



Addendum No.: 1

Date Of Addendum: January 3, 2019

CT DAS • Construction Services • Office of Legal Affairs, Policy, and Procurement

DVA ADA Improvements Bldgs 2, 3 & 4
287 West Street
Rocky Hill, CT
BI - C - 291

Original Bid Due Date / Time:

January 30, 2019

1:00 PM

Previous Addendums: None

TO: Prospective Bid Proposers:

This Addendum forms part of the "Contract Documents" and modifies or clarifies the original "Contract Documents" for this Project dated 11/01/2018. Prospective Bid Proposers shall acknowledge receipt of the total number the Addenda issued for this Project on the space provided on Section 00 41 00 Bid Proposal Form.

Failure to acknowledge receipt of the total number the Addenda issued for this Project on the space provided on Section 00 41 00 Bid Proposal Form shall subject Bid Proposers to disqualification.

The following clarifications are applicable to drawings and specifications for the project referenced above.

Item 1:

DELETE: Original Section 00 25 13 Pre-Bid Meeting Agenda (4 Pages);

ADD: New Section 00 25 13 Pre-Bid Meeting Agenda (4 Pages) - Dated: 01.03. 19 (see new Subsection 2.2 Project Summary).

Item 2:

ADD: New 6020 – Bid Phase Meeting Attendance Log (7 Pages);

Item 3:

List of Plan Holders for this Project is available on the DAS BIZNET

All questions must be **emailed** (not verbal or by phone) to the consulting Architect/Engineer (Friar Architecture), Email: peh@friar.com with copies sent to the DAS/CS Project Manager (Ronald Wilfinger, Email: ronald.wilfinger@ct.gov) and the Project E-mail Address, Email: DAS.C291@ct.gov

End of Addendum No. 1

Mellanee Walton, Associate Fiscal Administrative Officer
State of Connecticut
Department of Administrative Services, Construction Services
Office of Legal Affairs, Policy, and Procurement

Pre-Bid Meeting Agenda:

DAS ● Construction Services ● Office of Legal Affairs, Policy, and Procurement

1.0 Pre-Bid Meeting:

1.1 The Owner will conduct a Pre-Bid Meeting.
For the Pre-Bid Meeting Date, Time, and Location see Section 00 11 16 Invitation To Bid for this Specific Bid.

1.2 Attendance: See attached Sign In Sheet

1.2.1	General Contractor:	Attendance at the Pre-Bid Meeting is MANDATORY . At the Pre-Bid Meeting, all prospective bidders shall <i>sign</i> his or her name on the official roster and <i>list</i> the name and address of the company he or she represents. For MANDATORY Pre-Bid Meetings, this shall be done no later than the designated start time of the Pre-Bid Meeting. Prospective bidders are advised to register early as no attendee will be allowed to register <i>after</i> the advertised start time. Bids submitted by contractors who have <i>not properly</i> registered and attended the MANDATORY Pre-Bid Meeting <i>shall be rejected</i> as non-responsive .
1.2.2	Subcontractors:	Attendance at the Pre-Bid Meeting is recommended.
1.2.3	Pre-Bid Meeting Sign-in Sheet:	It is MANDATORY that all attendees sign the Pre-Bid Meeting Sign-in Sheet .

1.3 Site/Facility Visit or Walkthrough: Please **do not** make any Site/Facility Visits without notifying the DAS/CS Project Manager prior to your visit.

- | | |
|--------------|--|
| 1.3.1 | <input checked="" type="checkbox"/> A Site/Facility Visit or Walkthrough is scheduled for the Pre-Bid Meeting |
| 1.3.2 | <input type="checkbox"/> A Site/Facility Visit or Walkthrough is <u>NOT</u> scheduled for the Pre-Bid Meeting |

1.4 Bidder Questions:

1.4.1 Submit all **written** questions to be discussed at the **Pre-Bid Meeting** a **minimum of two (2) Calendar Days prior** to **Pre-Bid Meeting date (28DEC18)**. See the **Invitation to Bid** for instructions on submitting questions.

IMPORTANT NOTE: In accordance with DAS Regulations, **no** participants in any Selection, Proposal, or Bidding process, including User Agency representative(s), shall communicate with any potential Offeror prior to, during, or upon conclusion of the entire Selection, Proposal, or Bidding procedure, with the exception of information necessary to complete the administrative steps of the Selection process.

