



## AGENDA REPORT

**Meeting Date:** November 30, 2010  
**Item Number:** F-7  
**To:** Honorable Mayor & City Council  
**From:** Steve Zoet, Asst. Director of Community Services, Recreation and Parks  
**Subject:** **APPROVAL TO INCREASE AN EXISTING BLANKET PURCHASE ORDER TO \$53,000 FOR DESTINATION SCIENCE TO CONDUCT SCIENCE CAMP ACTIVITIES THROUGH THE COMMUNITY SERVICES DEPARTMENT**

**Attachments:**

1. Agreement
2. Copy of Original Purchase Order
3. Change Order

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### **RECOMMENDATION**

It is recommended to increase Destination Science Camp's existing Blanket Purchase Order from \$44,000 to \$53,000 (a total increase of \$9,000) for FY 10-11 due to increased enrollment.

### **INTRODUCTION**

Destination Science is a contracted company that has offered Summer Science Camp for the past 8 years. Students participate in the cutting-edge, hands-on science enrichment program; and through an innovative curriculum and fascinating projects, the children explore and enjoy many facets of science and learn critical thinking through creative problem solving.

### **DISCUSSION**

While many other camps struggled last summer to maintain enrollment numbers due to the economic downturn, Destination Science surpassed the City's revenue expectations. It was mutually decided by City and Vendor to add an additional week to Destination Science Camp's summer program. With the additional week, enrollment increased from 264 students last year to 369 students which brought in revenue of over \$78,857; netting the City close to \$28,621 in our percentage share.

[Continued]

**FISCAL IMPACT**

Expenditures are offset by revenue. The provision of this program is based upon split revenue with the City retaining 30% and Destination Science Camp receiving 70% of program registration. Funds are available for the \$9,000 increase in the Youth/Recreation Activities Events and Contractual Services (Account #0106702-73122).

  
\_\_\_\_\_  
Finance Approval

Steven Zoet   
\_\_\_\_\_  
Approved By

# **Attachment 1**

AMENDMENT# 1 BETWEEN THE CITY OF BEVERLY HILLS AND  
 DESTINATION SCIENCE CAMP TO CONDUCT SCIENCE CAMP  
 ACTIVITIES THROUGH THE CITY'S COMMUNITY SERVICES  
 DEPARTMENT

NAME OF CONTRACTOR: DESTINATION SCIENCE CAMP

RESPONSIBLE PRINCIPAL OF CONTRACTOR: Heena Desai, Secretary

CONTRACTOR'S ADDRESS: 953 N. Elm  
 Orange, CA 92867

CITY'S ADDRESS: City of Beverly Hills  
 455 N. Rexford Drive  
 Beverly Hills, CA 90210  
 Attention: Steve Zoet, Interim Director of Community Services

COMMENCEMENT DATE: June 1, 2008

TERMINATION DATE: June 30, 2011 unless extended pursuant to Section 2 of this Agreement

CONSIDERATION: Based at the rate set forth in Section 3,:

Original Agreement Not to Exceed:

- a. FY 08-09 - \$44,000
- b. FY 09-10 - \$44,000
- c. FY 10-11 - \$44,000

Original Agreement Total Not to Exceed \$132,000

This Amendment No. 1 Not to Exceed:

- c. FY 10-11 - \$53,000

This Amendment No. 1 Total Not to Exceed \$141,000

CHANGE ORDER AGREEMENT

Pursuant to Beverly Hills Municipal Code Section 3-3-111, the Contracting Officer may approve a change order that order does not exceed his/her purchasing authority

**AMENDMENT# 1 BETWEEN THE CITY OF BEVERLY HILLS AND  
DESTINATION SCIENCE CAMP TO CONDUCT SCIENCE CAMP  
ACTIVITIES THROUGH THE CITY'S COMMUNITY SERVICES  
DEPARTMENT**

This Amendment No. 1 is to that certain Agreement between the City of Beverly Hills (hereinafter called "CITY"), and Destination Science Camp (hereinafter called "CONTRACTOR") dated July 8, 2008 and identified as Contract No. 263-08 "Agreement".

