

NEW MEXICO MILITARY INSTITUTE

Request for Proposals

RFP No. 2021/22-09

Proposals for: Golf Cart Lease

MAIL SEALED PROPOSALS TO: **Office of the Chief Procurement Officer**
New Mexico Military Institute
101 West College Blvd.
Roswell, NM 88201

PROPOSAL OPENING DATE: Thursday, June 30, 2022 TIME 2:00 PM/MT (Mountain Time)

At the above date and time, proposals will be opened with at least one witness present. Proposals will not be opened publicly. Any proposal received after the stated date and time will not be considered and will be returned unopened.

Note any questions are to be addressed to the Chief Procurement Officer, Cole Collins, phone 575-624-8046 or email: collinsc@nmmi.edu

Offeror agrees to comply with all conditions that are stated in this RFP.

By the signature hereon affixed, the Offeror hereby certifies that neither the Offeror nor the firm, corporation, partnership or institution represented by the Offeror, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made, to any competitor or any other person engaged in such line of business.

OFFEROR MUST FILL IN AND SIGN:

NAME OF FIRM, COMPANY

ADDRESS

(Street) (City) (State) (Zip)

AUTHORIZED SIGNATURE

(Title)

DATE _____ TELEPHONE NO. _____ EIN #: _____

This requirement is assigned Commodity Code # 97538 – Golf Cart Rental or Lease

In submitting their proposal, Offerors represent that they have examined and acknowledge receipt of addendum(s) (if any have been issued) identified below:

No. ____ Title: _____ Date: _____

No. ____ Title: _____ Date: _____

No. ____ Title: _____ Date: _____

NOTICE REQUEST FOR PROPOSAL

Sealed Proposals in triplicate will be received until **2:00 p.m., on June 30, 2022** at the Office of the Chief Procurement Officer, New Mexico Military Institute, Roswell, New Mexico for the following:

GOLF CART LEASE

The Request for Proposal may be secured free of charge at the NMMI, Office of the Chief Procurement Officer, 101 West College Blvd., Roswell, NM 88201 or available on the NMMI website at www.nmmi.edu The Board of Regents reserves the right to reject any and all proposals and to waive all technicalities or informalities in the proposal.

Board of Regents
New Mexico Military Institute
By: /s/ Bradford Christmas

ATTEST:
/s/ John Garcia
Secretary/Treasurer

Procurement law requires sealed bids or proposals. Therefore, NMMI cannot accept proposals which are transmitted using electronic media or facsimile equipment. Please reference the RFP # 2021/22-09 on the outside of your sealed proposal packaging.

13-1-21 E. Application of preferences.

When a public body makes a purchase using a formal request for proposals process, and the contract is awarded based on a point-based system, the public body shall award additional points equivalent to:

- (1) five percent of the total possible points to a resident business; or
- (2) ten percent of the total possible points to a resident veteran business that has annual gross revenues of up to three million dollars (\$3,000,000) in the preceding tax year.

A certificate from the Taxation & Revenue Department must be included in your proposal packet, or your certificate # may referenced. In order to receive preference, the certificate provided or referenced must be valid.

1. SCOPE OF WORK

New Mexico Military Institute is seeking proposals for a 3-year lease of 60 (sixty) electric golf carts and 1(one) Range Picker. The lease shall also include a maintenance program for all golf carts covering the entire term of the Lease. Offerors must be able to provide all 60 golf carts and 1 Range Picker to be considered for award. **Any lease that results from award of this RFP must be structured with an option of a fair market buyout at the end of the lease term. NMMI will be under no obligation to buyout any equipment at the end of the lease term.**

Located in Roswell, New Mexico, NMMI is a high school and 2-year junior college. The Institute serves a diverse student body of up to 1,000 cadets coming from 13 foreign nations and 43 states. NMMI is home to a Par 72, 18-hole golf course. The golf course hosts The First Tee program for the Pecos Valley. The First Tee is an international organization devoted to teaching children the game of golf along with important values and skills. The NMMI golf course hosted 23 tournaments last year with an average of 80 players per tournament. The course plays 6,639 yards from the back tees, 6,315 yards from the middle tees, and 5,275 yards from the forward tees. The greens are bent/poa annual and are usually fast. The course is over-seeded in the fall to provide the golfers with lush green fairways, tees, and green aprons.

