

NMHC RFP 2019-005: Rental Market Study of the CNMI

NORTHERN MARIANAS HOUSING CORPORATION



Request for Proposal

(This ad is paid for by NMHC with HUD funds.)

PROPOSAL SUBMISSION DATE: JUNE 04, 2019* * * TIME: 10:00 AM

NMHC RFP 2019-005

Rental Market Study of the CNMI

Proposal package will be available on **April 29, 2019**, at the NMHC Central Office in Garapan, Saipan, during regular working hours (7:30 a.m. to 4:30 p.m.) Monday thru Friday except CNMI holidays or you may obtain the proposal package online at www.nmhcgov.net "Public Notice/Announcements" subtitle "Request for Proposal".

The provisions of the CNMI Procurement regulations, NMIAC 70-30.3-725 AND 70-30.3-730 Prohibiting Gratuities, Kickbacks and Contingent Fees shall apply.

A **Mandatory Pre-Proposal Conference** will be held at **10:00 a.m.** on May 21, 2019, at the NMHC Central Office Conference Room in Garapan. Failure to attend the Mandatory pre-proposal conference will be considered a non-responsive bidder.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer, at (670)234-6866/7689; (670)483-9447; or email at officemanager@nmhcgov.net during regular business hours, 7:30 a.m. – 4:30 p.m. Monday through Friday, except CNMI holidays.

/s/

Aubry Hocog
Chairwoman, NMHC Board of Directors

/s/

Joaquin S. Reyes
Acting Director
Division of Procurement & Supply



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>

REQUEST FOR PROPOSALS NMHC RFP 2019-005

Rental Market Study of the CNMI

Northern Marianas Housing Corporation's (NMHC) purpose of this Request for Proposals (RFP) is to solicit responses from most the responsible firm capable of furnishing NMHC a Rental Market Study for the Commonwealth of the Northern Mariana Islands (CNMI). The study will provide a look into the current state of the rental housing market in the CNMI and the future housing needs based on current economic factors.

This procurement is made in accordance with the CNMI Procurement Regulations 2004 edition. Proposal procedures shall be in full compliance with § 70-30.3-310 (competitive sealed proposals) of the Procurement Regulations. In addition, the provisions of the CNMI Procurement Regulations, NMIAC Section §70-30.3-725 & 70-30.3-730 Prohibiting Gratuities, Kickbacks and Contingent fees shall apply.

The Request for Proposals (RFP) and Scope of Work (SOW) are available at the NMHC Central Office in Garapan, Saipan, during regular business hours, Monday thru Friday except CNMI Holidays beginning **April 29, 2019** or you may also obtain the RFP and SOW at our website www.nmhc.gov.net "Public Notice/Announcement" tab.

A mandatory Pre-proposal Conference will be held on **May 21, 2019** at 10:00 a.m. (local time) at the NMHC Central Office in Garapan, Saipan. Questions regarding this RFP must be submitted in writing or email to Mr. Jesse S. Palacios, Corporate Director, via facsimile at (670) 234-9021 or jjmuna@nmhc.gov.mp.

Selection Criteria: This procurement is made in accordance with §70-30.3-210 of the CNMI Procurement Regulations, currently in effect. Proposals will be evaluated based on the following criteria:

1. (25%) - Experience with similar projects.
2. (25%) - The quality and experience of the project manager and key staff persons who will be working on the project on a daily basis and percentage of time/commitment of key team leaders to the project.
3. (25%) - Understanding of the scope of work and demonstrated ability to complete the work successfully.
4. (15%) - Project delivery approach.
5. (10%) The firm's reasonableness of the fee proposal.
Fee proposals shall not be considered in the selection of the most highly qualified firms.

The entire proposals must not be more than twenty (20) pages in length. A firm that submits a Proposal as a prime consultant cannot submit as sub-consultant on another proposal. However, a sub-consultant may submit as sub-consultant on proposals by more than one prime consultant.

The successful Proposer may be subjected to a responsibility determination in accordance with the CNMI Procurement Regulations § 70-3.3-245.

