205 S. Main Street • Urbana, Ohio 43078 • http://www.urbanaohio.com • 937-652-4300

Invitation for Bid
City of Urbana, Ohio
Bid for Police Cruisers-March 2012

Date: February 10, 2012

Your sealed written bid is requested for: Police Cruisers for the City of Urbana Police Division per the specifications and quotation form. This specification is based on several makes and models (Index # GDC050)-Law Enforcement Vehicles 2012 or Newer available on state cooperative purchasing program contract with the Ohio Department of Administrative Services.

Bids shall be received in the City of Urbana Finance Office, Attn: Doug Crabill, 205 South Main Street, Urbana, OH 43078 via delivery or mail no later than: 10:00AM Monday, March 5, 2012. Postmarks shall not be accepted.

Envelopes shall be plainly marked: Bid for Police Cruisers-March 2012

Submit signed original bid. No copies are required to be submitted.

Contact Doug Crabill by written correspondence or via email (doug.crabill@ci.urbana.oh.us) with any questions about this bid document no later than 5:00PM on 2-28-2012. Any changes will be distributed to any known potential bidders and posted on our website at www.urbanaohio.com. All vendors are responsible for checking this site for any additional information.

General Bid Provisions

1) Bidder is encouraged to use the City's bid form that is enclosed, as none other will be accepted.
2) The bid response shall be legible and shall be given in the spaces provided.
3) A copy of the bid tabulation may be obtained on the city's website at www.urbanaohio.com.
4) All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this Invitation for Bid.
5) Bids are to include all shipping costs to the point of delivery as indicated above.
6) The City of Urbana is exempt from payment of federal excise taxes and state retail sales taxes (Federal Tax Exemption Registry Number is 34-640-1492-W).
7) State Manufacturer and Model No. of items you are bidding and send descriptive literature with your bid.
8) All attached bid forms shall be completed and returned. This section is denoted as required bid forms.
9) The City of Urbana shall reserve the right to reject any or all Bids, waive irregularities in any Bid, and to accept any Bid that is deemed by City to be in the best interest of the City.
10) The City of Urbana reserves the right to accept a part or parts of a bid unless otherwise restricted in the bid.
11) The City of Urbana shall reserve the right to compare bid prices received through this bid process with the bid prices available through Ohio Department of Administrative Services for this vehicle.

City of Urbana, Ohio
BID

Bid Reply to Invitation to Bid: Bid for Police Cruisers-March 2012
Bid No Later Than: 10:00AM Monday, March 5, 2012

The City of Urbana is considering the purchase of two cruisers for the Urbana Police Division. The specifications for the vehicle that we are considering for purchase are listed below. A specific brand is not required, although it may be desired. We will consider all types even if a specific brand is inadvertently mentioned in the specifications. Your detailed specifications on each vehicle must be included with your bid.

You may bid on any or all items. Please place "NB" for No Bid for any items that you are not apply to supply or provide a quotation for.

1. **Police Division** (Model Year 2012, specify on bid form)
4DR Sedan-V6-Gasoline-Police Cruiser (Qty 2) $_____/each

**See included vehicle specifications for base vehicle.

List Vehicle Make, Model, Model Year: _____
Please list any difference (s) from Specifications:

Vehicle Police Equipment (Per Vehicle)

As Specified (Including Installation) $_____each

**See included vehicle police equipment per vehicle

Please list any difference (s) from Specifications:

Net Delivered Price with Police Equipment $_____each

Anticipated Delivery: ____ business days after placing order

Warranty good for ____ years/_____miles

The undersigned hereby certifies that items furnished as a result of this bid will be in full accordance the City of Urbana specifications applying thereto unless exceptions are stated above. The City of Urbana reserves the right to reject any or all Bids, waive irregularities in any Bid, and to accept any Bid that is deemed by City to be in the best interest of the City. The City of Urbana reserves the right to accept a part or parts of a bid unless otherwise restricted in the bid.

