

Contract # 386

**Clerk's Contract and Agreement Cover Page**

**Year:** 2007

**Legistar File ID#:** 2007-0630

**Multi Year:**

**Amount** \$50,056.00

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**Contract Type:**

Contractor's Form

**Contractor's Name:**

Chicago Trolley Company

**Contractor's AKA:**

**Execution Date:**

10/30/2007

**Termination Date:**

12/26/2007

**Renewal Date:**

**Department:**

Media & Special Events

**Originating Person:**

Patty Vlazny

**Contract Description:** Chicago Trolley Company for 2007 Holiday Shopper Trolley Service beginning Nov 23, 2007 thru Dec 26, 2007 (various dates)



*Tuesday, October 30, 2007*

MAYOR  
Daniel J. McLaughlin

VILLAGE CLERK  
David P. Maher

14700 S. Ravinia Ave.  
Orland Park, IL 60462  
(708) 403-6100

October 30, 2007

Mr. John Curran  
Chicago Trolley Company  
615 West 41<sup>st</sup> Street  
Chicago, IL 60609

**RE: *NOTICE TO PROCEED***  
**2007 Chicago Trolley Contract**

Dear Mr. Curran:

This notification is to inform you that the Village of Orland Park has received all necessary contracts, certifications, and insurance documents in order for work to commence on the above stated project.

Please contact Patty Vlazny at 708-403-6145 to arrange the commencement of the work.

The Village has processed Purchase Order #045547 for this contract/service. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) original executed contract for 2007 in an amount not to exceed Fifty Six Thousand Fifty-Six and No/100 (\$56,056.00) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,



Denise Domalewski  
Contract Administrator

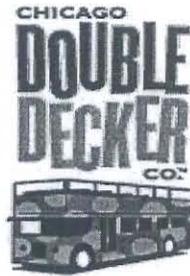
cc: Patty Vlazny



VILLAGE HALL

TRUSTEES  
Bernard A. Murphy  
Kathleen M. Fenton  
Brad S. O'Halloran  
James V. Dodge  
Edward G. Schussler III  
Patricia Gira





Detail of Operations:

Chicago Trolley Company will provide the Village of Orland Park with Five (5) or six (6) trolleys on the listed dates and designated times. Each shuttle will perform a continuous shuttle on 2 pre-determined routes.

As required by the Illinois Department of Transportation, the trolley drivers will take one ½ hour break. They will “break themselves”, meaning they will stop service for ½ hour, at different times so as not to interrupt service to the passengers. There will always be service on both routes during the entire day.

The routes will be created by the Village of Orland Park and provided to Chicago Trolley at least one week prior to the start of the contract.

The Village of Orland Park will be allowed to sell signage placement on the sides and back of the trolleys at no additional cost. The signs must be delivered to the Chicago Trolley Company offices at least 3 days prior to the start of the contract. Chicago trolley will adhere the signs to the trolleys. However, should a sign be damaged or lost during the service of the contract, Chicago Trolley Company will not be held responsible for replacement.

Chicago Trolley will maintain a record of ridership numbers and fax them to the Village on the Monday following weekend service.

Payment: A 50% deposit (\$28,028) is due upon contract acceptance.  
Balance is due January 2, 2008

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Client Acceptance  Date 10/15/07



**ADDENDUM TO "CONDITIONS OF CONTRACT" REGARDING  
CHARTER #501247-59 SHOPPING SHUTTLE FOR 2007  
("CONTRACT") BETWEEN THE VILLAGE OF ORLAND PARK,  
ILLINOIS ("OWNER") AND CHICAGO TROLLEY CO.  
("CONTRACTOR").**

This Addendum is attached to, and is incorporated by reference in, the Conditions of Contract Between Owner and Contractor, (hereinafter referred to as "the Contract") made and entered into by and between the **VILLAGE OF ORLAND PARK** (hereinafter referred to as the "Owner") and **CHICAGO TROLLEY CO.** (hereinafter referred to as the "Contractor") for the purpose of supplementing and modifying certain terms and conditions of the Contract. In the event of a conflict between the Contract and Addendum, the provisions set forth in this Addendum shall govern and control.

1. The Shopping Shuttle 2007 Operating Schedule and the "Details of Operations" are being attached to the "Conditions of Contract" and form a part of the Contract Documents. To the extent of any conflict or inconsistency between the attachments and the "Conditions of Contract", the terms of the attachments are to control.

