

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The original signed bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER 0B100417	OPENING DATE (1:00 p.m.) JULY 29, 2016	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY	STATE ZIP
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. TBD	BID NOTICE DATE JULY 13, 2016	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days			
BILL TO: Ohio Shared Services PO BOX 182880 Columbus, OH 43218-2880		SHIP TO: See "General Requirements" Pages 5 through 8.	
DELIVERY REQUESTED F.O.B./DEST. P.P.D. <u>See "General Requirements" Pages 5-8</u>		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST.P.P.D. _____	
<p>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</p> <p>AUCTIONEER SERVICES FOR THE SALE OF FARM EQUIPMENT AND BEEF CATTLE</p> <p>QUANTITY AND DURATION: This Invitation to Bid, which is not a contract, is considered to be a one-time procurement offer for the product(s)/service(s) as listed herein. The successful Contractor may commence performance of the awarded contract upon receipt of an official State of Ohio Purchase Order (ADM0523/ORDE). Upon completion of the contract and upon receipt of proper invoices, payment will be provided by the ordering agency. The contract will then be considered as complete and no further purchases may be placed against the contract. With the exception of approved overrun/underrun tolerances, any deviations from the quantity listed in the awarded contract shall not be permissible nor acceptable.</p> <p>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p>INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, http://procure.ohio.gov/. Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number"; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.</p>			
PRINTED/TYPED SIGNATURE		AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The original signed bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m. on the above listed opening date to receive consideration for award. It is requested that the bidder not sign their bid in black ink. Bidder certifies, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

SCOPE: The purpose of this Invitation to Bid (ITB) is to secure the services of a qualified auctioneer on behalf of the Department of Administrative Services (DAS), State and Federal Surplus Services to conduct the auction sale of the Ohio Department of Rehabilitation and Correction (DRC), Ohio Penal Industries' (OPI) DRC Registered Angus breeding herd of beef cattle and equipment used in beef cattle production as described herein. The DAS State and Federal Surplus Services will provide contract management, overall auction oversight and coordination between the awarded contractor and DRC/OPI for the auction sale. The cattle and equipment auction will be held at the Ohio Department of Rehabilitation and Correction, Ohio Penal Industries farm facility at the Mansfield Correctional Institution at 1150 North Main Street, Mansfield, Ohio 44901 over two days on Friday October 28, 2016 and Saturday October 29, 2016.

BID PRICE SCHEDULE:

Bidders shall not insert a payment percentage of more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in evaluation and any subsequent order.

LINE ITEM	OAKS ITEM NUMBER	DESCRIPTION	BIDDER PAYMENT (PERCENTAGE OF GROSS PROCEEDS OF AUCTION)
1.	TBD	AUCTIONEER SERVICES FOR THE SALE OF FARM EQUIPMENT AND APPROXIMATELY 415 BEEF CATTLE AT THE OHIO DEPARTMENT OF REHABILITATION AND CORRECTION OHIO PENAL INDUSTRIES FARM FACILITY AT THE MANSFIELD CORRECTIONAL INSTITUTION, MANSFIELD, OHIO ON OCTOBER 28 AND 29, 2016.	%

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". The State will evaluate the bid based upon the lowest percentage of gross proceeds per auction.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by line item.

AUCTION MARKETING AND ADVERTISING: The Contractor shall be responsible for all event marketing and advertising of the auctions to the public including sale flyers. Within seven days after award of a contract, the contractor shall submit a marketing and advertising plan to designated contacts at DAS for approval. The Contractor shall make arrangements for all advertising and marketing activities required by this solicitation and approved by DAS as they deem appropriate for the items to be sold. No advertising shall be permitted without prior approval of DAS. The State shall reimburse the awarded Contractor for all approved advertising expenses. Paid receipts for all advertising shall be required, prior to settlement, before reimbursement for advertising shall be allowed.