CITY and CONTRACTOR desire to extend the term of the Agreement, and increase the Consideration of the Agreement.

NOW, THEREFORE, the parties agree as follows:

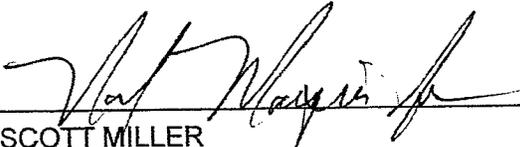
Section 1. CONSIDERATION shall be amended as set forth above due to an unexpected increase in enrollment.

Section 2. Except as specifically amended by this Amendment No. 1, the remaining provisions of the Agreement shall remain in full force and effect.

[Signatures Continued]

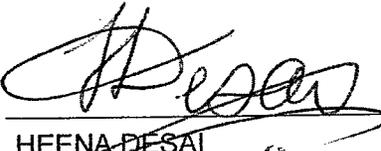
EXECUTED the 27<sup>th</sup> day of October 2010, at Beverly Hills, California.

CITY OF BEVERLY HILLS  
A Municipal Corporation

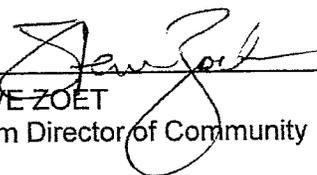
  
\_\_\_\_\_  
SCOTT MILLER  
Director of Administrative Services/Chief  
Financial Officer

CONTRACTOR:

  
\_\_\_\_\_  
KATHLEEN HERAGHTY  
Director

  
\_\_\_\_\_  
HEENA DESAI  
Secretary

APPROVED AS TO CONTENT

  
\_\_\_\_\_  
STEVE ZOET  
Interim Director of Community Services

  
\_\_\_\_\_  
KARL KIRKMAN  
Risk Manager



July 1, 2010

Destination Science Camp  
Attn: Heena Desai, Secretary  
PMB 326, 17853 Santiago Blvd., #107  
Villa Park, CA 92861

Re: Agreement Between the City of Beverly Hills and Destination Science Camp for Science Camp Activities Services dated July 8, 2008 Agreement No. 263-08.

Dear Mr. Miller,

The purpose of this letter is to extend the time of performance of the Agreement as set forth in Section 2, which provides that the City Manager or his designee may extend such time in writing for two additional one year periods. The time of performance is hereby extended to June 30, 2011, pursuant to the same terms and conditions of the Agreement.

Very truly yours,



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Steve Zoet  
Interim Director of Community  
Services

cc: Byron Pope, City Clerk  
Laurence S. Wiener, City Attorney  
Scott G. Miller, Director of Administrative Services/Chief Financial Officer



Stephen M. Miller, Director  
Community Services

April 30, 2009

Heena Desai  
Secretary  
Destination Science Camp  
935 N. Elm  
Orange, California 92867

Re: Agreement Between the City of Beverly Hills and Destination Science Camp to Conduct Science Camp Activities Through the City's Community Services Department, Contract No. 263-08, dated July 8, 2008 ("Agreement")

Dear Ms. Desai:

The purpose of this letter is to extend term of the Agreement pursuant to Section 2, which provides that the City Manager or his designee may extend the time of performance in writing for two additional one year periods. The term of the Agreement is hereby extended to June 30, 2010, and the Agreement shall remain in full force and effect.

Yours very truly,

A handwritten signature in black ink, appearing to read "Stephen M. Miller", is written over a horizontal line.

