



Request for Proposals (RFP)

Financial Audit Services

RFP # 2023 -428-2

Date of Issue: May 1, 2023

Due May 26, 2023, at 2:00 pm EST

General Information

The Biddeford-Saco-Old Orchard Beach Transit Committee (BSOOB Transit) is requesting proposals from qualified firms of certified public accountants to audit its financial statements and provide applicable federal single audit and State of Maine reports for a three-year contract beginning with fiscal with options for two additional years extending to fiscal years 2026-27. The service is financed in part through grants from the Federal Transit Administration, and any contract entered into is subject to the provisions of applicable laws governing those grants. All resulting contracts will be subject to applicable federal, state, and local laws and regulations and requirements. Disadvantaged Business Enterprises are encouraged to respond to this solicitation notice.

Overview

BSOOB Transit provides public bus transit services for the cities of Biddeford and Saco, and the town of Old Orchard Beach Maine. It operates seven fixed routes, seven days a week with a seasonal trolley service added during summer months. The fleet consists of 21 revenue service vehicles and several non-revenue vehicles which are serviced and stored at the depot in Biddeford.

BSOOB Transit is funded by Federal Transit Administration (FTA), and State of Maine grants along with municipal contributions, farebox and other revenue sources. BSOOB Transit works closely with the finance department at the City of Biddeford, using their MUNIS software. Financial records are organized in Microsoft Excel. The agency’s budget for the current operating year (FY23) is \$1.9 million and the capital budget is \$1.9 to 2.5 million.

The audit firm is required to provide the following reports:

1. Financial statements
2. Reports Required by *Government Auditing Standards* and the Uniform Guidance
3. Reports Required by *Maine Uniform Accounting and Auditing Practices for Community Agencies*
4. Communication with those charged with governance letter

Proposal Details

Proposal Schedule

Request For Proposal	May 1, 2023
Pre-Award Interviews	June 5-9
Addendum Requests	May 10, 2023
Intent to Bid Response	May 17, 2023
Proposal Due Date	11:00 AM, EST, May 26, 2023
Proposal Opening	1:00 PM, EST, May 26, 2023
Contract Award	Within 30 days of Proposal Opening
Preferred Contract Start Date	July, 2023
Preferred Contract Completion Date	November 2027

Sealed proposals are due by 2:00 pm on Friday, May 26, 2023 and may be hand delivered or mailed to BSOOB Transit Office, 13 Pomerleau St., Biddeford, Maine 04005. Proposals must also be sent electronically to Marianne Walters at Mwalters@bsoobtransit.org with either a request to confirm receipt via email or a “read receipt” attached to the email submission. **Proposals will NOT be accepted via fax.**

Pre-award interviews will be scheduled after the proposal opening, May 26, 2023.

Please send addendum requests to Marianne Walters at Mwalters@bsoobtransit.org. Addenda must be received by 4:00 pm on May 10th to be considered. All addenda with responses will be posted as they are received on the agency website: bsoobtransit.org under *More > “Doing Business with BSOOB Transit (https://bsoobtransit.org/opportunities/rfps/*

Proposal submitters should understand that the submission of a proposal represents an offer that may be accepted in whole by BSOOB Transit. The acceptance of a proposal in whole constitutes the formation of a contract.

Proposals will not be accepted after the deadline.

A proposal may be withdrawn and/or modified up until the date and time of opening as stated in this RFP. After this date and time, proposals shall be firm and binding and cannot be withdrawn for a period of at least sixty (60) days after submission and with the written consent of BSOOB Transit.

General Proposal Submission Requirements

- Proposals must be prepared in a clear and concise manner with a cover page identifying the Proposer and three-year price of the proposal. Subsequent pages must be numbered.
- Identify the project manager by name and include contact information including cell phone, email, and office phone.
- Provide the name and contact information for the individual within the organization responsible for contract negotiation. This individual must sign the proposal.
- Provide a brief profile of the Proposer, including its principal line of business, year founded, form of organization and general description of the Proposer’s financial condition. Identify any conditions (bankruptcy, pending merger, pending litigation, planned office closures) that may impede the Proposer’s ability to complete the project.
- The Proposer may suggest alternatives to the established Scope of Work but may not implement without written authorization by BSOOB Transit.
- The Notice of Intent to Bid, Appendix E, must be submitted by May 17, 2023.
- Appendices A, D, and F must be signed, dated, and submitted with proposal.
- Include a copy of Certificate of Liability Insurance coverage amounts with the proposal.

