



Administered by  
**UNIVERSITY OF MAINE SYSTEM**  
Office of Strategic Procurement

**REQUEST FOR BIDS**

**VEHICLE BID SPRING 2008**  
**UNIVERSITY OF MAINE SYSTEM**

**RFB # 16-08**

ISSUE DATE:  
March 6, 2008

BIDS MUST BE RECEIVED BY:  
March 21, 2008, 2:00 pm

DELIVER BIDS TO:

University of Maine System  
Office of Strategic Procurement  
Attn: Hal Wells  
16 Central Street  
Bangor, ME 04401

## SECTION ONE

### 1.0 GENERAL INFORMATION

- 1.1 The University of Maine System is seeking quotations for the purchase of vehicles according to the attached schedules.

Definition of Parties: The University of Maine System will hereinafter be referred to as the "University". Respondents to the RFB shall be referred to as "Bidders". The Bidder to whom the contract is awarded shall be referred to as the "Contractor".

- 1.2 Alternates: Unless otherwise provided for in this solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; but conveys the general style, type, character, and quality of the article desired. Any article which the University, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. It is the Bidder's responsibility to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the University of Maine to determine if the product offered meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the Bidder clearly indicates in its bid that the product offered is an "equal" product, such bid will be considered to offer the brand name products referenced in the solicitation.

- 1.3 Award: The University reserves the right to award this bid on a schedule-by-schedule basis, price and other factors considered. The University reserves the right to conduct any tests it may deem advisable and to make all evaluations. The University reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the University. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When tie bids are both in-state or both out-of-state, the award will be made to the bid that arrives **first** in the Office of Strategic Procurement.

- 1.4 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Director of Strategic Procurement within five (5) business days of the award notice, with a copy of the protest to the successful Bidder. The protest must contain a statement of the basis for the challenge.

- 1.5 Bid Envelope: The signed bid should be returned in an envelope or package, sealed and identified as follows:

From	_____	_____	_____	_____
	Name	Due Date	Time	Bid No.

- 1.6 Evaluation Criteria: Awards will be made to the low bidders, providing delivery needs and all other requirements are satisfactorily met. However, in keeping with the Governor's Executive Order and the State of Maine's Clean Government Initiative the University will incorporate a best-value determination including fuel efficiency and emission ratings in determining the award of passenger sedans and award may be to a vehicle that best meets those criteria even if it does not have the lowest purchase price.

- 1.7 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they

change or clarify the RFB in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFB. Addenda will also be posted on our web site, [www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php). The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Hal Wells  
Office of Strategic Procurement  
University of Maine System  
16 Central Street  
Bangor, Maine 04401  
(207) 973-3302

- 1.8 Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. It is also agreement that the University will be notified of any change in this status until such time as an award has been made.
- 1.9 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the bid may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to the Office of Strategic Procurement in sealed envelopes, clearly marked as follows:
- SPECIFICATION PROTEST, RFB #\_\_\_\_\_
- 1.10 Submission: A signed original bid must be received at the Office of Strategic Procurement, 16 Central Street, Bangor, Maine 04401, no later than **2:00 P.M. local time, Friday, March 21, 2008**, for a public opening. Bidders are strongly encouraged to submit bids in advance of the due date to avoid the possibility of missing the 2:00 deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. A postmark on or before the due date WILL NOT substitute for receipt of bid. Bids must be date and time stamped by the University on time to be considered. In the event that the University is closed due to inclement weather at the time that a bid is due, the bid will be opened at the same time on the next day that the University is open. Bidders may wish to call 207-973-3298 if the weather is bad, to learn if the University has closed. Bids received after the due date and time will be returned unopened. Additional time will not be granted to any vendor. Additional time may be granted to all vendors when the University determines that circumstances require it. **FAXED OR E-MAILED BIDS WILL NOT BE ACCEPTED.**
- 1.11 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- 1.12 Bid Understanding: By submitting a bid, the Bidder agrees and assures that the specifications are adequate, and the Bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.

## SECTION TWO

### 2.0 CONTRACT TERMS

2.1 Delivery Notification: Notification must be made to the following people at these locations twenty-four hours prior to delivery so that personnel may be available to receive delivery.

<u>Campus</u>	<u>Contact</u>	<u>Phone Number</u>
University of Southern Maine Facilities	Paul Kuplinski	207-780-4162
University of Maine	Mike Hambrock	207-581-2742
University of Maine at Machias	Bob Farris	207-255-1316
Kennebec Valley Community College	John Delile	207-453-5123
Maine Maritime Academy	Stacey Ericson	207-326-2445

2.2 Litigation: This contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or proceeding arising out of this contract, shall be instituted a state court located in the State of Maine.