2.0 Pre-Bid Meeting Agenda:

The Pre-Bid Meeting Agenda will include a review of topics, **as applicable to the Project**, which may affect proper preparation and submittal of bids, including, but not limited to, the following:

2.1 Introduction of Participants:

2.1.1	Architect/Engineer: Friar Architecture Inc.
2.1.2	CA: N/A
2.1.3	DAS Representative: Ronald J. Wilfinger, Project Manager
2.1.4	Agency Representative: Joseph Danao, Director of Facilities and Planning

2.0 Pre-Bid Meeting Agenda (continued):

2.2 Project Summary:

2.2.1	<p>Summary of Work: The Project Description – But not limited to the following:</p> <p>Design and construction of life safety and ADA upgrades to Buildings 2, 3 and 4 of the State Veterans Home in Rocky Hill. The work of each Building includes hazardous materials abatement and selective demolition.</p> <p>Building 2 Scope: Replace hardware on doors throughout the building that don't have lever handles. Move the public phone from the main corridor to a less disruptive location and mount at an accessible height. Fit all interior stairs with proper handrails and guardrails, including proper extensions to all handrails. Upgrade handrails on all exterior stairs and ramps to meet code requirements. Install proper signage to clearly indicate an accessible route throughout the building. Label all accessible public facilities with proper signage. Add visible and audible signals and tactile information for the visually impaired at each hoist-way entrance to existing elevator cabs. Install proper landings and handrails at each ramp and reconstruct to meet the 1:12 requirement. Install proper accessible water coolers/drinking fountains. Make toilets accessible</p> <p>Building 3 Scope: Fit all interior stairs with proper handrails and guardrails, including proper extensions to all handrails. Upgrade handrails on all exterior stairs and ramps to meet code requirements. Install proper signage to clearly indicate an accessible route throughout the building. Label all accessible public facilities with proper signage. Add visible and audible signals and tactile information for the visually impaired at each hoist-way entrance to existing elevator cabs. Install automatic door openers for toilet and cross corridor doors. Install proper landings and handrails at each ramp and reconstruct to meet the 1:12 requirement. Install proper accessible water coolers/drinking fountains. Make toilets accessible. Install proper accessible water coolers/drinking fountains. Add 18-inch vertical grab bars to accessible toilet rooms where they aren't currently installed. Replace hardware on any door that doesn't have the correct hardware already installed.</p> <p>Building 4 Scope: Fit all interior stairs with proper handrails and guardrails, including proper extensions to all handrails. Upgrade handrails on all exterior stairs and ramps to meet code requirements. Install proper signage to clearly indicate an accessible route throughout the building. Label all accessible public facilities with proper signage. Add visible and audible signals and tactile information for the visually impaired at each hoist- way entrance to existing elevator cabs. Install automatic door openers for toilet and cross corridor doors. Add depth to the platform at the ambulance access door that allows for the opening of out- swinging ambulance doors. Install proper accessible water coolers/drinking fountains. Add 18-inch vertical grab bars to accessible toilet rooms where they aren't currently installed. Replace hardware on any door that doesn't have the correct hardware already installed.</p>
2.2.2	Temporary Facilities and Controls: See General Requirements Section 01 50 00
2.2.3	Work Sequence: See General Requirements Section 01 11 00
2.2.4	Contractor Use of Premises: See General Requirements Section 01 11 00
2.2.5	Project Schedule: AS PER THE General Conditions and Contract Documents: Initial, Revised, Final, Recovery Schedules
2.2.6	Contract Time: 365 Calendar Days
2.2.7	Liquidated Damages: See General Conditions Section 00 73 13, Articles 1 and 8, and 00 41 00 Bid Proposal Form. \$1689.00 Days beyond Substantial Completion, \$1689.00 90 Days beyond Substantial Completion.