All delivery costs are included in this bid quotation regardless of F.O.B. destination.

Prices shall remain firm for acceptance within 60 calendar days after bid opening unless otherwise stated.

Terms are payment upon delivery.

Bidding Company: _____

Address: _____

City: _____ State: _____ Zip: _____

By: _____(Name and Title, Authorized Representative of Bidder)

Signature:_____

Phone No.: _____ Fax No.:_____

Fed ID No.:_____

E-Mail Address: _____

City of Urbana
Standard Terms and Conditions

1. BILLING: All goods or services must be billed to the City of Urbana and at prices not exceeding those stated on the purchase order. If prices or terms do not agree with your quotation, you must notify the Finance Department within three business days or your disagreement is waived.

2. INVOICE: Prepayment or progress payments are not permitted unless prior authorization is obtained from the Finance Department. All invoices are to be mailed to the Finance Department and shall reference the City's purchase order number. Failure to include the purchase order number may prevent timely payment. Each purchase order must be invoiced separately. Unless specified otherwise, the invoice will only be paid upon completion of the order.

3. CASH DISCOUNTS: All cash discount terms will be effective from date of actual receipt and acceptance of the items purchased, or receipt of correct and acceptable invoice, whichever is later.

4. FREIGHT: NO COLLECTION FREIGHT SHIPMENTS WILL BE ACCEPTED. All quotations are solicited on a "delivered price" basis. When, in rare instances, the City accepts a quotation not including all shipping charges, your claim for reimbursement, must be itemized on the invoice and supported with a copy of the original freight bill.

5. TAXES: The City of Urbana is exempt from payment of Federal excise taxes and State retail sales taxes. Our Federal Excise Tax Exemption Certificate Number is 36-640-1492-W. You are responsible for all Social Security taxes and Workers' Compensation contributions for yourself or any of your employees.

6. DELIVERIES: All deliveries on this order must be in full accordance with specifications, properly identified with the purchase order number and must not exceed the quantities specified.

7. CANCELLATION: The City of Urbana reserves the right to cancel this order by written notice if you do not fulfill your contractual obligations with respect to timeliness, quality and/or any other reason.

8. DEFAULT PROVISIONS: In case of your default (defined as notified in writing by the City of Urbana you are in default and you have failed to cure the default within the time specified), the City of Urbana may procure the items from other sources and hold you responsible for any excess costs incurred thereby and any other damages permitted by law.

9. NO VERBAL AGREEMENTS: The City of Urbana will be bound only by the terms and conditions of this order, and will not be responsible for verbal agreements made by any officer or employee of the City of Urbana.

10. PATENT AND COPYRIGHT INFRINGEMENT: It is hereby understood (and by acceptance of this order) you agree to defend, indemnify and hold harmless the City of Urbana, Ohio, its officers,

agents and employees from any and all loss, costs or expense on account of any claim, suit or judgment as a result of, caused by, or incident to any patent, copyright or trademark infringement and/or royalty, actual or claimed, because of the use or disposition by said City of any article enumerated on this order and sold to said City pursuant to this order.

11. INSPECTION: The City of Urbana may inspect the items ordered hereunder during their manufacture, construction and/or preparation at reasonable times and shall have the right to inspect such items at the time of their delivery and/or completion. Items furnished hereunder may at any time be rejected for defects revealed by inspection, analysis, or by manufacturing operations or use after delivery even though such items may have previously been inspected and accepted. Such rejected items may be returned to you for full refund to City of Urbana including shipping and transportation charges.

12. WARRANTY: You warrant that the items and their production or completion shall not violate any federal, state or local laws, regulations or orders. You warrant all items delivered hereunder to be free from defects of material or workmanship to be good quality, and to conform strictly to any specifications, drawings or samples which may have been specified or furnished by the City of Urbana, and you further warrant that you have good title to the items free and clear of all liens and encumbrances and will transfer such title to the City of Urbana. Said warranties shall not negate nor limit any implied warranties of merchantability or fitness. This warranty shall survive any inspection, delivery, acceptance or payment by the City of Urbana.

