The Board of Public Education of the School District of Pittsburgh

Administration Building, 341 South Bellefield Avenue Pittsburgh, PA 15213

Inquiry Number 8739

Sealed bids for material listed herein will be received in the Office of the Chief Operations Officer, Room No. 251 in the Administration Building until 11 o'clock A.M., TUESDAY, JANUARY 14, 2014 and will be opened at the same hour in CONFERENCE ROOM "A" CENTER SECTION.

Price each item as indicated including delivery INSIDE OF BUILDING to

VARIOUS LOCATIONS

Insert Prices, Model No., etc., sign the bid form and Return one Copy

VOICE TELECOMMUNICATIONS SERVICES

- 1. These bids are being received according to law as set forth in the Public School Code of 1949, as amended.
- 2. All bids shall be returned in sealed envelopes and addressed to The Board of Public Education. Use the self-addressed yellow envelope which is enclosed with this bid.
- 3. The Bidder is responsible for ensuring that the Bid document, inside a Sealed envelope, is deposited into the locked bid box in Room 251 of the Administration Building prior to 11:00 AM on the date of the Bid Opening. Delivering that Bid document to a school district employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. The School District is not be responsible for the failure of any of its employees or any mail delivery service to place this bid document in the designated bid box prior to the time and date for the public opening of this Bid.
- 4. Three copies of this Bid Inquiry are/should be completed by each bidder. Two copies are to be filled out, signed, and returned to the Board of Public Education. The third copy is for the bidder's files.
- 5. Bids shall be submitted on this Inquiry form which must be signed by a duly authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
- 6. Bidders will quote prices on the unit as specified (i.e., "each", "lot", "dozen", etc.) unless the unit as used in the trade differs from that requested on the Inquiry. In such case, the unit being bid should be changed on this bid document to reflect the industry standard.
- 7. Prices quoted will be considered net unless otherwise noted on bid. No escalator clauses will be permitted unless provided for in the Bid format.
- 8. Prices quoted must include all costs for transportation to the location indicated above including delivery inside the building.
- 9. Not more than one alternate product may be quoted on any single item of the bid. Description and pricing for such alternate must be typed in on this document immediately below space for pricing of primary bid.
- 10. All bids shall be effective for a period of 30 days from the opening date of this bid, and no bid may be withdrawn prior thereto.
- 11. In all cases where no sample is submitted by the bidder, it will be understood that the bidder agrees to furnish the exact article or articles as specified, or to exactly match the Board's sample. Where samples are requested on items bid, failure to provide such samples may result in the automatic disqualification of the bid for those items.
- 12. Samples to receive consideration must be delivered to the Board's Service Center, 1305 Muriel St., unless otherwise specified, and all charges for transportation, including drayage, must be paid by the bidder. Samples must be delivered on or before the day and hour for opening this bid.
- 13. The Purchasing Agent of The Board of Public Education shall have full power and authority to reject any and all materials furnished which in his/her opinion, are not in strict compliance and conformity with the requirements of the specifications, or equal in every respect to the samples submitted. The decision of said Purchasing Agent shall be final, conclusive, and without exceptions or appeal. All articles so rejected shall promptly be removed from the premises of the Board at the cost of the Vendor.
- 14. The Board of Public Education reserves the right to increase/decrease quantities of items to be purchased to reflect actual Board needs at the time that orders are issued. Such additional/decreased quantities will be purchased at the price indicated on this bid for said item/service.
- 15. The Board of Public Education reserves the right to reject any or all bids, and to accept or reject any item or group of items, for which bid is submitted.

SCHOOL DISTRICT OF PITTSBURGH PROCEDURES FOR IMPLEMENTATION OF SUBSTANCE ABUSE POLICY

PURPOSE

The purpose of these Procedures is to specify to whom the Substance Abuse Policy of the School District of Pittsburgh applies and to ensure that the Substance Abuse Policy is implemented and enforced in a uniform manner throughout the School District of Pittsburgh (the District).

APPLICABILITY

The Substance Abuse Policy of the District applies to Construction Contractors and other Independent Contractors, and their employees whose work with the District will include tasks that are considered high risk or safety sensitive or includes tasks that genuinely implicate public safety.

