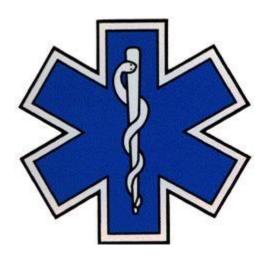
New Windsor Fire and Hose Company #1 Specifications **Ambulance**



EMS Captain David Coe New Windsor Fire and Hose Company #1 New Windsor, MD 443-375-0642 410-848-6711 Fax dcoe@nwfd10.org

ADVERTISEMENT FOR BIDS AMBULANCE REPLACEMENT New Windsor Fire and Hose Company #1

NOTICE IS HEREBY GIVEN that sealed bids will be received at the New Windsor Fire Department located at 101 High Street, New Windsor Maryland on or before 5:00 pm Friday, February 1, 2019 at which time bids will be publicly opened and read aloud in the New Windsor Fire Department's Training Room. Telephone and Fax bids will not be accepted.

Specifications and Proposal Forms may be obtained at the fire station located at 101 High Street, New Windsor, MD or on the Department's website at www.nwfd10.org. Proposals shall be submitted on forms supplied by the New Windsor Fire and Hose Company and placed in bidder's own sealed envelope marked "SEALED BID – AMBULANCE REPLACEMENT".

Late proposals will not be accepted under any circumstances. Any proposal(s) received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that their proposal is received on time.

The New Windsor Fire and Hose Company #1 reserves the right to accept or reject any or all bids and to accept the bid deemed most advantageous to the Department.

New Windsor Fire and Hose Company #1

Advertised

AMBULANCE BID REQUIREMENTS

It is the intent of these specifications to describe the minimum requirements for one (1) Type I ambulance for the New Windsor Fire and Hose Company #1.

- 1. The bid price shall be for the New Windsor Fire and Hose Company #1, 101 High Street, New Windsor, Maryland 21776
- 2. Bid price shall not include any federal or state taxes.
- 3. Bidder shall furnish a separate letter, which will fully explain the conditions of warranty and or guarantee
- 4. Bidder shall submit complete manufacturer's specifications and descriptive literature for the unit that is being bid. Bidders must submit five (5) copies.
- 5. The bidder shall submit their proposal on the forms furnished by the department. Bidders must submit five (5) copies of their proposal.
- 6. A trade in value should be included but is not mandatory. Proposals that allow the trade-in of the replaced ambulance and provide the highest values may be preferred over others. The unit that is being traded in is a 2009 Braun/E-450 with approximately 83,000 miles.
- 7. Any deviations from the attached specifications shall be noted in writing by the bidder. When variations are not stated clearly, it will be understood the bidder proposed to meet all details of the specifications.

Any questions please call EMS Captain David Coe at (443) 375-0642.

1. Administrative Guidance

- 1.1. The New Windsor Fire and Hose Company is inviting interested and qualified ambulance manufacturers to submit a proposal for the manufacture of a new commercially produced Type I ambulance. This manufacture will be in accordance with the specifications and requirements listing within the request for proposal (RFP). Pending the identification of a qualified manufacturer and acceptance of proposal, the Department plans to enter into a contract to purchase one (1) Type I ambulance.
- 1.2. Any information provided herein is intended to assist the bidder in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide qualified bidders with sufficient basic information to submit proposals meeting minimum specifications and test requirements, but is not intended to limit a RFP's content or to exclude any relevant or essential data. Bidders are at liberty and are encouraged to expand upon the details, qualifications and proposals to give additional evidence of their ability to perform and provide a vehicle as described in this RFP. All updates and changes to the RFP will be posted on the web site (www.NWFD10.org) and bidders are encouraged to check daily for new information or updates.
- 1.3. Each Bidder is required before submitting a proposal to be thoroughly familiar with the requirements and specifications listed in this RFP. Additional allowances will not be made due to bidder's lack of knowledge relating to the terms, conditions and specifications contained within this RFP. It is the responsibility of the bidder to determine if any component of this specification is unsafe or does not meet the required standards of applicable Maryland State law or those of Federal Specifications including DOT and KKK-A-1822F. The bidder shall thoroughly explain any unsafe or poorly designed criteria contained within this RFP to the purchaser in the bid proposal. Many of the requirements in these specifications exceed federal designs. Copies of the latest edition of Federal KKK and testing must be included with the bid.
- 1.4. Submission of Proposal
 - 1.4.1. Interested bidders are required to submit five (5) copies of their proposal. The copies must be delivered in a sealed package to:

New Windsor Fire and Hose Company #1 Ambulance Replacement Bid P.O. Box 247 New Windsor, MD 21776

1.4.2. Proposals shall be marked with the label "Ambulance Replacement Bid". If the proposals are sent by mail, the bidder shall be responsible for actual delivery of the proposals to the proper address. It is in the sole judgment of the Department as to what process may be required for each submitting bidder in order to demonstrate their ability to perform the obligations of the contract. The Department will receive and consider all proposals submitted according to this RFP until February 1, 2019 at 5:00 P.M. The names of those responding to the RFP will be made public. All other information will remain confidential, as permitted by law. Modification of proposals already submitted will be considered at the sole discretion of the Department, until the time of the final contract signing. It is the intent of the Department through this RFP to identify qualified manufacturer(s) / dealer(s), evaluate their proposal(s) in relation to

the specifications listed in this RFP, and award a contract to the best proposal in the sole interest of the Department and in its sole judgment.

1.4.3. Questions arising to this RFP should be submitted in writing by mail, email or fax to:

EMS Captain David Coe

101 High Street

P.O. Box 247

New Windsor, MD 21776

Phone: 443-375-0642 Fax: 410-848-6711

Email: Dcoe@nwfd10.org

- 2. General Information and Conditions
 - 2.1. The RFP is designed for the specification, engineering, design, construction and delivery of an ambulance and is not the intention of the Department to write out dealers or manufacturers of similar or equal equipment of the types specified. It should be noted that the specification is written around the defined and specified needs of the New Windsor Fire and Hose Company #1. The acceptance of an RFP and the awarding of a contract will be given to the bidder which at the Department's sole discretion, is both responsive and responsible and comes closest to meeting these specifications at the most competitive price.
 - 2.2. The New Windsor Fire and Hose Company #1 reserves the right to:
 - Increase the number of vehicles, equipment quantities and the configuration that is required and defined under this RFP.
 - 2.2.2. Waive any informalities, irregularities, and technicalities of procedure.
 - 2.2.3. Require the bidder, prior to awarding this contract, to submit evidence of the manufacturer's qualifications as the Department deems necessary, and consider any evidence available to it of the financial, technical, or other qualifications and abilities of the manufacturer, including past performance on contracts of this type with other agencies.
 - 2.2.4. Reject any or all quotations and to select quotations based on the needs of the Department. No quotation may be withdrawn for a period of sixty (60) days following the date of bid opening. No charges of any kind will be allowed unless specifically made part of your quotation and are specified in your response.
- 3. Minimum Requirements
 - 3.1. Bidding and Proposals
 - 3.1.1. Proposals will only be considered from manufacturers that have an established reputation in the field of ambulance construction and that have been building ambulances for a minimum of ten (10) years.
 - 3.1.2. Proposals that allow the trade-in of the replaced ambulance and provide the highest values may be preferred over others.
 - 3.2. Warranty
 - 3.2.1. Vehicle

- 3.2.1.1. The successful bidder shall provide a minimum of 36 month/36,000 mile vehicle warranty which covers defective parts and or components of its manufacture, the improper choice of materials, parts and or components, improper design or engineering and poor or improper workmanship or quality control techniques. This warranty shall cover the complete vehicle and shall include any and all costs for labor and parts or materials that are required to correct any and all deficiencies. It is not the intent of this requirement that routine preventative maintenance items such as light bulbs, filters, tires, brake linings, windshield wiper blades, etc. be covered. A sample of this warranty shall be submitted with the bidder's proposal.
- 3.2.1.2. The chassis manufacturer shall provide a warranty of not less than 3 years or 36,000 miles on the engine, climate control systems, cooling system, starter, alternator, steering, axle and power train components.

3.2.2. Modification

- 3.2.2.1. The manufacturer shall warranty the structural integrity of the modular body for a period of not less than 15 years. This warranty shall be in writing and shall be submitted with the bidder's proposal.
- 3.2.2.2. The manufacturer shall provide a conversion electrical system warranty, covering components of the electrical system, for the lifetime of the vehicle. It is not the intent that routine preventative maintenance items such as light bulbs, etc. be covered. A sample of the electrical system warranty shall be included with the bid proposal.