13. RISK OF LOSS: Title and risk of loss to and with respect to the items shall remain with you until the items in a complete state have been delivered to and accepted by the City of Urbana or to an agent or consignee duly designated by the City of Urbana at the location specified on the face hereof, items which are to be shipped shall be shipped F.O.B. destination unless otherwise specified by the City of Urbana. A packing slip must accompany each such shipment and if a shipment is to be a consignee or an agent of the City of Urbana, a copy of the packing slip shall be forwarded concurrently to the City of Urbana. If no such packing slip is sent, the count or weight by the City of Urbana or its agent or consignee is agreed to be final and binding on you with respect to such shipment.

14. HOLD HARMLESS: You shall indemnify and hold the City of Urbana, its agents, consignees, employees, and representatives harmless from and against all expenses, damages, claims, suit, or liabilities (including attorney's fees of the City of Urbana) of every kind whatsoever by reason of, arising out of, or in any way connected with, accidents, occurrences, injuries or losses to or any person or property which may occur before or after acceptance of the completed items by the City of Urbana upon or about in any way due to resulting from, in whole or in part, the preparation, manufacture, construction, completion, and/or delivery of the items, including such as are caused by your subcontractors and excluding only such as are caused by the negligence of the City of Urbana other than where the City of Urbana's negligence consists of its failure to discover a condition caused or permitted to exist by you or any subcontractor of yours.

15. INSURANCE: If requested by the City of Urbana, you shall maintain policies of liability insurance such types and such amounts and with such companies as may be designated by the City of Urbana, which policies shall be written so as to protect the City of Urbana and you form the risks enumerated in Section 14. Such policies of insurance shall not be cancelable except upon thirty (30) days written notice to the City of Urbana and proof of such insurance shall be furnished by you to the City of Urbana. In addition, such policies shall protect all your subcontractors. You agree to make prompt written report to the insurance company involved of all accidents, occurrences, injuries or losses which may occur and of any and all claims made against the persons insured under said policies of insurance and to send copies of such reports to the City of Urbana within twenty-four (24) hours of the time that you obtained knowledge of the occurrence thereof.

16. SPECIFICATIONS CONFIDENTIAL: Any specifications, drawings, notes, instructions, engineering notices or technical data referred to in this purchase order shall be deemed to be incorporated herein by reference the same as if fully set forth herein. The City of Urbana shall at all times retain title to all such documents and you shall not disclose such to any party (other than

the City of Urbana or a party duly authorized by the City of Urbana). Upon the City of Urbana's request or upon completion and delivery of the items purchased, you shall promptly return all such documents to the City of Urbana.

17. EXAMINATION OF PREMISES: If work is to be performed hereunder on the premises of the City of Urbana, you represent that you have examined the premises and any specifications or other documents furnished in connection with the items and that you have satisfied yourself as to the condition of the premises and site and agrees that no allowance shall be made in respect of any error as to such on your part.

18. CLEANING OF PREMISES: If work is to be performed hereunder on the premises of the City of Urbana, you shall at all times keep the premises free from accumulation of waste material or rubbish. At the completion of the items you shall leave the premises and the items broom-clean.

19. EQUAL EMPLOYMENT OPPORTUNITY:

(a) You agree that you will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age, military status, or ancestry with respect to employment, upgrading promotion, or transfer, recruitment or recruitment advertising, lay-off determination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(b) It is expressly agreed and understood by you that Section 19 (a) constitutes a material condition of this contract as fully as specifically rewritten herein, also that failure to comply therewith shall constitute a breach thereof entitling the City to terminate the contract at its option.

20. AGREEMENT TO BE EXCLUSIVE: This purchase order contains the entire agreement between the parties and supersedes all other oral agreements only when there is no executed contract between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this purchase order or any representation inducing the execution and delivery of this purchase order, except such representations as are specifically set forth here, and each party acknowledges that it has relied on these representations in connection with its dealings with the other.

