

REQUEST FOR PROPOSALS

MARKETING SERVICES

FOR THE CITY OF HOBBS,
NEW MEXICO

PROPOSAL NO. 516-20

The City of Hobbs, New Mexico is requesting proposals from qualified offerors interested in furnishing **MARKETING SERVICES**. Written proposals will be received by the City of Hobbs, New Mexico, at the office of the Finance Director in City Hall, 200 E Broadway St., Hobbs, New Mexico 88240, March 4th, 2020 at 5:00 P.M.

Submitted proposals shall not be publicly opened. Any proposals received after that time will be returned unopened. The fact that a proposal was dispatched will not be considered.

Copies of the specifications may be obtained without charge from the office of Finance, 200 E Broadway St., Hobbs, NM 88240 contact Shelly Raulston at (575)397-9244 or sraulston@hobbsnm.org.

The City Commission will evaluate any recommendations made. Offerors may request in writing nondisclosure of confidential data; such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate public inspection of all proposals.

In case of ambiguity or lack of clearness in stating proposal prices, the City of Hobbs, New Mexico, reserves the right to adopt the most advantageous thereof.

CITY OF HOBBS, NEW MEXICO

Manny Gomez, Acting City Manager

Publication Date: February 14, 2020

PART I - INSTRUCTIONS TO OFFERORS

1. Sealed proposals will be received by the City Commission of the City of Hobbs, New Mexico, in accordance with the Proposal Advertisement. Offerors shall use the proposal form included with the specifications. Proposal forms must bear the signature of the offeror to be considered. Failure of offerors to complete proposal documents in accordance with all instructions provided is cause for the City of Hobbs to reject proposals.
Please submit four copies of your proposal.
2. Proposals must be submitted in a sealed envelope with the outside clearly marked: **PROPOSAL NO. 516-20 Marketing Services**. The entire REQUEST FOR PROPOSAL is to be returned, not just the proposal form, along with any addenda. In addition, the firm should include any additional materials which it is felt will prove enlightening as to professional credentials.
3. All proposals are subject to all applicable taxes. Any contracts that include labor or services require that the full amount be subject to the City of Hobbs Gross Receipts Tax. Do not include the taxes in the total proposal price. Taxes will be added and paid at time of billing.
4. RFP Amendments: Should any amendment to this Request for Proposals be deemed necessary between issuance of the Request for Proposals and the proposal submission deadline, it will be distributed in writing to all recipients of the original RFP. If an amendment requires a time extension, the proposal submission date will be changed as part of the written amendment.
5. Proposals received after the Deadline are non-responsive. Proposals will be reviewed for completeness and compliance with mandatory requirements. If any proposal submitted is deemed non-responsive, the offeror will be notified in writing of such determination.
6. Proposal Evaluation: The Selection Committee will review each proposal. Points will be allocated as outlined in the evaluation criteria of this RFP to determine the best responsible proposal. The City reserves the right to accept proposals in their entirety, or portions thereof, and to reject any or all proposals and to waive informalities.

GENERAL INFORMATION

GENERAL PURPOSE

The City of Hobbs, NM is seeking proposals from professional firms with experience in working with organizations interested in community economic marketing, advertising, and public relations. This is a request for proposal for such consulting services that can execute the necessary processes and achieving our goal of creating an ongoing imaging and economic marketing campaign. Proposer should be able to develop a comprehensive community economic marketing campaign, whereas the goal is to enhance the image of the community as a great economic destination and community. The existing brand should be marketed and represent the varied economic sectors of our collaborators and be used for residential, business, and visitor's recruitment. An economic marketing campaign will help instill a sense of pride for the City of Hobbs as well as create design standards for future economic marketing and communication material.

Final RFP Proposal submissions may be submitted via postmarked mail only to the above address, and will be timestamped from the date and time received. Sealed packets must contain four (4) hard copies of full proposal and all its' contents. All submissions are due on March 4th, 2020 at 5:00pm.

BACKGROUND

The City of Hobbs is located in southeastern New Mexico near the Texas border. The largest City in the county, population in and around the City of Hobbs is approximately 43,000 of an estimated 58,053 total population for the County. The City of Hobbs sits over the Permian Basin, a large oil and natural gas producing area. The economy has historically been driven by mining and extractive industries, particularly oil and gas along with some agriculture. Hobbs, serves as the commercial center for the regional area (55 mile radius from City). Hobbs has been described as a 'boom-bust' town due to the volatility of the oil and gas markets (globally). However, the current boom cycle, coupled with efforts of diversification in the economy and the revitalization of the Hobbs downtown area, have created a positive outlook for growth in the area. Larger developments in recent years include the Zia Park & Black Gold Casino located west of the Lea County Event Center, Hotels, retail development and increased housing developments. Also Center of Recreational Excellence (CORE) (150,000 square foot recreational facility operated by the City of Hobbs) along with Rockwind Community Links golf course.