Fiscal Year	# of Cart Rentals
2019/2020	19,984
2020/2021	19,771
2021/2022	19,000

2. TERM

The term of the lease will be for a three-year period beginning when the equipment has been delivered by the vendor and accepted by NMMI.

3. TERMINATION

Should either party be in material breach of any of its obligations or responsibilities under this Agreement and such breach is not remedied within sixty (60) days after receipt of written notice of default, then the non-defaulting party shall have the right to terminate this Agreement, or such part of this Agreement as to which there has been delay or failure to properly perform, immediately by giving written notice of termination to the defaulting party. Either party hereto may terminate this Agreement at any time without cause and without penalty on thirty (30) days prior written notice to the other party. NMMI expressly retains all its rights and remedies provided by law in case of such breach, and no action by NMMI shall constitute a waiver of any such rights or remedies. In the event of termination for default, NMMI reserves the right to purchase its requirements elsewhere.

At the termination of this Agreement, NMMI shall return the Vehicles to the same place where it received delivery. The Vehicles shall be returned in the same condition as when received by NMMI, less normal depreciation and ordinary wear and tear accepted, and NMMI shall be liable for damage or repair of the Vehicles in excess of ordinary wear and tear. If the NMMI does not return the Vehicles as provided for herein, the Contractor may repossess the same by summary proceeding or NMMI shall be liable for the replacement cost of such.

4. AVAILABILITY OF FUNDS

A contract shall be deemed executory only to the extent of appropriations available to each department for the purchase of such articles or services. NMMI's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

5. CONFLICT OF INTEREST

Contractor warrants that it presently has no interest and shall not acquire any interest directly or indirectly which would conflict in any manner or degree with the performance of services required under this Request. The Procurement Code, Section 13-1-28 at seq. NMSA 1978, as amended imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose criminal penalties for bribes, gratuities and kickbacks.

6. INFORMATION REFERRAL, ADDENDA AND INTERPRETATIONS

No interpretations of the meaning of the specifications will be made to any contractor orally.

Every request for such interpretations must be made in writing to be given consideration and must be received at least five (5) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplemental instructions will be emailed or mailed to all prospective contractors (at the respective addresses furnished for such purposes). Such addendum of interpretations shall not relieve contractor from obligations under his/her proposal as submitted. All addenda so issued shall become part of the contract documents.

7. LAWS AND REGULATIONS

All applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. The laws of the State of New Mexico shall govern this Agreement.

8. NON-DISCRIMINATION

In connection with the performance of work under this Contract, the Contractor agrees not to discriminate against any NMMI employee, student or guest because of race, color, religion, national origin, sex, and marital status, or status with regard to public assistance, disability or age.

9. AMBIGUITIES

Should any ambiguity or conflict in the specifications become apparent to any Offeror, they shall forthwith apply to the Procurement Officer for a written interpretation. The interpretation will be sent to all Offerors who have requested specifications. Any addendum to the specifications will be issued by the Procurement Officer in writing and must be acknowledged by Offerors on their proposal response. No oral statements, explanations or commitments, by whosoever made, shall be of any effect except as same are confirmed in writing by the Procurement Officer of NMMI.

10. INDEMNITY

The Contractor shall indemnify and hold harmless NMMI, its agents or employees from and against all claims, damages, losses, and expenses, including attorneys' fees arising out of, or resulting from the operation or performance of the contractor or any subcontractor under this agreement. The liability of NMMI will be subject in all cases to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1 Et Seq. NMSA 1978, as amended.

11. ASSIGNMENT

No right or interest in any contract arising from this request for proposal shall be assigned or delegated by the Contractor without the written permission of NMMI.

12. NEWS RELEASES

Upon receipt of a contract agreement with NMMI, the Contractor(s) shall not in any way or in any form publicize or advertise in any manner the fact that it is providing services to NMMI, without the written approval from the Procurement Officer or designated representative, obtained in advance, for each item of advertising or publicity. However, nothing shall preclude Contractor from listing NMMI on its routine client list for matters of reference.

