



P.O. Box 4773
Seneca, SC 29679
www.seneca.sc.us

RFB-2025-07-COS	
PROJECT NAME:	Joint Local Paving Project, 2025
DESCRIPTION:	Paving and repair of local roads, as indicated in the attached specifications and appendices. This is a cooperative RFB between the City of Seneca and the City of Walhalla.
DATE ISSUED:	06/24/2025
CONTACT:	Ryan Thomas: Assistant City Administrator 864.888.0881 rthomas@seneca.sc.us

PRE-BID MEETING:	No mandatory pre-bid meeting. Bidders are encouraged to inspect the listed roads and ask questions in advance of submitting a bid.
BID SUBMISSION: (Public Bid Opening)	Thursday, July 24, 2025 at 10:00 AM EST Hand Delivery: 221 E. North 1 st St, Seneca, SC 29678 Mail: PO Box 4773, Seneca, SC 29679 Reference: Joint Local Paving Project, 2025 Attention: ATTN: Ryan Thomas *Bids must be submitted in a sealed package with project name and opening date printed on the exterior. Late bids will not be accepted. The first two pages of this RFB and the completed Bid Forms from Appendices A, B & C must be submitted with the bid.

NAME OF AGENCY (Full legal name of business submitting the bid)	
AWARD & AMENDMENTS:	Award and Amendment information will be available at the physical address listed above, at www.seneca.sc.us or by contacting Ryan Thomas at 864.888.0881 or rthomas@seneca.sc.us .

ACKNOWLEDGMENT OF AMENDMENTS Agency acknowledges receipt of amendments by indicating amendment number and issue date.	Amendment Number	Amendment Issue date	Amendment Number	Amendment Issue date

Drug Free Workplace Certification: By submitting a Bid/Proposal, the Agency certifies that, if awarded a contract, the Agency will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.



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You must submit a signed copy of pages 1-2 with your Bid/Proposal. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Bid open for a minimum of thirty (30) calendar days after the Opening Date. You agree that your bid can be made public under the **Freedom of Information Act, 5 U.S.C § 552**. The City of Seneca reserves the right to reject any and all bids, and to waive any informalities or irregularities.

NAME OF AGENCY (Full legal name of business submitting the bid)		AGENCY'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
PRINTED NAME (Printed name of person signing below)		
TITLE (Business title of person signing above)		
Instructions regarding Agency's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Agency above. A bid may be submitted by only one legal entity. The entity named as the Agency must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
STATE OF INCORPORATION (If Agency is a corporation, identify the state of Incorporation.)		
TAXPAYER IDENTIFICATION NO.		STATE LICENSE NO.
HOME OFFICE ADDRESS (Address of principal place of business):		PAYMENT ADDRESS (Address to which payments will be sent.)
EMAIL:		PHONE:
By signing below, the Agency certifies they are qualified and hold all licenses, permits and regulatory authority to perform the scope of work set forth in the bid/proposal documents. Upon request, proof of licenses, permits and regulatory authority must be provided to the owner prior to contract award.		
AUTHORIZED SIGNATURE (Person signing must be authorized to submit a binding bid/proposal to enter contract on behalf of Agency named above.)		DATE:
TOTAL BID:		\$

****Include pages 1 & 2 with your bid****



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BACKGROUND

The City of Seneca, SC and the City of Walhalla, SC (hereinafter referred to as “Owner” or “Owners”) are jointly soliciting sealed bids from qualified contractors for road maintenance services. This cooperative bid seeks to enhance efficiency and cost-effectiveness in providing roadway improvements within both municipalities.

It is anticipated that this solicitation will result in the award of **two separate contracts**, one with the City of Seneca, SC and one with the City of Walhalla, SC.

DETAILED SPECIFICATIONS

List of roads, quantities and requested maintenance types by road can be found in Appendix A (Seneca) and Appendix B (Walhalla) at the end of this RFB.

All Bidders must complete the Bid Forms included in Appendices A, B & C, as well as the first two pages of this RFB.

