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# VILLAGE OF HOMEWOOD

## INVITATION TO BID

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### **APPLICABILITY:**

All bid items contained in the instruction to bidders are applicable to this Invitation to Bid.

### **WITHDRAWING OF BIDS:**

No bid may be withdrawn for at least (30) days after closing time for receipt of bids.

### **CLOSING TIME:**

Bids must be sealed and either hand delivered or mailed to the Director of Public Works, Village of Homewood, Department of Public Works, 17755 S. Ashland Avenue, Homewood, Illinois, 60430, no later than March 29, 2022 at 10:00 a.m. Bids must be labeled with bid number 22-03PW. No late, phone, fax or emailed bids will be accepted. Contact 708.206.3470 with questions concerning bid.

### **BID AWARD:**

The bid will be awarded within 30 days to the lowest responsible bidder who meets the specifications outlined by the Village of Homewood.

### **RIGHT TO REJECT BIDS:**

The Village reserves the right to reject any or all bids. Unless otherwise specified, the Village reserves the right to accept any item in the bid. In case of error in extending the total amount of the bid, the unit prices will govern.

### **DEFAULT:**

In case of default by the vendor, the Village of Homewood shall hold such vendor responsible for any excess cost caused by the vendor. The Village of Homewood may procure the articles or services from other sources and may deduct from the unpaid balance due the vendor, and the prices paid by the Village of Homewood shall be considered the prevailing market price at the time such purchase is made.

### **PRICE:**

All prices must be submitted on the enclosed Bid Proposal form. An authorized officer or individual of the company submitting the bid must sign the proposal. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections made; however, the person signing the proposal must initial all corrections in ink.

The Village is exempt from the payment of city, State of Illinois sales tax and federal excise tax. These taxes must be excluded from all prices.

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# GENERAL CONDITIONS & SPECIFICATIONS

## *Street Sweeping Program*

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### **1. SCOPE OF WORK**

It is the intent of these specifications to describe the minimum requirements for the provision of contractual street sweeping services for the Village of Homewood. The services provided by the contractor include sweeping designated public streets in the residential areas of the Village at least five (5) times per calendar year, and designated public streets in the commercial areas of the Village at least fifteen (15) times per calendar year. At the discretion of an upon the request of the Village, the contractor may be required to sweep the residential area and the commercial area more often in accordance with an agreed unit price for such additional services.

For purposes of the street sweeping contract, the residential area of the Village of Homewood is as shown on the attached map. The commercial area of the Village is also shown on the attached map and includes the streets listed in Table 1 attached hereto. The public streets in the residential sweeping area total approximately 126 curb miles. The commercial area consists of approximately 24 curb miles of public streets. Mileage estimates are approximate; contractor will be responsible for sweeping each street shown on the map or list in Table 1 whether or not the mileage estimate is accurate.

The contractor shall furnish labor and equipment necessary to clean the Village's public streets to the satisfaction of the Director of Public Works or his designee, according to the schedules contained herein. Upon execution of this contract, the Village will provide the contractor with up to 10 maps of the Village's street system. Additional maps may be purchased by the contractor at a cost of \$1.50 per map.

The term of this agreement shall be from May 2022 – April 30, 2023. The Village of Homewood shall have the privilege with or without cause to terminate this agreement at any time upon 30 days prior written notice to the contractor or upon 60 days notice from the contractor. The contractor is required to provide performance bond and insurance certificates as required by the Village.

Final Contract Renewal Option – Upon written agreement of both parties no later than March 2023 and March 2024 the contract may be renewed by the Village of Homewood for a period of one successive year under the same terms and conditions as the original contract subject to approval of the Village Board. The contract unit prices may be changed for the renewal periods with the Price Adjustments Based on the Consumer Price Index. The total number of renewal years permitted shall not exceed two (2).

Price Adjustments Based on the Consumer Price Index – The unit prices for the contract renewal period shall be used on the movement of the U.S. Department of Labor Consumer Price Index (CPI) for all Urban Consumers (CPI-U) as determined for the Chicago metropolitan area. The contract unit prices shall be changed by the Village of Homewood in an amount equal to the percentage of movement of the CPI-U for “all items” for the twelve-month period ending the month of January of each contract year.

