

Gulf Bend Mental Health Mental Retardation Center – DBA Gulf Bend Center Request for Proposal –Office Supplies

Gulf Bend Center (GBC or the Center) is requesting a proposal from an office supply vendor with experience in offering business office supplies.

I. BACKGROUND INFORMATION

GBC is a community center in the State of Texas formed as the result of legislation passed in 1965. GBC is a 501(c)(3) non-profit agency governed by a nine-member Board of Trustees. It has grown from a small organization offering limited services to a major behavioral health provider, serving over 8000 individuals annually in a comprehensive array of mental health, and intellectual developmental disabilities services. GBC provides services in a seven-county region that includes: Victoria, Jackson, Calhoun, Refugio, Goliad, Dewitt, and Lavaca Counties.

A. Purpose of Office Supplies

The purpose of this Request for Proposal is to obtain products from of an office supply vendor. Office supplies will be provided for Gulf Bend Center starting September 1, 2019. This RFP seeks vendors who can provide office supplies that will substantially meet the business requirements of the operations of GBC. Respondents interested in submitting a proposal must comply with the terms and conditions described in this RFP. The products to be provided by the vendor will be discussed in the next section and details listed in Attachment D.

B. Scope of Products/Services Requested by Independent Contractor.

Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with deciding of their individual needs. The following is a list of suggested (but not limited to) categories of products for contract pricing:

- Office Supplies to include the following but not limited to:
 - Pens
 - Staples
 - Note Pad letter size
 - Posted Notes
 - Printer paper including letter, legal, and ledger size.
- Please refer to Attachment D for bidder details including a core item listing.

C. GBC Responsibilities

- Any required information will be provided for the vendor.

D. Vendor Responsibilities

- The vendor's catalog should provide a variety of major manufacturers of the specified products and services.
- Vendor electronic on-line catalog is preferred, which would include order entry, quantity, pricing, discount, etc.
- Orders of stocked products will be shipped ***within 48 hours of receipt of order.***
- The Center will be notified by the vendor if the product ordered cannot be shipped within this period to give the Center the opportunity to secure product elsewhere.

- No “restocking” fees may be collected on items cancelled for failure to be delivered within the specified time frame.
- Products sold under the contract must be guaranteed by the contractor for a three-year period.
 - Exception would be identified special order items
- All merchandise sold under the contract shall be subject to exchange or refund.
- Orders not filled, and partials shall be indicated on the packing list. Vendor shall inform member of anticipated delivery date for unfilled and partial orders.
- All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the member’s purchase order number, vendor name and name of articles.
- Supply vendor will offer competitive pricing on items purchased including but not limited to the list of core items found in Attachment D.
- Supply vendor will offer and state the percentage of discount offered on ‘non-core’ items.
- Supply will be delivered during regular weekly working hours, Monday through Friday, between the hours of 8am – 5pm.
- Supply vendor will assign a dedicated customer service representative to GBC for orders, issues, concerns, and questions.
- Supply vendor will apply discounts and sale prices when applicable.
- For orders of \$50 or more, vendor will provide no additional charges for shipping, restocking fees, admin fees, or any other additional charges.
- Supply vendor will provide the upmost professional customer service in handling all aspects of orders, delivers, and the like.

E. Terms of the Contract

The contract for Office Supplies, based upon the Board of Trustees' approval of the proposal, will be for the following term:

- A three-year period which will cover GBC’s fiscal years FY20-FY22. September 1, 2019 through August 31, 2022.
- There will be an additional three-year renewal period *at the discretion of the Center*, which will cover GBC’s fiscal years FY23-FY25. September 1, 2022 through August 31, 2025.
- The agreement can be terminated for cause.

F. Dispute Resolution

Disputes concerning the terms of contracted goods and services that cannot be resolved will be brought before an independent mediation center, whose decision will be binding upon both parties.

II. TECHNICAL PROPOSAL CONTENT

NOTE: There should be no dollar units or total costs included in the Technical Proposal of the document.

A. Cover Letter

See Conditions for Submission of Proposal in Section IV.