3.2.3. Paint

3.2.3.1. The manufacturer shall provide a paint warranty for not less than 10 years. This warranty will consist of 100% coverage throughout the 10 year period specifically related to faults of manufacturing or material quality (ex. paint quality, corrosion, electrolysis, etc.)

3.3. Inspection Trips

3.3.1. Pre-Construction

3.3.1.1. There shall be a required pre-construction conference at the New Windsor Fire and Hose Company #1 before any construction can begin. The pre-construction conference meeting shall be conducted at the "primary builder", of the apparatus. No meeting shall take place at the dealerships place of business. This is the only method that will be the only acceptable way to conduct the preconstruction meeting. No more than five (5) department personnel along with a representative or dealer of the successful bidder shall attend. At this meeting, all parties shall again go over the specifications to insure that the apparatus is built to meet or exceed all requirements. After this meeting, the representative of the successful bidder shall present the department with detailed drawings and a work order to be used in the production of the apparatus being bid.

3.3.2. BI-Weekly Inspection

3.3.2.1. There shall be bi-weekly updates on construction to include on going pictures of unit progress sent to the department. These pictures should be e-mailed to EMS Captain David Coe at DCoe@NWFD10.org

3.3.3. Pre-Delivery

3.3.3.1. There shall be a pre-delivery inspection trip at the factory of the successful bidder. The inspection trip shall consist of no more than five (5) members from the department along with the representative of the successful bidder, to insure compliance to all specifications. All expenses relating to the final inspection trips shall be at the cost of the successful bidder and be at no cost to the Department. This is to include all meals and lodging while at the inspection along with travel allowances for fuel for any factory under 500 road miles from (bidding agency) and/or round trip air flight, for up to 5 representatives for any factory that is over 500 road miles from (bidding agency) facility.

3.4. Pre-Delivery Service

- 3.4.1. Bid prices must include all necessary dealer preparation applicable to new equipment prior to final delivery to the purchaser. The dealer shall provide and/or complete the following services:
 - 3.4.1.1. Proposal Compliance Inspect ambulance for compliance with proposal.
 - 3.4.1.2. Fluid Levels Inspect for correct capacities of the following: engine oil, coolant, power steering fluid, washer reservoir fluid, transmission fluid, rear end fluid.
 - 3.4.1.3. Visual Inspection Inspect tires and wheels for proper pressure and lug nut torque. Tighten any loose hardware and repair minor paint scratches or chips.
 - 3.4.1.4. Check doors for correct adjustment.
 - 3.4.1.5. Electrical Inspection Operate all lights, sirens, and other electrical accessories.
 - 3.4.1.6. Road Test Run a road test operating all electrical loads for several minutes.
 - 3.4.1.7. Fuel Tank Fuel tank shall be filled to capacity prior to final delivery.
 - 3.4.1.8. Cleaning / Detailing The ambulance shall be thoroughly washed and detailed at the dealership prior to final delivery. This includes removal of any metal shavings.

3.5. Delivery

3.5.1. The vehicle and its equipment shall be delivered to the New Windsor Fire and Hose Company #1, located at 101 High Street New Windsor, Maryland. The vehicle will not be scheduled for delivery prior to authorization by the Department. Delivery must be by the manufacturer's/dealer's employee or arranged commercial carrier. Transporter must carry full insurance equivalent to industry acceptable standard amounts providing coverage for the employee and the vehicle.

3.6. Service

3.6.1. Service Center

3.6.1.1. The Department places a high priority on service. In order to provide efficient service and support during the life of the ambulance, it shall be required that the successful contractor maintains a factory authorized service and repair facility in

within a 100-mile radius of the New Windsor Fire and Hose Company #1 or the ability to come to the Station to complete needed service or repairs.

