

County of Henry

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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

**SEPTEMBER 10, 2020
REQUEST FOR PROPOSAL
RFP # 20-10013-A232
HENRY COUNTY PURCHASING DEPARTMENT**

The County of Henry solicits firms to submit proposals for “**Inmate Commissary Services at the new Adult Detention Center.**” The **original** and **five (5)** submittals (**FOR A TOTAL OF SIX (6) PROPOSALS**) and **one (1) electronic copy**, marked “**Inmate Commissary Services**” RFP #20-10013-A232 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, October 1, 2020, in the:**

**Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7, Collinsville, VA 24078 (Postal Service) or
3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done that states otherwise.** Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #20-10013-A232

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted in the County/PSA of the Purchasing Office once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). **See Page seven (7) of this proposal for the "Term of Contract"**. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

Illegal Aliens

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

Permits/Licenses

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors. (if applicable)

Contact for RFP

Please contact **Steve Eanes at seanes@co.henry.va.us or 276-656-4210** or **Eric Hairston at ehairston@co.henry.va.us or 276-656-4280** for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 20-10013-A232

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this **RFP# 20-10013-A232 for Inmate Commissary Services at the new Adult Detention Center.**

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Vendors Company Name _____

Vendors Authorized Signature _____ **Date:** _____

Vendors Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

Henry County Sheriff's Office
Request for Proposal
Inmate Commissary Services

OVERVIEW

The Henry County Sheriff's Office is seeking proposals for Inmate Commissary Services for the new Adult Detention Center currently under construction. The Inmate Commissary Services include the inmate kiosks in each pod, inmate funds accounting software, and commissary items. This Request for Proposals (RFP) includes a detailed description of the facility requirements, and provides detailed instructions for submitting a compliant response. Any item not specifically mentioned but necessary for the delivery and operation of the proposed services shall be included in any proposal submitted for consideration.

CONTACT INFORMATION

Any questions or communications pertaining to this RFP must be directed in writing or email to the following individuals:

Steve Eanes

Lt. Colonel

3250 Kings Mountain Road

Martinsville, VA 24112

seanes@co.henry.va.us

276-656-4210

Eric Hairston

Major

3250 Kings Mountain Road

Martinsville, VA 24112

ehairston@co.henry.va.us

276-656-4280

Vendors are strictly prohibited from contacting other County or facility personnel regarding the RFP at any time prior to issuance of Notice of Award. This is to ensure that all questions being asked are directed to the correct person to answer and all vendors will be advised of all questions and answers provided. Such contact is grounds for disqualification of the vendor from further consideration. The current vendor's services at the existing jail contract is limited to that which is necessary to perform service under the existing contract.

The Henry County Sheriff's Office (*hereinafter referred to as "Sheriff's Office"*) is soliciting sealed proposals for Inmate Commissary Services. The successful vendor will supply all the equipment, labor, and related services needed for an operational system. Please submit one (1) original and five (5) copies as well as one electronic copy. The electronic copy may either be submitted via flash drive, portable hard drive, or disk with the proposal package. The proposed contract/agreement must be included in the submittal.

TERM OF CONTRACT

The term of the contract will be for a five (5) year contract estimated to start on or around February 22, 2022 with the option for both parties to agree to renew for an additional three (3) one-year terms. The contract shall spell out cancellation clauses that are acceptable to both parties, however, auto renewals are not allowed without written consent from the Sheriff's Office.

THE ADULT DETENTION CENTER

The Henry County Adult Detention Center is located at 800 DuPont Road, Martinsville, Virginia 24112, a 400 bed Adult Detention Center (ADC). The facility is currently in early stages of construction with completion scheduled in February 2022. The ADC is a 158,785 square foot 400 bed facility. It is anticipated that upon the opening of the Center, it will have an occupancy estimated at 330+ inmates. Plans are being researched to have the ability to house vacant beds to other jurisdictions to have full 400 bed capacity within 2 months of occupancy. Long term plans are in place to expand to 600 beds when needed in the future.

The structure is a one story facility with a second tier in several pods. The facility incorporates outdoor recreation areas attached to each pod on the interior of the structure. The facility will provide classroom space for educational programs, chapel, work crews, work release programs, and home electronic monitoring systems.

This RFP is for the Inmate Commissary Services to provide inmate canteen services for the full 400 bed capacity of the ADC upon opening.

The design of the ADC is based upon a Community – Based Corrections Plan released on January 21, 2016 by Moseley Architects in Richmond VA. The CBCP used the historical demographics of the area to identify the jail population forecast, trends, and programs that will be needed in the future. The Jail Planning Study was completed and released on December 21, 2016 by Moseley Architects in Richmond, VA. Detailed design work was completed by staff and Moseley Architects and English Construction Company was selected as the contractor for the project.