The project consists of furnishing the labor, materials, equipment, mobilization, overhead, and all other incidental expenses necessary to complete the work described below. All work, materials, inspection, and testing will be to South Carolina Department of Transportation (SCDOT) Standard Specifications, latest revisions, unless otherwise noted.

Further specifications are provided below and should be applied in addition to SCDOT Standard Specifications.

DEFINITIONS

- “Bidder” - For the purposes of this Request for Bids (RFB), the term Bidder refers to any qualified contractor, company, or entity submitting a response to this solicitation who is capable of performing the road paving and maintenance services outlined herein.
 - “Contractor” - The successful Bidder awarded the contract for the scope of work detailed in this RFB.
 - “Owner” and/or “Owners” – The City of Seneca, SC and/or the City of Walhalla, SC.
1. Quantities provided are estimates. It is the Bidder’s responsibility to verify quantities prior to submitting a bid.
 2. **OVERLAY (Surface Treatment)** - Shall be 2” compacted surface.
 3. **FULL DEPTH PATCHING** - Shall be a **minimum** of 4” in depth.
 4. **Cement Modified Recycled Base (CMRB)** –
 - a. All CMRB work shall comply with applicable engineering and material standards as adopted by the South Carolina Department of Transportation (SCDOT).
 5. **PAVEMENT MARKINGS** – The cost of reapplying/replacing any current pavement markings (lane lines, parking lines, directional markings and/or crosswalks, etc.) that are removed or covered by the Contractor must be included in the bid amount. The replacement pavement markings must meet current SCDOT specifications.
 6. **TRAFFIC CONTROL** - The Contractor will be responsible for traffic control, signage and



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marking of temporary hazards incident to or resulting from the operations specified herein, the cost of which must be reflected in the total bid.

7. **CLEANING** - The Contractor shall be required to do sweeping and cleaning of the existing surface to remove all debris prior to working on any of the designated roads. The Contractor shall also be required to remove all work-related debris in a timely manner (no more than 15 days) from designated roads and rights-of-way once construction is complete on each road.
8. **ADJUSTING UTILITY COVERS OR CASTINGS** - The Contractor shall be responsible to arrange to have any manhole frames and covers, water valve boxes, gas, power, or telephone valve boxes or housings adjusted by the owner of these utilities prior to applying the wearing surface. All adjustments to be performed by the Contractor shall be considered incidental to the project and any costs shall be included in the total bid.
9. **BACKFILL OF SHOULDERS AND GRASSING** - The Contractor shall provide and spread soil along the edge of the new paving course to provide a graded taper to the existing shoulder where pavement edge is more than 2" above the existing shoulder. The tapered soil should generally be from 1' to 2' wide, and shall be free of refuse, roots, heavy or stiff clay, excessive mica, or stones over one inch in size. Finished shoulder fill shall be seeded with seasonal mix as specified by Section 810 of the SCDOT Specifications for Temporary Vegetation
10. **MISCELLANEOUS BERMS AND RUNOFF CONTROL** - Where existing roadways have existing asphalt berms for control and channeling of runoff at driveways, catch basins, or ditch swales, the Contractor shall install replacement berms as needed to ensure future runoff discharges in the same location after resurfacing. The Contractor shall be required to pave to the edge of the right-of-way on existing paved driveways. On unpaved driveways a 2-foot taper shall be provided as a transition to the gravel sections.

SPECIAL CONDITIONS OF CONTRACT

1. The Owners reserve the right to reject any or all Bids and waive any technicalities or informalities.
2. A specific amount of funding has been budgeted to complete this project. Should the bid exceed the allocated funds, the Owner(s) reserve(s) the right to award that portion of the Contract within the available funding limit. Should the actual in-place quantities exceed the estimated quantities shown, the Owners reserve the right to limit the contract work to the number of square yards shown on the Bid Form, or to a quantity of work at the quoted unit prices allowable by available funds.
3. The Owners may request references and experience records of the successful Bidder prior to executing a Contract.
4. Bidders acknowledge that this bid is subject to a 5% Minority Business Enterprise (MBE) and a 5% Woman owned Business Enterprise (WBE) target participation as a requirement for the work. Failure to meet this requirement does not invalidate the bid, but Bidders meeting the requirement to a greater degree may be selected over a lower bid that fails to meet the MBE/WBE requirement. Please list all MBE/WBE subcontractors and suppliers with estimated contract amounts here:



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Minority Business Enterprise (MBE)	
Name	Percentage

Woman owned Business Enterprise (WBE)	
Name	Percentage

5. **STANDARD OF QUALITY** - Equipment, material or articles, if herein specified, are all of design or construction as selected for this project, and they shall be construed as being a minimum standard. Should the Bidder desire to quote on equipment, materials or articles claimed to be equal to that specified he may do so, provided that he shall submit cuts and complete descriptive matter of such other equipment, materials or articles with the submitted bid.
6. No bid may be withdrawn within sixty (60) days of the bid opening date.
7. **BID BONDS** - Bids must be accompanied by two bid securities.
 - **Two separate Bid Bonds are required.** One showing the City of Seneca as the Owner and the other showing the City of Walhalla as the Owner.
 - One Bid Bond must be in the amount of 5% of the bid amount expressed in Appendix A (Seneca) and the other must be in the amount of 5% of the bid amount expressed in Appendix B (Walhalla).
8. **P&P BONDS** - Before any contract can be awarded, the successful Bidder will be required to furnish to each Owner a Performance Bond and Payment Bond in the forms substantially prescribed for execution of bids, excepting that all members shall have corporate surety satisfactory to the Owners, and authorized to conduct business in South Carolina. Following delivery of the properly executed bonds, the Owners may award the Contract.
 - **Two separate P&P Bonds are required.** One showing the City of Seneca as the Owner and the other showing the City of Walhalla as the Owner.
 - Both P&P Bonds shall be paid for by the Contractor. One shall be for 100% of the bid amount expressed in Appendix A (Seneca) and the other shall be for 100% of the bid amount expressed in Appendix B (Walhalla).
9. **TIME OF COMPLETION - TIME OF COMPLETION/DEFAULT** – Weather permitting, the work to be performed under this contract shall be commenced within 60 days of the fully executed Agreement and shall be completed within 180 days (“Project Completion Time”) after the date the Agreement was fully executed. The Contractor shall give written notice to the Owners within 5 days of any weather delay extending the Project Completion Time by stating the weather condition causing the delay, specific work delayed and the total time of the delay. This delay notice must be approved in writing by the applicable Owner. Otherwise, the project completion time will not be extended. In case of failure on the part of the Contractor



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to complete the work within the Project Completion Time or approved extensions thereof, the Contractor shall be liable to the applicable Owner for all damages sustained by the Contractor's failure to complete the work in a workmanlike manner. Time is of the essence in this contract and the Contractor shall pay to the applicable Owner, not as a penalty, but as liquidated damages, 1% of the contract price for each calendar day that Contractor shall be in default completing the work within the Project Completion Time, as extended only by the applicable Owner's written approval. Because of the difficulty of fixing damages suffered by the Owner because of such default, damages are herein agreed upon as stated. In the event Contractor defaults under the terms of this agreement, the applicable Owner(s) may seek all available remedies, at law and in equity, and recover all costs of enforcement of this agreement, including reasonable attorney's fee.

10. **CHANGE ORDERS** - Changes to the scope of work must be approved by the applicable Owner in writing prior to any additional work being started.
11. **COLLUSIVE BIDDING** - More than one bid or one contract from an individual, a firm or partnership, corporation, or an association under the same name or different names will not be considered. Reasonable grounds for believing that the agency is interested in more than one bid for the same work will cause the rejection of all bids in which such agency is interested. Any or all bids will be rejected if there is any reason for believing that collusion exists among any of the agencies; participants in such collusion will not be considered in future bids.
12. **INVOICING REQUIREMENTS** - Each Owner (the City of Seneca and the City of Walhalla) shall be invoiced separately based on the work performed within its jurisdiction. The contractor must:
 - Submit separate, itemized invoices to the applicable Owner reflecting work completed under that Owner's authorization.
 - Clearly identify the project location, date of work, description of services, quantities, and unit costs.
13. **GENERAL LIABILITY INSURANCE** - This insurance to be in the comprehensive form, shall protect the Contractor, and shall be written to include the City of Seneca, SC and the City of Walhalla, SC (provided on separate COI's) against any/all claims arising from injuries to the public, or damage to property of others arising out of any act or omission of the Agency, its agents, employees or subcontractors.