2.3 Procurement and Contracting Requirements: IMPORTANT for Bidders to review

2.3.1	Section 00 11 16 – Invitation to Bid
2.3.2	Section 00 21 13 – Instructions to Bidders
2.3.3	Section 00 41 00 – Bid Proposal Form
2.3.4	Section 00 41 10 – Bid Package Submittal Requirements
2.3.5	Section 00 30 00 – General Statements for Available information
2.3.6	Division 50 – Project-Specific Available Information

2.3.7	Bonding
2.3.8	Insurance
2.3.9	Bid Security
2.3.10	Notice of Award

2.4	Communication During Bidding Period:
2.4.1	Obtaining Bid Documents
2.4.2	Access to DAS Website, BizNet, and State Contracting Portal
2.4.3	Bidder's Requests for Information: See General Requirements Sections 01 26 00
2.4.4	<p>Substitution Procedures (Prior to Bid): See General Requirements Section 01 25 00 & General Conditions Section 00 73 13, Article 15.</p> <p>The Owner will consider Pre-Bid Equals or Substitutions Requests, if made fourteen (14) Calendar Days prior to the Bid Due Date. The information on all materials shall be consistent with the information herein.</p>
2.4.5	<p>Substitutions following Contract Award: See General Requirements Section 01 25 00 & General Conditions Section 00 73 13, Article 15.</p> <p>Subject to the Architect or Engineer's determination, if the material or equipment is Equal to the one specified or pre-qualified and the DAS/CS Project Manager's approval of such determination, Substitution of Material or Equipment may be allowed after the Letter of Award is issued, as specified in the Conditions Section 00 73 13, Article 15.</p>
2.4.6	Addenda Procedures: See Item No. 2.7 of this form

2.5	Contract Considerations:
2.5.1	Allowances: See General Requirements Section 01 20 00
2.5.2	Unit Prices: See General Requirements Section 01 20 00
2.5.3	Supplemental Bid: See General Requirements Section 01 23 13 and 00 41 00 Bid Proposal Form.

2.6	Separate Contracts:
2.6.1	Work by Owner: On going continuously seeing this is an active installation with residents and minor maintenance items. The contractors were reminded that they will have to coordinate with the Agency and any work that may interfere with their work for this project.
2.6.2	Work of Other Contracts: Currently – Installation of the Fire Alarm System. The contractors were reminded that they will have to coordinate with the Agency and any work that may interfere with their work for this project.

2.7	Post Pre-Bid Meeting Addendum:
2.7.1	NO Interpretations of the meaning of the plans, specifications or other contract documents will be made orally at any time. Every bidder request for such interpretation shall be in writing to the awarding authority and to be given consideration shall be received at least fourteen (14) Calendar Days prior to the Bid Due Date. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, <i>if</i> issued, will be posted on the State Contracting Portal.
	Other Bidder Questions: None –
2.7.2	Reminded All in attendance that questions shall be e-mailed to the A/E for answer and will be published through addenda on the Biznet Website for all bidders to review. Addenda 1 will be the Pre-Bid Meeting and Sign-in sheet. It is important that all bidders check the Biznet website frequently for bid addenda for this project.

2.8	Other Agenda Topics and Notes:
2.8.1	

3.0 Pre-Bid Meeting Minutes:

3.1 Recording and Distribution of Pre-Bid Meeting Minutes:

- 3.1.1 The **Owner** is responsible for conducting the Pre-Bid Meeting and will record and distribute meeting minutes to attendees and others known by the issuing office to have received a complete set of Procurement and Contracting Documents.

3.2 Pre-Bid Meeting Minutes as “Available Information”

- 3.2.1 Minutes of the Pre-Bid Meeting are issued as “Available Information” and **do not** constitute a modification to the Procurement and Contracting Documents. **Modifications to the Procurement and Contracting Documents are issued by written Addendum only. Contractors were reminded to frequently check the Biznet site for this project for addenda.**

3.3 Pre-Bid Meeting Sign-in Sheet:

- 3.3.1 Minutes will include the list of meeting attendees - **Attached**

3.4 List of Plan-holders:

- 3.4.1 Minutes will include the list of plan-holders.