B. Technical Component

To describe clearly the vendor's understanding of the work to be done, the proposer will:

- Describe the level of assistance that will be expected from GBC personnel; and
- Make a statement concerning the independence of the proposer, including direct and indirect financial interest, and the relationship, if any, of any employee of GBC and/or any members of the Board.

C. Management Component

The proposer will furnish satisfactory evidence of capability to provide in a professional and timely manner the goods and services stated in the Request for Proposal. To meet this requirement, the proposer will:

- If applicable, provide the name of the external quality control review organization of which the proposer is a member and the proposer's length of membership. Also, state the review organizations planned frequency of reviews;
- If applicable, also state whether the vendor has received a review and whether in the most recent review an unqualified report was issued (a copy of the review report must be requested by GBC);
- State whether the proposer is a national, regional or local vendor.
- State whether the proposer is currently under the terms of a public or private reprimand by any state/federal agencies;
- Provide evidence of the ability to comply with the requirements in Sections II and VII of the Request for Proposal.
- Vendor is not being investigated for Overcharging by any State or Federal Agency.
- Vendor will notify the Center of any changes in ownership and the vendor will notify any entity requesting this information.

D. Evaluation

Criteria used to evaluate the proposer's methodologies, products and services are included as Attachment A.

III. DOLLAR COST PROPOSAL

A. Total Maximum Price

The dollar cost bid should contain all pricing information relative to performing the goods and/or services as described in this request for proposal. The first page of the dollar cost bid should include the following information:

- Name of vendor,
- Certification that the person signing the proposal is entitled to represent the vendor, empowered to submit the proposal and authorized to sign a contract with GBC, and
- Based on the number of products GBC would require, provide the following:
 - Product Rate(s) per Unit.
 - Provide the unit cost and total cost based on the estimated number of units that GBC provides for proposal purposes only. See Attachment D.
 - These details are to be used as a representation of potential usage. It does not lock in any overall pricing based on estimated volume. The unit price requested is based on the estimated usage that the Center has to the best of our knowledge.

B. Manner of Payment

Payments will be made in accordance with the contract.

IV. CONDITIONS FOR SUBMISSIONS OF PROPOSAL

A. Proposals must include:

- A cover letter clearly stating the name of the vendor and the name, address and telephone number of the proposer's representative.

- Proposal must address each of the requirements as stated in this Request for Proposal;

B. Acceptance/Rejection of Submittal

GBC may reject any and/or all proposals, and to negotiate portions thereof, including the following:

- Proposals that address only part of the requirements contained in this Request for Proposal with not be considered.
- Select any proposal, considering the quoted estimated fee and other factors.
- Request any additional information from the proposer that GBC may reasonably require.
- Reject proposals that have been modified.
- The Proposals do not adhere to the 'best value' selection and do not align with GBC as a steward of governmental funds.

C. Preparation Costs

- GBC shall not be responsible for proposal preparation costs, nor for the cost, including attorney fees associated with any administrative, judicial or other type of challenge to the determination of the selected proposer and/or award of the contract and/or rejection of the proposal.
- By submitting a proposal, each respondent agrees to be bound in the respect and waives all claims to such costs and fees.

D. Oral Interviews and Other Communications Prior to Submission

- GBC may ask proposers to send a representative for an oral interview prior to approval of a proposal.
- GBC is aware of the time and effort you expend in preparing and submitting bids.
 - Let us know of any bid requirements, which are causing you difficulty in responding to the Center's RFP.
 - We encourage you to meet with the Center's Selection Committee to address any questions and/or concerns.
 - We want to make this process as smooth and easy as possible so that all vendors can compete for Gulf Bend Center's business.
- GBC will not be liable for the costs incurred by the proposer for such interview.

G. Late Submissions

- Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.

H. Confidentiality – Open Records Act

- The content of all proposals will be kept confidential throughout the selection process.
- Once the selection process has ended and a selection has been made, copies of any proposal will be available for other respondents to review.

I. Disposition of Proposals

- All materials submitted in response to the RFP shall become the property of the Center.