21. GOVERNING LAW: This purchase order, the performance under it, and all suits and special proceedings under it shall be construed in accordance with the laws of the State of Ohio. In any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this agreement, the laws of the State of Ohio shall be applicable and shall govern to the exclusion of the laws of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted.

22. ADDITIONAL RIGHTS: Any rights or remedies granted to the City of Urbana in any part of this purchase order shall not be exclusive of, but shall be in addition to, any other rights or remedies granted in another part of this purchase order and any other rights or remedies that the City of Urbana may have at law or in equity in any such instance. Any litigation arising from disputes herein shall be instituted only in Champaign County, Ohio.

23. GOVERNING DOCUMENT: Should there be any conflict between the terms of the executed contract and this purchase order, the terms of the contract govern.

24. INDEPENDENT CONTRACTOR: The contractor, his assigns, heirs, successors, employees and any and all subcontractors are independent contractors and are not agents and/or employees of the City of Urbana.

BASE VEHICLE SPECIFICATIONS

Standard Specification Items	Minimum Requirements
Seating Capacity	5
# of Doors	4
Wheelbase (in.)	112
Base Curb Weight (lbs)	3800
Power Train	Rear Wheel or AWD
Engine Type (Cylinder/Liter)	V6 3.5L or equal
Horsepower (HP)	280 or equal
Cooling System	Heaviest Duty Available
Automatic Transmission	Auto, 5-SP or equal
Alternator (amps)	200 or equal
Battery (CCA)	700 or equal
Fuel Capacity (gals.)	19 or equal
Exterior Mirrors - Right and Left Mounted	Heated/Remote Controlled
Keyed Door Lock (Driver, Front Pass. Side & Trunk min.)	Power w/Remote Keyless Entry (Fleet Keyed Alike)
Steering	Power/Tilt
Electronic Door Locks/ Electronic Windows (Factory Standard)	Required - Driver Control Lock Out
Rust Proofing	Min. Factory Warranty
Paint - Specify Standard Colors	Black
Left Handed Spotlight, Pillar Mounted	Required
Glass	High Strength Factory Tinted
Arm Rest on Front Doors	Required
Foam Front Seat Cushion	Required
Rear Window Defroster	Wire in Glass
Fresh Air Temperature Controlled Heater	w/Windshield Defrosters
Intermittent Windshield Wipers	w/Dual Speed
Trunk Light	Automatic
Interior Lighting	Over Head Dome and Map
Air Conditioning	Required
Seat Covering	Cloth FR, Cloth RR
Floor Covering	Heavy Duty Vinyl
Floor Mats	Heavy Duty FR/RR Required
Radio - Factory Installed	AM/FM/CD w/Aux Jack
Front Seat Type	Bucket Adjustable - No center Console
Rear Seat Type	Bench - No Center Console
Power Antilock Brakes (Front and Rear)	Required
Air Bag Restraint System (Driver and Passenger)	Required
Supplemental Restraint System (Driver and Passenger)	Required
Tires - Pursuit / Speed Rated, per Manufacturer Recommendation	All Season, Steel Belted, Black Wall
Spare Tire / Wheel	Full Size
Radio Suppression System	Required
12 Volt Power Outlet,in Front Compartment	Required
Interior Rear View Mirror	Day/Night
Fuel at Delivery	1/2 Tank
Mfg. Standard Warranty	3/36 Bumper to Bumper
Speedometer / Std. Gauge Package	Required
Hood Latch Release	Inside Passenger Compartment - Driver's Side Only
Rear Window Wiper / Washer	If Applicable
Remote Control Trunk Release by Driver	Required

Vehicle Police Equipment (Per Vehicle)