DEFINITIONS

Alcohol Test – a "for cause" only test for alcohol performed according to the National Highway Traffic Safety Administration, Model Specifications and Evidential Breath Testing Devices, 49 Federal Register 48855, dated December 14, 1984 (and any amendments thereto). For purposes of these procedures, the cut off level for alcohol shall be .04%.

Appropriate Drug Test – a test for drugs that is performed according to the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Program, 53 Federal Register 11970, April 11, 1988 (and any amendments thereto).

Certificate of Compliance – a notarized Certificate executed by the Contractor and submitted to the School District's Compliance Officer declaring that the Contractor has read and understands the Substance Abuse Policy of the District and will allow only those employees who have passed an appropriate drug test to work on District projects.

Contractor – a Construction Contractor or an Independent Contractor.

Contractor's Substance Abuse Testing Program – the Pre-Access Testing Program and/or "for cause" testing program established, administered and enforced by the Contractor pursuant to Paragraphs 2 & 3 of the District's Substance Abuse Policy. Such a program may include a rehabilitation component through a facility that has been accredited through the Joint Committee on Accreditation of Health Care Organizations.

Employee – a Subcontractor or an employee of a Construction Contractor or an Independent Contractor.

High Risk or Safety Sensitive Tasks – functions that include, but are not limited to:

1) duties related to construction on District property, including tasks performed by ironworkers, plumbers, electricians, roofers, painters and those engaged in HVAC (heating, cooling, ventilation and air conditioning) work; 2) tasks that include the operation of all kinds of equipment and machinery; 3) the operation of vehicles that require the operator to hold a CDL (Commercial Driver's License); and 4) any type of work that requires an individual to climb or use any type of scaffolding, lifts, or ladders or would require an individual to work at a substantial height.

Pre-Access Testing Program – the portion of the Contractor's Substance Abuse Testing Program that requires a drug test to be performed on an employee and passed prior to allowing an employee access to District workplaces.

Random Testing – a drug testing program implemented and managed by a Third Party Administrator, at a cost to the Contractor, whereby participants are selected by social security number from the total program participation. Participants are selected by utilizing a computer with a number generating software program. Twenty-five percent (25%) of the total program participation will be randomly tested. A participant may be tested more than once.

Substance Abuse – the use of drugs or alcohol at the workplace.

Testing "for cause" – alcohol testing necessitated by observed behavior indicating that the employee may be under the influence of drugs or alcohol and/or the involvement by the employee in, or cause of an accident which causes or could have caused injury to the employee or another individual, or which causes or could have caused destruction or damage to the District's property.

Third Party Administrator – the entity that will validate Contractor's Substance Abuse Testing Program and will implement and manage a random testing program and develop/maintain a database for the District.

PROCEDURES

It is the policy of the School District of Pittsburgh, consistent with applicable laws and
regulations to prohibit the use of illegal drugs and the use of alcohol at the workplace and to
require that all Construction Contractors and other Independent Contractors certify that their
employees engaged in the type of work covered by this policy have passed an appropriate
drug test.

- 2. Prior to the bidding process for each contract subject to this policy, it shall be the duty of the Director of the Division or Administrator soliciting the bid to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must include the School District of Pittsburgh's Substance Abuse Policy and Certification Form in the Bid Documents.
- 3. During the negotiation process for each personal services contract subject to this Policy, it shall be the duty of the Director of the Division or Administrator to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must provide the School District of Pittsburgh's Substance Abuse Policy and Certification Form to the individual who will execute the contract.
- 4. The list of high risk or safety sensitive tasks or tasks that genuinely implicate public safety are listed in the definition of this policy however, the list is not exclusive. Such list shall be reviewed by the Chief of Operations and/or his designee prior to the commencement of the policy. Such list shall be periodically reviewed in order to determine if additional tasks should be added to the list.
- 5. Certificates of Compliance shall be directed to the District's Compliance Officer. Such certificates will be maintained on file for one year beyond job completion in the office of the Compliance Officer. Certificates of Compliance will be required for each contract with the School District of Pittsburgh to which these guidelines apply.
- 6. Any Construction Contractor, Independent Contractor or employee of same who observes behavior indicating that another person to whom this policy applies may be under the influence of drugs or alcohol shall immediately report such behavior to the District's Compliance Officer or the Office of the Chief of Staff at 412-622-3633.
- 7. Any Construction Contractor or Independent Contractor who violates this policy or its reporting requirements shall cause its contract with the District to be immediately terminated, and any employee who violates same shall immediately be removed from such project.
- 8. The School District of Pittsburgh and/or its designee maintains the absolute right to examine and review from time to time, any and all records related to the Contractor's Substance Abuse Program.