Sealed Proposals must be marked "**NMHC RFP 2019-005**". For Proposer within the CNMI, one original and three (3) copies of sealed proposals must be submitted to the Director of Procurement and Supply, Capitol Hill, Saipan, no later than 10:00 a.m. local time **June 04, 2019**. Proposer located outside the CNMI may obtain additional seven (7) working days for receipt of their proposal by submitting a Notice of Intent to Propose in which must be received

(7) working days for receipt of their proposal by submitting a Notice of Intent to Propose in which must be received by the Director of Procurement and Supply no later than 10:00 a.m. local time, **June 04, 2019** and may be transmitted via facsimile to (670) 664-1515, or via email to procurement@cnmidof.net. For proposers located outside the CNMI, one original and three (3) copies of sealed proposals must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **June 11, 2019** and must be received no later than **June 12, 2019**. Note that failure to submit the required number of copies may be cause for rejection of a proposal.

Breach of Ethical Standard:

- **Gratuities.** It shall be breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor. **NMIAC 70-30.3-725 (a)**
- **Kickback.** It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order. **NMIAC 70-30.3-725 (b)**
- **Contingent Fees.** It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. **NMIAC 70-30.3-730 (a)**

All labor on this project shall be paid no less than the minimum wage rate of \$7.25 per hour, which took effect on September 30, 2018, as established by Federal law.

NMHC further notifies all proposers that it will affirmatively ensure that in any contracts entered into pursuant to this advertisement, minority and women-owned business enterprises (MBE/WBE) are afforded equal opportunity to submit proposals and will not be discriminated against on grounds of race, color, religion, gender, age, disability or national origin.

The Government reserves the right to reject any and all proposals and to waive any defects in the said proposals, if in the sole opinion of the NMHC, to do so would be in its best interest. All proposal will become the property of the Government.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer at (670)234-6866/9447, during regular business hours, 7:30 a.m. to 4:30 p.m. Monday through Friday, except CNMI Holidays. You may also request for information via email at officemanager@nmhcgov.net.

/s/
Aubry Hocog
Chairwoman, NMHC Board of Directors

/s/
Jack Reyes
Acting-Director, Procurement & Supply



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A. Introduction:

The Commonwealth of the Northern Mariana Islands (CNMI) is a chain of 14 islands located in the Western Pacific and is home to about 55,000. The most populous of the islands include Saipan, its Capital, Tinian and Rota.

Northern Marianas Housing Corporation (NMHC) is the Commonwealth's key provider for housing, mortgage, and community development programs. Its activities and accomplishments throughout the years are consistent in its commitment to continually move onward with its mission of being an essential part in our community as a service provider of housing, mortgage, and community development programs. NMHC continues to provide "safeness, security and a sense of community" for all residents who choose to call the Commonwealth "home" through its homeownership or rental assistance programs.

The demand for affordable housing in the CNMI has increased in recent years; the limited affordable housing supply is not sufficient enough to house its families in need. With a Rent Market Study, NMHC looks to expand the housing stock in an attempt to meet the CNMI's growing needs by updating the local Fair Market Rents (FMR) within the CNMI for the NMHC's Housing Choice Voucher (HCV) program. The Housing Choice Voucher program is funded by the United States Department of Housing and Urban Development (HUD) and is regarded as one of the best opportunities for lower-income families to obtain decent, safe, and affordable housing. NMHC's HCV program provides housing choices to income eligible households in the private rental market. NMHC currently administers approximately 363 Housing Choice vouchers.

This procurement is made in accordance with the CNMI Procurement Regulations 2004 edition. Proposals procedures shall be in full compliance with § 70-30.3-210 (competitive sealed proposals) of the Procurement Regulation. In addition, the provision of the CNMI Procurement Regulations, NMIAC Section §70-30.3-725 & 70-30.3-730 Prohibiting Gratuities, Kickbacks and Contingent fees shall apply.

The Request for Proposals (RFP) and Scope of Work (SOW) are available at the NMHC Central Office in Garapan, Saipan, during regular business hours, Monday thru Friday except CNMI Holidays beginning **April 29, 2019** or you may also obtain the RFP and SOW at our website www.nmhc.gov.net "Public Notice/Announcement" tab.

