



Request for Proposal (RFP)# 26-02

for

Fire and Rescue Services
Comprehensive Assessment of Current and Future Needs for
Efficient and Effective Service Delivery

Issue Date: June 16, 2025

Proposal Due Date and Hour: July 17, 2025 3:00 p.m.

Last Day for written questions: June 26, 2025

Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179

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Fire and Rescue Services Comprehensive Assessment of Current and Future Needs for Efficient and Effective Service Delivery

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ATTACHMENT A: Terms and Conditions

ATTACHMENT B: Montgomery County Standard Contract (sample)

COUNTY OF MONTGOMERY, VIRGINIA
RFP # 26-02

ISSUE DATE: JUNE 16, 2025

Fire and Rescue Services Comprehensive Assessment
of Current and Future Needs for Efficient and Effective Service Delivery

(TO BE COMPLETED AND RETURNED)
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Jeff Groseclose, CPPB, VCO, VCA, Procurement Manager, Phone: (540) 382-5784; faxed to (540) 382-5783, or e-mail: mcpurchasing@montgomerycountyva.gov.

DUE DATE: Sealed Proposals will be received until **July 17, 2025** up to and including **3:00PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: **Montgomery County Purchasing Department, 755 Roanoke Street, Suite 2C, Christiansburg, Virginia 24073-3179**. Reference the Due Date and Hour, and RFP number in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print)		Federal Taxpayer Number (ID#)	Contractor's Registration N/A
Business Name / DBA Name / TA Name and Address		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number	Toll Free Number	E-mail Address

COUNTY OF MONTGOMERY

RFP# 26-02

Fire and Rescue Services Comprehensive Assessment of Current and Future Needs for Efficient and Effective Service Delivery

I PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract, through competitive negotiation, with a qualified consulting firm to provide a Fire and Rescue Services Comprehensive Assessment of Current and Future Needs for Efficient and Effect Services Delivery for the County of Montgomery County, Virginia herein after referred to as “the County”.

II BACKGROUND:

A. General Background

Montgomery County is located in the southwestern part of Virginia in the region known as the New River Valley. This region takes its name from the New River, the nation's oldest and the world's second oldest river, and includes the counties of Floyd, Giles, Montgomery, Pulaski, and the City of Radford. The County has a land area of approximately 389 square miles and lies in the broad picturesque area between the Appalachian Plateau and the Blue Ridge Mountains. Topography varies from gently rolling to steep mountainous terrain, with elevations varying from 1,300 to 3,700 feet above sea level. The majority of the County is at an elevation of 2,000 feet.

Today the Towns of [Blacksburg](#) and [Christiansburg](#), the County seat, are the population centers of the County and are located approximately 35 miles southwest of the City of Roanoke. Blacksburg is home to [Virginia Polytechnic Institute and State University](#) (Virginia Tech). Founded in 1872 as a land-grant college, Virginia Tech is the largest university in Virginia and one of the country's leading research institutions. The County had a 2020 population of 100,839. (This includes two incorporated towns, Blacksburg and Christiansburg, with a combined population of approximately 67,365.)

The County is governed by an elected seven-member Board of Supervisors who appoints a County Administrator.

B. Specific Background

Montgomery County Virginia, is home to just over 100,000 residents within its 389 square miles. The County also has two of the largest towns in Virginia, the Town of Blacksburg and the Town of Christiansburg. Home to Virginia Tech, a major land grant and research university and the largest county employer, other economic sectors include advanced manufacturing, healthcare, agriculture, technology, IT, a large retail sector and a host of small businesses.

Montgomery County relies heavily on a combination system for fire and emergency medical services, including both volunteer agencies and career departments within the County, two towns and the university. This combined system helps provide comprehensive coverage across the entire county.

The volunteer system comprises both fire and rescue agencies. Six fire departments and seven rescue squads/departments provide services across the county. A total of 435 volunteers are active.

Career staff within the County is currently at 37 employees and is expanding to 50 in 2025, providing 24-hour fire and EMS services in the Elliston and Riner districts. The Town of Christiansburg has a total of 20 (5 and 15) employees providing both fire and ems services with the support of volunteers. The Town of Blacksburg has a total of four employees (2 and 2) to support both completely volunteer fire and rescue departments. Virginia Tech supports a student-led volunteer rescue squad serving the direct campus area.

The County also provides the primary Emergency Management Services for the entire county through the paid Montgomery County Fire and EMS Department.

Annually, the county experiences approximately 3,000 calls for fire services and 11,000 calls for EMS services across all agencies. The NRV911 Authority provides all 911 communication and dispatch services within the county to all fire, ems/rescue, and law enforcement agencies.

III STATEMENT OF NEED:

The County is seeking to contract with a fire and EMS service consulting firm with experience proposing short and long-term solutions for fire and rescue emergency services through a strategic planning process under a combined volunteer and career staffing model, identifying future station facilities, staffing models, apparatus and equipment needs, special operations and funding models for a combined volunteer – career model in partnership with two incorporated towns.