SITE ACCESS: The Ohio Department of Rehabilitation and Correction, Ohio Penal Industries farm facility is located at 1150 North Main Street, Mansfield, OH 44901. The farm is located on land that includes secured correctional facilities with restricted access. The site will not be available prior to the opening of this bid. The awarded Contractor will have access to inspect the facilities, cattle, and equipment as soon as possible after award of a contract but not later than eight (8) weeks prior to the auction sale by September 6, 2016. Cameras for pictures of the site, cattle, and equipment will be permitted on Contractor site visits. Information for scheduling site visits will be provided to the Contractor and scheduled in coordination with DAS State and Federal Surplus Services and DRC.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the Supplement Contract Terms and Conditions. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud. All cattle and equipment are considered "as-is" and transfer of ownership occurs after a successful auction sale. DAS will not accept a return of any cattle or equipment after a sale.

SPECIAL TERMS AND CONDITIONS (CONT'D.)

BID AUTOMOBILE LIABILITY CHECKLIST:

Bidder/Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

BIDDER QUALIFICATIONS: The following qualifications will be used in the evaluation of valid bid responses to determine responsiveness and responsibility. If not provided as a part of the bid response, Bidder shall have three (3) days to provide information after requested by DAS. If a Bidder fails to provide or meet the following qualifications, DAS may disqualify that Bidder from consideration for award.

1. Each bid response should include a profile of the bidder's capability, capacity and relevant experience working on projects involving the auction sale of farm equipment and beef cattle or livestock, similar to the work outlined in this Bid. The profile shall include the bidder's legal name, address, telephone number, fax number and email address; home office location; date established; ownership (such as public firm, partnership or subsidiary); firm leadership (such as corporate officers or partners); number of employees; number of employees who will be engaged in tasks directly related to the work delineated in this Bid; and any other background information that will help the state gauge the knowledge, skills, ability and experience of the bidder related to the type of work required by this Bid and the resulting contract.
2. The bidder should include at least one (1) reference in the Bid submitted for whom the bidder has successfully provided auctioneer services fulfilling the type of work and requirements specified herein. The reference must relate to work that was completed within the past two (2) years. The reference(s) must be willing to discuss the bidder's performance with the DAS, Office of Procurement Services during the evaluation of bids.
3. The primary and alternate auctioneer shall be licensed in the State of Ohio throughout the term of the contract. The primary and alternate auctioneer must have successfully conducted at least four (4) public auctions for farm equipment and livestock of similar scope within the past two (2) years or have performed satisfactorily as a contract auctioneer for the federal government or the state of Ohio within the past two (2) years. The Contractor should provide evidence of the required experience and proof of licensing along with the bid.
4. The auctioneer must have a substantial auctioneering business presence which requires both of the following:
 - a. A business listing in the white or yellow pages telephone directory and a company website as an auctioneer.
 - b. An identifiable place of business or location separate from a residential location.

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions: Paragraph G.): Bidders seeking to enter into a service contract shall disclose the following:

- a) Principal location of business for the contractor (Name/City/State/Country)

- b) Principal location of all subcontractors (Name/City/State/Country)

- c) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will

SPECIAL TERMS AND CONDITIONS (CONT'D.)

be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

MINIMUM PAYMENT: If the specified payment rate in the contract fails to reach one thousand (\$1,000.00) dollars for an auction, the State shall make up the difference and the Contractor shall be paid a total amount of one thousand (\$1,000.00) dollars for that auction.

TRUST ACCOUNT: The awarded Contractor must not co-mingle funds from the state of Ohio auctions with their own business or personal funds. The awarded Contractor must have an escrow or trustee account in which all state of Ohio auction proceeds must be kept.

SPECIFICATIONS

I. **BACKGROUND:** DRC is phasing out its farm operations and will redirect resources to meet the core mission of the agency. By focusing on programs inside facilities, DRC will provide more resources to improve safety and give inmates meaningful, in-demand job training and preparedness which will contribute to the reduction of crime in Ohio by providing an individual with greater tools for successful reentry into society. The State of Ohio makes no guarantee as to the amount of property to be sold and/or proceeds from these auction sales.