- 3.6.2. Extended Service
 - 3.6.2.1. For any extended service within the primary or extended warranty period, where the ambulance is located at the ambulance manufacturer's service center, the manufacturer must provide a loaner ambulance free of charge for use during the extended service period, if requested by the department.
- 4. Vehicle Requirements and Specification
 - 4.1. General Design and Requirements (bidder will provide a detailed summary of all chassis specifications, options and modifications).
 - 4.1.1. Type I Ambulance with pass through
 - 4.1.2. 2019 Ford F550 4X4 Regular Cab (bidder supplied)
 - 4.1.3. Diesel engine 6.7 Liter Engine
 - 4.1.4. Dual rear wheels
 - 4.1.5. Ambulance preparation package
 - 4.1.6. G.V.W.R. 18,000 pounds
 - 4.1.7. Engine block heater activated/operated by shore power
 - 4.1.8. 4 wheel ABS, 4 wheel disc brakes
 - 4.1.9. Seat belt warning system (cab) with visual display for driver
 - 4.1.10. Automatic transmission
 - 4.1.11. Automatic Locking Four Wheel Drive
 - 4.1.12. Full width, aerodynamic, chrome plated steel bumper
 - 4.1.13. Front and rear swaybars
 - 4.1.14. Steel wheels (front and rear) with aluminum covers
 - 4.1.15. Tire pressure monitoring system with driver display
 - 4.1.16. Central locking system with remote keyless entry (both cab and module) A hidden power unlock switch shall be installed in the grill area
 - 4.1.17. Backup camera system connected to driver's display
 - 4.1.18. Side camera system connected to driver's display on both streetside and curbside
 - 4.1.19. Alternator must discharge a minimum of 320 amps
 - 4.1.20. Chrome grill
 - 4.1.21. Paint match to current apparatus
 - 4.1.22. Block heater
 - 4.1.23. Liquid Springs suspension
 - 4.1.24. Auxiliary air conditioning system for patient compartment
 - 4.1.25. Mirrors heated and powered
 - 4.1.26. Install custom document/binder holder in cab between seats (specs to be determined at prebuild)
 - 4.2. Chassis Interior
 - 4.2.1. Bulkhead cab wall, OEM wall to match dash
 - 4.2.2. Cab signs "NO SMOKING OXYGEN EQUIPPED" and "FASTEN SEATBELTS"

- 4.3. Chassis Exterior
 - 4.3.1. Sound proofing and rust prevention undercoating
- 4.4. Electrical System
 - 4.4.1. Inverter/Battery charger with optional 55 amp battery charger. The inverter shall be equipped with an automatic transfer relay which disconnects the inverter when the shore power is applied. A remote on/off switch shall be provided in the attendant control panel
 - 4.4.2. Quick Electrical disconnects on all electrical wiring on center console to allow for ease of maintenance
 - 4.4.3. Multiplexed electrical system
 - 4.4.4. Visual monitoring screens for electrical system (front and rear) with selectable switch/buttons and touch screen for control interface
 - 4.4.5. Portable equipment charging circuits
 - 4.4.6. Rear module disconnect switching
 - 4.4.7. Shoreline power plug mounted driver side (exact location to be determined at prebuild)
 - 4.4.8. Two (2) 110 Volt AC outlets in module interior
 - 4.4.9. Two (2) USB outlets in module interior
 - 4.4.10. Two (2) 12 Volt outlet in module interior
 - 4.4.11. Two (2) 110 Volt AC outlets in inside/outside med bag storage area
 - 4.4.12. One (1) 12 Volt AC outlet in inside/outside med storage area
 - 4.4.13. Dielectric grease used on all wiring connections
 - 4.4.14. Interior timing switch located on the curbside interior near the side sliding door
- 4.5. Audio Warning Devices
 - 4.5.1. Dual Tone Siren Exact Siren to be determine at prebuild conference
- 4.6. Visual Warning Devices
 - 4.6.1. LED lighting package
 - 4.6.2. Brow Light shall be installed under the front LED Light Package where shown in drawing
 - 4.6.3. All Primary LED Warning Lights shall be split "Red/White"
- 4.7. Body Design and Construction Components
 - 4.7.1. Body size 190" L (minimum) x 103" W (mirror to mirror)
 - 4.7.2. Aluminum body, .125" skin, welded seam construction
 - 4.7.3. Maximum emphasis upon safety with design/construction
 - 4.7.4. Sliding patient compartment entry door
 - 4.7.5. Eberhard "free floating" latches for all exterior body compartment doors
 - 4.7.6. Nylon and epoxy based electrolysis barriers used between all dissimilar metals (ex. stainless steel and aluminum) used in frame rails, hinges, door handles, lighting, etc.
 - 4.7.7. Sound deadening insulation applied between walls and floors and also underbody
 - 4.7.8. Interior noise levels should not exceed 80 decibels when vehicle in operation
 - 4.7.9. Floor reinforcement for Stryker cot power loading system