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## **RESIDENTIAL SWEEPING SCHEDULE**

	<b>EARLIEST START DATE</b>	<b>LATEST COMPLETION DATE</b>
<b>Cycle 1: 1<sup>st</sup> Spring Cycle</b>	July 1	July 31
<b>Cycle 2: 1<sup>st</sup> Fall Cycle</b>	October 15	October 31
<b>Cycle 3: 2<sup>nd</sup> Fall Cycle</b>	November 1	November 15
<b>Cycle 4: 3<sup>rd</sup> Fall Cycle</b>	November 16	November 30
<b>Cycle 5: 2<sup>nd</sup> Spring Cycle</b>	March 15	April 7

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## **COMMERCIAL SWEEPING SCHEDULE**

The contractor shall completely sweep the public streets in the commercial area beginning no earlier than March 15<sup>th</sup> or not later than April 1<sup>st</sup> and continue to do so on a bi-weekly schedule (every other week) for a total of 15 times or as directed by the Village of Homewood.

### **2. WORK HOURS**

Contractor is prohibited from operating street cleaning equipment in the residential area of the Village between the hours of 9:00 p.m. and 7:00 a.m. The Village expects the sweeping contractor to work at least a 40 hour week until the entire residential area has been completed for each particular cycle. The commercial areas must be swept between the hours of 2:00 a.m. and 7:00 a.m., Monday through Friday.

### **3. CONTRACTOR PERFORMANCE, MONITORING**

During each residential or commercial area sweeping cycle, the contractor is expected to clean the public streets to the curb gutter or edge-of-pavement, whichever condition might apply. Although it is not the intent of the Village to require sweeping of the entire width of the pavement, the contractor may be required to make multiple passes on a street if significant debris is present across the width of the street. The contractor's equipment and operations shall adequately insure that grit, stone, leaves, twigs, sticks, seeds, seed casing, small animal carcasses, beer and pop bottles and cans and other typical roadway debris are removed from the pavement surface and the curb gutter. The contractor's sweeping operations shall be conducted so as not to cause a dust problem or in such a manner that debris will not be trailed or windrowed behind the sweeper.

At the end of the sweeping shift the contractor shall report to the Director of Public Works or his designee, submitting a date, highlighted 8 1/2" x 11" map sheet indicating which streets have been completed. The Director or his designee will inspect the work that same day. Any areas not cleaned to the Village's satisfaction will be swept by the contractor the following day at no additional cost to the Village.

The contractor shall not be entitled to any additional compensation should the amount of debris on the street or in the gutter require the contractor to make additional passes on the same street or sweep the street at a slower rate of speed so as to completely sweep the street to the Village's satisfaction.

### **4. MINIMUM EQUIPMENT REQUIREMENTS**

Contractor shall provide a sufficient number of street cleaning units in reliable working order as to provide the level of performance the Village has described within these specifications. All sweeping equipment to be 2008 model or newer. The equipment shall be equipped with adequately operation dust control systems. In full operating mode the equipment shall not emit a noise level exceeding 87 decibels as measured 75 feet from either side of the unit.

In the event of equipment failure the contractor must be able to provide a similar unit within 24 hours at no additional cost to the Village.

#### *Vacuum Units*

- Vacuum units must have a suction of not less than 8,000 cfm and a hopper capacity of 5 cubic yards or greater.
- The unit must have a wandering suction hose no less than 6" in diameter available for use in the commercial area.
- The vacuum unit must have gutter brooms mounted on both sides of the unit and have the ability to sweep from either side.

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## *Mechanical Sweepers*

- Mechanical sweepers must have a 4 cubic yard hopper capacity or greater.
- The unit must have gutter brooms mounted on both sides and the ability to sweep from either side as well as both gutter brooms being able to operate simultaneously.
- The main broom must be a minimum of 58" wide.
- The mechanical sweeper must be able to adequately clean a minimum 8' wide path in one pass.

### **5. SPOT CLEANING / EMERGENCY CALL OUTS**

The Village may require the contractor to provide sweeping for special events such as parades or carnivals. Additionally, the Village may require emergency response by the contractor for special sweeping needs such as material spills, or other emergencies designated by the Village.

Under these street sweeping circumstances the contractor will be paid a contract minimum charge for two hours and on an hourly basis using contract unit prices for either regular hour sweeping work or overtime sweeping work for any hours actually worked beyond the two hour minimum charge.

The contractor's minimum charge shall not apply in those instances where the Village requests special events or emergency response sweeping while the contractor is sweeping the residential or commercial areas. For any special or emergency response sweeping the contractor shall furnish the Village with separate billings.

For special events sweeping where the Village sufficient prior knowledge of the needs for sweeping services, the Village shall provide the contractor with a minimum of 48 hours notice. For emergency response sweeping the contractor shall respond with the appropriate equipment and begin sweeping within two hours of notification by the Village.