ANTICIPATED RFP SCHEDULE

September 11, 2020	Release of Inmate Commissary Services RFP to potential providers
September 23, 2020	Deadline for any questions or clarifications to be submitted in writing only.
October 1, 2020 3:00 pm	Deadline for receipt of proposals to Henry County Purchasing Office.
October 26, 2020	Anticipated date to receive demonstrations and presentations from selected vendors.
October 27, 2020	Estimated date selected for negotiations with apparent successful vendor.
November 24, 2020	Contract award by Board of Supervisors announcement date. Vendor shall coordinate with English Construction, the ADC construction contractor for installation.
February 23, 2022	Estimated inmate move in. Contract to start upon first inmate admitted to facility. Full service is to be operational at contract start time.

A. SCOPE OF WORK

The successful vendor must provide complete turnkey services, requiring no items or services ordered by the County. The Proposer is not authorized to incur any charges for which the County will be responsible. The County will not provide labor, equipment or facilities to implement and maintain services other than space for the system components. The **minimum** number of required kiosks per area and the building location key is listed in the chart below.

Building Key	Room	Bed Count	Minimum Inmate Kiosks Units
A	Visitation Lobby	0	2
A	Female Work Release	8	1
A	Male Work Release	32	1
A	Male Medium Security	20	1
A	Male Medium Security	20	1
A	Male Medium Security	20	1
A	Male Medium Security	20	1
B	Male Minimum Security	48	2
B	Male Minimum Security	48	2
C	Male Mental Health	16	1
C	Male Mental Health	16	1
C	Male Maximum Security	16	1
C	Male Maximum Security	16	1
D	Male Special Purpose	10	1
D	Male Special Purpose	10	1
D	Male Medium Security	48	1
D	Female Maximum Security	16	1
D	Female Medium Security	16	1
D	Medical Holding	6	0
E	Female Medium Security	16	1
E	Female Special Purpose	10	1
E	Female Minimum Security	24	1
E	Booking	22	2

1. Vendor Qualifications

The County is contacting prospective vendors with an interest in or are known to do business relevant to this Request for Proposal. The vendor must be an experienced, reputable firm in inmate commissary. Vendors not currently involved with inmate commissary services will not be considered for this contract.

- a. The vendor must have installed at least two (2) operating systems in facilities of similar size to Henry County's 400 bed facility.
- b. The vendor must provide the name and contact information for at least one (1) installation completed within the last twelve months prior to the release date of this RFP.
- c. References must be provided from two (2) systems which have been operational for at least one (1) year.
- d. Vendors are required to provide information regarding any citations or investigations by any regulatory body regarding inmate commissary service.
- e. Vendor must submit an affidavit about their company being PREA compliant.
- f. All employees / subcontractors that would need access to the facility must comply with security screening procedures to include a criminal background check.
- g. All vendors must have at the time of award of contract, all applicable licenses required by local, state, and federal government that pertain to any services included in this RFP. Proof of such license must be included in the contract documentation.
- h. All questions must be submitted in writing and will not be answered verbally. No contact with any Henry County official other than the designated contacts listed.
- i. Vendor to secure and pay all Federal, state taxes and local licenses, permits and fees required for the delivery of commissary services. Such taxes and licenses shall be secured and paid for by the Contractor during the entire contract term.

2. Equipment and Services

- a. Furnish and install all needed inmate commissary kiosk units to accommodate all housing units, booking area, and the public visitation lobby for a complete operable inmate commissary system. This includes providing ongoing maintenance throughout the contract period. The proposed equipment and system will be scalable to meet the Adult Detention Center's future growing needs.
- b. Furnish and install computer equipment to operate the inmate accounting software. All systems should include system administration, capable of monitoring inmate orders, troubleshooting and real-time statistical account reporting.
- c. Machines shall be installed in a way to avoid injury to inmates, example:

- short cords, no pieces easily broken, tamperproof, etc.
- d. Billing and revenue reporting capability that allows the County to provide easily reconcilable billing and revenue reports with actual data.
 - e. Commissary services are to be provided from the vendor's offsite warehouse. Inmates may purchase goods from the commissary once a week with ordering ability throughout the week up to order cut-off. All sales are made via (dorm kiosks, inmate tablets, or inmate telephone ordering system). Goods will be packaged and delivered by the commissary company employee to the facility the next business day.
 - f. All prices in Contractor's proposal (hereinafter referred to as "base prices") shall, except by mutual consent of the parties, remain unchanged during the first year of the contract term. Commencing with the first anniversary date of the contract, the prices may be increased to reflect current market prices. However, the Jail reserves the right of final approval of any price increase for any item. Prices for the contract items may not be higher than a comparable item offered for retail sale in the local area. Selection and variety may be adjusted as mutually agreed upon by the parties.
 - g. Vendor must provide name brand products. Private label brands will be considered, but require jail administrator approval prior to being offered.
 - h. The system will inform the inmate of their account balance available for commissary purchases, if the inmate has sufficient funds available; the accounting program will update the inmate's account during the transaction in real time to prevent an inmate from ordering without available funds.
 - i. Contractor will be responsible to package individual inmate orders in heat sealed, clear plastic bags and boxed according to cell block or pod arrangement. Boxes are then delivered to the facility for next day distribution in a company truck in an effort to prevent contraband from entering the facility.
 - j. The vendor shall provide indigent packages to be issued to the indigent inmates. The package shall consist of items deemed necessary for the welfare of the inmates by the facility. Welfare kits will be distributed at Detention Center's discretion.
 - k. Detention Center staff will distribute all packages to inmates.
 - l. Vendor will provide two deposit kiosks to be placed in the lobby/waiting area of the Detention Center for friends and family to deposit money on their inmate's account. Fees for a cash deposit are not to exceed \$3.25.
 - m. Vendor will provide two booking manager kiosks to be placed in the booking area of the Detention Center. Inmates will deposit all cash and coins into the kiosk upon intake and provide a receipt. No fee will be accepted at this kiosk.
 - n. Vendor must provide dorm kiosks for inmates to place commissary orders, schedule medical appointments, medical requests, and inmate requests forms, etc. The Detention Center will provide 110 volt electrical receptacles, any needed data line, etc. may have conduit with pull strings for installation.

All cables and wiring installed shall remain property of the Detention Center if contract terminated or expired. Removable equipment will remain the property of the commissary vendor.

- o. The vendor shall provide the equipment connected to the inmates accounting software to produce a cash card for inmates to receive the balance on their account upon release or transfer to another facility.

3. Options

The County is interested in optional features and technology that each vendor may offer.

4. Repair & Damage

- a. The County will not be responsible for fraud, theft, vandalism and/or damage or loss of the Vendor's equipment inflicted by inmates or the public. The Sheriff's Office will request restitution to the vendor for damages in any court proceedings on any charges filed involving damages to the vendor's equipment.
- b. Vendors will make all repairs. All repairs will be made at vendor's expense.
- c. Vendor shall ensure that repairs are made in the time allowed in the contract.

5. Reporting

- a. Vendor will make every effort to customize reporting to ensure program meets Henry County needs.
- b. System shall allow search via inmate name, PINs, and/or date and time.

6. Training

- a. Vendor to provide onsite training in system administration, operation and reporting to all applicable staff prior to the system going live.
- b. Upgrade and refresher training is also required to be available as needed for the length of the contract at no cost to the County.
- c. Vendor may provide online, tutorials and instructional manuals that will have unlimited accessibility to staff after the implementation of the system and shall be available at no cost for the term of the contract.

7. Software

- a. All systems must be able to interface with Henry County's current Jail Management System which is JMS from Southern Software Incorporated in Southern Pines, North Carolina and the inmate communications system vendor to be determined. All integration fees if any will be the responsibility of the vendor and not Henry County.

- b. Vendor will maintain web based software for staff to produce reports as needed. Software will be a web-based application which is accessible to any computer with an internet connection using secure passwords.
- c. Software shall integrate with the Adult Detention Center JMS software.
- d. Henry County must be able to set up various user permission levels for staff.
- e. Vendor may be required to provide a link to be posted on the Henry County Sheriff's Office website to their online portal so the public can be educated on how to provide funds for an inmates account.
- f. Vendor to provide to the Facility's Office monthly reports on gross sales, line item sales amounts, and number of welfare transactions.
- g. Inmate accounting system shall be capable of handling fees for reimbursements to the office and fees from other vendors such as the inmate communications vendor.