2.3 Transportation Charges: Quotations must be F.O.B. Destination. Prices quoted will be considered to include all charges for transportation, packaging, crates, containers, insurance, duty and brokerage charges, etc. necessary to complete delivery on a F.O.B. Destination basis.

2.4 Payments: Payment will be upon submittal of an invoice to the address provided on the purchase order, on a Net 30 basis unless discount terms are offered with the bid document. Invoice must include the purchase order number.

2.5 Temporary Plates: All vehicles must be delivered with a 14-day plate.

### NOTICE TO ALL BIDDERS

**The owner of record on the title application for any vehicle purchased by the University shall be: University of Maine System, 16 Central Street, Bangor, Maine 04401. The legal residence on the vehicle registration shall reflect the campus location, i.e. Orono; Farmington; Portland; etc. THIS IS NOT THE CASE FOR KVCC AND MMA VEHICLES.**

### INDEX TO SCHEDULES

<u>Schedule Number</u>	<u>Vehicle Description</u>	<u>Quantity</u>	<u>Delivery Location</u>
1	12-passenger Van	1	MMA
2	AWD Cargo Van	1	MMA
3	Mini-Cargo Van	1	Orono
4	½ or ¾ ton, Regular Cab 4X4 Pick-Up Truck	1	Orono
5	½ ton, Crew Cab 4X4 Pick-Up Truck	1	Orono
6	Mid-size Sedan	1	Orono
7	Toyota Prius	2	KVCC/USM
8	Chevrolet Malibu Hybrid	1	Machias

## SECTION THREE

### 3.0 SPECIFICATIONS AND PRICE QUOTES

SCHEDULE 1 – Maine Maritime Academy – One (1) new 2008 model year, 1-ton, **12-passenger**, full size, RWD, van GMC Savana 3500, Chevrolet Express 3500 or Ford E350 or acceptable alternates, as described below, delivered to Maine Maritime Academy:

Accessory Power Outlet	Minimum of one, front
Air Bags	All available. The minimum requirement is for frontal, driver and front passenger
Air Conditioning	<b>Front and rear</b> , factory installed
Alternator	Heavy duty
Arm Rests	All available
Audio System	AM/FM/CD stereo, factory installed
Battery	Heavy duty
Body	Regular (not extended length)
Brakes	4-wheel ABS, power assisted
Bumpers	Front; rear with step and tow
Color, Exterior	TBD
Cooling System	Protected to -35 degrees Fahrenheit
Daytime Running Lights	<b>Preferred</b>
Doors	Dual <b>hinged</b> rear open out; dual <b>hinged</b> side open out
Drive train	Front engine, rear wheel drive
Engine	Gasoline, 8-cylinder
Floor covering	Black full floor rubberized vinyl
Floor Mats	Front and rear rubberized vinyl floor mats
Heaters	<b>Front and rear</b>
Mirror, Inside	Day/night
Mirrors, Outside	Driver and passenger, low mount
Passenger Capacity	12-passengers
Seat Covering	Custom cloth
Seats, Front	High-backed bucket seats
Seats, Second and Third Row	Bench, quick release
Speed Control	Factory installed with resume function
Stability Control	Electronic stability control <b>required</b>
Steering	Power assisted with tilt steering column
Tire, Spare	Full size, mounted and secured
Tires	Radial steel belted, all weather, LT rated
Transmission	Automatic
Trailer Hitch	Rear bumper, <b>1 7/8"</b>
Visors	Factory installed, driver and passenger
Wheelbase	Approximately 135"
Windows	All around, manual, tinted, vented side and rear
Windshield Wipers	<b>preferred</b> Intermittent or variable-timed interval wipers w/washers

**Make, Model and Year**

\_\_\_\_\_

**Net Price Delivered to  
Maine Maritime Academy**

**\$** \_\_\_\_\_

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
Maine Maritime Academy  
Stacey B. Ericson  
Director of Facilities Management and Purchasing  
Castine, Maine 04420  
207-326-2445

SCHEDULE 2 – Maine Maritime Academy – One (1) new 2008 model year, ½ ton, AWD, **cargo** van, full size, GMC Savana 1500 AWD or acceptable alternates with the following specifications, delivered to Maine Maritime Academy:

Accessory Power Outlet	Minimum of one, front
Air Bags	All available. The minimum requirement is for frontal driver and front passenger
Air Conditioning	Factory installed
Alternator	Heavy duty
Audio System	AM/FM stereo, factory installed
Battery	Heavy duty
Body Type & Size	½ ton, cargo van, regular length
Brakes	4-wheel ABS, power assisted
Bumpers	Front; rear step and tow
Color, Exterior	TBD
Cooling System	Protected to -35 degrees Fahrenheit
Daytime Running Lights	<b>Preferred</b>
Differential	Limited slip or locking
Doors	Dual <b>hinged</b> rear open out; dual <b>hinged</b> side open out, all with glass
Drive train	Front engine, ALL-WHEEL-DRIVE
Engine	Gasoline
Floor Covering	Black, full length rubberized vinyl
Mirror, Inside	Day/night
Mirrors, Outside	Driver and passenger, low mount
Seat Covering	Custom cloth
Seats	Bucket
Speed Control	Factory installed with resume function
Steering	Power assisted with tilt steering column
Tire, Spare	Full size, mounted and secured
Tires	Radial steel belted, all season
Transmission	Automatic
Visors	Factory installed, driver and passenger
Wheelbase	Approximately 135"
Windshield Wiper and Washer	Intermittent or variable-timed interval wipers w/washers
Additional requirements	Cargo Partition, installed

**Make, Model and Year** \_\_\_\_\_

**Net Price Delivered to  
Maine Maritime Academy** \$ \_\_\_\_\_

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
Maine Maritime Academy  
Stacey B. Ericson  
Director of Facilities Management and Purchasing  
Castine, Maine 04420  
207-326-2445

SCHEDULE 3 – University of Maine – One (1) new 2008 model year, mini-**cargo** van, Dodge Grand Caravan Cargo, Chevrolet Uplander Cargo or acceptable alternates, as described below, delivered to University of Maine, Orono:

Accessory Power Outlet	Minimum of one, front
Air Bags	All available. The minimum requirement is for frontal driver and front passenger
Air Conditioning	Factory installed
Alternator	Heavy duty
Audio System	AM/FM stereo, factory installed
Battery	Heavy duty
Body Type & Size	Mini-cargo van
Brakes	4-wheel ABS, power assisted
Color, Exterior	TBD
Cooling System	Protected to -35 degrees Fahrenheit
Daytime Running Lights	Installed
Doors	<b>Preferred</b> - Dual <b>hinged</b> rear open out (fixed glass); dual <b>hinged</b> side open out (fixed glass)
Drive train	Front engine, front wheel drive
Engine	Gasoline, 6-cylinder
Floor Covering	Black, full length rubberized vinyl
Mirror, Inside	Day/night
Mirrors, Outside	Driver and passenger, low mount
Seat Covering	Custom cloth
Seats	Bucket
Speed Control	Factory installed
Stability Control	Installed
Steering	Power assisted with tilt steering column
Suspension, Load-Leveling	Automatic load-leveling
Tire, Spare	Mounted and secured
Tires	Radial steel belted, all weather
Traction Control	Installed
Transmission	Automatic
Visors	Factory installed, driver and passenger
Window, Rear Defroster	Factory installed
Window, Rear Wiper/Washer	Factory installed
Windshield Wiper and Washer	Intermittent or variable-timed interval wipers w/washers
Additional requirements	Cargo Partition, installed Ladder Rack, installed <b>NOTE: If not factory equipment this is subject to University approval. Price with and without this equipment – see below.</b>

**Make, Model and Year** \_\_\_\_\_

**Net Price Delivered to University of Maine, Orono Without** cargo partition and ladder rack \$ \_\_\_\_\_

**Net Price Delivered to University of Maine, Orono With** cargo partition and ladder rack installed \$ \_\_\_\_\_

**Delivery Time from Receipt of P.O.** \_\_\_\_\_



Delivery address:  
University of Maine  
2765 Service Building, Motor Pool  
Rangley Road  
Orono, Maine 04469  
Mike Hambrock  
207-581-2742

SCHEDULE 4 – University of Maine – One (1) new 2008 model year, ½-ton or ¾-ton, Regular Cab, 4WD, pick-up, work truck, GMC Sierra or acceptable alternate, as described below, delivered to University of Maine, Orono:

Accessory Power Outlet	Minimum of one, front
Air Bags	All available. The minimum requirement is for frontal driver and front passenger
Air Conditioning	Factory installed
Alternator	Heavy duty
Audio System	AM/FM/CD stereo, factory installed
Battery	Heavy duty
Bed Liner	Spray, Rhino (or equal) lining – including top of rail
Body	Regular Cab; fleetside with full size box
Brakes	4-wheel ABS, power assisted
Bumpers	Front; rear step
Color	TBD
Cooling System	Protected to -35 degrees Fahrenheit
Daytime Running Lights	<b>Preferred</b>
Differential	Limited slip or locking
Drive Train	4-wheel drive
Engine	Gasoline, 8-cylinder
Floor Covering	Black full floor rubberized vinyl
Floor Mats	Rubberized vinyl
Locks, Power	Required
Mirror, Inside	Day/night
Mirrors, Outside	Driver and passenger, low mount
Seat Covering	Cloth
Seats	40/20/40 split bench, 3-passenger
Speed Control	Factory installed
Stability Control	Installed
Steering	Power assisted with tilt steering column
Tire, Spare	Full size, mounted and secured
Tires	Radial steel belted, M&S
Tow Package	Tow package with highest rated capacity for this vehicle
Traction Control	Installed
Transmission	Automatic with cooler
Visors	Factory installed, driver and passenger
Windows	Power
Windshield Wiper and Washer	Intermittent or variable-timed interval wipers w/washers

**Make, Model and Year** \_\_\_\_\_

**½-ton** \_\_\_\_\_

**Net Price Delivered to University of Maine, Orono**

**¾-ton** \_\_\_\_\_

**Net Price Delivered to University of Maine, Orono**

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
 University of Maine  
 2765 Service Building, Motor Pool  
 Rangley Road  
 Orono, Maine 04469  
 Mike Hambrock  
 207-581-2742

**NOTES**

**Please enclose chart for selection of interior and exterior colors and pamphlet on the vehicle quoted.**

**The University prefers the ¾-ton truck but may only be able to afford the ½-ton truck. It is our intent to purchase one or the other. Bidders should bid both a ½-ton and a ¾-ton, if possible.**

SCHEDULE 5 – University of Maine – One (1) new 2008 model year, ½-ton, Crew Cab, 4WD, pick-up, work truck, GMC Sierra 1500 or acceptable alternate, as described below, delivered to University of Maine, Orono:

Accessory Power Outlet	Minimum of one, front
Air Bags	All available. The minimum requirement is for frontal driver and front passenger
Air Conditioning	Factory installed
Alternator	Heavy duty
Audio System	AM/FM/CD stereo, factory installed
Battery	Heavy duty
Bed Liner	Spray, Rhino (or equal) lining – including top of rail
Body	Crew Cab; fleetside with approximately 6' box
Brakes	4-wheel ABS, power assisted
Bumpers	Front; rear step
Color	TBD
Cooling System	Protected to -35 degrees Fahrenheit
Daytime Running Lights	<b>Preferred</b>
Differential	Limited slip or locking
Doors	Four (4) full size
Drive Train	4-wheel drive
Engine	Gasoline, 8-cylinder
Floor Covering	Black full floor rubberized vinyl
Floor Mats	Front and rear rubberized vinyl
Locks, Power	Required
Mirror, Inside	Day/night
Mirrors, Outside	Driver and passenger, low mount
Passenger Capacity	Minimum 5-passengers
Seat Covering	Cloth
Seats, Front	40/20/40 split bench, 3-passenger
Seats, Rear	60/40 split bench, 3-passenger
Speed Control	Factory installed
Stability Control	Installed
Steering	Power assisted with tilt steering column
Tire, Spare	Full size, mounted and secured
Tires	Radial steel belted, M&S
Tow Package	Tow package with highest rated capacity for this vehicle
Traction Control	Installed
Transmission	Automatic with cooler
Visors	Factory installed, driver and passenger
Windows	Power
Windshield Wiper and Washer	Intermittent or variable-timed interval wipers w/washers
Additional Requirement	Color matched fiberglass truck bed cap, installed

**Note: If not factory equipment this is subject to University approval. Price with and without this equipment – see below.**

**Make, Model and Year**  
**University of Maine, Orono**

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**Net Price Delivered to**  
**University of Maine, Orono**  
**With** color matched truck  
 bed cap installed

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**Net Price Delivered to**  
**University of Maine, Orono**  
**Without** color matched truck

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bed cap installed

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
University of Maine  
2765 Service Building, Motor Pool  
Rangley Road  
Orono, Maine 04469  
Mike Hambrock  
207-581-2742