J. Non-Participation

- If you do not wish to participate in the current proposal process, but wish to participate in the future, all

procurement 'Request for Proposals' will be provided on the public website for Gulf Bend Center at <https://www.gulfbend.org/>. The link will be found on the home page by clicking on the green tab that says 'RFP/Contracts'.

- If you will to provide your vendor's future interest in bidding for products and/or services, please submit a "No Bid" by the same time that the proposal is due and at the same location as stated for bidding.

K. Awarded Proposal Withdrawal

- An awarded proposal that has been accepted by GBC, may not be withdrawn or canceled by the proposer without permission of GBC.

L. GBC Provisions

- **FUNDING:** Funds for payment have been provided through GBC budget approved by the Board of Trustees annually for each fiscal year. Therefore, anticipated orders or obligations that may arise past the end of the current GBC fiscal year shall be subject to budget approval.
- **SALES TAX:** GBC is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
- **EXCEPTIONS/SUBSTITUTIONS:** All bids meeting the intent of this request for proposal will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the 'Exceptions/Comments' section provided below, 'Attachment E', or by attachment as part of the proposal. The absence of such a list shall indicate that the bidder has not taken exceptions and that GBC shall hold the bidder responsible to perform in strict accordance with the specifications of the proposal. See ATTACHMENT A. GBC reserves the right to accept all or none of the exception(s)/substitutions(s) deemed to be in the best interest of GBC.
- **PROPOSAL MUST COMPLY** with all federal, state, county and local laws concerning these types of service.
- **INVOICES:** When applicable, invoices will show all information as stated above and will provide a monthly invoice. Invoicing will be mailed directly to Gulf Bend Center Accounts Payable Department, 6502 Nursery Dr., Ste 100, Victoria, Texas 77904, or emailed to payables@gulfbend.org.
- **REMEDIES:** The successful bidder and GBC agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.
- **VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Victoria, Texas.
- **ASSIGNMENT:** The successful proposer will not sell, assign, transfer or convey this contract, in whole or part, without the prior written consent of GBC.
- **SILENCE OF SPECIFICATION:** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point will be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications will be made based on this statement.

V. PROCEDURES FOR SUBMITTING PROPOSALS

A. Delivery of responses to the Request for Proposal, whether email, mail or hand-delivery, should be addressed to:

Anna Arage, CFO
Gulf Bend Center
6502 Nursery Drive, Ste 100
Victoria, TX 77904
anna1685@gulfbend.org
361-582-2339

(Hand Deliver to CFO Office on Second Floor)

- Proposal must be received no later than **August 14, 2019** by EOB.

B. Number of Copies of Proposal

- Submit one copy of the Technical Proposal and one copy of the Dollar Cost Bid. Each copy must be clearly marked as "Technical Proposal" or "Dollar Cost Bid."

VI. ASSISTANCE TO PROPOSERS

Any person wishing to obtain additional information about the Request for Proposal or about the operations of GBC:

- May contact Anna Arage, CFO, by phone at 361-582-2339. If there is no answer, please leave a message.
- You may also contact the Center by emailing the CFO at anna1685@gulfbend.org. Please put 'Request for Proposal –Office Supplies' in the subject line of email.

VII. STATEMENT OF REQUIREMENTS

A. Minimum Qualifications

All vendors submitting a proposal must:

- Be legally able to do business in the State of Texas.
- Maintain policies of general and professional liability insurance coverage.
- It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

B. Proposal Guidelines

Please respond as outlined in this request for proposal and observe the following guidelines:

- Respond to questions as directly as possible along with any supporting information you feel will be pertinent to these questions.
- Our final contractor selection will be made based on our evaluation of the criteria outlined in the RFP.
- Submission of a proposal will be construed to imply agreement in advance to the services outlined in the enclosed materials.
- Brochures, photos, annual reports or any other appropriate printed material may be included in your proposal.
- The proposal package should be kept as brief as possible, however, with the subject areas clearly defined.

C. Questions

- Vendor History and Experience
 - Provide a brief history of your vendor including size, volume of business, locations, number of years in business and business philosophy.
 - Describe the vendor's visibility and influence within your field.
 - Provide contact names and phone numbers of 3 references.
- Compensation
 - Describe how you expect to be compensated for the products/services outlined in this proposal.