Regular time is defined as the first eight hours of a normal workday, Monday through Friday. Overtime is defined as any sweeping hours over eight hours on a normal workday, Monday through Friday, and work on Saturday or Sunday, or the following legal holidays: New Years Day, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day.

### **6. EQUIPMENT STORAGE**

The Village will not provide storage or parking for the Contractor's sweeping units.

### **7. DISPOSAL OF DEBRIS**

The Village will furnish and provide access to a dump site for the contractor's use. Currently, the dump site is Homewood Disposal Service, Inc. located at 1501 175<sup>th</sup> Street, Homewood, IL. The contractor shall use the dump site only for disposal of debris removed from the Village's streets by the contractor's sweeping operations.

The Village of Homewood will be responsible for the cost incurred for disposal of debris removed from the Village's streets by the Contractor's sweeping operations.

The Village reserves the right to change the location of the dump site.



**VILLAGE OF HOMEWOOD  
COMMERICAL AREA SWEEPING  
List of Streets in Commercial Area**

<b><u>STREET</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
Elm Road	Dixie Highway	Harwood Avenue
Chestnut Road	Dixie Highway	Harwood Avenue
Ridge Road	Bretz Drive	Harwood Avenue
Kroner Lane	Dixie Highway	Harwood Avenue
Hickory Road	Gottschalk Avenue	Harwood Avenue
Olive Road	Dixie Highway	Harwood Avenue
Dixie Highway	Birch Road	Park Avenue
Dixie Highway	186 <sup>th</sup> Place	Terrace Road
Martin Avenue	183 <sup>rd</sup> Street	Ridge Road
Martin Avenue	Chestnut to	Circle
Morris Avenue	183 <sup>rd</sup> Street	Olive Road
Harwood Avenue	183 <sup>rd</sup> Street	Dixie Highway
Harwood Avenue	183 <sup>rd</sup> Street	Palmer Avenue
183 <sup>rd</sup> Street	Halsted Street	Kedzie Avenue
175 <sup>th</sup> Street	Halsted Street	Ashland Avenue
Gottschalk Avenue	Hickory Road	Ridge Road
187 <sup>th</sup> Street	Halsted Street	Dixie Highway
Park Avenue	183 <sup>rd</sup> Street	Dixie Highway
Riegel Road	183 <sup>rd</sup> Street	Ridge Road
Riegel Road	183 <sup>rd</sup> Street	Birch Road
Maple Avenue	Halsted Street	President's Drive
Municipal Service Center	Front Lot	
Municipal Service Center	Rear Lot	
Halsted Street	175 <sup>th</sup> Street	183 <sup>rd</sup> Street
Halsted Street	187 <sup>th</sup> Street	Holbrook Road
Kedzie Avenue	Hickory Road	Hedgerow Street
Governors Highway	183 <sup>rd</sup> Street	Cherry Creek Drive
Governors Highway	183 <sup>rd</sup> Street	Dolphin Lake rive
Bretz Drive	Ridge Road	Menard's Gate
Dixie Highway	Park Avenue	175 <sup>th</sup> Street
175 <sup>th</sup> Street	Dixie Highway	Dixmoor Road
175 <sup>th</sup> Street	Governors Highway	Western Avenue
Walton Lane	Ridge Road	Shopping Center

# PROPOSAL

The bidder shall provide unit prices for base bid items and complete the extensions. For complete information concerning the pay items, the specifications should be consulted.

1.	Base Bid	Unit of Qty	Measurement	Unit Price	Amount
a)	<u>Residential Area:</u>	5	Residential Sweeping cycle	\$ _____	\$ _____

*Minimum of five (5) complete sweepings per calendar year per schedule contained in specifications. (One residential sweeping cycle consists of approximately 126 curb miles.)*

b)	<u>Commercial Area:</u>	15	Commercial Sweeping cycle	\$ _____	\$ _____
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*Minimum of fifteen (15) complete sweepings per calendar year on a bi-weekly (every other week) schedule beginning no earlier than March 15 and no later than April 1, as directed by the Village (Once commercial sweeping cycle consists of approximately 24 curb miles.)*

Total Base Bid:      \$ _____
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## Additions

- a) Bid price per each additional complete residential sweeping cycle as authorized by the Village.

Qty	Unit of Measurement	Unit Price	Amount
1	Residential Sweeping cycle	\$ _____	\$ _____

- b) Bid price per each additional complete commercial sweeping cycle as authorized by the Village.

