



## **Request for Information**

**RFI #345-2015**

### **ITV Broadcast System Upgrade**

Direct all Inquiries to the Purchasing Department

June Kail, Purchasing Director

[kailj@leonschools.net](mailto:kailj@leonschools.net)

(850) 488-1206

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## **I. PURPOSE OF REQUEST FOR INFORMATION**

The purpose of this Request for Information (RFI) is to gather and evaluate information from qualified proposers, who have the experience and expertise to provide the specified deliverables within the timeframe set forth in this RFI. Additionally, this RFI will be to solicit proposals to provide an upgrade to the currently installed analog broadcast system to an SD/HD SDI system.

## **II. INSTRUCTIONS FOR SUBMISSION OF REQUEST FOR INFORMATION**

**One (1) original with signatures and five (5) copies must be received by 2:00p.m. Eastern Standard Time on March 11, 2015:**

The School Board of Leon County, Florida  
Attn: June Kail, Purchasing Director  
3397 W. Tharpe St.  
Tallahassee, Florida 32303

**The RFI title and opening date must be clearly marked on all envelopes and boxes.** The responsibility for submitting the RFI to the district on or before the stated date and time will be solely and strictly the responsibility of the Proposer. The district will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or caused by any other occurrence.

The RFI package must contain all items requested. Failure to submit all the items requested may render the proposer non-responsive. The RFI submission must be signed by an officer of the firm legally authorized to conduct business in its name.

**As this Request for Information is under the Cone of Silence, all questions must be directed to June Kail via email at [kailj@leonschools.net](mailto:kailj@leonschools.net). Please use **ITV Broadcast System Upgrade** as the subject line. *Questions must be submitted no later than February 18, 2015. Answers will be provided no later than April 3, 2015.***

## **III. CHANGE OR WITHDRAWAL OF PROPOSAL**

**A. PRIOR TO PROPOSAL OPENING.** Should the agency or individual proposer withdraw its proposal, they shall do so in writing. This communication is to be received by the Purchasing Director, 3397 W. Tharpe St., Tallahassee, FL, prior to March 11, 2015. The agency or individual proposer's name and the proposal number should appear on the envelope.

**B. AFTER PROPOSAL OPENING.** After March 11, 2015, proposals may not be changed; and they may not be withdrawn for one hundred twenty (120) days from that date.

## **IV. GENERAL INFORMATION**

The District and its governing board were created pursuant to Section 4. Article IX of the Constitution of the State of Florida. The District is an independent taxing and reporting entity managed, controlled, operated, administered, and supervised by District school officials in accordance with relevant provisions of the Florida K-20 Education Code, Chapters 1000 – 1013, Florida Statutes. The School Board consists of five elected officials responsible for the adoption of policies, which govern the operation of District public schools. The Superintendent of Schools is responsible for the administration and management of the schools within the applicable parameters of state laws, State Board of Education Rules and School Board policies.



## V. BACKGROUND

The District procured an ITV analog broadcast system in 1988. While equipment has been procured through the years, most of the current components in this system are beyond end-of-life and support analog signals only. The District is seeking proposals for a new upgraded digital system capable of handling high definition video.

## VI. SCOPE

Proposer is expected to furnish all needed components plus installation in order to upgrade the current ITV analog broadcast system to an SD/HD SDI digital broadcast system. The work will be performed at the Leon County School Board Howell Building, Room 01-139, located at 3955 W. Pensacola St., Tallahassee, FL 32304.

**Prospective vendors are encouraged to view a brief video detailing the infrastructure currently in place:**

<https://vimeo.com/117933124>

The scope of work includes, but is not limited to, the purchase and installation of a digital broadcast server system and controller, video-on-demand capabilities, and a live streaming 24/7 capability for two channels. The system should provide two channels of SDI output.