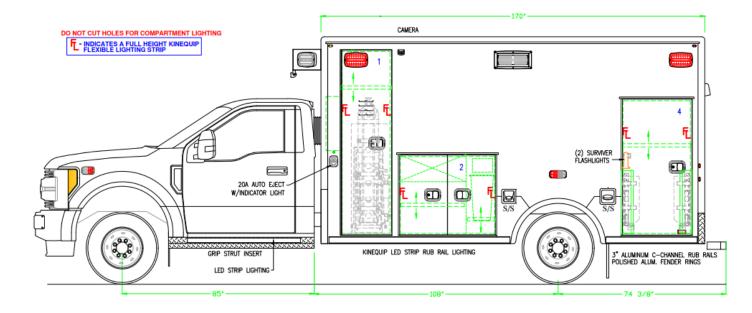
- 4.7.10. Stryker Cot Power Loading System shall be installed by manufacture
- 4.7.11. Overall body design and layout shall match as best possible to attached drawing
- 4.7.12. Bumper, rear with 7" Diamondback flip-up step or equivalent
- 4.7.13. Timer system for overhead lights rotary control
- 4.7.14. Assist handle exterior adjacent to side entry door (exact location/size/material determined at pre-build)
- 4.8. Rear Body Patient Entry Doors
 - 4.8.1. Rear entry doors, 50" W x 63" H, dual handles
 - 4.8.2. Door panel, rear entry doors, three-piece aluminum (match cabinets) & stainless
 - 4.8.3. Assist handle, rear entry, 1.25" x 45 degree brushed
- 4.9. Windows
 - 4.9.1. Sliding window, side entry door, limo tint
 - 4.9.2. Fixed windows, rear entry doors, with "Star of Life" Limited Visibility Decal
- 4.10. Exterior Compartment Components
 - 4.10.1. Exterior compartments with "Sweep Out" design
 - 4.10.2. Exterior compartments, gas charged door hold opens
 - 4.10.3. Exterior O2 vent on O2 compartment door
 - 4.10.4. Exterior Compartments, Lok-Tyle floor & shelves
 - 4.10.5. Rear Door Grabbers, CPI "Grabber" at top of door, Grabbers can accommodate up to a 145 degree angle
 - 4.10.6. Door seals, automotive closed cell gasket or equivalent
 - 4.10.7. Stainless Steel Door Sills All Exterior Compartments
 - 4.10.8. Exterior Compartment Lights, LED
 - 4.10.9. O2 Tank Mount, Zico o2 Lift in first compartment on streetside
 - 4.10.10. Shelves and dividers mounted according to attached diagrams
 - 4.10.11. All exterior doors shall have chevron marking when the doors are open
 - 4.10.12. SCBA mounting bracket rails installed according to attached diagrams (Dealer Provided)
 - 4.10.13. Two (2) Surviver Flashlights install in SCBA Compartment (Dealer Provided)
 - 4.10.14. One (1) Vulcan Handlight installed as noted in current drawings (Dealer Provided)
- 4.11. Interior Patient Compartment Components
 - 4.11.1. Wood Cabinet constructed cabinets
 - 4.11.2. Interior cabinet sizes/locations according to current diagrams
 - 4.11.3. Clear acrylic cabinet glass
 - 4.11.4. All Cabinet doors shall have the "restocking feature" where appropriate
 - 4.11.5. Southco latches for all flip up cabinet doors
 - 4.11.6. Cleanout latches for all sliding cabinet doors
 - 4.11.7. Exhaust fan minimum flow rate of 240 cfm
 - 4.11.8. Corian or equivalent solid surface countertop
 - 4.11.9. Portable oxygen bottle storage as noted in the drawing