13. SITE INSPECTION

The site(s) referenced in this document are available for inspection. Please contact Randy Doerhoefer (575) 624-8425 or rrd@nmmi.edu in the Pro Shop to schedule for site inspection.

14. PROPRIETARY VISITATIONS

NMMI discourages the submission of any information deemed “proprietary” or “protected” and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. NMMI, as a public entity, cannot and does not warrant that proprietary information will not be disclosed.

15. COST OF PROPOSAL

Each company is responsible for any cost associated with submitting a proposal and response to this request for proposal. Each company is responsible for any cost incurred in making visits to NMMI for any purpose associated with this request for proposal.

16. LATE SUBMISSIONS

Late submissions of offers will not be considered unless it is determined by New Mexico Military Institute that the late receipt was due solely to mishandling by the Institute after receipt by the Institute or the offer is the only offer received. NMMI will not be responsible for any lost or misdirected mail sent by common carrier. The time clock in the Office of the Procurement Officer shall serve as the official record of time. Late submissions will be returned unopened.

17. NMMI OPTIONS

The New Mexico Military Institute, notwithstanding any other provision of this request for proposals, expressly reserves the right to:

- a. Waive any insignificant defect or informality in any proposal or proposal procedures;
- b. Reject any or all proposals;
- c. Reissue a request for proposals;
- d. Negotiate with any or all of the contractor representatives for the purpose of obtaining best and final offers. Revisions may be permitted after opening and prior to award for the purpose of obtaining best and final offer. Negotiations may be conducted with responsible contractors who submit offers found to be reasonably likely to be selected for award. NMMI is under no obligation to conduct discussions with any or all contractors.

18. CHANGES/ALTERATIONS AFTER AWARD

Changes or alterations after the award can only be made if agreed to in writing by New Mexico Military Institute.

19. CANCELLATION

New Mexico Military Institute reserves the right to cancel without penalty, this Request, the resultant contract or any portion thereof for unsatisfactory performance or unavailability of funds.

20. OPENING OF PROPOSALS

Proposals will not be opened publicly, but will be open to public inspection after the award of the contract.

21. EVALUATION CRITERIA

Each proposal will be evaluated on the basis of all of its contents and a contract awarded to the responsible Offeror whose proposal is, in the opinion of NMMI, determined to be most advantageous to NMMI, when all factors are considered.

Evaluation Factors and their value are as follows:

Evaluation Criteria	Points
1. Costs-including (Pricing Sheet)	30
2. Proposed Equipment	15
3. Maintenance, Service and Warranty	30
4. Batteries	15
5. Experience	10
GRAND TOTAL OF COST AND TECHNICAL	100

NMMI shall have the right to waive technical irregularities in the form of the Proposal of the Offeror, which do not alter the quality of the services. (13-1-132 NMSA 1978).

An Evaluation Committee will perform the evaluation of proposals. During this time, the Chief Procurement Officer, or evaluation committee designee may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offeror.

The evaluation process will follow the steps listed below:

1. All proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Officer may contact the Offeror for clarification of the response.
3. Responsive proposals will be evaluated on the factors in item number 21 (EVALUATION CRITERIA) that have been assigned a point value.
4. The responsible Offeror whose proposal is most advantageous to NMMI, taking into consideration the evaluation factors in Item 21, will be recommended for contract award.
5. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

Best and Final Offers

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers. Best and final offers may also be clarified and amended at finalist negotiations. NMMI is under no obligation to accept best and final offers or conduct any negotiations.

22. LICENSES, PERMITS AND TAXES

Contractor will obtain and pay for all Federal, State and local licenses and permits required for the cart lease provided for herein and will collect and pay all sales, use, excise and State and local income taxes attributable to the cart lease provided for herein. The cost of all such items shall be included in the Cost proposal.

23. INSURANCE

Contractor agrees to provide at its own expense Workman's Compensation, public liability, property damage, and products liability insurance in adequate amounts (at least equal to the New Mexico Tort Claims Act limits).

24. CONTRACT DOCUMENTS

If a separate contract is not written, the contract entered into by the parties shall consist of the Request for Proposals, the signed proposal submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement, all of which shall be referred to collectively as the Contract Documents.