Economic Profile – Lea County is first and foremost an oil and gas county. This is strongly reflected in the high percentage of workers found in the mining industry, which includes oil and gas extraction. According to the US Census, the agriculture and mining industry sector makes up 19.6% of all jobs in Lea County, compared to 4.1% in New Mexico and 1.8% in the US. Other industries associated with oil and gas, such as transportation, wholesale trade, and utilities, employ a greater percentage of workers in NM due to the oil and gas industry. Construction as well employs a higher percentage of workers due to construction projects in Hobbs and Lea County, over 40% of contributing to the state revenue.

SCOPE OF MARKETING INITIATIVE

On December 16th, 2019, the City of Hobbs was "gifted" from the JF Maddox Foundation, an economic and branding marketing campaign performed by Development Counsellors International (DCI – See Exhibit 1

and www.choosehobbsnm.com existing microsite). The continued marketing efforts should encompass the initial slogans, micro-site hosting/maintenance, social media consulting, digital advertising, traditional advertising, lead generation, Convention Visitors Bureau consulting must encompass the marketing strategy. This continued effort should be used to competitively market the City to prospective businesses, developers, residents and visitors. Convention Visitors Bureau consulting will need to be included. **When assuming an annual budget of \$250K please estimate the amount of resources spent on the ongoing marketing campaign (“At The Heart of Permian Basin”) and consulting services for establishing a Convention Visitors Bureau program.**

The City of Hobbs would like a proposal that exemplifies the continued goals and objectives to be achieved by the initial marketing process:

- Uniformity – The continued brand “At The Heart of the Permian Basin” (See Exhibit 1) should convey a common message and image to audiences both within and outside of the City of Hobbs.
- Community Identity/ Pride – Identify and promote what makes the City of Hobbs distinct and appealing in a competitive environment for investors, businesses retailers, visitors, residents and globally.
- Community and Economic Development Promotion – promote a healthy economy, attract private investment, new residents and young professionals, and retain key businesses. A defined message that will market the City of Hobbs globally as a great place to live, work, play and do business; the right place for development, redevelopment and investment; the perfect mix for a business-friendly community.
- Flexibility – The continued brand must be flexible and adaptable in order to meet the needs of a variety of departments and municipal functions within the City of Hobbs as well as groups and businesses within the overall brand. It must also be flexible enough to grow and evolve along with any changes in the market.

Endorsement – The continued marketing of the brand must be authentic and resonate with citizens, businesses, employees, and community groups within the City of Hobbs and throughout the region in order to gain the broadest possible support for the initiatives.

SCOPE OF SERVICES

Project Management – The consultant will lead all aspects of the City of Hobbs community marketing initiative, including the following:

1. Advisory Committee – This team will be composed of representatives from the City of Hobbs and community leaders.
2. Facilitator during the research/continued marketing process -Include descriptions of community engagement efforts that will take place during this process. The City of Hobbs has a very involved and engaged community. The consultant will be expected to employ creative means of public engagement to ensure that all segments of the community are aware and involved in the ongoing project.

3. Research – Continued research will be the basis for the development of the existing brand, creative elements and the overall brand initiative. The consultant will review previous studies conducted by or gifted to the City of Hobbs to help implement strategies for the continued marketing campaign. In addition:
 - a. Identifying the key elements of the City of Hobbs.
 - b. Continued efforts of existing creative elements such as logos, tag lines, and creative designs.
 - c. Analysis of competitor marketing strategies.
 - d. Continued measures that will be used to determine if the marketing effort is successful.

4. Strategic Plan – The consultant will develop strategic objectives that will include implementation, management and ongoing promotion of the marketing strategy to include, but not be limited to the following:
 - a. Promotion of the use of the existing brand among many City of Hobbs and community agencies, groups and businesses while maintaining brand integrity.
 - b. Maintenance and consistency of brand image and messaging while providing suitable flexibility for the target audiences of the participating agencies.
 - c. Ongoing recommendation of ways to articulate the brand; define markets and promotional avenues; and advise on strategies to better promote and create brand awareness.
 - d. Creation of mission and vision for Convention Visitors Bureau.