An original certificate of insurance, indicating that the awarded Contractor has coverage in accordance with the requirements of this section, shall be furnished by the Contractor to the Owner within five (5) working days of such request and must be received and accepted by the Owner prior to contract execution and/or before any work begins.

The Contractor shall carry comprehensive general liability insurance with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident
	\$1,000,000.00 - Aggregate

The liability coverage under this policy shall contain no exclusion relative to blasting,



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explosive, collapse of buildings or damage to underground property. Liability limits under this policy shall be not less than the following:

Bodily Injury:	\$1,000,000.00 Each Person
	\$1,000,000.00 Each Accident
Property Damage:	\$1,000,000.00 Each Accident
	\$1,000,000.00 Aggregate

The Contractor shall carry comprehensive fleet liability policy with limits of liability not less than:

Bodily Injury:	\$1,000,000.00 - Each Person
	\$1,000,000.00 - Each Accident
Property Damage:	\$1,000,000.00 - Each Accident

14. **WORKMAN'S COMPENSATION INSURANCE** - The Agency and all Subcontractors shall carry Workman's Compensation and Employer's Liability Insurance with the statutory limits applying to employer's liability (\$100,000.00) covering all employees employed by him or City approved subcontractors while engaged under this Contract. A Certificate shall be provided to the Owner as proof of coverage.

PERMITS, FEES & LICENSES

- The Contractor and any Subcontractor shall promptly pay all federal, state, and local taxes (including any applicable business license) which may be assessed against it in connection with the work or its operations under the Agreement and/or the other contract documents, including, but not limited to, taxes attributable to the purchase of materials and equipment, to the performance of services, and the employment of persons in the prosecution of the work.
- The selected Contractor must possess, at all times during the term of this agreement, a South Carolina General Contractor's License with required Endorsements to perform road work.

QUESTIONS & INQUIRIES

Questions and inquiries regarding this solicitation shall be submitted to the Owners no later than:

2:00 pm on Friday, July 11, 2025

Ryan Thomas, Assistant City Administrator
rthomas@seneca.sc.us

The City of Seneca's [Bid & Proposal Opportunities webpage](#) shall be the official site for information as related to this Request for Bids (RFB). Answers to questions and any other changes or clarifications will be communicated via an addendum. It is the Bidder's responsibility to check the City of Seneca's website for updates. The Agency must acknowledge acceptance of all amendments on the Bid Form (pages 1 & 2 of this document) submitted with its proposal.



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SUBMITTAL

One hard copy of the bid is due in the Office of the City Administrator no later than **Thursday, July 24, 2025 at 10:00 AM EST**. Bids must be submitted in a sealed envelope and marked “**Joint Local Paving Project, 2025**”.

LATE SUBMITTALS

Under no circumstances shall proposals be accepted after the specified deadline. The Owners will not be responsible for late deliveries or delayed mail. It is solely the Bidder’s responsibility to ensure that submittals are complete and delivered prior to the stated deadline. Oral offers or offers by facsimile or email are not acceptable.

PUBLIC OPENING OF PROPOSALS

A public opening will be held 5 minutes following the submittal deadline at the following location:

Seneca City Hall, Council Chambers
221 E. North 1st Street
Seneca, South Carolina 29678

No packages will be accepted at the Public Opening. Packages must be submitted prior to the deadline to be considered.

This Request for Bids does not commit the Owners to executing an agreement, to paying any costs incurred in the preparation of a proposal, or to contracting for services.

