



**Request for Proposals (RFP)  
Bus Wash System Installation**

**RFP # 2023 -89-1**

**Date of Issue: August 9, 2023**

**Due: September 25, 2023 at 2:00 pm EST**

## General Information

The Biddeford-Saco-Old Orchard Beach Transit Committee (BSOOB Transit) is requesting proposals from contractors to replace the existing bus wash system. The bus wash system includes finishing a storage area to house mechanical equipment and storage material which will be adjacent to the wash bay. The storage / mechanical room will be authorized under a separate RFP, 2023-89-2. The *Bus Wash Installation RFP* is specifically for the bus wash system to be housed in an existing garage bay.

The bus wash installation 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, specifically the contract must be in accordance with the guidelines and regulations of the FTA “Third Party Contracting Guidelines”, FTA Circular 4220.1F. All resulting contracts will be subject to applicable federal, state, and local laws and regulations. BSOOB Transit is a tax-exempt organization and no such taxes should be included in the proposal or billing. Disadvantaged Business Enterprises are encouraged to respond to this solicitation notice.

## Overview

BSOOB Transit provides public bus transit services primarily for the City of Biddeford, City of Saco, and the Town of Old Orchard Beach Maine. It operates eight fixed routes, seven days a week with a seasonal trolley service added during summer months. The fleet consists of 22 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 is seeking proposals from qualified and experienced contractors to design and install a bus wash system as described in Scope of Work. Suggestions for improvements are welcome and must be authorized by BSOOB Transit prior to implementing.

## Proposal Details

### Proposal Schedule

|                                    |   |
|------------------------------------|---|
| Request For Proposal               | August 9, 2023                          |
| Site Visit                         | August 23, 2023                         |
| Addendum Requests                  | September 8, 2023                       |
| Intent to Bid Response             | September 20, 2023                      |
| <b>Proposal Due Date</b>           | <b>2:00 PM, EST, September 25, 2023</b> |
| Proposal Opening                   | 2:00 PM, EST, September 25, 2023        |
| Contractor Interviews              | October 2-5, 2023                       |
| Contract Award                     | Within 60 days of Proposal Opening      |
| Preferred Contract Start Date      | November 2023                           |
| Preferred Contract Completion Date | Summer 2024                             |

Sealed proposals are due by 2:00 pm EST on Monday, September 25, 2023 and may be hand delivered or mailed to BSOOB Transit Office, 13 Pomerleau St., Biddeford, Maine 04005. Proposers are to send proposals electronically to Marianne Walters at [Mwalters@bsoobtransit.org](mailto: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.

Interested parties are encouraged to attend the Site Visit scheduled for 9 am August 23, 2023. If you are unable to attend on this date, contact Marianne Walters and an alternate date or time may be arranged. Pre-award interviews will be held between October 2 and October 5, 2023, as needed.

Please send addendum requests to Marianne Walters at [Mwalters@bsoobtransit.org](mailto:Mwalters@bsoobtransit.org). Addenda must be received by 4:00 pm on September 8<sup>th</sup> to be considered. All addenda with responses will be posted as they are received on the agency website: [bsoobtransit.org](https://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.

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.

**Proposals will not be accepted after the deadline of September 25, 2023 at 2:00 pm.**

## General Proposal Submission Requirements

- Proposal must be prepared in a clear and concise manner with a cover page identifying the Proposer. Subsequent pages must be numbered.
- Each proposal shall include the legal name of the organization and a statement as to whether or not it is a corporation, or other legal entity.
- A proposal by a corporation shall also give the state of incorporation and all businesses must be licensed to do business in Maine.
- Provide project manager information, including name and contact information, 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.
- The contractor 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 September 20, 2023.
- BSOOB Transit is subject to Maine’s Freedom of Access Act (FOAA). Under this law, BSOOB Transit is required to make public information that we receive in the solicitation of proposals. FOAA does, however have an exception applicable to proprietary information. In the event that you believe that the proposal you submit contains such information, include it in a separate sealed envelope to BSOOB Transit along with your sealed proposal. The outside of this envelope must be identified as “Proprietary Information/Confidential.” Such proprietary information will only be reviewed by BSOOB Transit, and only on a “need to know” basis. BSOOB Transit will not disclose such information to a third party without your consent, unless it determines that such disclosure is required by law. Prior to disclosing such information, BSOOB Transit will provide you with a reasonable opportunity to seek an injunction or other court order, at your own expense, to prevent such disclosure. BSOOB Transit will not be liable to any proposer or any third party for any disclosure of confidential information
- Appendices A, D and F must be signed, dated, and submitted with proposal.
- Include insurance certification for workman’s compensation and liability coverage with the proposal.
- Include the *Pricing Table* on page 8 of this RFP with the proposal.
- Davis-Bacon wages apply to this project. The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.
  - **State of Maine Wages can be found here:**
    - <https://www.maine.gov/labor/docs/2023/laborstats/prevalingwage/York/2023%20HV%20York%20County.pdf>
  - **Information of Davis Bacon for Maine:**
    - <https://www.maine.gov/mdot/civilrights/docs/davisbacon/Contractors%20guide%20to%20Davis%20Bacon%20Act%202011.pdf>