Federal Signal Arjent S2 LED Lightbar (Red/Blue)
Carson SC-409 Commander Light and Siren Control
Federal Signal Dynamax Speaker
Federal Signal Dynamax Speaker bracket for Vehicle
(1) Sound off Ghost Light Blue LED
(1) Sound off Ghost Light Red LED
(1) Nove 4 Head Strobe Pre Emp
(1) LED Trunk Light Kit (Red/Blue)
(1) Sentina Partition for Vehicle
(1) Kenwood TK1760 VHF Radio **Customer to Program**
(1) VHF 1/4 Wave Antenna (Black)
(1) Pro Gard Plastic Rear Seat
(1) Pro Gard Floor Pan
(1) Big Sky ShotGun Lock
(1) Big Sky Carbine Lock
(1) Panasonic CF-30 Computer Port Replicator Cradle with lock w/Swivel
(Vehicle-mount USB (4), VGA, RJ-45, serial (2), microphone, headphone, AC jack, cable lock slot 1 antenna pass through)
(1) Computer Mount
(1) Jotto vertical desk console **Includes cup holders and arm rest
(1) Labor to Install Above Equipment

To: All Bidders

From: Doug Crabill, Assistant to the Director of Administration

Re: Submittal Requirements

Date: February 10, 2012

Dear Interested Bidders:

The bid specifications require you to submit the items listed below. The omission of any item called for by the bid document does not relieve you of the responsibility to comply with the requirement. Please review your specifications. This list is for your convenience only. If you do not have the listed items submitted, your bid may not be considered.

Please submit:

Bidder's Proposal
Delinquent Tax Affidavit
Non-Collusion Affidavit
Certification Against Debarment and Suspension
Unresolved Finding for Recovery Certification
Certificate in Compliance with Section 3517.13 (Campaign Contributions)
Anti-Terrorism Declaration Form
Certifications (corporation only)

AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF PERSONAL PROPERTY TAXES

O.R.C. 5719.042

STATE OF OHIO

ss:

COUNTY OF _____

TO: City of Urbana

The undersigned, being first duly sworn, having been awarded a contract by you for the Bid for Police Cruisers-March 2012, Urbana, Ohio, hereby states that we were not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent personal property taxes on any such tax list.

In consideration of the award of the above contract, the above statement is incorporated in said contract as a covenant of the undersigned.

_____

Affiant

Sworn to before me and subscribed in my presence this_____ day of _____, 2012.

_____

Notary Public

NONCOLLUSION AFFIDAVIT

State of Ohio

ss:

County of _____

Bid Identification: Bid for Police Cruisers-March 2012

CONTRACTOR _____, being first duly sworn, deposes and says that he is _____ (sole owner, a partner, president, secretary, etc.) of _____ the party making the foregoing BID; that such BID is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such Bid is genuine and not collusive or sham; that said BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham BID, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or any one else to put in a sham BID, or that any one shall refrain from bidding; that said BIDDER has not in any manner, directly or indirectly, sought by agreement, communication or conference with any one to fix the BID price of said BIDDER or of any other BIDDER, or to fix any overhead, profit, or cost element of such BID price, or of that of any other BIDDER, or to secure any advantage against the OWNER awarding the contract or anyone interested in the proposed contract; that all statements contained in such BID are true; and, further, that said BIDDER has not, directly or indirectly, submitted his BID price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid any fee or will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, BID depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said BIDDER in his general business.

_____

Affiant

Subscribed and sworn to before me this _____ day of _____, 2012.

_____

Notary Public

CERTIFICATION AGAINST DEBARMENT AND SUSPENSION

The bidder hereby certifies, except as noted below, under penalty of perjury and under other such penalties as the laws of this state and the United States of America provide, that the company or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of federal funds is **not** currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency; that the company or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of federal funds has **not** been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years; that the company or any person associated therewith in the capacity of owner, partner, director, manager, auditor, or any position involving the administration of federal funds does **not** have a proposed debarment pending; that the company or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator has **not** been indicted, convicted, or had a civil judgment rendered against the company, or themselves by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are exceptions to any of the above clauses please set out the exceptions on the lines below. Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate below to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

Execution of this proposal on the signature portion thereof shall constitute also signature of this certification as permitted by Title 28 United States Code, Section 1746.