The scope of work also includes any conversion, acquisition of the supporting hardware that the system requires, support, and any other products/services required to produce a turn-key solution. Training of designated personnel to use, monitor, and make minor adjustments to the system as needed is also to be provided. The desired upgrade is to include, but not limited to the following:

- A. Capacity to record live HD/SD video streams and broadcast them from 2 locations.
- B. Media capture and media asset management capabilities.
- C. The ability to schedule programs by hours/days.
- D. Compatible with a wide variety of file formats and codecs.
- E. Provide adequate storage for program files with RAID backup.
- F. Provide a quality HD video/audio signal to a fiber terminal point for delivery to cable head end.
- G. Provide a live 24/7 streaming option of 2 channels with video-on-demand capabilities.
- H. Monitoring in control room via 2 video monitors, one for each channel, switchable vectorscope/waveform scope to monitor either channel. As well as audio monitoring of selectable source. All monitoring equipment should be rack mounted.
- I. Full 24/7 support after the installation as needed.
- J. Remote access via computer in control room as well as other potential locations of servers in ITV control room.

The architecture must meet the demands of broadcast engineering and live event production. Capable of selecting any of the various inputs for conversion and route to all outputs simultaneously with redundant power supplies to ensure uninterrupted power supplies in the event of a power failure.

The current existing feeds are listed below. All of the existing equipment is Analog with no digital conversion devices.

2 Scan Do Ultra	VGA
Router Analog 32 x 16	Input and Output Video Audio
TR1600	Controller
Sigma	Bars and Tones
Black Box	Switch
Server	Crawls Amber Alerts
Media Server	Stream Media 2 outputs
2 Dbx166	Compressor levels
Server	Files converter
Server	Video Library
Server Encoder	Digital Files

1 Vela	Playback Digital files
1 TBC	Colors
1 Analog Wave Scope	True colors
Monitor1	Channel 23 - Router
Audio 1	Channel 23 - Router
MonitorA1	Channel 23 - Return Cable signal
AudioA 1	Channel 23 - Return Cable signal
Monitor2	Off Air
Marantz Audio 2	Default Music
Monitor 3	Channel 22 - Router
Audio 3	Channel 22- Router
MonitorB 3	Channel 22 - Return Cable signal
AudioB 3	Channel 22- Return Cable signal
2 UPS System 2200	Battery Backup
Pro-viedo	Building Camera system
TLCC Video Feed	Video
TLCC Audio Feed	Audio
Control Rm Video Feed	Video
Control Rm Audio Feed	Audio
Fiber1 Input	Community College
Fiber2 Output	Local Cable
Fiber3 Output	Local Cable
2 Dell Computers mouse keyb	Default off Air
2 Dell Computer Monitors	Default off Air
4 VGA Cards	Default video off air
Marantz	Audio SBM File
10 Sony DVD Players	Video Audio Backup shows
DVD Player/Recorder	Record SBM
CD 5 disk Player	Backup Default music
Receiver Chaparral	Receiver
Monitor Chaparral Video	Video
Monitor Chaparral Audio	Audio
Receiver Chaparral/	Receiver
Monitor Chaparral/ Video	Video
Monitor Chaparral/ Audio	Audio
Receiver Coship/DOE	Receiver
Monitor Coship/DOE Video	Video
Monitor Coship/DOE Audio	Audio
ROKU/FEC	Receiver
Monitor ROKU /FEC Video	Video



Monitor ROKU /FEC Audio	Audio
Video Pipeline	
RJ45 Jacks/ Monitor 30	Audio Video
RJ45 Jacks/ Monitor 31	Audio Video
RJ45 Jacks/ Monitor 33	Audio Video

Existing infrastructure can be viewed in a brief video at: <https://vimeo.com/117933124>

The goal of this project is to procure and install an upgrade to the Analog Playback system to an SD/HD SDI system. In order to meet this goal certain objectives must be met to provide desired out come. These upgrades should be seamless and the upgraded system should receive SDI signals as well as hand off SDI signals to local cable company.

Development taken should help increase, improve, our current system. This upgrade will be a noticeable improvement in our broadcasting and streaming video/audio signal qualities.