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B. Scope of Services:

HUD publishes Fair Market Rents which are primarily used to determine payment standard amounts for the HUD Housing Choice Voucher (HCV) program. (**See Exhibit A: HUD FY2019 Fair Market Rents for the CNMI**). The objective of this RFP Rental Market Study is to conduct a study/survey to supply data on gross rents of unassisted (non-federally funded) units paid in the CNMI for standard quality rental housing units. The data must be sufficient for HUD to calculate a 40th and 50th percentile two-bedroom rent. The methodology for the Rental Market Study shall be approved by HUD HQ. The firm shall use the survey guidance available at:

<https://www.huduser.gov/portal/datasets/fmr/NoteRevisedAreaSurveyProcedures.pdf>

and

<https://www.huduser.gov/portal/datasets/fmr/PrinciplesforPHA-ConductedAreaRentSurveys.pdf>

The firm must be knowledgeable and familiar with the U.S. Department of Housing and Urban Development (HUD) programs, most especially, HUD Fair Market Rent and methodologies. The firm will review the markets within the CNMI and update current market rents to be used in place of the FMR established by HUD for the CNMI area rental market.

1) Demographic/Economic Conditions

a. Demographic Analysis

1. Population and Household data including growth trends and projections.
2. Employment including job growth projections, industrial/economic expansions, and wage data.
3. Age distribution
4. Income

b. Provide an analysis of employment and economic data, including employment and economic trends, to understand the economic health of the CNMI.

c. Provide an analysis of employment trends and growth, unemployment trends, CW/Labor Issues, major employers and employment growth, and impacts on jobs/housing balance and rental demand in the CNMI from now through 2029.

d. Compare local wages and resident incomes to the cost of housing and identify gaps. Compare findings regionally.

2) Rental Housing Market Analysis

a) Provide a comprehensive inventory of rental housing, including apartments, townhomes, condominiums, duplexes, manufactured and mobile units, and stick built single-family houses. Include their geography within the community, rental rates, whether they are subsidized, and condition of the property. Include planned/approved projects.

b) Identify and analyze the amount and availability of accessible rental housing units in the community, as well as the unmet need for accessible, affordable units, which should include considerations for household size.

c) Based on available data and sources, compile and analyze information on the for-rent units currently marketed, looking at current price point and geographic dispersion of rentals by price point.

d) Include the cost of any utilities that may be included in the rent per the lease.

e) Determine what percentage of renter's income is paid to rent.

f) Explore tenure/turnover rates.

g) Conduct interviews and/or focus groups with rental property managers.

h) A schedule of recommended Local Payment Standards for units ranging from efficiency (studio) to five bedrooms in each submarket and village.

i) Provide a written report that shall include:

- a. Supporting documentation that describes the method of calculation and the sources of information used to develop the Local Payment Standards to ensure that the results are independently reproducible; and
- b. Projection of Local Payment Standards one year from the date of the report.

3) The firm must be capable of the following:

- a. Independently gather and compile information from any available resources for a Rental Market Study in the CNMI.
- b. Knowledgeable of conducting market studies and the region or similar markets to the CNMI.

- c. Knowledgeable and familiar understanding of the project scope, proposed approach to performing the services.
- d. Capable of projecting budget cost and time completion deadlines.
- e. Firm shall ensure that the action is approved by HUD.
- f. Firm must be on-site to develop the Action Plan; and provide guidance and consultation to the NMHC on the study.

4) The firm shall have the following resources to ensure smooth and efficient progress to conduct the requirements for the study:

- a. Experience and Qualified staff knowledgeable to perform a rental market study of the CNMI.
- b. Firm is financially capable of carrying out the Scope of Services.
- c. Firm shall provide equipment necessary to complete the Scope of Services.