8. Customer Service

- a. Vendor to provide 24/7 customer service support via toll-free telephone number / website at no cost to the County.
- b. Vendor will be able to respond to all major problems within a two day period. A major outage is defined as 30% or more lost functionality of the system.
- c. System may be configured in a way to allow vendors to access the system remotely for diagnostics and to address minor issues.
- d. Vendor to provide service policies and procedures as an attachment to this proposal.
- e. Vendors are to describe the maintenance and quality assurance programs on the devices to be installed as an attachment to this proposal.
- f. Vendor to provide a contact person who will be responsible for ongoing account management and support.
- g. Vendors to handle all customer complaints directly. Henry County Adult Detention Center will not be involved in customer complaints on system quality issues other than forwarding shortage complaints to the vendor from the inmate. Describe in detail customer service processes for complaints.
- h. Vendors wishing to subcontract some or all the work, including but not limited to: software platform, hardware, installation, maintenance and/or support, or customer service must disclose this information as part of their proposal.
- i. Vendors must disclose all proposed fees charged to user of the system.

B. CRITERIA OF AWARD

- 1. Henry County will consider several evaluation factors. Proposers may offer/propose solutions which meet the "spirit" of the listed requirements, but should note that only the proposed solution/service that meets or most closely meets all the specifications will be recommended for award.

2. The selection process will be based on the responses to this RFP, and any interviews / demonstrations required to verify the ability of Proposer to provide the services / products proposed in response to this document, along with reference checks. Evaluation factors and associated point values are listed in order of importance.
3. A selection committee will evaluate all proposals submitted to this RFP. The award will be based on general criteria outlined in this RFP. After an initial screening process, vendors may be asked to make an oral presentation of its proposal. All scheduling will be coordinated by the RFP contact.
4. The values placed on categories for evaluation of proposals are:
 - a. 10% - Product costs
 - b. 20% - Software capabilities
 - c. 10% - Kiosk operations
 - d. 20% - Commissions paid
 - e. 20% - Customer service
 - f. 20% - Product menu

C. METHOD OF AWARD

The award of the contract will be made to the responsible Proposer, whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors set forth herein. Prompt payment discounts will not be considered in determining low proposals and making awards.

D. NEGOTIATIONS

1. Henry County Sheriff's Office will coordinate all negotiations with vendors and include the Henry County Purchasing Department.
2. Discussions may be conducted only with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for award.
3. Proposers may be required to submit additional data during the process of any negotiations.
4. The County reserves the right to negotiate the price and any other term with the Proposers.
5. Any oral negotiations agreed to must be confirmed in writing prior to award of contract.
6. Henry County reserves the right to award the contract to the vendor that Henry County believes that is capable of providing commissary services to Henry County regardless of commissions offered.

Henry County will evaluate the written proposals and will consider:

- a. Information from formal presentations
- b. Reference feedback
- c. Demonstrations of proposed equipment to be offered by vendor.

Exhibit A: References

Proposer's Name: _____

Indicate below three current and three previous references. All portions of the template must be completed

Current Reference #1

Name of Facility or Institution:	
Mailing Address:	
Contact Person & Title:	
Telephone Number:	
Contact email Address:	
Date Service Began:	
Number of Terminals Supported:	

Current Reference #2

Name of Facility or Institution:	
Mailing Address:	
Contact Person & Title:	
Telephone Number:	
Contact email Address:	
Date Service Began:	
Number of Terminals Supported:	

Current Reference #3

Name of Facility or Institution:	
Mailing Address:	
Contact Person & Title:	
Telephone Number:	
Contact email Address:	
Date Service Began:	
Number of Terminals Supported:	

Proposer's Name: _____

Previous Customer Reference #1

Name of Facility or Institution:	
Mailing Address:	
Contact Person & Title:	
Telephone Number:	
Contact Email Address:	
Date Service Began & Ended:	
Number of Terminals Supported:	

Previous Customer Reference #2

Name of Facility or Institution:	
Mailing Address:	
Contact Person & Title:	
Telephone Number:	
Contact Email Address:	
Date Service Began & Ended:	
Number of Terminals Supported:	

Previous Customer Reference #3

Name of Facility or Institution:	
Mailing Address:	
Contact Person & Title:	
Telephone Number:	
Contact Email Address:	
Date Service Began & Ended:	
Number of Terminals Supported:	

Exhibit B: References for Subcontractors/ Third Party Providers

Proposer's Name: _____

Indicate below three references for each subcontractor below: Use additional sheets for each sub.

Reference #1

Name of subcontractor:	
How will subcontractor be used:	
Name of facility serviced by subcontractor:	
Contact person:	
Mailing address:	
Telephone number:	
Contact email address:	

Reference #2

Name of subcontractor:	
How will subcontractor be used:	
Name of facility serviced by subcontractor:	
Contact person:	
Mailing address:	
Telephone number:	
Contact email address:	

Reference #3

Name of subcontractor:	
How will subcontractor be used:	
Name of facility serviced by subcontractor:	
Contact person:	
Mailing address:	
Telephone number:	
Contact email address:	