5. Creative/Marketing of Brand – The consultant will develop marketing elements to the existing brand for use in the following:
 - a. Print and electronic advertising
 - b. Website design
 - c. Media placement
 - d. Public Relations
 - e. Outdoor signage and brand recognition
 - f. Search engine optimization
 - g. Social media marketing

6. Implementation Matrix – The consultant will develop an action plan for implementation of the existing brand in sufficient detail to allow staff to understand the approach and work plan. An Action Plan should include, but not be limited to the following:

a. Estimated costs/budget associated with the implementation process. (**ASSUME 250K BUDGET ON AN ANNUAL BASIS**)

b. Proposed timelines for the development of creative elements.

c. Recommended positioning logo and brand guidelines.

d. Implementation plans for brand identity applications and brand identity maintenance plan.

e. Potential funding sources

7. Evaluation Plan – The consultant will develop a plan for ongoing evaluation of the marketing strategy and existing brand’s effectiveness and reporting of results of the strategy to the advisory committee, key stakeholders and the public.

DELIVERABLES

- Minimum monthly reports outlining significant meetings, discussions, actions and results.
- Qualitative and quantitative analyses of current image and positioning.
- Recommended positioning of logo and brand guidelines.
- Implementation matrix for brand identity applications and brand identity maintenance plan.
- Detailed implementation schedule based upon available research.
- Estimated costs/budget associated with the ongoing implementation process
- Final written report outlining the elements listed above.

NOTE: The detailed scope of services will be negotiated at the time of contract development.

ELIGIBILITY

The consultant should specialize in project management, research, marketing, and ongoing creative design as it relates to an established or existing marketing brand. Also, the consultant should also have experience in destination branding, community visitor bureau and overall tourism for the community. Priority will be given to those firms that have experience with local governments.

The City of Hobbs desires to issue a contract to a qualified consultant to lead the project. Consulting proposals based on a consortium approach where more than one firm will provide support within a consulting team are acceptable. **Please see existing Micro-site at www.CHOOSEHOBBSNM.COM**

CONTENT OF PROPOSAL

The following information should be included under the title “MARKETING SERVICES RFP 516-20”:

1. Name of proposer

2. Proposer address

3. Proposer telephone number

4. Proposer federal tax identification number

5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the proposer.

Proposers should letter and number responses exactly as the questions are presented herein. Interested proposers are invited to submit proposals that contain the following information:

1. Introduction (transmittal letter)

2. Background and Experience

3. Personnel/Professional Qualifications

4. Approach

5. Project Schedule

6. Proposed Compensation

By signing the letter and/or offer, the Proposer certifies that the signatory is authorized to bind the Proposer. The proposal should include:

1. Introduction (transmittal letter)

- a. A brief statement of the proposer's understanding of the scope of the work to be performed;
- b. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of New Mexico if applicable;
- c. A confirmation that the proposer has not had a record of substandard work within the last five years
- d. A confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- e. Any other information that the Proposer feels appropriate;
- f. The signature of an individual who is authorized to make offers of this nature in the name of the proper submitting the proposal.

2. Background and Experience

Proposers should:

- a. Describe Proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Proposer's firm assisted a governmental entity with any other projects relating to brand image. Proposer should include all examples of work on similar projects as described in the Scope of Services. Proposer should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Proposer's firm to handle the proposed project.
- d. Describe any relevant specialized knowledge in marketing and brand image.

3. Personnel/Professional Qualifications

Proposers should:

- a. Identify staff members who would be assigned to act for Proposer's firm in key management and field positions providing the services described in Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address education, and years and type of experience. Describe, for each such person, the relevant branding image projects on which they have worked.

4. Approach

Proposers should:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services.
- b. This request for proposal should stimulate creative, innovative thinking and to draw out the unique character and advantages of the community.

5. Project Schedule

The proposal should include a general project schedule with an estimated completion date to be determined by firm.

6. Proposed Compensation

The selected Consultant will be compensated on a unit-price basis for each deliverable of definable work product delivered and on an hourly fee basis for additional services rendered. Note: Total annual budget is based on \$250,000.00, inclusive of Convention Visitors Bureau consulting.

Provide the firm's general fee structure for providing identified services. Where applicable, provide unit prices for deliverable items described in the Scope of Services. Any final price per task will be subject to a cost reasonableness determination and final negotiation.

For tasks that lack a definable work product, provide fully-loaded hourly rates for responsible personnel. The estimate of costs and person hours per work item must be an exhibit in the consultant proposal and must be represented as a "cost not to exceed".

Provide other pricing information if applicable.