2. A paragraph titled, "Insurance Coverage" shall be added to the "Conditions of Contract" as follows:

**"CHICAGO TROLLEY CO's INSURANCE COVERAGE** – Before work is commenced, and throughout the duration of the contract, CHICAGO TROLLEY CO. shall maintain the following insurance coverage so as to indemnify Owner from all claims of bodily injury or property damage that may occur from CHICAGO TROLLEY CO.'s negligence:

- a. Workmen's compensation and occupational disease insurance covering all employees in statutory limits who perform any obligations assumed under Contract.
- b. Public liability and property damage liability insurance covering all operations under contract; the limits for bodily injury or death not less than \$2,000,000 for each accident; for property damage, not less than \$1,000,000 for each accident.
- c. Automobile liability insurance on all self-propelled vehicles used in connection with the Contract, whether owned, non-owned or hired; public liability limits of not less than \$5,000,000 for each accident.
- d. Excess Liability insurance that follows form in the amount of not less than \$15,000,000 for each occurrence and in aggregate.

CHICAGO TROLLEY CO., shall (i) provide a Certificate of Insurance evidencing CHICAGO TROLLEY CO's compliance with the above requirements, (ii) include Client as an "additional insured" on the insurance policy, (iii) provide Client with 30 days notice prior to cancellation of the insurance coverage's provided, and (iv) provide Client with a Waiver of

Subrogation as it applies to General Liability and Workers Compensation coverage's.”

3. The contract should provide that the Trolley drivers all possess appropriate commercial driver's licenses and that the equipment being provided will meet all local, state and federal safety requirements for public transportation of passengers.

4. Sentence No. (3) of the paragraph entitled “Liability” on the “Conditions of Contract”, is stricken.

5. This Addendum shall be attached to and form a part of the Contract.

Owner:

Contractor:

Village of Orland Park, Illinois

Chicago Trolley Co.

by: [Signature]

by: [Signature]

Printed name: Robert S. Zede Jr.

Printed name: JOHN A CURRAN

Date: 10-30-07

Date: 10.27.07

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

5/1/2008

DATE (MM/DD/YYYY)  
4/25/2007

**PRODUCER** LOCKTON COMPANIES, LLC  
5847 SAN FELIPE, SUITE 320  
HOUSTON, TX 77057  
866-260-3538

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**INSURERS AFFORDING COVERAGE**

**NAIC #**

**INSURED** TRT TRANSPORTATION, INC.  
1054471 DBA CHICAGO TROLLEY COMPANY  
A COACH USA COMPANY  
615 WEST 41ST STREET  
CHICAGO, IL 60609

INSURER A: Discover Prop.& Casualty Ins. Co. 36463  
INSURER B: Fidelity and Guaranty Insurance Company 35386  
INSURER C: NATIONAL UNION FIRE INS CO OF PA  
INSURER D:  
INSURER E:

**COVERAGES** TRTR02 AO

THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER.

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU INCLUDED <input checked="" type="checkbox"/> ISO CG00011204 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	D007L00061	5/1/2007	5/1/2008	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
						MED EXP (Any one person)	\$ Excluded
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMPIOP AGG	\$ 2,000,000
A		<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> MCS-90B	D007A00093	5/1/2007	5/1/2008	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
						BODILY INJURY (Per person)	\$ XXXXXXXX
						BODILY INJURY (Per accident)	\$ XXXXXXXX
						PROPERTY DAMAGE (Per accident)	\$ XXXXXXXX
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO	NOT APPLICABLE			AUTO ONLY - EA ACCIDENT	\$ XXXXXXXX
						OTHER THAN AUTO ONLY: EA ACC	\$ XXXXXXXX
						AGG	\$ XXXXXXXX
C		<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> UMBRELLA FORM RETENTION \$	9834868	5/1/2007	5/1/2008	EACH OCCURRENCE	\$ 15,000,000
						AGGREGATE	\$ 15,000,000
							\$ XXXXXXXX
							\$ XXXXXXXX
							\$ XXXXXXXX
B		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <b>NO</b> If yes, describe under SPECIAL PROVISIONS below	D007W00080 (AOS)	5/1/2007	5/1/2008	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	OTH-ER
A	D007W00078 (NJ)		5/1/2007	5/1/2008	E.L. EACH ACCIDENT		\$ 1,000,000
B	D007W00079 (WI)		5/1/2007	5/1/2008	E.L. DISEASE - EA EMPLOYEE		\$ 1,000,000
					E.L. DISEASE - POLICY LIMIT		\$ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
**WAIVER OF SUBROGATION IS GRANTED** IN FAVOR OF CERTIFICATE HOLDER ON ALL POLICIES WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT WHERE PERMISSIBLE BY LAW. CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED (EXCEPT FOR WORKER'S COMP/EL) WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT. CANCELLATION: 30 DAYS AS NOTED BELOW EXCEPT 10 DAYS NOTICE FOR NON-PAYMENT OF PREMIUM. SEE ATTACHEMT A FOR ENDORSEMENT WORDING.