APPENDIX A – City of Seneca Road Maintenance List

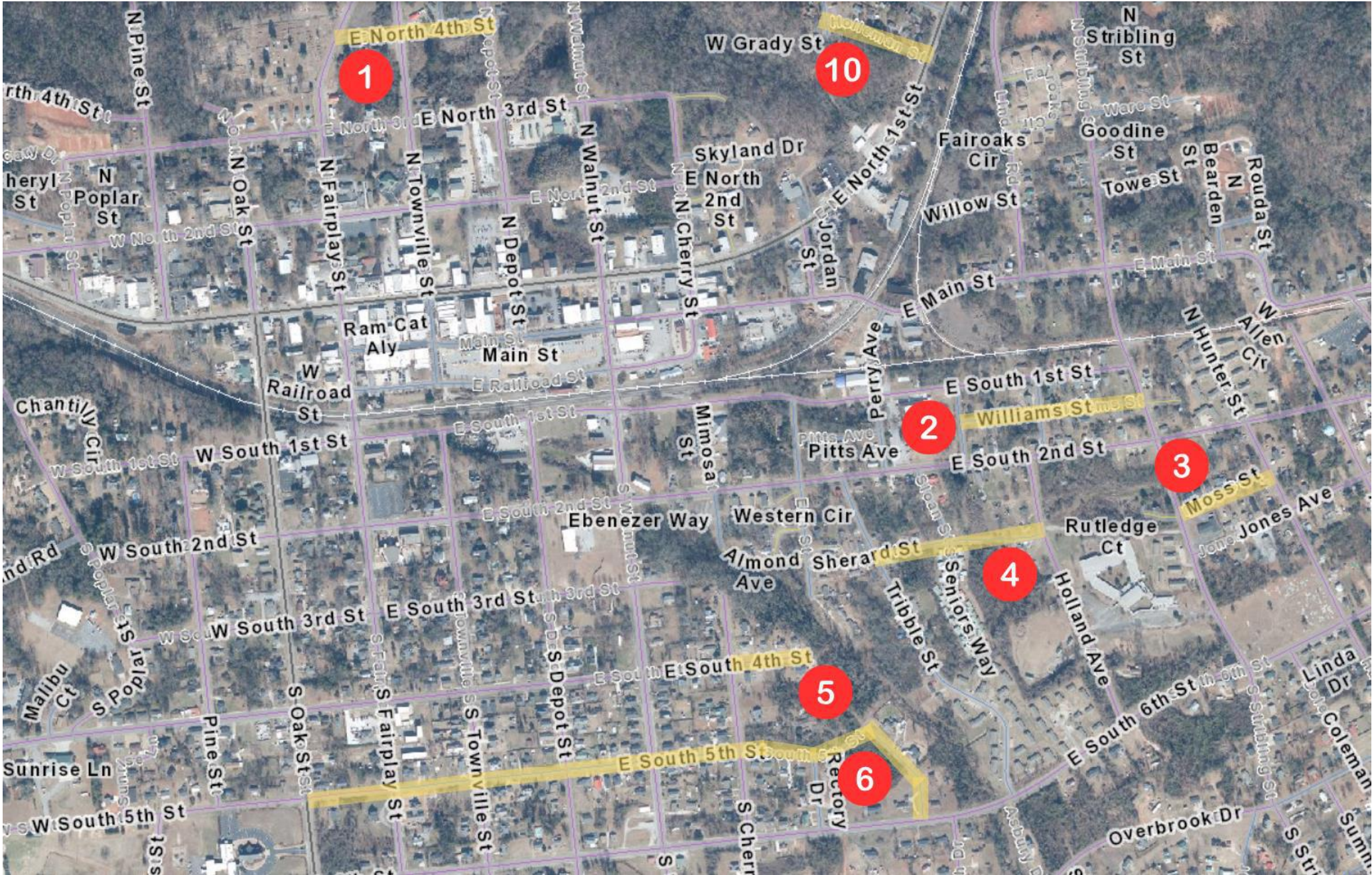
The following are the priority lists of the roads in the **City of Seneca** to be considered under this contract. The sequence in which the final list of roads is addressed will be discussed with the Contractor.