Scope of Work

BSOOB Transit is requesting proposals from qualified firms of certified public accountants to audit financial statements and provide applicable federal single audit and State of Maine reports, for fiscal years 2023, 2024, 2025, with an option for fiscal years 2026 and 2027. The service is financed in part through grants from the Federal Transit Administration, and any contract entered into is subject to the provisions of applicable laws governing that grant. All resulting contracts will be subject to applicable federal, state, and local laws, regulations and requirements.

The audit firm will conduct an independent audit of the general-purpose financial statements for the year ended June 30, in accordance with generally accepted auditing standards and Governmental Auditing Standards issued by the Comptroller General of the United States. The firm will be required to audit the financial records and such records of BSOOB Transit. The audit report should be delivered to the Finance Manager preferably within 120 days following the fiscal year ending June 30; the agency will consider alternative timelines. As a byproduct of the audit, the audit firm may identify opportunities for BSOOB Transit to improve its control environment, accounting system, and control procedures.

The audit firm will be responsible for providing a separate independent auditor's report as required under OMB Circular A-133 implementing the provisions of the Single Audit Act of 1984, as amended.

The audit firm shall be engaged to conduct an examination of the financial statements, accounts, records and procedures of all divisions and funds of BSOOB Transit. A single audit conducted in accordance with the Uniform Guidance is required due to the level of expenditures of federal programs annually. Additionally, the Maine Department of Transportation, and ultimately the U.S. Department of Transportation require an audit of overhead rates that are allocated evenly over all programs.

Indicate in your proposal if you agree to meet or exceed the following auditing specifications. Explain any exceptions you have regarding them.

1. The firm shall perform a financial and compliance audit of all funds reported in BSOOB Transit financial reports.
2. The firm shall prepare and examine BSOOB Transit's statements, conducted in accordance with generally accepted auditing standards for the purpose of providing an opinion on those statements and their compliance with generally accepted accounting principles applied on a consistent basis.
3. In connection with the examination of the records and financial statements, the firm shall review the system of internal control, operating procedures and compliance with budgetary and legal requirements by BSOOB Transit.
4. The firm shall perform a financial and compliance audit in accordance with the Uniform Guidance for all federally assisted programs.
5. BSOOB Transit views its engagement of an audit firm as an ongoing professional relationship in which the firm services during the course of a year. As such, the firm is expected to consult as required on auditing, accounting, and financial reporting and operating questions which arise during the course of a year.

6. The firm shall agree to make its working papers available upon request, to meet any BSOOB Transit financial need as well as in accordance with any federal and state grant provisions. Working papers will be kept for seven years from submission of the final audit report.

7. The firm shall agree to any entry conference to review the audit program with BSOOB Transit's Finance Manager and/or designated others.

8. The person in charge of the audit shall be available once each year to attend BSOOB Transit Committee meetings to report on the results of the audit.

9. BSOOB Transit requires that twenty (20) paper copies of the completed audit be delivered to 13 Pomerleau St., Biddeford, ME 04005 and (1) electronic copy of the completed audit to be emailed to the Finance Manager.

10. Include in the proposal an estimate for the number of days that your audit team will be on-site to do the pre-audit and an estimate for the number of days that the auditors will be on-site to do the audit.

Audit Scope and Report Schedules

Indicate in your proposal if you agree to meet the following audit report schedules. Explain any exceptions you have regarding them.

The firm shall conduct the audits covering operations of BSOOB Transit during the following periods:

Year 1: July 1, 2022 to June 30, 2023

Year 2: July 1, 2023 to June 30, 2024

Year 3: July 1, 2024 to June 30, 2025

Additional years as an option:

Year 4: July 1, 2025 to June 30, 2026

Year 5: July 1, 2026 to June 30, 2027

The contract is for three (3) years with an option for two (2) additional years.

Additional Services

1. The firm is expected to provide BSOOB Transit with information on current developments and professional pronouncements, which could affect its financial operations and management.

2. BSOOB Transit may also require consultation on a variety of auditing, financial reporting, accounting, and payroll-related issues which arise during the year.

3. The firm shall also assist in and with the implementation of any new GASB Statement. Hence, the firm is expected to have a complete and thorough working and implementation knowledge of existing and new GASB Statements.