**CERTIFICATE HOLDER**

**CANCELLATION** [M40355] [M94175]

2721532  
VILLAGE OF ORLAND PARK  
ATTN: KERRIE PETZO, CONTRACT ADMINISTRATOR  
14700 SOUTH RAVINIA AVENUE  
ORLAND PARK IL 60462

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



NAMED INSURED ENDORSEMENT NO.  
COACH USA, INC.

POLICY NO.  
D007L00061

PRODUCER  
DISCOVERY MANAGERS, LTD

EFFECTIVE DATE  
05/01/07 12:01 AM

INSURED BY (NAME OF INSURANCE COMPANY)  
DISCOVER PROPERTY & CASUALTY INSURANCE COMPANY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED ENDORSEMENT**

THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**1. WHO IS AN INSURED (SECTION II) IS AMENDED TO INCLUDE ANY PERSON(S) OR ORGANIZATION(S) FOR WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT TO PROVIDE INSURANCE, BUT ONLY FOR DAMAGES:**

A. WHICH ARE COVERED BY THIS INSURANCE: AND

B. WHICH YOU HAVE AGREED TO PROVIDE IN SUCH CONTRACT.

ATTACHMENT A

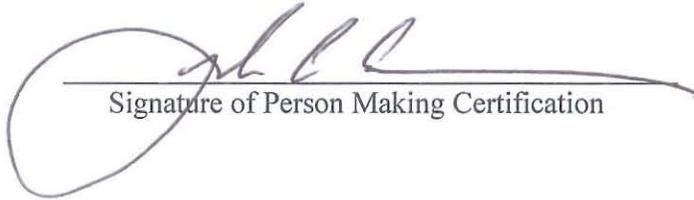
ADDITIONAL INSURED IN FAVOR OF THE VILLAGE OF ORLAND PARK, AND THEIR RESPECTIVE OFFICERS, TRUSTEES, DIRECTORS, EMPLOYEES AND AGENTS (ON ALL POLICIES EXCEPT WORKERS' COMPENSATION/EL) WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT. WAIVER OF SUBROGATION IN FAVOR OF THE VILLAGE OF ORLAND PARK, AND THEIR RESPECTIVE OFFICERS, TRUSTEES, DIRECTORS, EMPLOYEES AND AGENTS ON ALL POLICIES WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT WHERE PERMISSIBLE BY LAW. THE INSURANCE AFFORDED TO THE ADDITIONAL INSURED AS DESCRIBED IN THIS CERTIFICATE OF INSURANCE FOR WORK PERFORMED BY THE NAMED INSURED IS PRIMARY AND NONCONTRIBUTORY TO ANY SIMILAR COVERAGE MAINTAINED BY THE ADDITIONAL INSURED WHERE AND TO THE EXTENT REQUIRED BY CONTRACT.

**CERTIFICATION OF ELIGIBILITY  
TO ENTER INTO PUBLIC CONTRACTS**

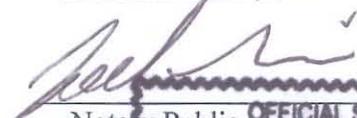
**IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED.**

I, JOHN A. CURRAN, being first duly sworn certify and say  
that I am VICE PRESIDENT, CHARTER SALES  
(insert "sole owner," "partner," "president," or other proper title)

of CHICAGO TROLLEY CO., the Prime Contractor  
submitting this proposal, and that the Prime Contractor is not barred from contracting with any unit of  
state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois  
Criminal Code, or of any similar offense of "bid-rigging" or "bid-rotating" of any state or of the United  
States.