	Street	Width/Length	Sq Ft	Sq Yds	Milling	Milling (SQ YDS)	Surface Treatment (2", 150 lbs/SY)	Surface Treatment (SQ YDS)	Deep Patch (SY) (4" depth)	Deep Patch (SQ YDS)	CMRB (Cement Modified Recycled Base)	CMRB (SQ YDS)
1	E. North 4th St (C-118)	24' x 900'	21600	2400	X	2400	X	2400				
2	Williams St (C-95)	22' x 1200'	26400	2933	X	2933	X	2933				
3	Moss St (C-3)	22' x 345'	7590	843	X	843	X	843				
4	Sherard St (C-85)	22' x 585'	12870	1430	X	1430	X	1430	X	720		
5	E. South 4th St	24' x 565'	13560	1507	X	1507	X	1507				
6	E. South 5th St (C-97)	34' x 4380'	148920	16547	X	16547					X	16547
7	Oxford Cir. (C-78)	24' x 230'	5520	613	X	613	X	613				
8	Rocky Ridge Cir. (C-152)	22' x 2200'	48400	5378	X	5378	X	5378				
9	Heritage Point (C-138)	24' x 1070'	25680	2853	X	2853	X	2853				
10	Holleman St (-42)	22' x 560'	12320	1369	X	1369	X	1369				
11	Oakway Dr (C-107)	22' x 550'	12100	1344	X	1344	X	1344				
12	Mauldin Dr (C-109)	21' x 721'	15141	1682	X	1682	X	1682				
13	Karen Dr (C-101)	22' x 410'	9020	1002	X	1002	X	1002				
14	Northside Circle (C-7)	25' x 1145'	28625	3181	X	3181	X	3181	X	1600		
15	Shadow Lane (C-100)	22' x 1535'	33700	3744	X	3744	X	3744				
	Extended Totals:				Milling	46826	Surface Treatment	30279	Deep Patch (SY)	2320	CMRB	16547

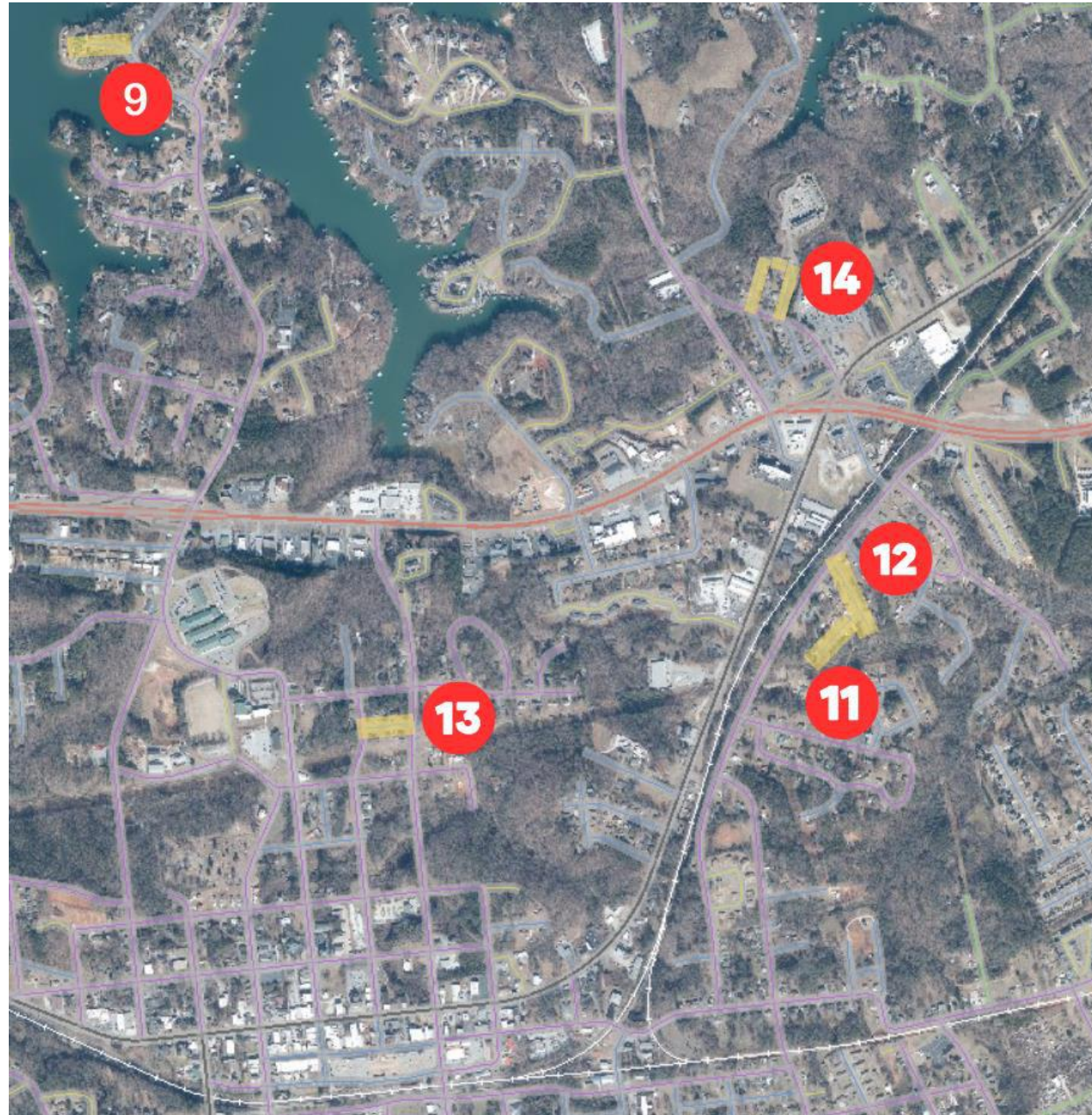
APPENDIX A – City of Seneca Road Maintenance Maps (1-3)