Qty	Unit of Measurement	Unit Price	Amount
1	Commercial Sweeping cycle	\$ _____	\$ _____

- c) Minimum charge for spot cleaning specific locations as need arises.

Qty	Unit of Measurement	Unit Price	Amount
Each	Per Sweep	\$ _____	\$ _____

- d) Bid price per hour for sweeping time beyond minimum charge for spot cleaning or emergency situations during regular hours.

Regular Hours	Per Hour Amount
	\$ _____

- e) Bid price per hour for sweeping time beyond minimum charge for spot cleaning or emergency situations during overtime hours.

Overtime Hours	Per Hour Amount
	\$ _____

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**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## QUALIFICATION OF BIDDER

Following is a list of three contracts of a similar nature and scope, which have been performed in the past three years:

## VILLAGE OF HOMEWOOD

<b>ATTACHMENT FOR SIGN OFF BY BIDDER</b>	<b>REQUIRED</b>	<b>NOT REQUIRED</b>
W-9 Form	<b>X</b>	
Drug Free Workplace Certification	<b>X</b>	
Equal Employment Opportunity	<b>X</b>	
Hold Harmless Agreement	<b>X</b>	
Insurance Requirements	<b>X</b>	
Prevailing Wage Certification		<b>X</b>
Compliance With Safety Standards	<b>X</b>	
Sexual Harassment Policy Certification	<b>X</b>	
Blood Borne Pathogens Compliance Certification	<b>X</b>	
Authorization To Perform Background Checks	<b>X</b>	
Contact Information	<b>X</b>	
Certificate of Authorized Dealer		<b>X</b>
Performance/Payment Bond	<b>X</b>	

## VILLAGE OF HOMEWOOD

### W-9 Form

The bidder shall furnish a W-9 form with bid proposal.

## VILLAGE OF HOMEWOOD

### DRUG FREE WORKPLACE CERTIFICATION

The bidder shall certify that it will comply with all requirements of the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) including but not limited to:

1. Publishing a Statement:
  - A. Notifying the employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the bidder's workplace,
  - B. Specifying the actions that will be taken against employees for violations of such prohibition,
  - C. Notifying the employee that as a condition of employment on such contract or grant, the employee will; 1) abide by the terms of the statement and 2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
2. Establishing a drug free awareness program to inform employees about:
  - A. The dangers of drug abuse in the workplace;
  - B. The grantee's or bidder's policy of maintaining a drug free workplace;
  - C. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - D. The penalties that may be imposed upon employees for drug violations.
3. Making it a requirement to give a copy of the statement required by subsection (1) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
4. Notifying the Village of Homewood within 10 days after receiving notice under part (2) of paragraph (C) of subsection 14.1 from an employee or otherwise receiving actual notice of such conviction.
5. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by an employee who is convicted, as required by Section 5 of the Illinois Drug Free Workplace Act.
6. Training of personnel to effectively assist employees in selecting a proper course of action in the event drug counseling, treatment, and rehabilitation is required and indicating an effectively trained counseling and referral team is in place.
7. Making a good faith effort to continue to maintain a drug free workplace through implementation of requirements of Section 15.3.

## VILLAGE OF HOMEWOOD

### EQUAL EMPLOYMENT OPPORTUNITY

In the event of the bidder's non-compliance with any provision of this equal employment opportunity clause, the Illinois Human Rights Act or the Illinois Department of Human Rights (IDHR) Rules and Regulations for Public Contracts, the bidder may be declared non-responsible, and therefore, ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies provided by statute or regulations.

During the performance of this contract the bidder agrees as follows:

1. It will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry or other legally protected class; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under-utilization.
2. If it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the IDHR's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonable recruit, and it will hire from each job classification from which employees are hired in such a way that minorities and women are not underutilized.
3. In all solicitation or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, ancestry, or other legally protected class.
4. It will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the bidder's obligations under the Human Rights Act and IDHR's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the bidder in its efforts to comply with such act and rules and regulations, the bidder will promptly so notify IDHR and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.
5. It will submit reports as required by IDHR Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by IDHR or the contracting agency and in all respects comply with the Illinois Human Rights Act and IDHR Rules and Regulations for Public Contracts.
6. It will permit access to all relevant books, records, accounts and work sites by personnel by the contracting agency and IDHR for the purposes of investigation to ascertain compliance.