II. **APPLICABLE DOCUMENTS:**
Ohio Administrative Code (OAC), Chapter 901:8-2 – Contractors, Apprentice Contractors and Auction Companies
<http://codes.ohio.gov/oac/901%3A8-2>

III. **GENERAL REQUIREMENTS:**

A. General Requirements

1. An auction sale on Friday October 28, 2016 will be for used farm equipment from DRC, OPI's eight beef cattle farming operations consisting of, but not limited to: bunk feeders, creep feeders, gates, water troughs, and automatic waterers, cattle working facilities, chutes, scales, portable corrals and other equipment. A complete listing of equipment for sale will be furnished to the awarded Contractor at least seven weeks ahead of the sale. DRC's estimated aggregate value of the auction of the farm equipment designated is \$ 550,000.00 to \$ 750,000.00.
2. An auction sale on Saturday October 29, 2016 will be for a complete herd dispersal of ODRC's Registered Angus Breeding herd, including registered aged bred cows, registered bred heifers, registered open breeding heifers, commercial open yearling heifers, registered breeding bulls and registered bull calves. This herd has an estimated aggregate value at auction of \$ 535,250.00.
3. No alteration to the auction schedule below will be considered. Auctions shall be held on the specified dates during the hours, 7:00AM to 5:00PM EST. Unavailability of, cancellation by or failure to perform a scheduled auction date by the Contractor may result in the termination of the contract and the assessment of liquidated damages against the Contractor.
4. The State of Ohio makes no guarantee as to the amount of property to be sold and/or proceeds from these auction sales.

DATE	SITE	ITEMS TO BE SOLD AT AUCTION
Friday, October 28, 2016	Mansfield Correctional Institution (ManCI) 1150 North Main Street, Mansfield, OH 44901 during the hours of 7:00 AM and 5:00 PM	Various Beef Cattle Farming Equipment
Saturday, October 29, 2016	Mansfield Correctional Institution (ManCI) 1150 North Main Street, Mansfield, OH 44901 during the hours of 7:00 AM and 5:00 PM	Approximately 415 Registered Angus Beef Cattle

SPECIFICATIONS (Continued)III. GENERAL REQUIREMENTS (Continued)

5. The awarded contractor shall provide the use of a website specific to the listing for sale of farm equipment and cattle or livestock for auction sale. The contents and all pertinent information regarding the auction sale shall be advertised on the website. The website shall contain photographs and complete descriptions of all items for sale at auction and all information related to the location of, directions to, dates and other relevant information regarding the auction(s). All items shall be posted to the website a minimum of forty-five (45) days prior to the auction date(s). In addition at a minimum the awarded Contractor's advertising and marketing plan shall include advertising via the following advertising media:
 - a. Angus Journal (www.angusjournal.com)
 - b. Coba Select Sires (www.cobaselectsires.com)
 - c. Ohio Farmer Magazine (www.farmprogress.com)
 - d. Farm and Dairy (www.farmanddairy.com/auctions)
 - e. Fastline (www.fastline.com/v100/place-farm-equipment-classified.aspx)
 - f. Ohio Cattlemen's Association (www.ohiocattle.org)
 - g. Ohio Cattlegirl's Association (www.ohiocattlegirls.com)
 - h. Ohio Beef Council (www.ohiobeef.org)
 - i. The Marion Star Newspaper, Marion, OH
 - j. Mansfield Ohio Local Newspapers
 - k. Ohio's Country Journal OCJstaff@ocj.com (614) 273-0465.
 - l. Farm Progress Ohio Farmer (<http://farmprogress.com/ohio-farmer>)
6. All items to be auctioned shall be offered "as is". The State shall make no guarantee as to the condition of items being auctioned. All sales shall be final.
7. The Contractor shall visit the sale location as soon as possible after notification of award to become familiar with the site and items to be sold.
8. The Contractor must provide a public address system, which can be clearly heard within a radius of one hundred (100') feet from the Contractor.
9. The Contractor must provide registration materials, buyer tickets, receipts and all other supplies and equipment required for a professional auction sale.
10. The Contractor shall be responsible for the collection of all monies.
11. The Contractor must count all cash receipts within one hour after completion of the auction.