These maps have been included to show the general location of each road section.

Map 1



Map 2



Map 3



APPENDIX A – BID FORM (City of Seneca Roads)

All bidders must complete and submit the Bid Form below as part of their proposal. This form serves as the official pricing sheet and must reflect unit prices and total estimated costs for the specified quantities. All prices shall include the cost of labor, materials, equipment, mobilization, overhead, and all other incidental expenses necessary to complete the work described in the RFB. Pricing on this form should reflect the costs of the requested improvements to the **City of Seneca’s** roads only.

Instructions for Bidders:

- Fill in the Unit Price (in \$/SY where applicable).
- Calculate and enter the Unit Total for each item (Unit Price x Quantity).
- Enter lump sum totals where specified (Mobilization, Traffic Control, Bonds & Insurance).
- Ensure all totals are accurate and clearly legible.

BID FORM	ESTIMATE	UNIT PRICE	UNIT TOTAL
MILLING SUBTOTAL	46,826	\$_____/SY	\$
SURFACE TREATMENT	30,279	\$_____/SY	\$
DEEP PATCH SUBTOTAL	2,320	\$_____/SY	\$
CMRB SUBTOTAL	16,547	\$_____/SY	\$
MOBILIZATION	-	-	\$
TRAFFIC CONTROL	-	-	\$
BONDS & INSURANCE	-	-	\$
TOTAL BID	-	-	\$

Signature of Bidder: _____

Printed Name: _____

Company Name: _____

Date: _____

Phone / Email: _____

APPENDIX B – City of Walhalla Road Maintenance List

The following are the priority lists of the roads in the **City of Walhalla** to be considered under this contract. The sequence in which the final list of roads is addressed will be discussed with the Contractor.