End of Section
00 25 13 Pre-Bid Meeting Agenda



Bid Phase Meeting Attendance Log

DAS/CS Project Title:	DVA ADA Improvements Bldgs 2, 3 & 4		
DAS/CS Project No.:	BI-C-291	Meeting Purpose (insert "X" below):	
Date:	December 28, 2018	X	Pre-Bid Meeting
Meeting Start Time:	10:00AM		Post Bid Review Meeting
Meeting Location:	287 West Street, Rocky Hill, CT	Other:	

Name: Ronald Wilfinger <i>RW</i>	Title: Project Manager
Company/Department: CT DAS / DCS	E-mail: Ronald.Wilfinger@ct.gov
Street: 450 Columbus Boulevard, Suite 1201	Phone: 860-713-5648
City/State/Zip: Hartford, CT 06103	FAX: 860-707-1932

Name: Joseph Danao <i>JD</i>	Title: Director of Projects and Operations
Company/Department: Connecticut Dept. of Veterans Affairs	E-mail: Joseph.Danao@ct.gov
Street: 287 West Street – Administrative Building	Phone: (860) 616-3606
City/State/Zip: Rocky Hill, CT 06067	FAX:

Name: Shirin Khan <i>SK</i>	Title: Planning Analyst
Company/Department: Connecticut Dept. of Veterans Affairs	E-mail: Shirin.Khan@ct.gov
Street: 287 West Street – Administrative Building	Phone: (860) 616-3608
City/State/Zip: Rocky Hill, CT 06067	FAX:

Name: Willis Ballard <i>WB</i>	Title: Director of Facilities
Company/Department: Connecticut Dept. of Veterans Affairs	E-mail: Willis.Ballard@ct.gov
Street: 287 West Street – Facilities Office	Phone: (860) 616-3667
City/State/Zip: Rocky Hill, CT 06067	FAX:

Name: Stephen Scatena	Title: Security
Company/Department: Connecticut Dept. of Veterans Affairs	E-mail: Stephen.Scatena@ct.gov
Street: 287 West Street – Security Office	Phone: 860-616-3610
City/State/Zip: Rocky Hill, CT 06067	FAX:

Name: Wayne Postell	Title:
Company/Department: Connecticut Dept. of Veterans Affairs	E-mail:
Street: 287 West Street – Security Office	Phone: 860-616-3610
City/State/Zip: Rocky Hill, CT 06067	FAX:



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Name:	Title:
Company/Department: Connecticut Dept. of Veterans Affairs	E-mail:
Street: 287 West Street -	Phone:
City/State/Zip Rocky Hill, CT 06067	FAX:

Name: Paul Hohenthal <i>PEH</i>	Title: Project Manager
Company/Department: FRIAR ARCHITECTURE	E-mail: peh@friar.com
Street: 21 Talcott Notch Road	Phone: 860-678-1291
City/State/Zip Farmington, CT 06032	FAX:

Name: Jim Wilson ✓	Title: Project Manager
Company/Department: FRIAR ARCHITECTURE	E-mail: jtw@friar.com
Street: 21 Talcott Notch Road	Phone: 860-678-1291
City/State/Zip Farmington, CT 06032	FAX:

Name: Michael Sorano	Title:
Company/Department: FRIAR ARCHITECTURE	E-mail: mas@friar.com
Street: 21 Talcott Notch Road	Phone: 860-678-1291
City/State/Zip Farmington, CT 06032	FAX:

Name: Bryce Sens	Title:
Company/Department: FRIAR ARCHITECTURE	E-mail: brs@friar.com
Street: 21 Talcott Notch Road	Phone: 860-678-1291
City/State/Zip Farmington, CT 06032	FAX:

Name: <i>Chuck Leone</i>	Title: <i>Vocational Board</i>
Company/Department: <i>CT DVA</i>	E-mail: <i>Chuck.Leonc@CT.gov</i>
Street: <i>287 West St.</i>	Phone: <i>860-616-3804</i>
City/State/Zip	FAX:



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Meeting Location:	287 West Street, Rocky Hill, CT	Other:	

Name: Adam Sterrer	Title:
Company/Department: Consulting Engineering Services	E-mail: asterrer@cesct.com
Street: 811 Middle Street	Phone: 860-632-1682
City/State/Zip Middletown, CT 06457	FAX:

Name: Kevin King	Title: PE
Company/Department: Consulting Engineering Services	E-mail: kking@cesct.com
Street: 811 Middle Street	Phone: 860-632-1682
City/State/Zip Middletown, CT 06457	FAX:

Name: Kathleen Pane	Title: Senior Project Manager
Company/Department: Fuss & O'Neill, Inc	E-mail: kpane@fando.com
Street: 146 Hartford Road	Phone: 860.646.2469
City/State/Zip Manchester, CT 06040	FAX:

Name: <i>LESBIA NIEVES</i>	Title:
Company/Department: <i>CT DVA</i>	E-mail: <i>LESBIA.NIEVES@CT.GOV</i>
Street: <i>287 WEST ST</i>	Phone:
City/State/Zip <i>ROCKY HILL, CT 06067</i>	FAX:

Name: <i>CHUCK LEONE</i>	Title:
Company/Department: <i>CT DVA</i>	E-mail: <i>CHUCK.LEONE@CT.GOV</i>
Street: <i>287 WEST ST</i>	Phone:
City/State/Zip <i>ROCKY HILL, CT 06067</i>	FAX:

Name: <i>L. BRUNOVI, INC DAN NEAGLE</i>	Title: <i>VP</i>
Company/Department:	E-mail: <i>BIDS@LBRUNOVI.COM</i>
Street: <i>11 EASTVIEW DR</i>	Phone: <i>800-676-9900</i>
City/State/Zip <i>FARMINGTON, CT</i>	FAX: <i>800-676-0455</i>



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Meeting Location:	287 West Street, Rocky Hill, CT	Other:	

Name:	Pedro Piedade	Title:	
Company/Department:	Holzner Construction	E-mail:	Fmastriano@holznelektrik.com
Street:	596 John St	Phone:	(203) 335-4204
City/State/Zip:	Bridgeport CT	FAX:	(203) 368-3425

Name:	OLIN PAIGE	Title:	PM
Company/Department:	Pazz Construction	E-mail:	OPAIGE@PAZZCONSTRUCTION.COM
Street:	172 Boston Post Rd.	Phone:	860-227-0369
City/State/Zip:	EAST LYME, CT 06333	FAX:	

Name:	BILL ABILDGAARD	Title:	
Company/Department:	Leed Construction	E-mail:	B.ABILDGAARD@leedconstruction.org
Street:	138 Long Hill Rd	Phone:	203-631-8612
City/State/Zip:	Wallingford CT 06492	FAX:	

Name:	ROEL LEGASPI	Title:	SR. ESTIMATOR
Company/Department:	NOSAL BUILDERS, INC.	E-mail:	ROEL@NOSALBUILDERS.COM
Street:	85 FIELDSTONE COURT UNIT 1	Phone:	203-439-9320 x 306
City/State/Zip:	CHESHIRE, CT 06410	FAX:	

Name:	THOMAS PEREIRA	Title:	ESTIMATOR
Company/Department:	ZLOTNICK CONSTRUCTION	E-mail:	BIDS@ZLOTNICKCONSTRUCTION.CO
Street:	161 STORRS RD	Phone:	860-456-3221
City/State/Zip:	MANSFIELD CT	FAX:	

Name:	Jon Stockford	Title:	PROJECT MANAGER
Company/Department:	PIONEER BUILDERS	E-mail:	JONS@PIONEERBUILDERSCT.COM
Street:	336 Stamm Rd,	Phone:	860-550-1137
City/State/Zip:	Newington, CT, 06111	FAX:	



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Name:	Richard Shultz	Title:	Dir Operations
Company/Department:	Enco Environmental + Contracting	E-mail:	Richardshultz@sbcglobal.net
Street:	70 W. Liberty Street	Phone:	203-754-5959
City/State/Zip	Waterbury, CT 06706	FAX:	cell 203-627-5341

Name:	MARK PICARD	Title:	ESTIMATOR
Company/Department:	NEW ENGLAND YANKEE	E-mail:	mpicard@necycle.com
Street:	34 HIGH ST	Phone:	475-434-2092
City/State/Zip	WEST HAVEN CT 06516	FAX:	RE

Name:	Pete Cappellino	Title:	Estimator
Company/Department:	JTA Ross Construction	E-mail:	pete@jarosa.com
Street:	17 Town Line Rd	Phone:	203-879-3495
City/State/Zip	Wolcott CT 06716	FAX:	n/a

Name:	Frank Kronenberger	Title:	Marketing
Company/Department:	Friar Associates, Inc Kronenberger and Sons & Estimators	E-mail:	Estimating@kronenbergersons.com
Street:	175 industrial Park road	Phone:	860-347-4600
City/State/Zip	Middletown CT. 06457	FAX:	