The following deliverables are expected upon completion a new SD/HD SDI Router with correct number inputs and outputs. Digital encoder ; SDI digital vector scope ; DVD players with tuner ; CD player 5 or more Disk ; Video Monitors for each source receiving and sending ; Audio Monitors for each source receiving and sending ; Media Server must stream via internet and smart devices ; Character Generators for off Air ; Servers for 2 channel playback ; Server for scheduling (Video Library Media software) playback and storage of files ; Encoder with 2 SD/HD SDI inputs ; Server for converting most file formats from Video production staff ; 2 servers for Amber Alerts and Crawls ; Up to date software per device ; Peripheral devices for converting; Audio compressions ; Amps ; Converters ; switches ; Adapters ; Monitor Mounts ; Network switches ; Port Controller ; SD/HD splitter ; Cable and Connectors ; Training

## VII. SYSTEM FUNCTIONALITY

The following features and functions are required in the system:

- Programming to be ingested into the system using:
  - existing content from existing server
  - Digital Encoder
  - DVD Ripping
  - Ingest Station with 1 Analog Input, 1 HDMI Input and 1 SDI Input
  - File Transfer from edit stations, DVD data disks, USB Drives, internet etc.
- Any file not encoding with the Encoder or any edited file must be transcoded or “cleaned” using the ServerLink to transcode most popular video formats to a compatible MPEG or MPEG4 file.
- Ingested “cleaned” Files must automatically be placed into the Archive or VOD storage locations to be made available for playback or video-on-demand.
- Two channels must be configured to play a broadcast schedule utilizing properly ingested files. Files will be played from (2) separate servers, one broadcasting channel 23 and the second broadcasting channel 22. Programming for both Servers will be stored on the Digital Archive Unit equipped with Master Control Software (VLM), also equipped with a single channel playback capability for redundancy.
- The Encoder must have 2 inputs capable of encoding MPEG2 with a basic editor for trimming files. The Encoder must also be configured with a backup copy of VLM Software for redundancy.
- Default Inputs from two separate devices; CGs with both audio and video to be used for gaps in programming
- Channel 23 must be configured to overlay graphics and messaging. The unit will also provide redundancy as a back up server with the ability to play MPEG, Windows media files, and/or other industry video standards.

- The system must output (2) SD/HD SDI cabled to either an SDI connection or A to D to the cable transmission device. Vendor must verify good audio video at that location. It is the District's/cable company's responsibility for signal after that point. Vendor is responsible for providing good video to the input point of transmission to the cable company.
- The output broadcast channels must also be sent to the MediaServer to be encoded live for an internet simulcast of the scheduled broadcast. Vendor will provide Basic Web pages designed to display embedded streaming video from two live sources, channels 23 and 22. These pages should link to or provide links to stream to hand held devices. (These are to be html pages that are initially customized by the vendor, and maintained (customizable) by the District ITV department)
- SDI Router switch; several converters HDMI to SDI ; SDI to HDMI ; Analog to Digital; switches; amps; splitters and adapters. Raised floor approximate floor space 30L x 20W . Ability to monitor video and decibels of audio / from any source and returning source (cable company). Router Dual ASI handoff to local cable company, network ready and web based remote control.
- Ethernet network ready; connect from any web browser on a connected computer. System should meet the demands of broadcast engineering and live events.

***Proposers may submit a solution that modifies the above requirements as long as it provides comparable functionality and a more competitive pricing structure.***

#### **VIII. TRAINING**

Training should include, but not be limited to:

- Basic system operation;
- How to add, modify or delete content;
- Content preparation and editing;
- How to schedule Channels, if needed;
- How to schedule the Default Information channels;
- How to create projects for the default channels and overlay;
- How to route content on the MediaServer for Streaming;
- How the Web Browser interface(s) works.