	Street	Width/Length	Sq Ft	Sq Yds	Milling	Milling (SQ YDS)	Surface Treatment (2", 150 lbs/SY)	Surface Treatment (SQ YDS)	Deep Patch (SY) (4" depth)	Deep Patch (SQ YDS)	CMRB (Cement Modified Recycled Base)	CMRB (SQ YDS)
1	South Laurel Main to south Broad (S-146)	32' x 475'	15200	5066.67	X	5067	X	5067				
2	South Laurel South Broad to city limits (S-146)	20' x 2930'	58600	6511	X	6511	X	6511				
3	S. Poplar Main to South Broad(S-288)	30' x 470'	14100	1567	X	1567	X	1567	X	2910		
4	S. Poplar South Broad to Stoudemire/ S. Pine(S-288)	22' x 1675'	36850	4094	X	4094	X	4094				
5	S. Pine Broad to sidewalk at SDOC office(S-165)	30' x 1855'	55650	6183	X	6183	X	6183				
6	S. Pine SDOC sidewalk to W. Diedrich St (S-165)	37' x 455'	16835	1871	X	1871	X	1871				
7	S. Spring Main to Broad (S-122)	30' x 450'	13500	1500	X	1500	X	1500				
8	S. Spring Lucas to Broad (S-122)	25' x 855'	21375	2375	X	2375	X	2375				
9	S. John Main to Broad (S-332)	32' x 455'	14560	1618	X	1618	X	1618				
10	S. John S. Broad to Lucas (S-332)	30' x 855'	25650	2850	X	2850	X	2850				
11	S. John Lucas to Jaynes (S-332)	25' x 310'	7750	861	X	861	X	861				
12	S. Johnson Main to Broad (S-305)	33' x 460'	15180	1687	X	1687	X	1687				
	Extended Totals:				Milling	36184	Surface Treatment	36184	Deep Patch (SY)	2910	CMRB	0

This map has been included to show the general location of each road section.

APPENDIX B – BID FORM (City of Walhalla Roads)

All bidders must complete and submit the Bid Form below as part of their proposal. This form serves as the official pricing sheet and must reflect unit prices and total estimated costs for the specified quantities. All prices shall include the cost of labor, materials, equipment, mobilization, overhead, and all other incidental expenses necessary to complete the work described in the RFB. Pricing on this form should reflect the costs of the requested improvements to the **City of Walhalla’s** roads only.

Instructions for Bidders:

- Fill in the Unit Price (in \$/SY where applicable).
- Calculate and enter the Unit Total for each item (Unit Price x Quantity).
- Enter lump sum totals where specified (Mobilization, Traffic Control, Bonds & Insurance).
- Ensure all totals are accurate and clearly legible.

BID FORM	ESTIMATE	UNIT PRICE	UNIT TOTAL
MILLING SUBTOTAL	36,184	\$_____/SY	\$
SURFACE TREATMENT	36,184	\$_____/SY	\$
DEEP PATCH SUBTOTAL	2,910	\$_____/SY	\$
CMRB SUBTOTAL	-	-	\$
MOBILIZATION	-	-	\$
TRAFFIC CONTROL	-	-	\$
BONDS & INSURANCE	-	-	\$
TOTAL BID	-	-	\$

Signature of Bidder: _____

Printed Name: _____

Company Name: _____

Date: _____

Phone / Email: _____

APPENDIX C – COMBINED BID FORM

All bidders must complete and submit the Bid Form below as part of their proposal. This form serves as the official pricing sheet and must reflect unit prices and total estimated costs for the specified quantities. All prices shall include the cost of labor, materials, equipment, mobilization, overhead, and all other incidental expenses necessary to complete the work described in the RFB. Quantities below are the combined totals from each City’s road list (Combined pricing from Appendices A & B).

Instructions for Bidders:

- Fill in the Unit Price (in \$/SY where applicable).
- Calculate and enter the Unit Total for each item (Unit Price x Quantity).
- Enter lump sum totals where specified (Mobilization, Traffic Control, Bonds & Insurance).
- Ensure all totals are accurate and clearly legible.

BID FORM	ESTIMATE	UNIT PRICE	UNIT TOTAL
MILLING SUBTOTAL	83,010	\$_____/SY	\$
SURFACE TREATMENT	66,463	\$_____/SY	\$
DEEP PATCH SUBTOTAL	5,230	\$_____/SY	\$
CMRB SUBTOTAL	16,547	\$_____/SY	\$
MOBILIZATION	-	-	\$
TRAFFIC CONTROL	-	-	\$
BONDS & INSURANCE	-	-	\$
TOTAL BID	-	-	\$

Signature of Bidder: _____

Printed Name: _____

Company Name: _____

Date: _____

Phone / Email: _____