4. The firm shall prepare the electronic Federal Clearinghouse form SF-SAC for certification.

Qualifications of the Firm

The firm must include a summary of its qualifications to perform an audit of a quasi-governmental entity (non-profit). The proposal shall include at minimum:

1. A description of your firm and its relevant prior experience.
2. A list of recent local government, non-profit or public agency audits performed, and four references which shall be non-profit or local government officials. List references on Appendix F.
3. Names of the partner(s) and manager(s) to be assigned to the engagement and a summary of their qualifications.
4. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Maine.
5. A description of firm's experience working with grantor agencies if substantial funding is received from particular agencies.
6. The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that peer review included a review of specific non-profit or governmental engagements.
7. The firm shall also provide information on the results of all federal and state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with the state regulatory bodies or professional organizations.
8. The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this request for proposals. In developing the work plan, reference should be made to such sources of information as BSOOB Transit's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a) Proposed segmentation of the engagement.
- b) Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c) Sample sizes and the extent to which statistical sampling is to be used in the engagement.
- d) Type and extent of analytical procedures to be used in the engagement.
- e) Approach to be taken to gain and document an understanding of BSOOB Transit's internal control structure.

- f) Approach to be taken in determining laws and regulations that will be subject to audit test work.
- g) Approach to be taken in drawing audit samples for purposes of test of compliance.

Evaluation Process

Proposals submitted will be evaluated by BSOOB Transit's staff and Committee members. Final determination will be made by BSOOB Transit's Committee. The evaluation of proposals will include the following criteria, listed in random order:

- 1) Recognition of BSOOB Transit's proposal requirements / completeness of response
- 2) Experience and expertise of proposed staff
- 3) Prior experience in performing transit, municipal and non-profit audits
- 4) Ability to meet deadlines
- 5) Completeness of work plan and procedures / audit approach
- 6) Adequacy of time budgets
- 7) Price
- 8) Interview with BSOOB staff

Price will not be the sole determinant in the selection process. BSOOB Transit wishes to select an auditing firm that can best demonstrate the capability to provide the desired services, both currently and in the future, with quality and innovation at a competitive price.

As part of the review and evaluation process, BSOOB Transit may, at its discretion request any or all proposal submission firms to do presentations to provide an opportunity for questions and answers about the proposal.

Assistance by BSOOB Transit

BSOOB Transit's Finance Manager or designee shall render all feasible assistance to the audit firm and will respond promptly to the requests for information, provide all necessary books and records, and provide physical facilities required by the firm for the expeditious conduct of the engagement. At a minimum, the following statements and schedules will be made available for the auditor:

- General Ledger Detail
- Balance Sheet & Income Statement
- Report of revenues & expenditures project or program

- Reconciliations for each cash account
- Reconciliations and detail for each balance sheet account
- Schedule of accounts receivable
- Schedule of accounts payable
- Detail of accrued liabilities
- Schedule of accrued payroll and compensated absences
- Detailed information on Revolving Loan Funds

BSOOB Transit will adjust or close all accounts and the accounts will be available for examination by September 30 after the end of each fiscal year, or sooner if possible. BSOOB Transit will make its records and other financial documents available prior to the end of the fiscal year for the firm to begin its preliminary work well before the close of the fiscal year in order to complete its report on a timely basis.

Compensation

Proposals must include the maximum total to be charged to BSOOB Transit for each year of this proposal. The total price for three-years is the price that will be used for evaluation purposes. Proposers are to include the price for a two-year option after the initial three years of the contract.

The final payment for any audit shall become due only after submission of all reports required and their acceptance by the Finance Manager and/or Federal and State grantor agencies.

Should the audit firm encounter circumstances requiring an increase in the extent of detailed investigation, or should BSOOB Transit require an increase in the scope of the audit, written notice to that effect must be modified by mutual agreement of both parties as to the additional work and compensation.

BSOOB Transit is exempt from payment of Federal, Excise and Transportation Tax, and Maine sales tax.

The price quoted by the Proposer is to be good for ninety (90) days from the date of the proposal opening. BSOOB Transit requires twenty (20) paper copies of the mailed to the 13 Pomerleau address and one (1) electronic copy of the completed audit to be emailed to the Finance Manager.

Termination of Audit

If the audit firm fails to substantially comply with the specifications contained in the request for proposals, then BSOOB Transit reserves the right to terminate the engagement after completion of any audit year upon written notice to the firm.

Contract Extension

BSOOB Transit reserves the right to negotiate a two-year extension at a fee to be negotiated at a later time, which fee will be agreeable to both parties.

BSOOB Transit reserves the right to revise or amend any portion of this RFP prior to the date and time for the proposal delivery. Any such revisions will be issued through addenda to this RFP and published on the BSOOB Transit website (<https://bsoobtransit.org/opportunities/rfps/>) and be furnished to each Proposer's email address submitted on the *Notice of Intent to Bid Form*, Appendix E.