  
Signature of Person Making Certification

Subscribed and Sworn To  
Before Me This 15<sup>th</sup> Day  
of OCTOBER, 2007.

  
Notary Public **OFFICIAL SEAL**  
**JOEL GARCIA**  
NOTARY PUBLIC - STATE OF ILLINOIS  
MY COMMISSION EXPIRES: 02/16/11

**SEXUAL HARASSMENT POLICY**

Please be advised that pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must:

"Have written sexual harassment policies that shall include, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the contractor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department (of Human Rights) and the Commission (Human Rights Commission); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added)

Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes:

...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

I, JOHN CURRAN, having submitted a proposal for CHICAGO TROWEN CO.  
(Name) (Name of Contractor)  
for All Projects for the Village of Orland Park (General Description of Work Proposed on) to  
the Village of Orland Park, hereby certifies that said contractor has a written sexual  
harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: [Signature]  
Authorized Agent of Contractor

Subscribed and sworn to before  
me this 1 day of October, 2007.

Notary Public [Signature]



## EQUAL EMPLOYMENT OPPORTUNITY

**Section I.** This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

**Section II.** In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

**A.** That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

**B.** That, if it hires additional employees in order to perform this Agreement, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

**C.** That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

**D.** That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract.

**E.** That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts.

**F.** That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and

Regulations for Public Contracts.

**G.** That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

**Section III.** For the purposes of subsection G of Section II, "subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Contractor and any person under which any portion of the Contractor's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Contractor or other organization and its customers.

**ACKNOWLEDGED AND AGREED TO:**

BY: \_\_\_\_\_  
ATTEST: \_\_\_\_\_  
DATE: 10/17/07



TAX CERTIFICATION

I, JOHN A. CURRAN, having been first duly sworn depose and state as follows:

I, JOHN A CURRAN, am the duly authorized agent for CHICAGO TROLLEY CO., which has submitted a proposal to the Village of Orland Park for

All Projects for the Village of Orland Park and I hereby certify  
(Name of Project)

that CHICAGO TROLLEY CO. is not

delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

- a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
- b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

By: [Signature]  
Title: Vice President

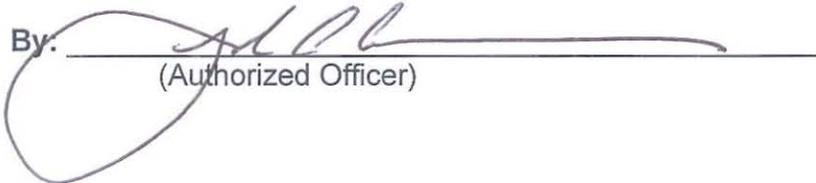
Subscribed and Sworn to  
Before me this 1  
Day of OCT, 2007 [Signature]



**CERTIFICATION OF COMPLIANCE WITH THE  
ILLINOIS PREVAILING WAGE ACT  
(820 ILCS 130/0.01, et seq.)**

It is hereby stipulated and certified to the Village of Orland Park, that the undersigned Contractor shall pay not less than the prevailing hourly rate of wages, the generally prevailing rate of hourly wages for legal holiday and overtime work, and the prevailing hourly rate for welfare and other benefits as determined by the Illinois Department of Labor and as set forth in the schedule of prevailing wages for this contract to all laborers, workers and mechanics performing work under this contract. The undersigned Contractor further stipulates and certifies that he/she/it has maintained a satisfactory record of Prevailing Wage Act compliance with no significant Prevailing Wage Act violations for the past three (3) years. In accordance with Public Act 94-0515, the Contractor will submit to the Village certified payroll records (to include for every worker employed on the project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day and starting and ending time of work each day) on a monthly basis, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Contractor is aware that knowingly filing false records is a Class B Misdemeanor.

**Contractor:**

By:   
(Authorized Officer)

Subscribed and Sworn to  
before me this 15<sup>th</sup> day  
of OCTOBER, 2007

  
Notary Public 

REFERENCES

*not required*

**(Please type)**

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

DATE OF PROJECT \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

DATE OF PROJECT \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

DATE OF PROJECT \_\_\_\_\_

Proposer's Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_