- 4.11.10. IV holders, four (4) Cast Products #2008-1, ceiling mounted (exact location to be determined at pre-build)
- 4.11.11. Cab/Body pass through with open window
- 4.11.12. ALS cabinet to match current specification with equipment retention net (quick release)
- 4.11.13. ALS cabinet to have a minimum of two (2) 110 Volt outlets at separate heights/levels (exact location to be determined at pre-build)
- 4.11.14. Cot mount, Stryker Power Load System
- 4.11.15. Ceiling handrails, shall be yellow in color, as noted in drawing
- 4.11.16. Trash cans and sharps containers as shown where appropriate in drawing
- 4.11.17. Unit shall include a large Knox Box Medication Vault near in the area of the bench seat (Dealer Provided)
- 4.11.18. Technimount Lifepak 15 Mount located on the ALS Stack Compartment where noted in attached drawing (Dealer Provided)
- 4.11.19. Computer Mount and Charging Station on ALS Stack Compartment above "D" Cylinders
- 4.12. Interior Color Selection
 - 4.12.1. Cabinetry Color shall be determined at pre-build meeting
 - 4.12.2. Upholstery Color and material shall be determined during pre-build meeting
 - 4.12.3. Countertop exact color specification to be determined
 - 4.12.4. Flooring exact color specification to be determined
- 4.13. Patient Compartment Seating
 - 4.13.1. Attendant seat EVS1880 HiBac Child Safe 2-pos swivel or equivalent with seatbelt attachment
 - 4.13.2. CPR seat shall include a 4 part harness
 - 4.13.3. Squad bench with storage beneath and backrest shall include a 4 part harness
- 4.14. Medical Oxygen and Environmental Systems
 - 4.14.1. Oxygen system, 3000 liters minimum
 - 4.14.2. Oxygen compartment interior access with hinged view window
 - 4.14.3. Ohio style oxygen outlets
 - 4.14.4. Oxygen outlets, three (3) one (2) action area, one (1) squad bench
 - 4.14.5. Oxygen flowmeter, gravity type, one (1)
 - 4.14.6. Oxygen flowmeter, dial type, two (2)
 - 4.14.7. Weldon Vista (or equivalent) internal digital O2 content gauge
 - 4.14.8. Zico Oxygen lift in Streetside compartment 1 (as shown in attached drawings)
 - 4.14.9. Oxygen shut-off, electric solenoid with manual bypass
 - 4.14.10. Ducted HVAC through ceiling along length of patient compartment
 - 4.14.11. Digital thermostat operating HVAC system
- 4.15. Communication and Loose Equipment
 - 4.15.1. Cell/ GPS/Radio antenna pre-wire, (4) base, power, ground & coax (exact locations determined at prebuild)

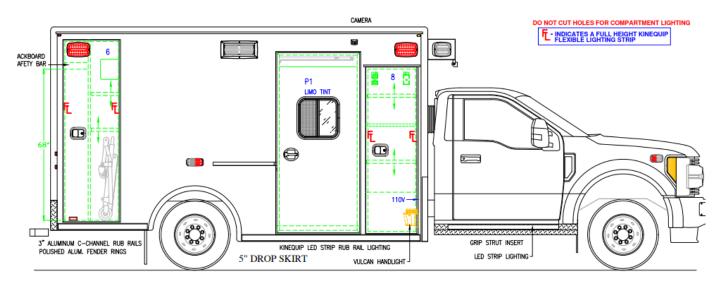
- 4.15.2. DOT triangles, ship loose
- 4.15.3. Vehicle operator's manual, hard cover binder
- 4.15.4. New vehicle owner's manual
- 4.15.5. Electrical schematics CD with transceiver, USB cable
- 4.16. Paint and Graphics
 - 4.16.1. Body surface preparation with corrosion inhibitor
 - 4.16.2. Safety graphics, rear barricade chevron shall be red and yellow. The chevron shall not be on the doors, however around all areas around the rear doors
 - 4.16.3. Body paint color, to match current color of apparatus
 - 4.16.4. Perimeter safety "Z" stripe, white Diamondgrade reflective, match current design, (exact height to be determined at pre-build)
 - 4.16.5. Unit number to be "109", unit number decals to match current configuration (exact sizes determined at pre-build)
 - 4.16.6. Roof of unit shall have a reflective white "109" on the roof (exact size to be determine at pre-build)
 - 4.16.7. Side Graphics on booth Streetside and Curbside Views shall include the following to match current design (exact size to be determined at pre-build)
 - **New Windsor** 4.16.7.1.
 - **Emergency Medical Services** 4.16.7.2.
 - **Department Website** 4.16.7.3.
 - **Unit Number** 4.16.7.4.
 - Door Patch 4.16.7.5.
 - 4.16.8. Front Graphics shall include the following to match current design (exact size to be determined at pre-build):
 - 4.16.8.1. **New Windsor**
 - 4.16.9. Rear Graphics shall include the following to match current design (exact size to be determined at pre-build):
 - **Carroll County** 4.16.9.1.
 - 4.16.9.2. 109

4.17. Current Schematics/Dimensions (note - all chassis related schematics/dimensions/graphics are for visual reference only as chassis and rear graphics will not be the same)