CERTIFICATE OF COMPLIANCE WITH THE SUBSTANCE ABUSE POLICY OF THE SCHOOL DISTRICT OF PITTSBURGH

	I,, do her	eby certify that I have read and understand the Substance
Abuse	Policy of the School District of Pittsburgh	a, and have supplied a copy of same to my employees and/or
subcor	ntractors. I also declare that my employed	es and/or subcontractors. I also declare that my employees
and/or	subcontractors and their employees who w	vill be performing tasks that are high risk, safety sensitive or
genuin	nely implicate public safety, will pass an a	appropriate test for substance abuse prior to being permitted
access	to the School District of Pittsburgh's workp	places.
BY:		NOTARY PUBLIC
DI.	Signature of Representative	Signature of Notary
	Print Name & Title of Representative Print Name of Company	(Seal and/or Stamp)

Date

Telephone Number of Representative

INSTRUCTIONS FOR CERTIFICATION REGARDING DEPARTMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSIONLOWER TIER COVERED TRANSACTIONS

- 1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the following page in accordance with these instructions.
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal" and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- 6. The prospective lower tier participant further agrees by submitting this form that it will include in this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals, each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement or Nonprocurement Programs.
- 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the Certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION

REGARDING DEPARTMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, encoded at 29 CFR Part 98, 98.510, participants responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register {Pages 19160-19211}.

{BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION}.

- (1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this Certification, such prospective participant shall attach an explanation to this proposal.

NAME OF ORGANIZATION	
AUTHORIZED REPRESENTATIVE	TITLE
SIGNATURE	Date

INQUIRY NUMBER ____ SHEET NUMBER ___

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Articles	Price
SPECIFICATIONS	
FOR	
VOICE TELECOMMUNICATIONS SERVICES	
THE BOARD OF PUBLIC EDUCATION OF THE SCHOOL DISTRICT OF PITTSBURGH PROPOSES TO ENTER INTO A CONTRACT FOR THE PURCHASE AND DELIVERY OF VOICE TELECOMMUNICATIONS SERVICES FOR A PERIOD OF THREE (3) YEARS FROM JULY 1, 2014 TO JUNE 30, 2018, WITH THREE (3) OPTIONAL ONE-YEAR, VOLUNTARY EXTENSIONS.	
ANY QUESTIONS PERTAINING TO THIS BID SHOULD BE DIRECTED TO:	
MR. LEON WEBB	
THE BOARD OF PUBLIC EDUCATION SERVICE CENTER-UPPER LEVEL 1305 MURIEL STREET PITTSBURGH, PA 15203	
PHONE: (412) 488-4664	
NON-DISCRIMINATION POLICY	
THE PITTSBURGH PUBLIC SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR HANDICAP IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI, TITLE IX AND SECTION 504.	
FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES CONTACT: CONTRACT COMPLIANCE OFFICE. PITTSBURGH PUBLIC SCHOOL, 341 SOUTH BELLEFIELD AVENUE, PITTSBURGH, PA 15213, (412) 622-3733.	

Company Name_		
Sign Here		
	Original Signature Required	
Telephone No		
E-Mail Address:		