Contract Performance

The audit firm agrees to bear all costs incurred by BSOOB Transit arising from the failure of firm through omission or commission to comply with all Federal, State and local statutes, regulations, ordinances or rules. The audit firm further agrees to hold BSOOB Transit harmless and to indemnify BSOOB Transit for these costs as well as all costs of collection, including but not limited to reasonable attorney fees.

If audit firm fails to fulfill its obligations under the contract properly and on time, or otherwise violates any provision of the contract, BSOOB Transit may terminate the contract by written notice to the audit firm. The notice shall specify the acts of omissions relied on as cause for termination. BSOOB Transit shall pay the audit firm a fair, equitable compensation for satisfactory performance prior to receipt of notice of termination less the value of damages caused by audit firm's breach. If the damages are more than the compensation payable to audit firm, the audit firm will remain liable after termination and BSOOB Transit may collect damages, including costs of collection and reasonable attorney fees.

Equal Opportunity

BSOOB Transit is an equal opportunity employer and shall not discriminate against an applicant as to race, creed, age, sex, sexual preference, disability, national origin, religion, veteran status, political affiliation or any other basis prohibited by law. Vendors and contractors or their agents doing business with BSOOB shall not violate the above clause or the Civil Rights Act of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract. See Appendix B.

BSOOB has adopted a Minority Business Enterprise DBE/WBE Program. This program establishes a goal for DBE/WBE participation in BSOOB's total procurements.

Federal Transit Administration Clauses

Federal Transit Administration Clauses relevant to the procurement of services, materials and supplies are hereby incorporated into this specification by reference.

Proposers are required to submit written or printed proposals, signed by a person empowered to make all authorized decisions on behalf of the proposer. A signed proposal is a legal agreement to abide by all listed and applicable Federal clauses. Please submit the signed and authorized agreement in Appendix A with your proposal.

Agency Contact

The purchasing agent at BSOOB Transit will be the contract administrator until the time of award. Changes or additions made by anyone other than the purchasing agent will not be accepted or paid for by BSOOB Transit.

Proposers needing more information than is found in these specifications should contact:

Marianne Walters
Biddeford Saco Old Orchard Beach Transit Committee
13 Pomerleau Street
Biddeford, Me 04005
(207) 571-0617
mwalters@bsoobtransit.org

Vendor Contact

The proposer shall provide a contact with authority to approve addendums requests. BSOOB Transit shall not be responsible for requests made by unauthorized personnel.

Appendix A – Required Federal Transit Administration Clauses

1. Fly America Act
2. Buy America, Build America Act
3. Cargo Preference Act
4. National Earthquake Reduction Program Reauthorization Act
5. Energy Policy and Conservation Act
6. Clean Water Act
7. Access to Records and Reports
8. Byrd Anti-Lobbying Amendment as amended by the Lobbying Disclosure Act of 1995
9. Compliance with FTA Regulations, Policies, Procedures and Directives
10. 6002 of the Solid Waste Disposal Act
11. Davis Bacon & Copeland Anti-Kickback Acts
12. Fair Labor Standards Act
13. Veterans Employment
14. No Obligation by the Federal Government
15. Program Fraud Civil Remedies Act
16. Government-Wide Suspension and Disbarment
17. Use of Seatbelts
18. Recycled Products
19. Contracts Involving Federal Privacy Act Requirements
20. Civil Rights
21. Disadvantaged Business Enterprises
22. Incorporation of Federal Transit Administration Terms
23. National Intelligent Transportation System Architecture and Standards (ITS)
24. Contracts Involving Experimental, Developmental, or Research Work, Rights in Data
25. Transit Employee Protective Agreements
26. Texting While Driving and Distracting Driving
27. ADA Access
28. Rights to Inventions Made Under a Contract or Agreement
29. Telecommunications Certification: John S. McCain National Defense Authorization Act
30. Safe Operation of Motor Vehicles
31. Clean Air Act
32. Termination
33. Breaches and Dispute Resolution

NOTE: *Not all of the above listed clauses are necessarily applicable to this purchase.*
See BSOOB Transit website for full details(<https://bsoobtransit.org/>)

Regulations governing purchases such as this may be found in the Code of Federal Regulations, online in 2 CFR Part 200.326 and Appendix II to 2 CFR Part 200 and Master Agreement, Title 5, 49CFR, 2CFR Part 180 & 1200, and 49 USC

Acknowledgement of all FTA Clauses regarding BSOOB Transit Financial Audit Service:

The proposer must acknowledge the FTA clauses with a signature from an authorized representative of the firm.