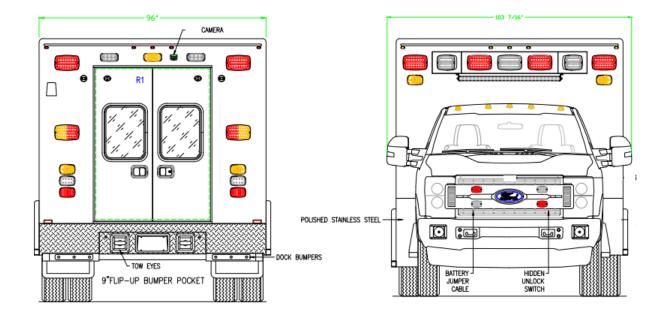


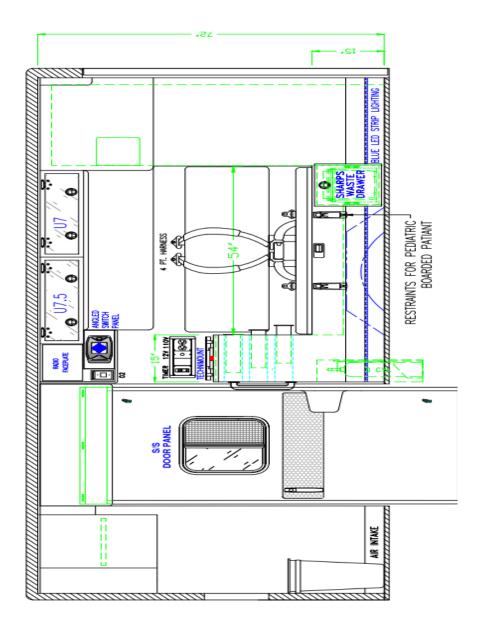


Note: All Emergency Lights shall be split "Red/White" on Streetside View

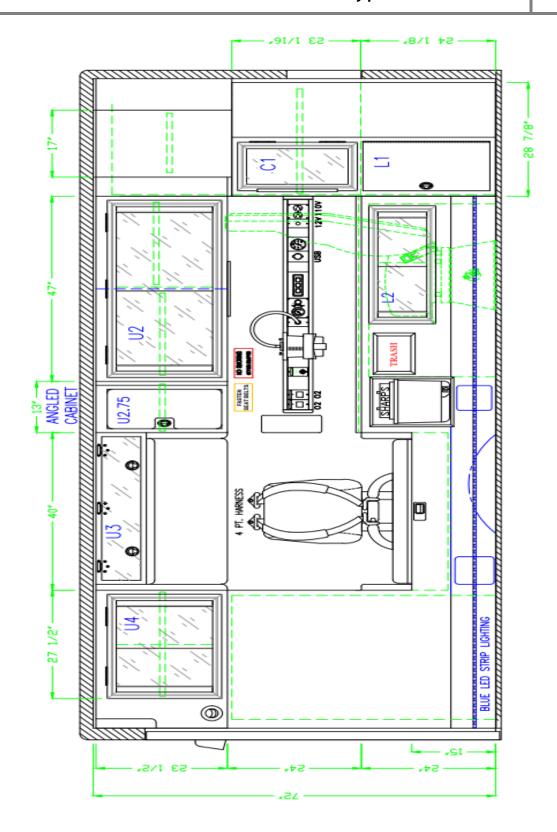


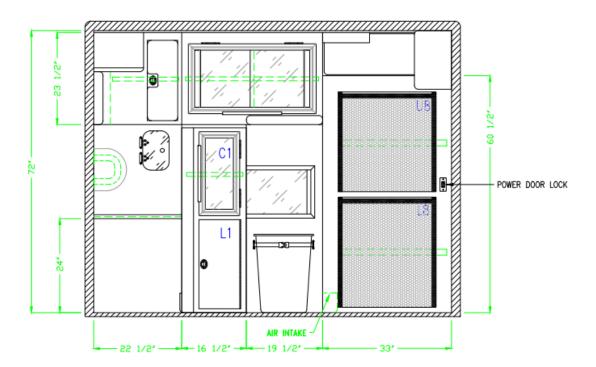
Note: All Emergency Lights shall be split Red/White on Curbside View