B. Settlement:

The final settlement shall be made with the Administrator of State and Federal Surplus Services, or their representative, no later than November 15, 2016. At final settlement, the Contractor shall remit the entire amount of the gross proceeds of the sale to the Administrator of State and Federal Surplus Services, or their representative, via a cashier's check made payable to the "Treasurer, State of Ohio". No deductions of any kind from the gross proceeds are authorized.

At the final settlement, the Contractor shall provide an itemized invoice to the State for:

1. Auctioneer services in the amount specified in the contract, and
2. Reimbursement for the advertising and printing of fliers approved by DRC and DAS. Copies of the paid invoices for advertising and printing must be included with the Contractor's invoice.

No payment beyond the above two items shall be made.

Additionally at the final settlement, the Contractor shall provide a listing containing each item and/or lot sold to include item/lot number, brief description, price sold, and the bidder number of the buyer. The Contractor shall also provide a listing of all items not sold.

SPECIFICATIONS (Continued)

C. Requirements for state property:

1. No later than September 6, 2016 the State shall provide a detailed listing of the items to be sold at auction to the Contractor.
2. Prior to the auction sale, the Contractor shall pre-load their computer with the lot numbers and corresponding descriptions of each lot number being offered.
3. Payment for items sold at auction shall be made in full the date of the auction. Upon payment the awarded Contractor shall provide each successful buyer a printed receipt which contains the date, bidder's name and address, bidder registration number, a brief description of the property purchased and the sale price. The Contractor shall mark or affix the bidder number of the successful bidder on the property as it is sold.
4. The Contractor shall notify all bidders that unless otherwise provided pick up of property purchased as auction must be made within 24 hours of the auction date and that failure to pick up property by this time shall result in the property being considered abandoned and the State may dispose of it in any manner it chooses. The buyer shall be responsible for all transportation for the items purchased.
5. The Contractor shall be responsible for the collection of all monies. Acceptable forms of payment shall be cash, debit card and credit card payments. Buyers paying for auction purchases by credit or debit card may be assessed an upcharge of up to 3% of the sale to cover credit card use charges borne by the Contractor. Sign up or bidder fees are prohibited. The Contractor shall collect only the amount of the high bid for each item of property sold, and shall not add any additional surcharge or fee of any kind, other than as addressed herein. Acceptable forms of payment must be clearly posted on advertising media, in the bidder registration area and must be publicly announced periodically during the auction event.

D. Staffing Levels:

The Contractor shall provide sufficient experienced staff to conduct the auction smoothly, expeditiously, and professionally. The minimum staffing levels are:

1. One (1) primary auctioneer and one (1) alternate, one (1) tally clerk, and not less than three (3) support personnel to sign up bidders and accept payments during and after the sale. Staffing requirements shall start at 8:00 a.m. and continue through the remainder of each day's auction event.
2. The Contractor shall provide not less than three (3) computer workstations for each auction. One (1) station shall be exclusively for initial bidder registration and later, for the entry of event sales records as received from the tally clerk. Two (2) stations shall be exclusively for the initial registration of bidders and later, for the processing of event sales payments as bidders check out.
3. Subcontracting shall not be permitted, unless specifically authorized in writing by the Administrator of State and Federal Surplus Services or their representative.
4. Neither the Contractor nor any of their employees shall be employees of the State of Ohio.