INQUIRY NUMBER
SHEET NUMBER

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	Articles		Price
	VOICE TELECOMMUNICATIONS SERVICES		
	THIS BID ITEM IS A REQUEST FOR PROPOSALS FOR VOICE TELECOMMUNICATIONS SERVICES. BELOW ARE THE SPECIFIC SERVICES THE DISTRICT IS SEEKING, ALONG WITH THE APPROXIMATE QUANTITIES OF SERVICE NEEDED.		
	THE DISTRICT IS CURRENTLY MIGRATING TO VoIP SERVICES WHICH WILL DECREASE AND INCREASE THE NUMBER OF SERVICE LINES NEEDED DURING THE TERM OF THIS CONTRACT.		
ITEM NO.	QUANTITY	SERVICE DESCRIPTION	COST
1.	1500 LINES	ANALOG CENTREX LINE COST/100 LINES/MONTH	\$
2.	3 LINES	CENTREX FOREIGN EXCHANGE LINE COST/LINE/MONTH	\$
3.	5	CHANNELIZED DS-1 CIRCUIT COST/LINE/MONTH	\$
4.	35	BUSINESS DIAL-TONE LINES COST/LINE/MONTH	\$
5.	5000	DID TELEPHONE NUMBERS COST/500/MONTH	\$
6.	1	ETHERNET ACCESS CIRCUIT COST/CIRCUIT/MONTH	\$
7.	1000	ISDN BRI B-CHANNEL TELEPHONE NUMBER COST/NUMBER/MONTH	\$

Company Name		
Sign Here		
	Original Signature Required	
Telephone No		
E-Mail Address:		

INQUIRY NUMBER _____ SHEET NUMBER ____

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		Articles		Price
8.	500	ISDN BRI CIRCUIT	COST/CIRCUIT/MONTH	\$
9.	17	PRI LINES	COST/LINE/MONTH	\$
10.	263	REMOTE CALL FORWARDING	COST/SINGLE/MONTH	\$
11.	22	VOICE MAIL VIRTUAL NUMBER	COST/NUMBER/MONTH	\$
12.	PRICE PER M	INUTE FOR INTRA LATA BUSINESS T	TOLL CALL COST/MINUTE	\$
13.	PRICE PER M	INUTE FOR LONG DISTANCE (INTER	STATE) SERVICE PRICE PER MINUTE	\$
14.		INUTE FOR LOCAL TOLL) SERVICE OUTSIDE THE 412/724 AR	REA CODES PRICE PER MINUTE	\$
15.	SURCHARGE	FOR DIRECTORY ASSISTANCE	PRICE PER CALL	\$

Company Name		
Sign Here		
	Original Signature Required	
Telephone No		
E-Mail Address:		

INQUIRY NUMBER _____ SHEET NUMBER ___ 11 OF 13

	Articles	Price
	BID REQUIREMENTS	
	THE PITTSBURGH PUBLIC SCHOOL DISTRICT IS SEEKING A CONTRACT FOR VOICE TELECOMMUNICATIONS. THE REQUIRED SPECIFICATIONS AND TERMS OF THE AGREEMENT ARE AS FOLLOWS:	
	LENGTH OF THE AGREEMENT/CONTRACT WILL BE FOR THREE (3) YEARS FROM JULY 1, 2014 TO JUNE 30, 2018, WITH THREE (3) OPTIONAL ONE-YEAR VOLUNTARY EXTENSIONS.	
	2. THE DISTRICT RESERVES THE RIGHT TO INCREASE OR DECREASE THE NUMBER OF SERVICE LINES WITHOUT PENALTY THROUGHOUT THE LIFE OF THIS AGREEMENT. YES NO	
	3. THE SCHOOL DISTRICT'S EXISTING TELEPHONE NUMBERS MUST BE MAINTAINED. INDICATE WHETHER YOU AGREE TO THIS REQUIREMENT: YES NO NO	
	4. A DETAILED MONTHLY INVOICE MUST BE SUBMITTED TO THE SCHOOL DISTRICT'S FINANCE OFFICE FOR PAYMENT.	
	5. THE VENDOR SHOULD DESCRIBE THE ONLINE ACCESS THAT WILL BE PROVIDED TO THE DISTRICT TO SEE INVOICES.	
	6. BIDDER MUST PROVIDE THE DISTRICT WITH DISCOUNTED INVOICES AND BILL USAC DIRECTLY FOR SERVICES UPON E-RATE FUNDING APPROVAL FOR THE DISTRICT	
	reby propose and agree to furnish to the Board of Public Education any or all of the items that we	
the prices set opposite e	each item in the foregoing list. This proposal is subject to all terms of the specifications, bid	conditions and

instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without

Company Name____

Telephone No.