City of Hobbs is not liable for any cost incurred by any proposers prior to the execution of an agreement or contract created as a result of this RFP. The City shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

Evaluation Criteria Possible Total of 100 Points

City of Hobbs reserves the right to accept or reject any or all proposals. All proposals become the property of the City. The City of Hobbs shall evaluate each potential contractor in terms of:

1. Qualifications – 25 points

- a. Experience of the firm with this particular type of project as described in the scope of services.
- b. Experience of the firm in communities with demographics and/or challenges similar to those faced in Hobbs.

2. Team proposed for this project – 20 points

- a. Incorporate a strong team structure able to handle the task.
- b. Company has completed work for other municipalities to county governments.

3. Current capacity to accomplish the work in the required time - 15 points

4. Reference from other clients attesting to firms - 20 points

- a. Quality of work.
- b. Compliance with performance schedules

5. Cost reasonableness – 20 points (ongoing marketing campaign and CVB consulting)

If qualified as a resident proposer preference vendor for the State of New Mexico, an additional 5 points may be added to the evaluation scoring. If qualified as a Veterans Resident Proposer preference vendor for the State of New Mexico, an additional 10 points may be added to the evaluation scoring.

PRODUCT

This contract will result in an implementable marketing campaign (see exhibit 1) that will draw out the unique character and advantages of the community. The established campaign that was provided by the JF Maddox Foundation to the City of Hobbs will be the starting point for an ongoing marketing campaign.

COMPLIANCE WITH LAWS

The selected firm agrees to be bound by all applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the contract.

Important Due Dates

Friday, February 14th, 2020 @ 8:00am	RFP officially open and published to the public
Tuesday, February 25th, 2020 @ 5:00pm	Requests for documents, questions, or inquiries to sraulston@hobbsnm.org
Wednesday, March 4th, 2020 @ 5:00pm	Final RFP Submissions due – City of Hobbs, Finance Dept. 2 nd Floor.
Monday, March 16th, 2020 @ 6:00pm	Selected firm's presentation at Commission Meeting – 6:00pm

**PROPOSAL NO. 516-20
FURNISH MARKETING SERVICES**

TO: The City of Hobbs, New Mexico

_____, 2020

Veterans Preference Number

Company Name

BY: _____

Resident Preference Number

Type or Print Name

Address

Telephone Number

City State Zip

If applicable - proposer acknowledges receipt of the following ADDENDUM:

Addendum No:____ Dated:_____ Addendum No:____ Dated:_____

NOTE: To be valid, proposal must be signed. The signature of a corporation is its president, or an authorized vice president, attested by the secretary. A signature of a partnership must be a valid partner.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law,

daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$3M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime."

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or un award of the procurement involved if the statements are proven to be incorrect.

NON-COLLUSION AFFIDAVIT

STATE OF _____)

City OF _____)

_____ (name) being first duly sworn, deposes and says that he/she is (title) _____ of (organization) _____

who submits herewith to the City of Hobbs, a bid/proposal:

That all statements of fact in such bid/proposal are true:

That said proposal/bid was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said proposer/bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Hobbs, or of any proposer/bidder of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of bid/proposal, said bidder/proposer;

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his/her proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual group of individuals, except that City of Hobbs, or to any person or persons who have a partnership or other financial interests with said proposer/bidder in his/her business.

By: _____

Title: _____

SUBSCRIBED and sworn to before me this _____ day of _____, 20_____

Notary Public: _____

My Commission Expires:

RELATED PARTY DISCLOSURE FORM

(Bidders and Proposers only)

1. Are you indebted to or have a receivable from any member of the City of Hobbs Commissioners, administration officials, department heads, and key management supervisors with the City of Hobbs?

YES ___ NO ___

2. Are you, or any officer of your company related to any member of the City of Hobbs Commissioners, administration officials, department heads, key management supervisors of the City of Hobbs and have you had any of the following transactions since January 1, 2017 to which City of Hobbs was, is to be, a party?

Sales, Purchase or leasing of property? YES ___ NO ___

Receiving, furnishing of goods, services
or facilities? YES ___ NO ___

Commissions or royalty payments? YES ___ NO ___

3. Does any member of the City Commission; administration officials, department heads, key management supervisors with the City of Hobbs, have any financial interest in your company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the City of Hobbs?

YES ___ NO ___

4. At any time from January 1, 2017 through the present, did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of a member of the City Commission administration officials, department heads, key management supervisors with the City of Hobbs?

YES ___ NO ___

5. Are you negotiating to employ or do you currently employ any employee, officer, or family member of an employee or officer for the City of Hobbs?

6. Are you an employee of the City of Hobbs or a member of your family an employee of the City of Hobbs?

YES ___ NO ___

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President _____ **Date** _____

(Print Name and Title): _____