E. Additional Requirements

1. The awarded contractor must provide a sale ring and participant/buyer bleachers or other suitable seating for the beef cattle auction.
2. The awarded contractor should make arrangements for and provide access to a food truck or other suitable concession for refreshments and food fare consisting of drinks, snacks, sandwiches or other similar fare during the hours of the two days of the auction sale.
3. The awarded contractor shall provide consultation to DRC and DAS related to how the auction may be conducted comprised of recommendation on sale lot sizes or item/cattle groupings and other professional aspects of a farm equipment and livestock auction sale. DAS and DAS shall have final approval of any recommendation provided by the awarded contractor.

SPECIFICATIONS (Continued)III. GENERAL REQUIREMENTS (Continued)

F. Correctional Facility Access and Restrictions:

State and Federal Surplus Services shall designate an overall coordinator for the auction sale and DRC shall provide a single point of contact (DRC POC) for site access and security at the auction location. These contacts will be provided to the awarded Contractor upon award of the contract. Generally, site access will be limited to the hours of 7:00 AM to 5:00 PM, Monday through Friday. All access will require preapproval from DRC's POC. There are behavioral expectations of Contractors and restrictions on the items brought onto the grounds of a state correctional institution, which are covered in Section G. 4. "Standards of Conduct for Contractors, Volunteers and Interns" below. The awarded Contractor will be required to complete a four hour orientation which can be at a location of the Contractor's choosing (Section G. below). Wireless communication devices (such as cellular phones and two-way radios) will likely be necessary for the auction. Such devices must receive preclearance from the DRC POC.

G. Contractor Orientation:

In order to ensure the safety and security for Contractors providing services on-site for DRC, within fourteen (14) days after award of a contract, the awarded contractor must complete a four hour orientation. The orientation shall be held at the DRC site of the Contractor's choosing. The awarded Contractor must complete the orientation and submit the following attachments to the designated DRC manager prior to hosting the auctions, unless the awarded Contractor has completed the orientation and submitted the following documents to DRC within the 12 months prior to October 28, 2016.

1. [Contractor Orientation](#)
2. [Acknowledgement of Orientation \(DRC1787\)](#)
3. [Declaration of Understanding \(DRC2554\)](#)
4. [Standards of Conduct for Contractors/Volunteers and Interns \(DRC4376\)](#)
5. [Acknowledgement of Contractor Orientation for Key Control \(DRC1891\)](#)

IV. OTHER INFORMATION

- A. DRC will provide veterinarian services for the purpose of providing animal health records and any required health related certifications for livestock sold.
- B. The awarded Contractor shall complete and submit to DAS Office of Procurement Services a Department of Administrative Services Standard Affirmation and Disclosure Form (pages 9 and 10 below).

DEPARTMENT OF ADMINISTRATIVE SERVICES

STANDARD AFFIRMATION AND DISCLOSURE FORM

EXECUTIVE ORDER 2011-12K

Governing the Expenditure of Public Funds on Offshore Services

All of the following provisions must be included in all invitations to bid, requests for proposals, state term schedules, multiple award contracts, requests for quotations, informal quotations, and statements of work. This information is to be submitted as part of the response to any of the procurement methods listed.

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Bidder/Offeror to sanctions, termination or a damages assessment. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

- 1. Principal location of business of Contractor:

(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

- 2. Location where services will be performed by Contractor:

(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

- 3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

_____	_____
(Name)	(Address, City, State, Zip)
_____	_____
(Name)	(Address, City, State, Zip)
_____	_____
(Name)	(Address, City, State, Zip)
_____	_____
(Name)	(Address, City, State, Zip)
_____	_____
(Name)	(Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Contractor:

_____	_____
(Address)	(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

_____	_____
(Name)	(Address, City, State, Zip)
_____	_____
(Name)	(Address, City, State, Zip)
_____	_____
(Name)	(Address, City, State, Zip)
_____	_____
(Name)	(Address, City, State, Zip)
_____	_____
(Name)	(Address, City, State, Zip)