## Scope of Work

BSOOB Transit is requesting proposals from highly experienced and professional contractors to install a bus wash system in the existing wash bay at the bus depot, 13 Pomerleau St., Biddeford, ME. The proposer must submit at least two references for similar work done within the past five years. One contractor will be selected to do the bus wash installation. The work on the adjacent mechanical building will go through a separate RFP. Davis-Bacon Act prevailing wages are applicable to this contract. Buy America Build America requirements are applicable to contracts of \$150,000 or more.

This project 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 contractor is required to sign acknowledgement of Federal Clauses listed in Appendix A.

### 1. General Requirements

An existing wash bay will be retrofitted to provide for a scratch-free bus wash system where the bus will be able to drive-in and back-out. The current bay set-up does not provide for a drive-thru arrangement. An under-wash system to eliminate salt and sand residue is mandatory for the proposal. There is an existing platform adjacent to the wash bay that will be converted to a mechanical room to house parts and containers for the bus wash system.

The fleet includes units that range in length from 10' to 45' and up to 12' in height. Most buses have bike racks attached to the front of the bus. The bus wash system should be able to clean all vehicles. It must be completely automated and require no direct personnel interaction.

Bus Wash System solutions should include:

- pre-wash to rinse, soaps, and or chemicals to be used
- water usage should be identified, including the process and if reclamation is involved.
- estimated time for complete wash cycle
- order information with current pricing for parts, replacement parts, soaps, chemicals.
- under chassis salt and sand cleaning ability
- wheel and tire washer

The contractor must be able to service the bus wash system within 24 hours of a service call.

It is the contractor's responsibility to secure required permits. The bus wash system must be to code.

Staff training on the bus wash system to be included with proposal.

### 2. Existing Wash Bay

The existing wash bay is approximately 60' long and 25' feet wide. It accommodates coach buses which are the longest at 45'. There are electrical outlets and drains to the sewer line in the bay. A pressure washer is affixed to the back wall and it may or may not be used in this design. The design will include rails on the floor and lasers to guide the buses into and out of the wash bay.



Photos of existing bus wash bay.

**3. Existing Platform and Loading Dock Area – *Included for information only* - Contract for *Mechanical Room Design Build* to be awarded on separate RFP, #2023-89-2.**

The existing platform with loading dock was built to be used as a mechanical storage room for the wash bay. The concrete retaining wall is 80 lf of 8" w by 68"/92" retaining wall on 24" x 12" footing w/rebar per plan. Loading dock slab is 6" exterior concrete with air entrainment. There is an area prepared for a door allowing access from the outside of the building. The storage building will require the following:

- Overhead rolling door towards loading dock
- Pass through door, 36" adjacent to rolling door
- Natural gas tube heater
- Electrical:
  - 200-amp main panel, single phase
  - lights, outlets, switches for wet location
- Drain to adjacent wash bay area



**Photos of platform area for the mechanical building to service bus wash system will be built.**

## Pricing

Using the matrix below, provide pricing as it relates to the successful completion of the bush wash installation project as detailed in this RFP including installation, testing and reimbursable expenses associated with the bus wash project. BSOOB Transit reserves the right to purchase all, or some, of the proposed solution. The pricing associated with all proposals must remain firm until November 24, 2023. Any price adjustments, through the life of this agreement, must be mutually agreed upon, in writing, at the time of award.

### Bus Wash System Installation Pricing

|   | Price (\$) | Notes (cost driven assumptions and important elements) |
|---|------------|--|
| Removal and disposal of existing wash system  |            |  |
| Facility mechanical and electrical changes required for installation of new bus wash system   |            |  |
| New Bus Wash System and all required materials (with freight)   |            |  |
| Installation – inclusive of all labor including administrative cost, as well as other elements of installation cost (not covered above) |            |  |
| Permit Fees   |            |  |
| Warranty Length & Coverage  |            |  |
| Bus Wash System Training  |            |  |
| Extended Warranty Price   |            |  |
| Maintenance Service Agreement price per year during warranty period   |            |  |
| Misc. Describe in Notes   |            |  |
| <b>Total Price for Bus Wash System</b>  |            |  |



## Evaluation Process

Proposals will be evaluated and ranked on the basis of the following factors and weighted as follows:

|  |      |
|--|------|
| <b>Recognition of BSOOB Transit’s proposal requirements / completeness of response</b> | 10 % |
| <b>Satisfactory references</b>   | 10 % |
| <b>Prior experience, qualifications and company history</b>                            | 15 % |
| <b>Delivery time / schedule</b>  | 20 % |
| <b>Pricing structure</b>   | 35 % |
| <b>Warranty</b>  | 10 % |

All aspects of the evaluation of proposals and any discussions and negotiations, including documentation, correspondence, and meetings, will be kept confidential during the evaluation and negotiation process.