Stephen M. Miller  
Director of Community Services

Bo785-0001/1131604.1

cc: Byron Pope, City Clerk  
Laurence S. Wiener, City Attorney  
Scott G. Miller, Chief Financial Officer

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND  
DESTINATION SCIENCE CAMP TO CONDUCT SCIENCE  
CAMP ACTIVITIES THROUGH THE CITY'S COMMUNITY  
SERVICES DEPARTMENT

NAME OF CONTRACTOR: Destination Science Camp

RESPONSIBLE PRINCIPAL  
OF CONTRACTOR: Heena Desai, Secretary

CONTRACTOR'S ADDRESS: 953 N. Elm  
Orange, California 92867

CITY'S ADDRESS: City of Beverly Hills  
455 N. Rexford Drive  
Beverly Hills, CA 90210  
Attention: Stephen Miller, Director of  
Community Services

COMMENCEMENT DATE: July 1, 2008

TERMINATION DATE: June 30, 2009, unless extended pursuant to  
Section 2 of the Agreement

CONSIDERATION: Not to exceed \$44,000 per year at the rate of  
70% of the registration fees as described in  
Section 3

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND  
DESTINATION SCIENCE CAMP TO CONDUCT SCIENCE  
CAMP ACTIVITIES THROUGH THE CITY'S COMMUNITY  
SERVICES DEPARTMENT

THIS AGREEMENT is made as by and between the City of Beverly Hills (hereinafter called "City"), and Destination Science Camp (hereinafter called "Contractor").

RECITALS

A. City desires to have certain services provided (the "services") as set forth in Exhibit A, attached hereto and incorporated herein.

B. Contractor represents that it is qualified and able to perform the services.

NOW, THEREFORE, the parties agree as follows:

Section 1. Contractor's Services. Contractor shall perform the services to the satisfaction of City as described in Exhibit A.

Section 2. Time of Performance. Contractor shall perform the services on or by the Termination Date set forth above. The City Manager or his designee may extend the time of performance in writing for two additional one-year terms pursuant to the same terms and conditions of this Agreement.

Section 3. Compensation and Payment.

(a) Upon satisfactory completion of all science camp services to be provided pursuant to Exhibit A of this Agreement, City shall pay Contractor compensation in an amount not to exceed the amount set forth above at the rate of seventy percent (70%) of the City resident rate multiplied by the number of registrants of the classes provided by Contractor for City under this Agreement.

(b) Contractor shall submit an itemized statement to City for its services performed for the prior month, which shall include documentation setting forth in detail a description of the services rendered. City shall pay Contractor the amount of such billing within thirty (30) days of receipt of same.

Section 4. Independent Contractor. Contractor is and shall at all times remain, as to City, a wholly independent contractor. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as herein set forth. Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City.

Section 5. Responsible Principal.

(a) Contractor's Responsible Principal set forth above shall be principally responsible for Contractor's obligations under this Agreement and shall serve as principal liaison

between City and Contractor. Designation of another Responsible Principal by Contractor shall not be made without the prior written consent of City.

(b) City's Responsible Principal shall be the City Manager or his designee set forth above who shall administer the terms of the Agreement on behalf of City.

#### Section 6. Personnel.

(a) Contractor represents that all of the services required under this Agreement shall be performed by Contractor. Contractor further represents that it is qualified to perform such services.

((b) Prior to Contractor performing services under this Agreement, Contractor and Contractor's personnel shall be fingerprinted by the City Police Department in order to conduct a State Department of Justice ("DOJ") background check. City shall waive the administrative cost of fingerprinting and shall pay the DOJ fees. If Contractor or any Contractor personnel have been convicted of a misdemeanor or felony involving moral turpitude according to the DOJ report, City may terminate this Agreement immediately.

Section 7. Interests of Contractor. Contractor affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by this Agreement. No person having any such interest shall be employed by or be associated with Contractor.

#### Section 8. Insurance.

(a) Contractor shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance, with minimum limits of One Million Dollars (\$1,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by Contractor.

(b) Contractor agrees to maintain in force at all times during the performance of work under this Agreement workers' compensation insurance as required by law.