#### **IX. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSERS**

Proposer must submit a proposal which sets forth the project goals, objectives, deliverables and timelines for a Spring 2015 completion date. The proposal will clearly establish roles, responsibilities and level of effort expected of all participants. The proposal must include the attached Questionnaire (Exhibit A) as well as the following:

- Documentation of successful experience in projects of like scope and size;
- A description of how the products and services meet the requirements set forth in sections VI – VIII above;
- Detailed schematic demonstrating the connectivity and design of the proposed solution;
- Technology requirements and network requirements for implementing the proposed solution;
- Comprehensive description of system warranty provisions;
- A service level performance agreement; The Proposer must fully describe the process and plan that will be utilized whenever a break/fix event (both in warranty and out-of-warranty) occurs with any aspect of the Proposer's solution. This will cover the entire process of repair or replacement. Proposer should demonstrate that its approach will provide solid ,timely, efficient and effective support.
- Client references (Proposers shall provide three letters of reference from previous projects of like scope and size in the format on Exhibit B); and
- Cost Proposal - Vendor must provide itemized costs for equipment and any associated services to provide a turnkey solution. This would include any cost for consulting services if needed and ongoing maintenance and support services as well as all software and software licensing costs associated with the proposed solution.



## **X. TERMS OF CONTRACT**

### **A. GENERAL INFORMATION**

The term of the contract shall be for an initial five-year period and may by mutual agreement between the School Board and the awardee, be extended for two additional years, and if needed, 90 days beyond the expiration date of the current contract period. The Board, through the Purchasing Department, may, if considering an extension, request a letter of intent to extend from the awardee prior to the end of the current contract period.

### **B. CANCELLATION**

The Board shall have the right to cancel the Agreement for unacceptable performance at any given time, giving the other party thirty (30) days prior written notice.

## **XI. EVALUATION OF SUBMISSIONS**

Proposals will be evaluated by district staff for further consideration. Only proposals for systems which meet the majority of functional requirements and in which the company and/or company staff has documented experience in projects of similar scope and size will be considered. After initial review, the District may invite a selected contractor(s) to further discuss their proposal.

The District reserves the right to reject any and all submissions. When the final selection is made, a professional services agreement will be entered into with the successful Proposer. No debriefing or discussion will be held with unsuccessful Proposers. The information contained in this RFI is supplied as an aid to the Proposer in determining whether it will be able to supply the equipment and services to the Board.

## **XII. EQUAL EMPLOYMENT OPPORTUNITY AND SBDO/LOCAL PREFERENCES**

### **A. NONDISCRIMINATION CONTACT INFORMATION**

No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving Federal financial assistance, except as provided by law. Any employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact Dr. Kathleen Rodgers, Equity & Title IX Compliance Officer, 2757 W. Pensacola Street, Tallahassee, FL 32304; (850) 487-7129; [rodgersk@leonschools.net](mailto:rodgersk@leonschools.net).

### **B. SBDO PROGRAM**

The Board established the Small Business Development Office to support innovative race and gender neutral strategies to promote qualified small business participation as specified in Board Policy 6325.

### **C. LOCAL PREFERENCE**

This RFI is subject to the local preference provisions as specified in Board Policy 6450.

## **XIII. GENERAL INSURANCE REQUIREMENTS**

### **PROFESSIONAL LIABILITY**

The Professional Liability Insurance provided by the firm/individual shall conform to the following requirements:

- A. The individual firm's Professional Liability insurance shall be on a form acceptable to the Board and shall cover those sources of liability typically insured by Professional Liability Insurance, arising out of or the rendering or



failure to render professional services into the performance of this agreement, including all provisions of indemnification which is part of this agreement.

- B. The insurance shall be subject to a maximum deductible not to exceed \$25,000.
- C. If on a claims-made basis, the firm/individual shall maintain without interruption, the Professional Liability Insurance until three (3) years after this agreement.
- D. The minimum limits to be maintained by the firm/individual (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1 million per claim/annual aggregate.

Each insurance policy evidencing the insurance required hereunder shall bear the appropriate endorsements whereby the insurance carrier waives any rights of subrogation acquired against the Board and the Students by reason of any payment under such policy and shall provide that such insurance carriers shall notify the Board in writing at least (30) days prior to any cancellation, termination, non-renewal or modification to the firm/individual's policy(ies) required under this agreement.