25. RIGHT TO PROTEST

Any Contractor who is aggrieved in connection with this Request for Proposal may protest the award to New Mexico Military Institute's Procurement Officer as provided by the New Mexico State Procurement Code 13-1-172. The protest shall be submitted in writing with 15 (fifteen) calendar days after knowledge of the facts or occurrence giving rise thereto.

In the event of a timely protest under this section, NMMI and the Contracting Agency shall not proceed further with the procurement unless NMMI makes a determination that the award of Agreement is necessary to protect substantial interest of the Contracting Agency (13-1-173 NMSA 1978). Protests must be written and must include a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Procurement Officer. Emailed protests will not be considered.

26. OBLIGATION OF CONTRACTOR

At the time of the opening of proposals, each contractor will be presumed to have read and be thoroughly familiar with the specifications and regulations, including all addenda. The failure or omission of any contractor to examine any form, instrument, or document shall in no way relieve any contractor for any obligation in respect of his/her proposal.

27. PROPOSAL CONTENTS

It is requested that you provide the following information in order that a determination can be made of the best proposal. Any Proposal that does not adhere to this format, and which does not address each specification or requirement within the RFP may be deemed non-responsive and rejected on that basis. Please provide the following:

Tab 1: General Information

Letter of Transmittal (Page 1) acknowledge any applicable addenda

Preference (If Applicable)

Company Information

- Vendor Information
- Company Name
- Address
- Phone Number/Fax Number
- Contact Person and e-mail address
- State License (if applicable)

- EIN Number

Tab 2: Cost

- Proposed Lease of Equipment
- Features Available and Costs
- Monthly Payment Due

Tab 3: Proposed Equipment

- Detail the proposed carts and Range Picker including specifications
- Detail the suitability of the proposed equipment
- Detail the features available for the proposed equipment

Tab 4: Service/Warranty of Equipment

- Detail the Service Provided and required
- Detail the Warranty of Equipment
- Detail the Repair/Replacement Procedures of Equipment

Tab 5: Batteries

- Detail the batteries power output in voltage and Amp-Hours
- Detail the life expectancy
- Detail the service and maintenance required for batteries

Tab 6: Experience

- Experience of Organization as a whole:
- Number of years in business
- Number of service centers in NM or certified personnel
- Proposers may also list other golf courses that lease golf carts from your company

Tab 7: Campaign Contribution Form

- The Campaign Contribution Form (Page 15-18) MUST be included in your submission, even if no contributions have been made. Failure to provide this may result in your proposal being deemed non-responsive and rejected on that basis.

28. GENERAL CONDITIONS AND SPECIFICATIONS

A. Number of Carts

It is NMMI’s intent to replace its current fleet of leased golf carts with 60 new electric golf carts and 1 Range Picker. Proposals should include pricing and lease details for 60 new electric golf carts and 1 Range Picker.

Options are outlined in Attachment A (Pricing Sheet), which must be completed and returned as part of the proposal.

B. Cart Requirements

The following specifications are provided as a reference only.

NMMI will consider any cart that meets or exceeds these minimum requirements. Proposers shall provide information regarding the proposed cart for evaluation by NMMI. **All equipment proposed must be NEW. NMMI will not accept proposals for used equipment.**

- New, 48-Volt, 4.4 HP. Golf Car
- Seating Capacity: 2 persons
- Proposed colors should include: White, Beige, Black, Red, or Burgundy.
- Drive: Electric powered with solid state variable frequency
 - AC speed controller
- Induction motor with electro-magnetic parking brake
- Perm-lubed, sealed ball bearings
- Front Tires: 18 x 8.50 x 8 (4-ply rater)
- Rear Tires: 18 x 8.50 x 8 (4-ply rater)
- Double-Ended Rack and Pinion Steering
- 5-mph energy absorbing bumper, front and rear
- Independent Front Suspension
- On board Towing System
- Wheel Covers: Silver
- Convenience:
 - 2-bag attachment
 - Vinyl-dipped center sweater basket
 - Fender scuff guard
 - Message holder
 - Sun canopy (top) hard top
 - Sand bottle holder (2 per cart)
 - Fleet numbers (2 per cart)
 - Front windshield
 - USB charging port
 - Single-point battery tender
 - NMMI will require that carts display the NMMI logo/crest, 1 per cart, minimum 6" tall vinyl, provided and installed by Offeror prior to delivery
- **Range Picker**
 - Gas Engine
 - Ball Picker Mounting Kit
 - Range Cage (To include windshield, side, and rear protection)
 - Sun Canopy