(c) Contractor shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all of the requirements of this Agreement.

(d) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least a B+; VII in the latest edition of Best's Insurance Guide.

(e) Contractor agrees that if it does not keep the aforesaid insurance in full force and effect City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon.

(f) At all times during the term of this Agreement, Contractor shall maintain on file with the City Clerk a certificate or certificates of insurance on the form set forth in Exhibit B, attached hereto and incorporated herein, showing that the aforesaid policies are in effect in the required amounts. Contractor shall, prior to commencement of work under this Agreement, file with the City Clerk such certificate or certificates. The policies of insurance required by this Agreement

shall contain an endorsement naming the City as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days prior written notice to City, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement.

(g) The insurance provided by Contractor shall be primary to any coverage available to City. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(h) Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond guaranteeing payment of losses and expenses.

Section 9. Indemnification. Contractor agrees to indemnify, defend and hold harmless City, City Council and each member thereof, and every officer, and employee of the City, from any claim, liability or financial loss including, without limitation, attorneys fees and costs, arising in any manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor or any person employed by Contractor, including agents and independent contractors, in the performance of this Agreement. The duties set forth in this Section shall survive termination of this Agreement.

Section 10. Termination.

(a) City may terminate this Agreement at any time without cause by giving five (5) days prior written notice of such termination to the non-terminating party, and by specifying the effective date thereof. If this Agreement is terminated by City as provided herein prior to the commencement of a session, City shall not pay Contractor for that session. If this Agreement is terminated by City as provided herein during a session, City shall pay Contractor for its services satisfactorily rendered as of the date of termination a pro rated share of the amount due Contractor for that session. In no event shall the amount of money to be paid under the foregoing provisions of this paragraph exceed the amount which would be paid Contractor for the full performance of the services required by this Agreement.

(b) In the event City determines that enrollment in the science camps is insufficient, funds or facilities become unavailable, or Contractor does not perform the services required by this Agreement to the satisfaction of City, City may terminate this Agreement and City shall not pay Contractor for the services performed.

Section 11. Licenses and Permits. Contractor agrees to maintain in effect at all times valid local, state and federal licenses and permits.

Section 12. Notice. Any notice required to be given to Contractor shall be deemed duly and properly given upon delivery, if sent to Contractor postage prepaid to the Contractor's address set forth above or personally delivered to Contractor at such address or other address specified to City in writing by Contractor.

Any notice required to be given to City shall be deemed duly and properly given upon delivery, if sent to City postage prepaid to City's address set forth above or personally delivered to City at such address or other address specified to Contractor in writing by City.

Section 13. Successors and Assigns. Contractor shall not assign or attempt to assign any portion of this Agreement without the written approval of City.

Section 14. Entire Agreement. This Agreement represents the entire integrated agreement between City and Contractor, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Contractor.

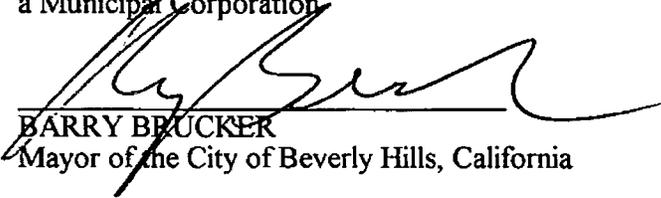
Section 15. Governing Law. The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California.

Section 16. Attorney's Fees. In the event that City or Contractor commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to recover its costs of suit, including reasonable attorney's fees.

Section 17. Severability. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be valid under applicable law. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the 8<sup>th</sup> day of July, 2008.

