | X – As needed |  |
| Runners / Wranglers | X – As needed |  |
| Wardrobe |  | X |
| Casting |  | X |
| Craft Services | X |  |
|  |  |  |
|  |  |  |
| **Equipment** | **Provided by Seneca** | **Provided by Bidder** |
| Cinema Camera (RED)/lenses | X |  |
| Still Camera/Lenses | X – As needed | X |
| Lights, Props, Equipment |  |  |
| DIT Station and Operator |  | X |

## Pricing and Payment Terms

Please provide your most competitive pricing and any additional offers.

## Tax Exempt Status

Seneca Gaming Corporation is a governmental instrumentality of the Seneca Nation of Indians all of whose operations (except for its golf course) are on sovereign Seneca Territory. SGC will provide a New York State tax exemption certificate issued in the name of the Seneca Nation of Indians, as applicable.

## Payment Terms

SGC standard payment terms are Net 30 days after delivery of goods and/or services and receipt of a correct invoice. Bidder is encouraged to indicate any additional early payment/ discount terms in its Proposal. It is the policy of SGC not to provide deposits unless significant discounts or special circumstances apply.

# Supplemental Bidder Information

## Conformity of Proposal with SGC Requirements

Bidders represent and warrant that the goods and/or services provided in their Proposal will meet SGC’s requirements **as expressed in the Scope of Work contained in this RFP** and will be fit for the purpose expressed herein.

# Vendor Requirements

## Proposal

Successful Bidders should expect that their response to the RFP and any accompanying supporting materials will be incorporated into any contract signed with SGC.

## Standard Service Agreement

Successful Bidder will be expected to sign SGC’s standard services agreement, subject to such changes as are necessary to reflect the terms of this RFP and Successful Bidder’s bid or proposal, and such further changes as the parties, acting reasonably, may agree.

## Seneca Nation Business Registration Fee (SNIBRF)

Vendor must pay the SNIBRF of $750 directly to the Seneca Gaming Authority once total payment to the vendor exceeds $10,000. Failure to pay the fee when required may result in termination of further business with Seneca Gaming Corporation.

## Bidder Certifications and Representations

Bidder is a reputable company fully qualified and regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP.

Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.

Bidder understands the requirements and specifications set forth in this RFP and affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

1. Bidder has reviewed and understood SGC’s Standard Terms & Conditions found at <https://senecacasinos.com/media/zqdd2j1f/sgc-standard-terms-and-conditions-v-10-30-20.pdf>

Bidder represents and warrants that all goods and services quoted in response to this RFP will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.

All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Bidder acknowledges that SGC will rely on such statements, information and representations in selecting the Awarded Vendor. If selected by SGC as the Awarded Vendor, Bidder will notify SGC immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.

**I, the undersigned, hereby certify that I am authorized to sign as a representative for the Bidder listed below:**

Legal Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DBA (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Representative’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Printed Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAICS code # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_