Company Name

Printed Name & Title

Signature

Date

Appendix B – CIVIL RIGHTS REQUIREMENTS

The following requirements apply to the underlying contract:

1. **Nondiscrimination** – In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
2. **Equal Employment Opportunity** – The following equal employment opportunity requirements apply to the underlying contract:
 - a. Race, Color, Creed, National Origin, Sex – In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
 - b. Age – In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §§ 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
 - c. Disabilities – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

Appendix C – Disputes and Protests

Disputes

Biddeford Saco Old Orchard Beach Transit Committee will work with firms and vendors to resolve disputes arising from its procurement of goods and services. If such disputes cannot be resolved through negotiation between the vendor and the Executive Director, The Transit Committee may render a decision on the matter.

Nothing in this policy mitigates the right of the vendor to seek legal remedy in a court of competent jurisdiction.

Biddeford Saco Old Orchard Beach Transit Committee may seek the assistance of the grantor agency in resolving disputes.

Protests After Bid Opening/Receipt of Proposals

Any party aggrieved by an award of a contract may protest to Biddeford Saco Old Orchard Beach Transit Committee, in writing, within 7 days after such aggrieved party knew or should have known of the facts giving rise thereto. Such protest shall include the detailed facts leading up to the protest. The Chairperson of the Biddeford Saco Old Orchard Beach Transit Committee is authorized to settle and resolve any protest relating to the solicitation or contract award. Protests received later than 30 days after bid opening or the receipt of proposals shall not be considered.

In the absence of a settlement, the Chairperson shall make his or her decision known, in writing, within one week of receipt of the protest. Such decision shall respond, in detail, to each substantive issue raised in the protest.

The written decision of the Chairperson shall be final, binding, and conclusive on the parties.

Protest should be sent to:

Chairperson
Biddeford Saco Old Orchard Beach Transit Committee
13 Pomerleau Street
Biddeford, ME 04005

Protests will only be entertained by the Federal Transit Administration if the aggrieved party is alleging that Biddeford, Saco, Old Orchard Beach Transit Committee does not have, or is failing to follow, written protest procedures. The protester must deliver its appeal to the FTA Regional Administrator for the region administering its project or the FTA Associate Administrator for the region administering its project or the FTA Associate Administrator for the program office administering its project within 5 working days of the date when the protester has identified other grounds for appeal to FTA.

Appendix D

BSOOB Transit Financial Audit Service Price Quote

We, _____, agree to provide financial audit services as outlined in RFP#2023 428-2 for BSOOB Transit, at the price listed below.

Each proposal shall comply with the specifications as outlined in this RFP and any supplemental information provided to us.

Price of services year 2023	\$ _____
Price of services year 2024	\$ _____
Price of services year 2025	\$ _____
Total Price of services for 3 years	\$ _____
Price of services year 2026	\$ _____
Price of services year 2027	\$ _____
Total Price of services for 5 years.	\$ _____

Authorized by:

Print name & title:

Signature

Date: _____/_____/2023

Appendix E

Notice of Submit a Proposal for BSOOB Transit Financial Audit Services

Firm: _____ WILL ___ WILL NOT ___
submit a proposal to furnish the above-referenced service.

This request for information is being sent to you and to other service providers to assist us in determining who will be submitting a proposal.

Whether or not you choose to submit a proposal at this time, please return this form if you wish to be retained on our list of bidders.

___ We are not submitting a proposal, but please keep us on your list of bidders.

___ You may remove us from your bidders list (NOTE: Firms who do not return this form will be automatically removed from our bidder list).

Contact Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email address: _____

Please return this form immediately upon receipt (by mail or email) to:

Marianne Walters, Grants Program Specialist
Biddeford-Saco-Old Orchard Beach Transit
13 Pomerleau St.
Biddeford, ME 04005
mwalters@bsoobtransit.org

Appendix F: References

Reference 1:

Name of Organization	
Website Address	
Primary Contact	
Phone	
E-mail	
Service performed	
Date of service	

Reference 2:

Name of Organization	
Website Address	
Primary Contact	
Phone	
E-mail	
Service performed	
Date of service	

Reference 3:

Name of Organization	
Website Address	
Primary Contact	
Phone	
E-mail	
Service performed	
Date of service	

Reference 4:

Name of Organization	
Website Address	
Primary Contact	
Phone	
E-mail	
Service performed	
Date of service	