CITY OF BEVERLY HILLS  
a Municipal Corporation

  
BARRY BRUCKER  
Mayor of the City of Beverly Hills, California

ATTEST:

  
BYRON POPE (SEAL)  
City Clerk

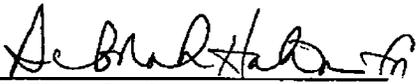
CONTRACTOR: DESTINATION SCIENCE  
CAMP

  
KATHLEEN HERAGHTY  
Director

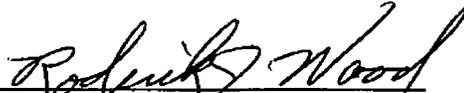
  
HEENA DESAI  
Secretary

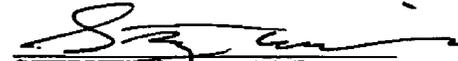
[Signatures continue]

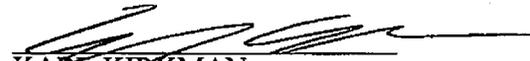
APPROVED AS TO FORM:

  
LAURENCE S. WIENER  
City Attorney

APPROVED AS TO CONTENT:

  
RODERICK J. WOOD  
City Manager

  
STEPHEN M. MILLER  
Director of Community Services

  
KARL KIRKMAN  
Risk Manager

## EXHIBIT A

### Scope of Services

Contractor shall provide science camp activities as described in Exhibit A-1, attached hereto and incorporated herein by this reference, to City in accordance with a schedule mutually agreed upon by the parties in writing. The schedule is subject to change by City, which may reschedule or cancel any or all science camp activities at its discretion. City shall set the rates charged for the science camps.

## EXHIBIT A-1

### Raging Wet Reaction Lab©

Build your own Chemistry Kit so you can become a science wizard and do all the amazing reaction experiments we do at camp... at HOME! Experience bubbling, frozen CO2 and a new polymer slime you can eat. Build an electric propeller-powered, submersible marine monster to race in our raging wet splash zone. Experience the wet and wild excitement of fantastic physics when you enter the gravity water balloon drop zone.

### Hydrio Galactic Rocket Mania!©

This rocket uses the power of air pressure & water for crazy water soaking fun flights. Design the all new electric powered Space-age Universal Vehicle (SUV). Design your own future planetary exploring vehicle. Everyone will build the all new far out flight ring launcher. You can launch your flight ring across a field to a friend or send a secret message anywhere, anytime. This Ultimate space camp includes a crazy diving submarine, a Mars volcano you can eat and much more!

### Extreme Battlebots!©

Enter the robot building lab as you design your very own all new, K'NEX motorized creature, to add to your robot collection. This ultimate robot camp includes building your own bubble blaster, high wire robot, and crazy centripetal art masterpiece-maker. Enter the Techno Fun Zone as you use the immense energy of our star, the Sun, to power up your solar powered mini dune buggy. Meet "STINGER" the robo-bug scorpion that you create to race & battle. Wire your own electronic game and build a secret pin radio that really works. Build your very own electric telephone voice recorder to send messages & to store our your secret formulas.

### Outrageous Science Mysteries!©

Enter the CSS (Crime Scene Science) Lab, become a Science Detective using your very own secret agent crime solver kit complete with a mini microscope, giant magnifying glass and fingerprint duster. Join all camp Science Treasure Quest Adventure; use compass binoculars, glowing chemical reaction balls and a super sonic spy ear to find a different treasure each day. Use a real stethoscope that you put together yourself to listen to the most extreme muscle in your body. Then grow the most outrageous prehistoric life form ever, a dinosaur plant!! This action-packed camp includes - crazy crystal growing, mysterious squid creatures, terrible Tornado science and will take you to the edge and back!



**EXHIBIT B**

**CERTIFICATE OF INSURANCE**

This is to certify that the following endorsement is part of the policy(ies) described below:

**NAMED INSURED**

**COMPANIES AFFORDING COVERAGE**

**ADDRESS**

A.  
B.  
C.

COMPANY (A. B. C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	LIMITS		
				B.I.	P.D.	AGGREGATE
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKERS' COMPENSATION <input type="checkbox"/>					

It is hereby understood and agreed that the **City of Beverly Hills**, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the **City of Beverly Hills** and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the **City of Beverly Hills**.