KEY TASKS: Collaborate with the county, two towns, and university fire and rescue volunteer and career departments to gather data and information and evaluate current and future fire and rescue services needs focusing on station locations, personnel, volunteer support strategies, apparatus deployment, and special operations. Develop recommendations for funding models using a combined volunteer-career model.

A. Facility Assessment – Location and Services:

1. Identify existing station locations, building layouts, and general facility conditions.
2. Determine if stations are currently located optimally throughout the whole county service area.
3. Identify optimal locations for existing and future stations needed to optimally protect specific service areas.
4. Identify current zoning, land use, and related policies relevant to existing and proposed fire stations. Consider comprehensive plan future land use designations and projections.
5. Conduct an operational efficiency evaluation and analysis of existing and proposed fire stations to form recommendations for station locations, expansions, or construction of new facilities.

6. Evaluate first-due service areas to optimize resources and service delivery with future station recommendations and provide recommendations.
7. Identify recommended future fire/rescue station locations and a phasing plan for station development/construction based on but not limited to:
 - a. Land use
 - b. Population
 - c. Density
 - d. Physical or other barriers
 - e. Future residential and commercial development
 - f. Transportation infrastructure
 - g. Apparatus and equipment deployment
 - h. US Census Data should be used to ascertain the demographic profile and population of the county.

B. Staffing Assessment:

1. Review current workloads/call types/volumes in the combined volunteer/career service model deployed in the county and two towns.
 - a. Time of day
 - b. Risk level
 - c. Incident type
 - d. Station first due area impact
2. Review location-specific reporting, including call volume spikes in high-call areas or peak community events such as football games or other similar high-volume events.
3. Review service delivery and demands for services and provide a projection of future staffing needs relating to this comprehensive analysis.
4. Provide proposed staffing/volunteer plan scenarios that include a review of best practices applicable for staffing allocation, deployment, and scheduling for proposed station locations and existing stations affected by the implementation of new stations.
5. In conjunction with the station location analysis and facilities review, project the number of personnel needed to operate stations during their life cycle and meet determined service levels using a combined volunteer/career service model.

C. Apparatus Assessment:

1. Examine the County's, two towns', and Virginia Tech Rescue's current fleet of apparatus and equipment to identify current and future needs to align with the recommendations of this comprehensive assessment.

2. Develop recommended short-, mid-, and long-term options for operations to improve the level of service regarding fire and rescue station locations and other operations. These options may include but are not limited to specific recommendations regarding:
 - a. Operations and deployment options of apparatus by type
 - b. Operational staffing needs
 - c. Deployment of special units or resources
3. Evaluate apparatus maintenance and repair services to determine the feasibility of internal service versus external services.

D. Funding Model Recommendations:

1. Examine the current funding model used by the County, two towns, and volunteer agencies.
2. Identify best practice funding models to support the current and future combined volunteer-career system under a county/town governmental structure.

E. Other Key Items:

1. Identify and provide relevant information regarding applicable federal and state grants that might apply to new fire stations, staffing needs, equipment, or apparatus.
2. Communication as needed with a steering committee that may include members from the County, each town, and various fire and rescue agencies.
3. Prepare a draft report for review and comment before drafting the final report.
4. Present final report to fire and rescue county leadership, County Administrator and Town Managers, Board of Supervisors, Town Councils, and Virginia Tech leadership.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP to include:
 - a. **One (1) original and six (6) paper copies of the entire proposal INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked.
 - b. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked.
 - c. Should the proposal contain **proprietary information**, provide:

- i. **One (1) redacted paper copy** of the entire proposal inclusive of all attachments. **All identified proprietary information should be blacked out.** This copy should be marked “**Redacted Copy**”
- ii. **One (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This USB/Flash Drive should be marked “**Redacted Copy**”.

d. Response shall be submitted to:

Jeff Groseclose, CPPB, Procurement Manager
Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073

Identify on outside of envelope: **Sealed RFP # 26-02**

RFP Due date and hour: **July 17, 2025, 3:00 P.M.**

- e. Offerors may choose to submit required electronic copies through the eVA Electronic Submission process by the date and time identified herein. Offerors must still submit required paper copies described above. In order to submit an electronic proposal, the offeror **must be properly registered with eVA.** Registration may be accomplished through this site: <https://eva.virginia.gov/register-now.html>. It is strongly encouraged that registration be completed well in advance of the submission deadline to avoid any delays in the process. Montgomery County will not be able to assist offerors with their submissions. Offerors must contact eVA with any questions or needs for assistance with submission. Upon successful submission, the offeror should receive confirmation of the submission through eVA. The County will not confirm receipt of the proposal. For a tutorial on how to view and respond to a solicitation, visit: <https://www.youtube.com/watch?v=KSxcAkOekW0>. Montgomery County is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes, but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions. It is the sole responsibility of the Offeror to ensure the proposal is submitted on time.

The Offeror shall make no other distribution of the proposal.