**NOTE: Please enclose chart for selection of interior and exterior colors and pamphlet on the vehicle quoted.**

SCHEDULE 6 – University of Maine – One (1) new 2008 model year, 4-door, 5-passenger, mid-size sedan, Chevrolet Impala, Ford Taurus, or acceptable alternate, as described below, delivered to University of Maine, Orono:

Accessory Power Outlet	Minimum of one, front
Air Bags	Driver and front passenger
Air Bags, Supplemental	Side curtain air bags
Air Conditioning	Factory installed
Audio System	AM/FM/CD stereo, factory installed
Brakes	4-wheel ABS, power assisted
Color	Dark Blue
Cooling System	Protected to -35 degrees Fahrenheit
Door Locks	Power
Engine	Gasoline, 6-cylinder
Floor Mats	Required
Mirror, Inside	Day/night
Mirrors, Outside	Two (2), power
Seat Covering	Custom Cloth
Seats	Front bucket
Speed Control	Factory installed
Stability Control	Installed
Steering	Power assisted with tilt steering column
Tires	Radial steel belted, all weather
Traction Control	Installed
Transmission	Automatic
Windows	Power
Window, Rear Defogger	Factory installed
Windshield Wiper and Washer	Intermittent or variable-timed interval wipers w/washers

**Make, Model and Year** \_\_\_\_\_

**Net Price Delivered to University of Maine, Orono** \_\_\_\_\_

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
 University of Maine  
 2765 Service Building, Motor Pool  
 Rangley Road  
 Orono, Maine 04469  
 Mike Hambrock  
 207-581-2742

**NOTE: Please enclose chart for selection of interior and exterior colors and pamphlet on the vehicle quoted.**

SCHEDULE 7 – University of Southern Maine (USM) and Kennebec Valley Community College (KVCC) – Two (2) new 2008 model year, Toyota Prius, compact hybrid sedans– **no substitutions**, as described below:

In addition to the standard equipment, the University requires the following optional equipment:

Option Package #2	Vehicle Stability Control (VSC)
Color, Exterior	TBD
Floor Mats	Toyota all-weather, front and rear

**Net Price Delivered to the University Southern Maine** \$ \_\_\_\_\_ **one (1) vehicle**

Delivery address:  
University of Southern Maine  
Department of Facilities Management  
Paul Kuplinski  
25 Bedford Street  
Portland, Maine 04104-9300  
207-780-4162

**Net Price Delivered to Kennebec Valley Community College** \$ \_\_\_\_\_ **one (1) vehicle**

Delivery address:  
Kennebec Valley Community College  
John Delile  
92 Western Avenue  
Fairfield, Maine 04937  
207-453-5123

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

**NOTE: Please enclose chart for selection of interior and exterior colors and pamphlet on the vehicle quoted.**

**SCHEDULE 8 – University of Maine at Machias – One (1) new 2008 model year, Chevrolet Malibu Hybrid – no substitutions**, as described below, delivered to the University of Maine at Machias:

Accessory Power Outlet	Minimum of one, front
Air Bags	All available. The minimum requirement is for frontal driver and front passenger
Air Bags, Supplemental	Side curtain air bags
Air Conditioning	Factory installed
Audio System	AM/FM/CD stereo, factory installed
Brakes	4-wheel ABS, power assisted
Color	TBD
Cooling System	Protected to -35 degrees Fahrenheit
Daytime Running Lights	<b>Preferred</b>
Engine	Hybrid electric, 4-cylinder
Floor Covering	Carpet, wall-to-wall
Floor Mats	Required
Mirror, Inside	Day/night
Mirrors, Outside	Driver and passenger adjustable from inside – <b>if available</b>
Seat Covering	Custom cloth
Speed Control	Factory installed
Stability Control	Installed
Steering	Power assisted with tilt steering column
Tires	Radial steel belted, all-weather
Traction Control	Installed
Transaxle	Automatic
Visors	Factory installed, driver and passenger
Window, Rear	Electric defroster
Windows	Power
Windshield Wiper and Washer	Intermittent or variable-timed interval wipers w/washers

**Make, Model and Year** \_\_\_\_\_

**Net Price Delivered to the University of Maine at Machias** \_\_\_\_\_

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
 University of Maine at Machias  
 Attn: Robert Farris  
 9 O'Brien Avenue  
 Machias, Maine 04654  
 207-255-1316

**NOTE: Please enclose chart for selection of interior and exterior colors and pamphlet on the vehicle quoted.**



SIGNATURE PAGE

COMPANY NAME: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Date)