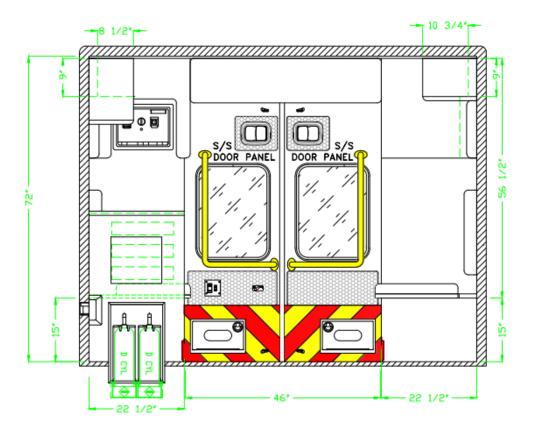




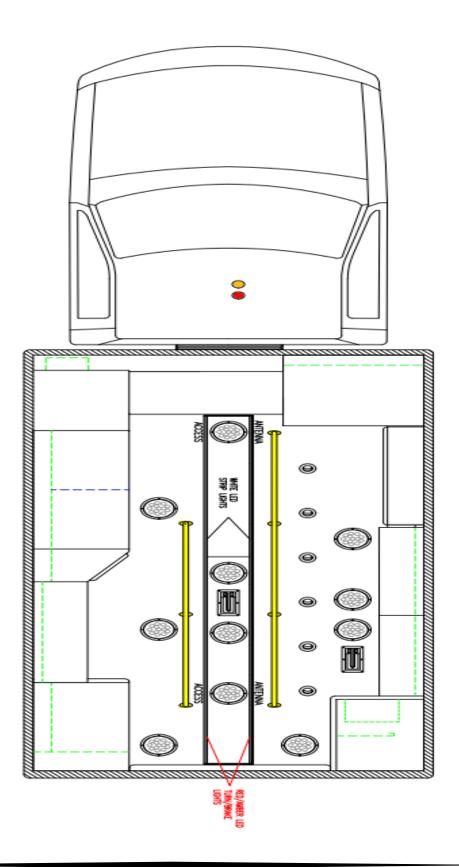
Note: Glove holder to be added above sliding door

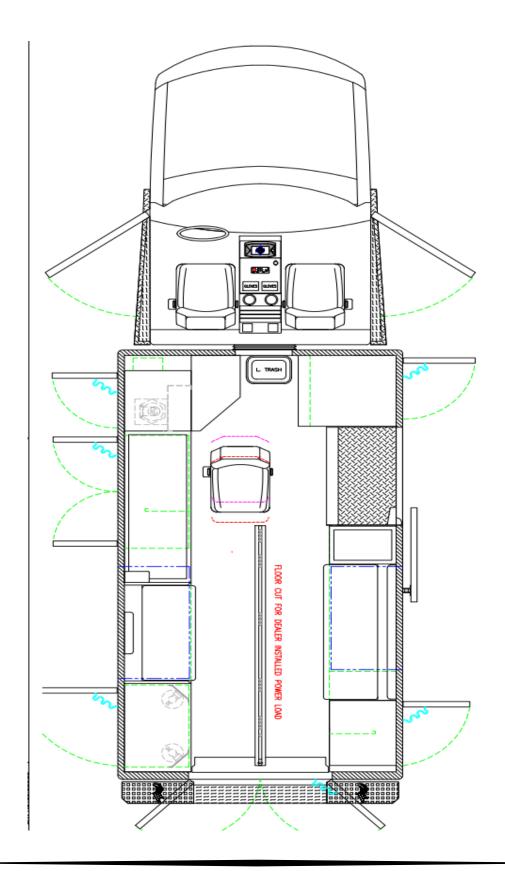






Note: Computer Mount /Charging dock for ePCR reports shall be mounted above O2 "D" Cylinders





PROPOSAL AMBULANCE

New Windsor Fire and Hose Company #1

New Windsor, Maryland 21776

101 High Street

To:

We, the undersigned, propose to furnish the New Windsor Fire and Hose Company #1, located in New Windsor, Maryland with the following equipment specified in accordance with the specifications hereto attached:		
AMBULANCE REPLACMENT		
Purchase Price	\$	
Less trade in value	\$	
NET BID	\$	
Calendar days for delivery after receipt of purchase order: days		
NAME OF COMPANY		
BY	TITLE	
ADDRESS		
DATE	TELEPHONE NUMBER	
SIGNATURF		