Proposals will be analyzed for conformance with the instructions and requirements of the RFP and contract documents. Proposals that do not comply with these instructions and do not include the required information may be rejected as insufficient or not be considered for the competitive range. BSOOB Transit reserves the right to request a proposer to provide any missing information and to make corrections. Cost will not be the sole determinant in the selection process. BSOOB Transit wishes to select a contractor that can best demonstrate the capability to provide the desired services with quality and innovation at a competitive rate.

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

## Assistance by BSOOB Transit

As part of the RFP process, BSOOB Transit provides a scheduled site visit for August 23, 2023 to provide potential contractors with an opportunity to inspect the existing bay wash area and adjacent mechanical room. Existing plans of the building will be available for review at that time.

## Compensation

The rates and fees quoted by the proposer are to be good for sixty (60) days from the date of the proposal opening.

## **Contract Performance**

The bus wash contractor agrees to bear all costs incurred by BSOOB Transit arising from the failure of the contractor through omission or commission to comply with all Federal, State and local statutes, regulations, ordinances or rules. The contractor 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 bus wash contractor 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 contractor. The notice shall specify the acts of omissions relied on as cause for termination. BSOOB Transit shall pay the contractor a fair, equitable compensation for satisfactory performance prior to receipt of notice of termination less the value of damages caused by contractor's breach. If the damages are more than the compensation payable to the contractor, the contractor 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 Transit 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 Transit has adopted a Minority Business Enterprise DBE/WBE Program. This program establishes a goal for DBE/WBE participation in BSOOB Transit'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](mailto:mwalters@bsoobtransit.org)

### **Proposer Contact**

The proposer shall provide a contact with authority to approve addendum requests and acknowledgment of amendments to the original RFP.

BSOOB Transit shall not be responsible for requests made by unauthorized personnel.

## **Appendix A – Required Federal Transit Administration Clauses**

1. Article FTA-2. Access to Records, Access to Construction Site, and Maintenance of Records
2. Article FTA-3. Buy America, Build America Act
3. Article FTA-4. Cargo Preference Act
4. Article FTA-5. Employee Protections
5. Article FTA-6. Debarment, Suspension, Ineligibility, and Voluntary Exclusion
6. Environmental Standards and Practices:
  - a. Clean Water Act
  - b. Clean Air Act
  - c. Energy Policy and Conservation Act
  - d. Recovered Materials
  - e. Air Pollution and Fuel Economy
7. Article FTA-8. Lobbying Restrictions
8. Article FTA-10. National Intelligent Transportation Systems Architecture and Standards
9. Article FTA-11. Program Fraud and False or Fraudulent Statements or Related Acts
10. Article FTA-12. Civil Rights
11. Article FTA 13. General Provisions
  - a. Federal Changes
  - b. No Obligation by the Federal Government
  - c. Incorporation of FTA Terms
12. Article FTA 14. Disadvantaged Business Enterprise (DBE) with Goal
  - a. Nondiscrimination
  - b. Prompt Payment
  - c. DBE Good Faith Efforts
  - d. Reporting
  - e. Review of Good Faith Efforts
  - f. Administrative Sanctions
13. Article FTA-15. Veterans Preference
14. Article FTA-16. Executive Order-Special Department of Labor Equal Employment Opportunity for Construction Projects
15. Article FTA-17. Intellectual Property Rights
16. Article FTA-18 Safe Operation of Motor Vehicles
  - a. Seat Belt Use
  - b. Distracted Driving, Including Text Messaging While Driving
17. Article FTA -19. Telecommunications Certification
18. Article FTA-20 Resolution of Disputes, Breaches, or Other Litigation
  - a. Notification to FTA; Flow Down Requirement
  - b. Right of Federal Government to Terminate

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 Bus Wash Installation Project:**

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

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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 their 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: Bus Wash System Installation Quote**

Contractor will provide a quote for the installation of the Bus Wash System and for on-going annual service and product costs.

**Pricing:**

Installation and Bus Wash System \_\_\_\_\_

(includes material, labor, training, permit & disposal fees, )

Products to operate Bus Wash \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Warranty Costs \_\_\_\_\_

\_\_\_\_\_

**Total for Contract** \_\_\_\_\_

**Estimated Annual Costs:**

Annual Maintenance \_\_\_\_\_

Annual Product Costs \_\_\_\_\_

**Authorized by:**

\_\_\_\_\_

Print name / title:

\_\_\_\_\_

Signature

Date: \_\_\_\_\_/\_\_\_\_\_/2023



# Appendix E

## Notice to Submit a Proposal for BSOOB Transit Bus Wash Installation

Contractor: \_\_\_\_\_

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](mailto: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      |  |