C. Proposal Requirements:

1. Firm or Company Profile:

Provide a letter of interest indicating the ability of the firm to provide the required services. This statement of interest shall include any information that is considered essential to the proposal. The name of the firm, and the names of persons authorized to make representations for the firm (include for each their title, address, email address, telephone and fax number). Provide the location of the office in which the work is to be performed, list of professional staff located in the office, list of support staff working in that office and their primary responsibilities, and include an organizational chart.

2. Firms or Company Team:

List of personnel names to be assigned to the management and consulting services for the Rental Market Study of the CNMI, Project Managers, Coordinators, and Support Staff; and their specific responsibilities to ensure that the project is completed. In addition, provide resume for each personnel assigned.

3. Financial Capacity:

Firm must provide their financial capacity to ensure the project is completed on-time.

4. Experience:

Provide a narrative of services the firm has provided with the knowledge and familiarity of conducting a Rental Market Study for the CNMI. This should include describe familiarity/history within the region or similar markets to the CNMI.

Provide references where similar services were performed. The client reference shall include the name of organization, contact person, address, and telephone numbers

Describe their understanding of the project scope, their proposed approach to performing the services, timeframe for project.

5. Statement of Qualifications:

Discuss the qualifications of your firm and include how your services will benefit the NMHC. Emphasis should be placed on the ability of your firm to provide efficient and prompt management and consulting services. Provide samples of previous Rental Market Studies (or similar) that demonstrate the firm or company's ability in achieving efficient and prompt. Provide explanation of the firm's experience with HUD programs.

6. Submission:

Proposals must be submitted **by mail or in person with three (3) signed originals**. The envelope must be SEALED and include the following notation on the bottom left hand corner of the proposal, **"NMHC RFP 2019-005"**. Please also include company/individual name on outside of envelope.

Facsimile Copies or emails will NOT be accepted.

D. Evaluation Criteria:

1. (25%) - Experience with similar projects.
2. (25%) - The quality and experience of the project manager and key staff persons who will be working on the project on a daily basis and percentage of time/commitment of key team leaders to the project.
3. (25%) - Understanding of the scope of work and demonstrated ability to complete the work successfully.
4. (15%) - Project delivery approach.
5. (10%) The firm's reasonableness of the fee proposal.

NMHC will negotiate a contract with the highest qualified firm at a cost determined to be fair and reasonable to the NMHC. If a fair and reasonable cost cannot be negotiated, negotiations shall be terminated and negotiations shall be undertaken with the next highest qualified firm until a fair and reasonable cost is agreed upon.

The Government reserves the right to reject any and all proposals and to waive any defects in the said proposals, if in the sole opinion of the NMHC, to do so would be in its best interest. All proposals will become the property of the Government.

E. Contract Requirements:

- Selected firm must be licensed to do business in the Commonwealth of the Northern Mariana Islands (CNMI).
- Firm shall be responsible for the following: applicable CNMI Taxes; Insurance; License Fees; Permitting Fees; and all other fees related in conducting business in the CNMI.
- **Payment of contract is contingent upon HUD approval of Rental Market Study and adoption of local Payment Standard for the CNMI.** The selected firm or company shall invoice the NMHC based on actual work done. All Invoices shall be accompanied by a detailed work report with the hours and resources spent. The firm must submit with this proposal their itemized cost for services.
- The firm will be required to review and update the current local Payment Standard schedule for the CNMI. The resulting contract may be renewed for up to two years to conduct annual rent and market analysis, and determine the need for any updates/revisions to the FMR's. If renewed, the selected firm will be required to provide annual updates to the deliverables identified in this scope of work.
- Breach of Ethical Standard:
 - Gratuities. It shall be breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor. NMIAC 70-30.3-725 (a)
 - Kickback. It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier

- subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order. NMIAC 70-30.3-725 (b)
- Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. NMIAC 70-30.3-730 (a)

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer at (670)234-6866/9447, during regular business hours, 7:30 a.m. to 4:30 p.m. Monday through Friday, except CNMI Holidays. You may also request for information via email at officemanager@nmhcgov.net.