2. Proposal Preparations:

- a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Procurement Manager will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete

or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals will be reviewed and evaluated by a Committee as designated by the County.
 - c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one page, the proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - f. Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- B. SPECIFIC REQUIREMENTS:** Proposals should be as thorough and as detailed as possible so that the County may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:
- 1. The return of the RFP general information form and addenda, if any, signed and completed as required.
 - 2. Please provide (four) (4) recent references, similar to Montgomery County, for whom you have

provided the type of services described herein. Include the date(s) services were furnished, the client name and address, and the name and phone number of the individual Montgomery County has your permission to contact.

3. Qualifications and experience that ensure the offeror will meet the objectives outlined in the Statement of Need. Include resumes of key staff
4. Explanation of methodology and approach to meet the objectives outlined in the Statement of Need
5. Explanation of capacity and ability to meet the objectives outlined in the Statement of Need
6. Detailed timeline, including a duration of time for each task
7. A clear pricing schedule based on requirements of the Statement of Need. Please provide hourly rates for any future work that may be requested under a term contract.
8. Offeror may submit other information believed pertinent for consideration.
9. Any and all deviations from, or exceptions to, the specifications and requirements herein must be listed and prominently displayed in proposal materials and should be clearly stated by the offeror in a separate section titled "Exceptions".

V. EVALUATION AND AWARD OF CONTRACT:

- A. Award of Contract:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Montgomery County shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract tot that offeror. Montgomery County may cancel the Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia.) Should Montgomery County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the contractor's proposal as negotiated. See Attachment B for sample contract form.

B. Evaluation Criteria: Proposals shall be evaluated by the County using the following criteria:

<u>EVALUATION CRITERIA</u>		<u>WEIGHT</u>
1.	Qualifications and Experience	30
2.	Method and plan for providing services	30
3.	Capability and Capacity	20
4.	Cost of Services	15
5.	References	5

VI WRITTEN QUESTIONS: Questions regarding the Statement of Need in this RFP must be submitted in writing no later than close of business on **June 26, 2025** and should be emailed to mcpurchasing@montgomerycountyva.gov. Responses to written questions will be answered in a written addendum.

VII RESERVATION OF RIGHTS: Montgomery County reserves the right to award in part or in whole, to one or more vendors, or to reject any or all proposals, whichever is deemed to be in its best interest.

VIII CONTRACT ADMINISTRATION:
Christopher Lawrence, Deputy County Administrator, or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Montgomery County Purchasing Department through a written amendment to the contract.

IX PAYMENT PROCEDURES: The County will authorize payment to the Contractor after receipt of Contractor's correct invoice for goods/services rendered. Invoices shall be sent to:

Montgomery County, County Administration
Attn: Christopher Lawrence, Deputy County Administrator
755 Roanoke Street, Suite # 2E
Christiansburg, VA 24073-3180

X CONTRACT PERIOD: The initial term of this contract is from award until completion of the services required by the contract. There will be an option for four (4) optional one-year renewals, or as negotiated.

ATTACHMENT A TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

RFP General Terms and Conditions can be found by clicking on the link below.

<https://montgomerycountyva.gov/1/departments-services/purchasing>

SPECIAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The County may acquire other goods and services that the supplier provides than those specifically solicited. The County reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services as negotiated under the same terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products components, accessories, subsystems, or related services that are newly introduced during the term of the contract. Such additional goods and services will be provided to the County at favored nations pricing. The exact pricing of these goods and services will negotiated and determined at the time of procurement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Montgomery County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
3. **AUTHORIZED USERS:** Additional State agencies, institutions and/or other public bodies may be added or deleted to receive the goods or services resulting from this solicitation. Montgomery County Purchasing Department shall be notified by the contractor or the specific agency intending to use the contract to determine if a written modification to the contract is necessary. Such modifications, when/if required, shall name the specific agency added or deleted and the effective date.
4. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
5. **CANCELLATION OF CONTRACT:** Montgomery County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
6. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:
Montgomery County
Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179
Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or

package.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Montgomery County Purchasing Department.

7. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Montgomery County, but shall be an independent contractor.

Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Montgomery County, or to otherwise act on behalf of Montgomery County, except as Montgomery County may expressly authorize in writing.

8. **INSURANCE:**

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Montgomery County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - \$100,000.00

C. General Liability - \$500,000.00 combined single limit. Montgomery County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - \$500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

9. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

10. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal received in response to this solicitation shall be valid for (120) days. At the end of the (120) days the proposal may be withdrawn at the written

request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

11. **SEVERAL LIABILITY:** Montgomery County will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

**ATTACHMENT B
COUNTY OF MONTGOMERY
STANDARD CONTRACT**

Contract Number:

This contract entered into this ____ day of, 202__, by _____ hereinafter called the “Contractor” and the County of Montgomery, called the “County”.

WITNESSETH that the Contractor and the County, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the services to the County as set forth in the Contract Documents.

CONTRACT PERIOD: The initial contract period is _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: Payment to the County shall be made in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of signed Contract, the statement of need, general terms and conditions, special terms and conditions, specifications, and other data contained in this Request For Proposal Number, dated _____, together with all written modifications thereof, the proposal submitted by the Contractor dated _____ and the Contractor’s letter dated _____, all of which contract documents are incorporated herein.

In **WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

COUNTY OF MONTGOMERY:

By: _____ By: _____

Title: _____ Title: _____