Name:	JACK Tibbetts & Moe Villano	Title:	Estimator
Company/Department:	CT Carpentry Corp estimating@ctcarpentry.com	E-mail:	jtibbetts@ctcarpentry.com
Street:	1850 Silas Deane Hwy	Phone:	860-571-8812
City/State/Zip	Rocky Hill CT	FAX:	860-571-8891

Name:		Title:	
Company/Department:		E-mail:	
Street:		Phone:	
City/State/Zip		FAX:	



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Name:	<i>Peter Carey</i>	Title:	<i>Estimator</i>
Company/Department:	<i>Millennium Builders</i>	E-mail:	<i>pcarey@mbict.com</i>
Street:	<i>50 Inwood Rd.</i>	Phone:	<i>860 614 7914</i>
City/State/Zip	<i>Rocky Hill CT 06067</i>	FAX:	<i>860 571-0550</i>

Name:	<i>Brian Flynn</i>	Title:	<i>PE</i>
Company/Department:	<i>BANTON CONSTRUCTION</i>	E-mail:	<i>SOLDMAN@BANTONCONSTRUCTION.COM</i>
Street:	<i>339 WASHINGTON AVE</i>	Phone:	<i>203-234-2353</i>
City/State/Zip	<i>NORTH HAVEN CT 06473</i>	FAX:	<i>203-234-0010</i>

Name:	<i>Carmine Colossale</i>	Title:	<i>Michael Colossale@Colossale Construction.com</i>
Company/Department:	<i>Colossale Concrete Inc</i>	E-mail:	
Street:	<i>510 Christian Lane</i>	Phone:	<i>860 223-3179</i>
City/State/Zip	<i>Berlin CT.</i>	FAX:	<i>860 223-6898</i>

Name:	<i>CHRIS ROSSIGNOL</i>	Title:	<i>ESTIMATOR</i>
Company/Department:	<i>SCOPE CONSTRUCTION CO.</i>	E-mail:	<i>CROSSIGNOL@SCOPECONSTRUCTION.COM</i>
Street:	<i>416 SLATER RD.</i>	Phone:	<i>860, 832, 8335</i>
City/State/Zip	<i>NEW BRITAIN, CT 06053</i>	FAX:	<i>860, 832, 8308</i>

Name:	<i>MIKE CLIFFORD</i>	Title:	<i>Pres</i>
Company/Department:	<i>IBED BUILDERS</i>	E-mail:	<i>mikeclifford70@gmail.com</i>
Street:	<i>2099 MAIN ST.</i>	Phone:	<i>860 706 0359</i>
City/State/Zip	<i>HARTFORD CT 06120</i>	FAX:	<i>860 727 1180</i>

Name:		Title:	
Company/Department:		E-mail:	
Street:		Phone:	
City/State/Zip		FAX:	



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Name:	Nick Barone	Title:	Estimator
Company/Department:	Montagno Construction	E-mail:	nbarone@montagno.com
Street:	75 Progress Lane	Phone:	203-597-9014
City/State/Zip	Waterbury CT 06705	FAX:	203-573-0517

Name:	Jim Wilson	Title:	PROJECT MANAGER
Company/Department:	FRIMZ ARCHITECTURE	E-mail:	jlw@frimz.com
Street:	21 TALCOTT NOTCH ROAD	Phone:	860-678-1291 x210
City/State/Zip	FARMINGTON CT 06032	FAX:	

Name:	Andrew Goldstein	Title:	OWNER
Company/Department:	Base Mechanical	E-mail:	andrew@BASEMECH.CO
Street:	15-1 Colby Rd	Phone:	860-691-2470
City/State/Zip	E. Lyme CT 06333	FAX:	860-691-2474

Name:	ERIC MATTERW	Title:	EST/PM
Company/Department:	MATTERW CONSTRUCTION	E-mail:	ericm@matterwconstruction.com
Street:	26m BUSINESS HOLLOW RD.	Phone:	860-822-8457
City/State/Zip	BALTIMORE, CT 06330	FAX:	

Name:	Vince Parate	Title:	Estimator
Company/Department:	LaRosa Building Group	E-mail:	vparate@larosabg.com
Street:	163 Research Pkwy	Phone:	(203) 235-1770
City/State/Zip	Meriden, CT 06450	FAX:	(203) 630-1998

Name:		Title:	
Company/Department:		E-mail:	
Street:		Phone:	
City/State/Zip		FAX:	