Upon the execution of this agreement, the firm/individual shall furnish to the Districts Purchasing Department a Certificate(s) of Insurance evidencing the firm/individual's insurance coverage is consistent with the terms of the agreement. **"The School Board of Leon County, Florida" must be listed as additional insured on all liability coverage's except Workers' Compensation.** The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed certificates of insurance to the School Board at a minimum of thirty (30) calendar days in advance of such expiration. The firm/individual shall be in material breach of this agreement if the firm/individual fails to obtain replacement insurance coverage prior to the date in which coverage is terminated or expires. In this event the Board may terminate this agreement without further liability to the firm/individual. Additionally the firm/individual shall be liable to the Board for any and all damages incurred due to the firm/individual's failure to perform the agreement terms.

#### **XIV. INDEMNIFICATION**

The firm/individual must enter into the following indemnification and hold harmless agreement:

The firm/individual (s) hereby agrees to indemnify, hold harmless and defend the Board, its officers, agents and employees individually and collectively from and against all liabilities, obligations, losses, damages, penalties, interest, claims, actions, assessments, fines, suits, demands, investigations, proceedings, judgments, orders or injuries, including death to any, or damage, of whatever nature, to any property and all costs including court costs and attorney's fees, and disbursements, whether suit is instituted or not, and if instituted, at all tribunal levels (wherever raised by the parties hereto or a third party) imposed on, or incurred by or asserted against the Board or any of them arising out of or in connection with or based directly or indirectly upon (a) the firm/individual's directors, officers, employees, agents, subcontractors or representatives, of their duties and obligations under or pursuant to this agreement, including without limitations, the failure to maintain insurance or notify the Board; (b) any material breach of this agreement by the firm/individual(s); (c) false or inaccurate representation or warranty made by or on behalf of the firm/individual(s); and (d) any act or omission, negligence, or intentional acts of the firm/individual(s), or any of the firm/individual's directors, officers, employees, agents, subcontractors or other representatives.

#### **XV. GOVERNING LAW AND VENUE**

All legal proceedings brought in connection with this contract shall only be brought in a state or federal court located in the state of Florida. Venue in state court shall be in Leon County, Florida. Venue in federal court shall be in the United States District Court, Northern District of Florida, Tallahassee Division. Each party hereby agrees to submit to the personal jurisdiction of these courts for any lawsuits filed there against such party arising under or in connection with this contract. In the event that a legal proceeding is brought for the enforcement of any term of the contract, or any right arising there

from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit. All questions concerning the validity, operation, interpretation, construction and enforcement of any terms, covenants or conditions of this contract shall in all respects be governed by and determined in accordance with the laws of the State of Florida without giving effect to the choice of law principles thereof and unless otherwise preempted by federal law.

**XVI. IMPLEMENTATION SCHEDULE**

Mailing/Posting Date of RFI	February 4, 2015
Submission of Questions in writing to <a href="mailto:kailj@leonschools.net">kailj@leonschools.net</a>	February 18, 2015
Response to Questions in writing	February 25, 2015
Proposals Due	March 11, 2015
Evaluation of Proposals	March 11 – 30, 2015
Clarifications & Negotiations w/select vendor(s)	March 31 – April 3, 2015
Ready for Procurement	April 6, 2015
Desired Project Deployment and Training Timeframe	April 13 – June 30, 2015

**EXHIBIT A**  
**LEON COUNTY SCHOOL BOARD (LCSB) - RFI 345-2015 ITV BROADCAST SYSTEM UPGRADE**  
**QUESTIONNAIRE**

*DOCUMENT AVAILABLE IN ELECTRONIC FORMAT AT:*

[HTTP://WWW.WOLD.LEON.K12.FL.US/PUBLIC/BUSINESS/PURCHASING/CURRENT%20NEWS.HTM](http://www.wold.leon.k12.fl.us/public/business/purchasing/current%20news.htm)