D. Confidentiality of Records of Individuals Served by this Agreement.

- If applicable, contractor agrees to keep all protected health information (PHI) of employees confidential in accordance with all applicable state and federal laws, statutes, and regulations protecting the confidentiality of such information, according to the State and Federal Administrative Codes.

E. Key Dates Required for the RFP

The following table outlines Gulf Bend Center’s key dates and events for RFP process.

07/23/2019	RFP is available at https://www.gulfbend.org
07/24/2019-08/7/2019	Initial Meetings for questions, etc. Oral Interviews
08/14/2019	Deadline for receipt of Proposals to Our Company’s office EOB.
08/15-21/2019	Center’s Selection Committee review period of proposals submitted.
08/23/2019	Notification of Awarded Proposal, pending Board Approval
08/27/2019	Board approved, if needed.

- Proposals shall be received no later than Wednesday, August 14, 2019 EOB (5pm).
- ***Proposers must sign and date the proposal on the appropriate page provided below.***
- ***Proposals which are not signed and dated in this manner may be rejected.***
- Initial meetings may be scheduled with the Center’s Selection Committee to go over questions and/or concerns.
- The Committee will be available to meet with interested financial institutions as to clarification of needs during the initial open RFP period from July 24, 2019 through August 7, 2019.
- To schedule meeting(s) during the initial open ITB period, please call Anna Arage, Chief Financial Officer, at 361-582-2339 or email anna1685@gulfbend.org.
- Bids received after the deadline, Wednesday August 14, 2019, EOB (5pm), will not be considered for the award of the contract and will be considered void and unacceptable.
- Accepted bids will be reviewed August 15 – 21, 2019. A decision will be made, and notification of the awarded proposal will be made by Friday 23, 2019 EOB.
- We will contact all vendors who turned in proposals following the reviewing.
- GBC reserves the right to extend the submission deadline or any other deadline or date indicated in the RFP if an extension would be in the best interest of Gulf Bend Center.
- The recommended proposed vendor MUST provide GBC with the signed agreement/contract and all required documentation (if applicable) prior to the service start date of September 1st, 2019.
- The signed RFP will act as a bidding contract which must include all other necessary agreements.

ATTACHMENT A EVALUATION WORKSHEET

This worksheet is to be used to document GBC's evaluation of the proposers' qualifications. Points within the ranges specified are to be assigned to the below-listed criteria as a means for quantifying the relative strengths and weaknesses of the various proposals. If oral interviews are necessary to break a tie or for making final clarification in the evaluation process, additional points may be awarded. While the total score is a significant factor, the requester of the services reserves the right to consider other factors in making a final selection.

PROFESSIONAL QUALIFICATIONS

The evaluation of professional qualifications of the proposers will be based on the following criteria:

I. MANDATORY CRITERIA

Proposals will not be considered for further evaluation unless there is compliance with the following criteria. The proposer:

- A. Must have proper credentials to provide/perform required goods/services.**
- B. Must adhere to Gulf Bend Center's policies and procedures.**
- C. Must not have a record of substandard work.**
- D. Must submit a proposal meeting all the requirements of the Request for Proposal.**

II. TECHNICAL CRITERIA

Proposals which have met each of the criteria in Section I above will be evaluated on the following criteria:

A. Technical experience of the vendor:

- Experience in Office Supply Fulfillment.
- Experience in government entities

B. Characteristics of the staff, including consultants to be assigned to the services:

- Size and structure of the vendor, including staff positions.
- Qualifications of supervisory personnel, consultants and any other team individuals.
 - Education, including continuing education courses during the past two years
 - Years and types of experience
 - General direction and supervision to be exercised over the staff assigned by the vendor's management personnel.

C. Clear understanding of the work to be performed:

- Office Supplies for GBC.