In the event of cancellation or material change in the above coverage, the company will give **30 days** written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance 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.

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

Authorized Insurance Representative

AGENCY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RM02.DOC REVISED 10/14/96.

# **Attachment 2**



**CITY OF BEVERLY HILLS**

455 N Rexford Drive  
Beverly Hills, CA 90210

**PURCHASE ORDER NO. 11200562**

PAGE NO. 1

VENDOR 02745  
DESTINATION SCIENCE CAMP  
953 N ELM STREET  
ORANGE CA 92867

SHIP TO LA CIENEGA PARK - R P  
CITY OF BEVERLY HILLS  
8400 GREGORY WAY  
BEVERLY HILLS, CA 90210-3713  
ATTN: GREG MATSUURA/MRV 310.285.253

ORDER DATE: 08/09/10		BUYER: GMATSUURA/MRV		REQ. NO.: 11100304	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.:		DESC.: REC ACTS CONTRACT SVCS	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00		EXTENSION TO AGREEMENT #263-08 EXPIRES 6/30/2011. ALL INSURANCE MUST REMAIN CURRENT. CHARGES ARE NOT TO EXCEED TOTAL INSTRUCTION (YOUTH SCIENCE) - BLANKET PO.	44000.0000	44,000.00
				PAGE TOTAL \$	44,000.00
				TOTAL \$	44,000.00
ITEM#	ACCOUNT	AMOUNT	PROJECT CODE		
01	0106702 73122	44,000.00			

APPROVED BY

AUTHORIZED SIGNATURE

AUG 10 2010

# **Attachment 3**



# CITY OF BEVERLY HILLS CHANGE PURCHASE ORDER REQUEST

455 NORTH REXFORD DRIVE  
BEVERLY HILLS, CALIFORNIA 90210-4817

PAGE 1

PURCHASE ORDER NO
11200562
CHANGE ORDER NO
1

DATE	DIVISION NAME
11/04/2010	COMMUNITY SERVICES

VENDOR NO: 02745  
VENDOR NAME: Destination Science Camp

ACTION A/D/E	ITEM	BUDGET UNIT	ACCOUNT #	ORIGINAL PRICE	AMOUNT REQUESTED	EXTENDED PRICE
E	1	0106702	73122	\$44,000.00	\$9,000.00	\$53,000.00

Encumber \$9,000.00 to cover the Summer 2010 Destination Science invoice; vendor and City decided to add one additional week to the summer camp program due to its enrollment success.

ACTION A/D/E	ITEM	BUDGET UNIT	ACCOUNT #	ORIGINAL PRICE	AMOUNT REQUESTED	EXTENDED PRICE
						\$ -

ACTION A/D/E	ITEM	BUDGET UNIT	ACCOUNT #	ORIGINAL PRICE	AMOUNT REQUESTED	EXTENDED PRICE
						\$ -

<b>DETAILS:</b>			
Original PO Amount:	\$44,000.00	PO TOTAL	
Change order # 1	\$ 9,000.00	Item #	1
Change order #	\$	Item #	
Change order #	\$	Item #	
Change order #	\$	Item #	
<b>New PO Total:</b>	<b>\$53,000.00</b>		

MUST BE SIGNED BY AUTHORIZED CITY AGENT

Use this space if you need another authorized signature	AUTHORIZED SIGNATURE  Teri Angel PRINT & SIGN NAME
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STATE SALES TAX SHOULD BE ADDED TO THE INVOICE. EXEMPTION CERTIFICATES WILL BE SUPPLIED BY THE CITY CONCERNING FEDERAL EXCISE TAXES. SEE REVERSE SIDE FOR TERMS AND CONDITIONS	11/04/2010 DATE
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ACTION LEGEND  
A=ADD NEW CODE    D=DISENCUMBER    E-ENCUMBER