**VENDOR NAME:**

**PARENT COMPANY:**

**VENDOR ADDRESS:**

**NAME OF PERSON RESPONSIBLE FOR THE INFORMATION CONTAINED IN THIS RFI:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**EMAIL ADDRESS:**

**WEB PAGE:**

**INITIAL YEAR OF OPERATIONS:**

**VENDOR LOCATIONS:**

**CORPORATE OFFICE:**

**LOCAL OFFICES:**

**LCSB CUSTOMER SUPPORT OFFICE LOCATION:**

**NUMBER OF EMPLOYEES:**

**TOTAL:**

**DEVELOPMENT:**

**IMPLEMENTATION:**

**SALES & ADMINISTRATION:**

**SUPPORT:**

**KEY EMPLOYEES THAT WOULD BE ASSOCIATED WITH THE LCSB IMPLEMENTATION:**

**1. LIST PROJECTS SUCCESSFULLY COMPLETED, OF SIMILAR SCOPE AND SIZE AS THE LCSB PROJECT:**

**2. PROVIDE A BRIEF DEVELOPMENTAL HISTORY OF YOUR OPERATING SOFTWARE? WAS YOUR SOFTWARE WRITTEN BY YOUR ORGANIZATION OR ACQUIRED FROM A THIRD PARTY?**



3. DESCRIBE ANY THIRD PARTY ALLIANCES/RELATIONSHIPS THAT ARE CRITICAL TO YOUR SYSTEM FUNCTIONALITY.
4. PROVIDE DETAILS OF ANY OUTSTANDING LEGAL ACTION AGAINST YOUR COMPANY OR ANY DIRECTORS OR PARTNERS.
5. ARE THERE ANY ANTICIPATED MERGERS OR ACQUISITIONS PENDING?
6. PROVIDE INFORMATION ON YOUR IMPLEMENTATION METHODOLOGY.
7. WHAT DOCUMENTATION (TO INCLUDE PRINTED MATERIALS AND ON LINE RESOURCES) ARE PROVIDED FOR THE SOFTWARE / SYSTEM?
8. DESCRIBE IN DETAIL THE TRAINING OFFERED BY YOUR COMPANY TO INCLUDE HANDS ON, COURSE OFFERINGS AND/OR AVAILABLE ON LINE RESOURCES OR TRAINING MATERIALS:
9. DESCRIBE ALL LEVELS OF TECHNICAL SUPPORT THAT WILL BE MADE AVAILABLE. PROVIDE A BREAKDOWN OF ALL SERVICES OFFERED.

**AS A SEPARATE NARRATIVE , PLEASE ENSURE YOUR RESPONSE ADDRESSES ALL ITEMS BELOW:**

- Documentation of successful experience in projects of like scope and size;
- A description of how the products and services meet the requirements set forth in sections VI – VIII above;
- Detailed schematic demonstrating the connectivity and design of the proposed solution;
- Technology requirements and network requirements for implementing the proposed solution;
- Comprehensive description of system warranty provisions;
- A service level performance agreement; The Proposer must fully describe the process and plan that will be utilized whenever a break/fix event (both in warranty and out-of-warranty) occurs with any aspect of the Proposer's solution. This will cover the entire process of repair or replacement. Proposer should demonstrate that its approach will provide solid ,timely, efficient and effective support.
- Client references (Proposers shall provide three letters of reference from previous projects of like scope and size in the format on Exhibit B); and
- Cost Proposal - Vendor must provide itemized costs for equipment and any associated services to provide a turnkey solution. This would include any cost for consulting services if needed and ongoing maintenance and support services as well as all software and software licensing costs associated with the proposed solution.

**EXHIBIT B**  
**CUSTOMER REFERENCE FORM**

**RFI 345-2015 ITV BROADCAST EQUIPMENT**

Please provide references for work performed over the last year for contracts of comparable scope and size.

**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Last Supplied Products or Services:** \_\_\_\_\_

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**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Last Supplied Products or Services:** \_\_\_\_\_

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**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Last Supplied Products or Services:** \_\_\_\_\_