_____

_____

_____

Signed: _____

Title: _____

UNRESOLVED FINDING FOR RECOVERY CERTIFICATION

I,_____
(Name of person signing affidavit) (Title)

do hereby certify that _____ **does not**
(Company or Individual Name)

have an unresolved finding for recovery issued by the Auditor of the State of

Ohio as defined by Ohio Revised Code (ORC) Section 9.24 as of_____, 20__.
(Date)

_____
Signature of Officer or Agent

_____
Name (Print)

STATE OF _____)
ss:
COUNTY OF_____)

Sworn to and subscribed in my presence this _____ day of _____, 20___.

_____
Notary Public, State of Ohio
My commission expires_____,20__.
Recorded in _____County

CERTIFICATE IN COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE FOR CONTRACTS AWARDED SEPTEMBER 29, 2009 AND THEREAFTER

I, _____, as an individual or as a representative
(Please print)
of _____, am submitting a bid for a contract
(Name of Company)
for_____ to be awarded by the City of Urbana.
(Type of Product or Service)

I hereby certify the following statements to be true with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13. I further state that I have the authority to make the following representation on behalf of myself or of the business entity:

1. That none of the following **individuals** has made one or more campaign contributions totaling in excess of $1,000 to any member of the Urbana City Council or their individual campaign committee within the previous twenty-four (24) months, and that if awarded a contract for the purchase of goods or services with an aggregate in excess of $10,000 in a calendar year, none of the following **individuals** shall, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, make one or more contributions totaling in excess of $1,000 to any member of the Urbana City Council or their individual campaign committee:
    a. An individual or sole proprietor;
    b. Any partner or owner of the partnership or unincorporated business;
    c. Any shareholder of an association;
    d. The administrator or executor of an estate;
    e. A trustee of a trust;
    f. The owner of more than 20% of a corporation or business trust;
    g. The spouse of any one of the above;
    f. Each child seven years of age to seventeen years of age of any person identified above.

2. That **no combination of the following** has made one or more contributions totaling in excess of $2,000 to any member of the Urbana City Council or their individual campaign committee within the previous twenty-four (24) months; and that if awarded a contract for the purchase of goods or services with an aggregate in excess of $10,000 in a calendar year, **no combination of the following**, shall, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, make one or more contributions totaling in excess of $2,000 to any member of Urbana City Council or their individual campaign committee:
    a. An individual or sole proprietor;
    b. Any partner or owner of the partnership or unincorporated business;
    c. Any shareholder of an association;
    d. The administrator or executor of an estate;

e. A trustee of a trust;
f. The owner of more than 20% of a corporation or business trust;
g. The spouse of any of the above;
h. Each child seven years of age to seventeen years of age of any person identified above;
i. Any political action committee affiliated with the partnership or other unincorporated business, association, estate, or trust.

3. I recognize that any contract awarded to me/my company in violation of R.C. 3517.13 may be rescinded and that I/we may be either fined not more than one thousand dollars or an amount equal to three times the amount contributed in excess of the amount permitted by the applicable division, if I am found guilty.

4. I further recognize that, pursuant to R.C. 3517.992(R)(3), knowingly making a false statement on this certification is a fifth degree felony.

_____
Signature

_____
Title

_____
Date

Sworn to before me, and subscribed in my presence this ____ day of _____, 20____.

SEAL

_____
Notary Public

CERTIFICATIONS

I, _____, certify that I am _____

of the corporation named as supplier herein; that _____, who signed this agreement on behalf of the supplier was then _____ of said corporation, and that said agreement was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

Corporate
Seal

_____
Signature

_____
Print Name and Title

Date: _____