FY 2019 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2019 FMRs for All Bedroom Sizes

Final FY 2019 FMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$457	\$538	\$712	\$1,028	\$1,238

Fair Market Rent Calculation Methodology

For the United States Territories of American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands, HUD calculates Fair Market Rents based on custom tabulations of the 2010 Island Areas Census. These tabulations provide 40th percentile adjusted gross rents for all renters and recent mover renters. The greater of these two values is used as the base rent for FY 2019. This 2010 value is update to 2016 using the change in national 50th percentile adjusted standard quality gross rents from 2010 to 2016 according to the American Community Survey (ACS). This 2016 value is updated to 2017 using a Consumer Price Index-based regional update factor. Finally, the 2018 value is made "as of" 2019 using a "trend factor".

- Determine the appropriate base rent for Northern Mariana Islands:

40 th Percentile Adjusted Standard Quality Gross Rents	40 th Percentile Adjusted Standard Quality Gross Rents - Recent Movers	Base Rent
\$570	\$552	\$552 Not ≥ \$570 Use base rent of \$570

- Update the base rent to 2016:

2010 National 50 th Percentile Adjusted Standard Quality Gross Rents	2016 50 th Percentile Adjusted Standard Quality Gross Rents	Updated Base Rent
\$862	\$938	\$570 *(\$938/\$862)=\$620

- The calculation of the relevant CPI Update Factors for Northern Mariana Islands is as follows: HUD updates the 2016 intermediate rent with the ratio of the annual 2017 local or regional CPI to the annual 2016 local or regional CPI to establish rents as of 2017.

Update Factor	Type
CPI Update Factor	1.0376 Region CPI

- The calculation of the Trend Factor is as follows: HUD uses the forecasted change in national gross rents from 2017 to 2019. This makes Fair Market Rents "as of" FY2019. For more information on the calculation of the trend factor, please see [here](#).

Trend Factor
1.0572

- The FY 2019 2-Bedroom Fair Market Rent for Northern Mariana Islands is calculated as follows:

Updated Base Rent	CPI Update Factor	Trend Factor	FY2019 2 Bedroom Fair Market Rent
\$620*	1.0376*	1.0572=	\$712

Select a different area

Press below to select a different county within the same state (same primary state for metropolitan areas):

Northern Mariana Islands, MP

Press below to select a different state:

Select a Final FY 2019 Metropolitan FMR Area:

Abilene, TX MSA

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

*

PROJECT:

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988.

In addition, this certification is a material representation of fact upon which reliance is placed when the Government determines to award the contract. If it is later determined that the contractor knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the Government, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.

- A. The contractor certifies that it will provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness programs to inform employees about:
 - (1) The dangers of drug abuse in the workplace; and the contractor's policy of maintaining a drug-free workplace;
 - (2) Any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that such employee to be engaged in the performance of the work be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will:
 - (1) Abide by the terms of the statement and notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such conviction;
 - (e) Notifying the Government within ten days after receiving notice under subparagraph

(d) (1), with respect to any employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(1), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination; or requiring such employee to participate satisfactorily, complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. Insert in the space provided below, or include as a separate attachment, a list of the site(s) for the performance of work done in connection with the specific contract:

Place of Performance (Street, Road, Village, Island)

Contractor must specify all sites associated with the project ie., offices/project area(s) and surrounding sites.

Representative:

(Print Name) (Signature)

Title: _____

Company: _____

Tel: _____

Address: _____

Email: _____

SMALL, MINORITY, WOMEN-OWNED BUSINESS CONCERN REPRESENTATION

The bidder/proposer represents and certifies as part of its bid/offer that it:

(a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) is, is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least fifty-one (51%) percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) is, is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least fifty-one (51%) percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least fifty-one (51%) of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(check the block applicable to you)

Black Americans Asian Pacific Americans

Hispanic Americans Asian Indian Americans

Native Americans Hasidic Jewish Americans

Bidder's/Proposer's Signature

The undersigned bidder certifies that the information contained in this certification and representations is accurate, complete, and current.

(Signature and Date)

(Typed or Printed Name)

(Title)

(Company Name & Mailing Address)

Telephone: _____

Fax No.: _____