C. Service/Warranty of Equipment

All carts shall be covered by a warranty for the life of the lease. Warranty coverage must be clearly stated in Tab 4 of the response. The successful Offeror will be required to completely replace defective carts that have developed a history of service issues as defined by the Golf Pro or Course Superintendent. There shall be **no** increase in the lease payment or term of lease regardless of when a replacement cart is put into service.

The successful Offeror shall maintain full ownership of all carts throughout the term of the lease. The successful Offeror shall maintain the equipment in a safe and good working condition so as not to hinder any operations conducted at the golf course. NMMI shall have the right to request cart replacement should regular calls for service repair become necessary. NMMI shall keep a log of all requested service requests and make such log available. NMMI reserves the right to terminate the Contract for repeated service requests and breakdowns or equipment being out of service due to mechanical failure.

NMMI hires qualified full and part-time technicians who performs daily maintenance, clean the carts, and monitor charging. NMMI provides inside storage of carts.

Response time on service calls is an important part of this contract. Please indicate on bid proposal the expected or guaranteed response time, location of service shop, and name of company employee that will handle this lease account.

Please indicate response time and who will be maintaining carts

Response Time: _____

Company Name: _____

Address: _____

City/Zip: _____

Company Representative: _____

Phone number: _____

D. Batteries

Batteries shall be maintained to provide a normal full day's use without charging, normally considered to be at least a 36 hole charge. All replacement batteries shall be new batteries. NMMI shall provide routine battery charge and routine battery maintenance. A single-point battery water tender shall be provided for easy, visual check of battery water level.

E. Experience

The Contractor shall have the capability, in all respects, to perform fully the contract requirements, and the moral and business integrity and reliability which will assure good faith performance as required by these specifications.

F. Other Terms

Contractor hereby waives all rights to amend aforementioned rental rates in the event NMMI alters the rental fee structure charged to the players for electric cart use during the term of this lease.

Contractor may include a sample of the vendor's governmental lease agreement with their submittal for NMMI to review. However, NMMI reserves the right to draft the lease agreement, after negotiations with the successful Offeror, to serve as the final agreement.

Contractor agrees to deliver, install, test and adjust carts. Contractor also agrees to pick up all golf carts that are not bought out at the end of the lease. Proposals will include all delivery and pickup costs.

**Attachment A
PRICING SHEET**

BASE PROPOSAL: 60 New Carts & 1 Range Picker	36-Month Lease Option
Base Price – 36 months	\$
Delivery and Pickup Cost	\$
Insurance	\$
Est. Property Tax	\$
Subtotal	\$
Gross Receipts Tax	\$
Total Monthly Payment	\$

ADD ALTERNATE: 60 New Carts that include Grid Lockout & 1 Range Picker	36-Month Lease Option
Base Price – 36 months	\$
Delivery and Pickup Cost	\$
Insurance	\$
Est. Property Tax	\$
Subtotal	\$
Gross Receipts Tax	\$
Total Monthly Payment	\$

Note: Grid Lockout is only being requested for the 60 golf carts. Please do not include the cost of adding this to the Range Picker.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, *et seq.*, NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Note: A prospective contractor shall make **separate** disclosures of all campaign contributions given by (1) the prospective contractor, or (2) a family member or (3) representative of the prospective contractor, or shall complete the non-disclosure statement, as applicable.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By:			
Relation to Prospective Contractor:			
Name of Applicable Public Official:		Governor _____	
Contribution(s) Date(s)	Contribution Amount(s):	Nature of Contribution(s):	Purpose of Contribution(s):
	\$		
	\$		
	\$		
	\$		
	\$		

(Attach extra pages if necessary)

Signature: _____

Date: _____

Title/Position: _____

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature: _____

Date: _____

Title/Position: _____