E-Mail Address:

Sign Here_____Original Signature Required

an original signature of a person properly authorized to sign for the company submitting the bid.

INQUIRY NUMBER
SHEET NUMBER

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		Articles	Price
		ADDITIONAL BID REQUIREMENTS	
	7.	SERVICE INSTALLATION AND DELIVERY MUST BE COORDINATED WITH COORDINATED WITH MR. IAN BRENDEL AT 412-488-2457.	
	8.	TECHNICAL QUESTIONS PERTAINING TO THIS BID SHOULD BE DIRECTED TO SCOTT GUTOWSKI AT <u>SGUTOWSKI1@PGHBOE.NET</u> .	
	9.	THE DISTRICT MAY INCREASE OR DECREASE OR ENTIRELY OMIT ANY ITEM TO BE PURCHASED TO REFLECT ACTUAL DISTRICT NEEDS.	
		ADDITIONAL QUANTITIES WILL BE PURCHASED AT THE PRICE INDICATED ON THIS BID. VENDORS UNWILLING TO AGREE TO THIS TERM WILL BE DISQUALIFIED. INDICATE YOUR WILLINGNESS TO ADHERE TO THIS REQUIREMENT	
		YES NO	
	10.	BIDDERS AGREE THAT NO WORK MAY BE SUBCONTRACTED DURING THE INITIAL AND EXTENSION TERMS OF THIS CONTRACT WITHOUT PRIOR APPROVAL OF THE DISTRICT.	
	11.	BIDDERS MUST RETAIN COPIES OF ALL INVOICES, RECORD OF DISTRICT PAYMENTS, AND E-RATE INVOICES FOR A PERIOD OF FIVE YEARS FROM THE CLOSE OF EACH FUNDING YEAR AND BE WILLING TO PROVIDE THIS INFORMATION TO THE DISTRICT UPON REQUEST.	
	12.	ALL PROPOSED PRICING MUST INCLUDE DISCLOSE OF ALL TAXES, FEES, SURCHARGES THAT ARE IN EFFECT AS OF THE SUBMISSION OF THIS BID THAT WILL BE IMPOSED ON THE DISTRICT. THE DISTRICT RESERVES THE RIGHT TO DISQUALIFY ANY PROPOSAL THAT DOES NOT INCLUDE THIS DISCLOSURE.	
We the understant 1		oness and agree to formish to the Doord of Dellis Education and all of the North Color	a have nuised of
		opose and agree to furnish to the Board of Public Education any or all of the items that we cm in the foregoing list. This proposal is subject to all terms of the specifications, bid	

the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

Company Name		
Sign Here		
	Original Signature Required	
Telephone No		
E-Mail Address:		

NQUIRY NUMBER	8739	
SHEET NUMBER	13 OF 13	

Articles	Price
ADDITIONAL BID REQUIREMENTS	
13. ALL PROPOSED PRICING MUST INCLUDE DISCLOSE OF ALL TAXES, FEES, SURCHARGES THAT ARE IN EFFECT AS OF THE SUBMISSION OF THIS BID THAT WILL BE IMPOSED ON THE DISTRICT. THE DISTRICT RESERVES THE RIGHT TO DISQUALIFY ANY PROPOSAL THAT DOES NOT INCLUDE THIS DISCLOSURE.	
14. BIDS SHOULD INDICATE WHETHER WHAT, IF ANY, SERVICES CONTAINED IN THE BID ARE BEING 'RESOLD' FROM OTHER TELECOMMUNICATIONS PROVIDERS. IF SERVICES ARE BEING RESOLD, BIDS SHOULD INDICATE THE VENDOR'S ABILITY TO MONITOR AND MAINTAIN THE REQUIRED SERVICE LEVEL THROUGHOUT THE NETWORK. THIS WILL BE A BID EVALUATION CRITERIA.	
15. THE DISTRICT WILL SIGN A SEPARATE, MUTUALLY-AGREEABLE, VENDOR CONTRACT AS LONG AS THE CONDITIONS INCLUDED IN THIS BID WILL SUPERCEDE ALL VENDOR CONTRACTUAL LANGUAGE.	

Company Name		
Sign Here		
	Original Signature Required	
Telephone No		
E-Mail Address:		