**ATTACHMENT B
RFP – OFFICE SUPPLIES
ACKNOWLEDGEMENT
TO BE COMPLETED BY BIDDER**

GULF BEND CENTER IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO AWARD CONTRACTS FOR ANY OR ALL MATERIALS LISTED IN EACH PROPOSAL, SHALL HAVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS, AND SHALL NOT BE BOUND TO ACCEPT THE LOWEST PROPOSAL AND SHALL BE ALLOWED TO ACCEPT THE TOTAL PROPOSAL OF ANY ONE VENDOR, OR AS OTHERWISE STATED IN THIS PROPOSAL.

THIS SUBMISSION IS GUARANTEED AS AN IRREVOCABLE OFFER VALID THROUGH JULY 10, 2019 AFTER THE PROPOSAL OPENING DATE.

BY RETURNING THIS BID PROPOSAL COMPLETED, THE BIDDER CERTIFIES THAT THE PROPOSAL SPECIFICATIONS ARE UNDERSTOOD AND COMPLIED WITH. PROPOSAL MAY BE CONSIDERED INVALID IF NOT RETURNED.

Name and Address of Company:

Authorized Representative:

Company Name

Authorized Signature

Number/Street Address

Typed or Printed Name

City, State, Zip Code

Title

Telephone Number

Fax Number

Email address

BID AMOUNT FOR PRODUCTS/SERVICES TO BE RENDERED WITHIN ALL ASPECTS OF THIS RFP – FY20-FY22 OFFICE SUPPLIES TOTAL:

\$ _____ (Product Rates – Total Cost Represented from Attachment D) This does not represent the actual amount that would be purchased. This is for comparison purposes between vendors providing a proposal.

BIDDER MAY ATTACH SUPPORTING DOCUMENTATION AS DEEMED NECESSARY. PLEASE REFERENCE DETAILS ON ‘ATTACHMENT D’.

**ATTACHMENT C
NOTICE 'NO BID' FORM**

Dear Vendor,

Please check the appropriate box below, complete the remainder of this form and return it **BY THE SCHEDULE DUE DATE OF THE BID:**

- Our Company cannot provide the services requested.
- We have chosen **NOT** to submit a Proposal at this time. We did not submit a Proposal because:

Reason(s) _____

- Please REMOVE our name from future requests until further notice.

Reason(s) _____

Company Name: _____

Representative (Print Name): _____

Address: _____

Email: _____

Phone Number: (____) _____ Fax Number: (____) _____

PLEASE RETURN THIS FORM ONLY TO:

**ANNA ARAGE, CFO
GULF BEND CENTER
NOTICE 'NO BID' RFP – OFFICE SUPPLIES
6502 NURSERY DRIVE STE 100
VICTORIA TEXAS 77904
OR EMAIL AT: anna1685@gulfbend.org**

Authorized Signature: _____

Title: _____ Date _____

**ATTACHMENT D
 BIDDER DETAILS INCLUDING CORE ITEM LIST FOR RFP
 OFFICE SUPPLIES**

General office supplies shall include, but not be limited to, pencils, pens, markers, and other writing instruments; correction fluid, tape, film and other correction products; tape, glue, paste and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers, and organization systems. Paper products shall include, but not be limited to white and color copy and duplicator paper; linen office papers; envelopes; index cards; writing pads; composition books; loose-leaf paper; card and cover stock; and other paper supplies.

Core items listed below, but not limited to the following:

Item Number	Description	Units	Estimated Annual Usage	Price Per Unit	Total Cost
1	AT A GLANCE DESK CALENDARS	EACH	10		
2	PAPER CLIPS SMALL 100/BOX	BOX	30		
3	PAPER CLIPS LARGE 100/BOX	BOX	30		
4	CORRECTION TAPE 4/PKG	PKG	8		
5	FOAM CUPS 1000/CS 10 OZ	CASE	10		
6	TACKY FINGER MOISTENER 3/8OZ	EACH	10		
7	RUBBER BANDS MEDIUM 820/PKG	PACK	5		
8	RUBBER BANDER LG #12 12/BOX	BOX	5		
9	BANKER BOX – STORAGE 12/CASE	CASE	10		
10	STAPLES STANDARD 5000/BOX	BOX	100		
11	TAPE 12/PK	PACK	15		
12	BATTERIES ‘AA’ 24/BOX	BOX	20		
13	BATTERIES ‘AAA’ 24/BOX	BOX	20		
14	HAND SANITIZER CLEAR GEL 8-OZ	EACH	50		
15	KLEENEX TISSUE POP-UP INDVDL	CASE	30		
16	COMPRESS AIR POWER DUSTER 6/PK	2 PACK	10		
17	CLOROX DESINFECTING WIPES 3CT	CT	10		
18	DISH SOAP – PALMOLIVE 38OZ REFILL	EACH	4		
19	DISH SOAP – DAWN SMALL 8 OZ	EACH	4		
20	CALCULATOR 2.25” ROLLS 12PK	PACK	2		
21	ENVELOPES #10 WHITE PLAIN 500BX	BOX	5		
22	ENVELOPE KRAFT 6X9 CLASP 100BX	BOX	5		
23	ENVELOPE KRAFT 9X12 CLASP 100BX	BOX	50		
24	ENVELOPE KRAFT, LG 10X15X2 EXP 25/PK	BOX	2		
25	FOLDER MANILLA LETTER SIZE 100/BX	BOX	5		
26	FOLDER MANILLA LEGAL SIZE 100/BX	BOX	20		
27	PAD 8X11 PERF. CANARY 50 SHT 12/PK	DZ	15		
28	PAD JR 5X8 CANARY 50 SHT 12/PK	DZ	5		
29	COPY PAPER WHITE 8.5X14 LGL	REAM	15		
30	POST-IT NOTE 1 ½ X 2 YELLOW	DZ	75		
31	POST-IT NOTE 3 X 3 YELLOW	DZ	100		
32	POST-IT NOTE 4 X 6 RULED YELLOW	PACK	5		
33	POST-IT NOTE 3 X 5 YELLOW	DZ	30		

Item Number	Description	Units	Estimated Annual Usage	Price	Total Cost
34	COPY PAPER 8.5X11 WHITE, LETTER 20LB	CASE	180		
35	AVERY SHIPPING LABELS 8.5X11 WHITE, LETTER 20LB	BOX	2		
36	PEN BIC RND STIC GRIP MED/BLUE	DZ	5		
37	HIGHLIGHTER ASSORTED, CHISEL TIP DZ	DZ	15		
38	ACCTY LEDGER PAPER, CASE	CASE	1		
39	GEL PEN, UNIBALL IMPACT 207, SIGMO GEL, 12/PK	PACK	15		
40	PEN ZEBRA GEL MEDIUM BLACK	DZ	50		
41	CALCUATOR RIBBON BR80C	EACH	4		
42	SCOTCH DESK TAPE 1" CORE 3/4" 12 PK	ROLL	4		
43	MARKER, PERM, SHARPIE, FN, BLK 12PK	DZ	10		
44	BOTTLED WATER 8OZ., 24/CS – SMALL	CASE	8		
45	FOLGERS CLASSIC ROAST 30.5 OZ 42PKG	EACH	75		
46	COFFEEMATE CREAMER	BOX	8		
47	PENCILS, PAPERMATE, SHARPWRITES #2 DISPOSAL 12/BX	PACK	5		
48	NONDAIRY CREAMER 800CT/BX OFFICE SNAX	BOX	8		
49	SWEET & LOW 400CT/BX	BOX	25		
50	STEAVIA 50CT/BX	BOX	6		
51	SPLENDA 44CT/BX	BOX	10		
52	SUGAR 1200CT/CARTON	CARTON	6		
	ANNUAL TOTAL ESTIMATED COSTS		ANNUAL TOTAL COSTS		XXXXXXXX
	THREE YEAR TOTAL ESTIMATED COSTS FOR TOTAL LINE ITEM IN ATTACHMENT B (THREE YEAR CONTRACT)		THREE YEAR TOTAL COST		XXXXXXXX

**ATTACHMENT E
EXCEPTIONS/COMMENTS**

EXCEPTIONS/COMMENTS:

Bidder's exceptions and or comments provided: _____

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

g) _____

h) _____

i) _____