## **VILLAGE OF HOMEWOOD**

### **HOLD HARMLESS AGREEMENT**

The successful bidder shall agree to the fullest extent permitted by law to defend, indemnify and hold harmless the Village of Homewood, its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including reasonable attorney fees, which in any way may accrue against the Village of Homewood, its elected and appointed officials, agents and employees, arising in whole, in part, or in consequence of the performance of this work by the Bidder or its employees or subcontractors, or which may in any way result therefrom, except for those injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses caused solely by the acts of the Village of Homewood, its elected or appointed officials, agents or employees. The Bidder shall, at its own expense, appear, defend and pay all attorney fees, costs and other expenses arising therefore or incurred in connection with this hold harmless agreement. If any judgment is rendered against the Village of Homewood, its elected or appointed officials, agents or employees, the Bidder shall, at its own expense, satisfy and discharge the same.

Bidder expressly understands and agrees that any performance bond, payment bond or insurance policy required by this contract or state law shall not limit its responsibility to indemnify, keep and save harmless and defend the Village of Homewood, its elected and appointed officials, agents and employees as herein provided.



## VILLAGE OF HOMEWOOD

### INSURANCE REQUIREMENTS

Upon bid award, the bidder shall submit a Certificate of Insurance providing the following coverage:

- 1) Comprehensive General Liability and Excess Liability Insurance for Personal Injury, Property Damage, Contractual Liability, Product/Complete Operations, Premises Operations and Independent Contractor's coverage. Minimum coverage is \$1,000,000.00.
- 2) Workers' Compensation – coverages A and B.
- 3) Automobile Liability insurance including coverage of Uninsured Motorists and Hired/non-owned auto.

The certificate shall name the Village of Homewood and all its officials and employees, elected and appointed, as additional insured and shall include the policy's expiration date. In addition, as part of the contract, the Village of Homewood must receive a minimum of ten days notice upon cancellation of the company's insurance policy.

- 4) The bidder shall not commence work until it provides the certificate of insurance as described above. The bidder shall maintain all such insurance coverage for the term of the contract.

## VILLAGE OF HOMEWOOD

### PREVAILING WAGE CERTIFICATION

The bidder shall certify that it will comply with the Illinois Prevailing Wage Act. (830 ILCS 130/1 *et seq.*) This contract calls for the construction of a “public-work, within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq* (The “Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current “prevailing rate of wages” (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department’s website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer top the Illinois Department of Labor’s web site. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

## **VILLAGE OF HOMEWOOD**

### **COMPLIANCE WITH SAFETY STANDARDS**

The bidder shall certifies that it has a written safety policy and agrees to comply with all state and federal regulations pertaining to employee safety, including but not limited to the Federal Occupational Safety and Health Act, EPA and OSHA safety standards, and the Village of Homewood's Safety Policy Manual.

## **VILLAGE OF HOMEWOOD**

### **SEXUAL HARASSMENT POLICY CERTIFICATION**

The bidder hereby certifies that it has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4).

## **VILLAGE OF HOMEWOOD**

### **BLOOD BORNE PATHOGENS COMPLIANCE CERTIFICATION**

Bidder shall submit a BLOOD BORNE PATHOGEN COMPLIANCE CERTIFICATION statement, certifying that the Bidder is in compliance with OSHA standards for Occupational Exposure to Blood Borne Pathogens, 29 CFR, Part 1910.1030.

## **VILLAGE OF HOMEWOOD**

### **AUTHORIZATION TO PERFORM BACKGROUND CHECKS**

Personnel assigned by Bidder to perform work at the Village of Homewood shall pass a routine background check to be conducted by the Homewood Police Department prior to commencing work.

Bidder authorizes the Village of Homewood to perform a routine background check on personnel assigned to perform work.



## VILLAGE OF HOMEWOOD

### CONTACT INFORMATION

Bidder shall designate a point of contact responsible for day to day contract performance, including the following information:

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Name

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Title

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Organization Name/Address

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Office Phone

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Cell Phone

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Email Address

## **VILLAGE OF HOMEWOOD**

### **AUTHORIZED DEALER CERTIFICATION**

The bidder shall certify that it is an Authorized Dealer of the product for which a bid has been submitted, and will provide a bona fide manufacturer's warranty reflecting the Village of Homewood as the original purchaser.

## **VILLAGE OF HOMEWOOD**

### **PUBLIC CONSTRUCTION BOND ACT COMPLIANCE**

The bidder shall provide a performance/payment bond as required by the Public Construction Bond Act (30 ILCS 550/1 et seq.)

## VILLAGE OF HOMEWOOD

### ACKNOWLEDGEMENT OF TERMS

The undersigned, on behalf of the bidder, hereby agrees that all of the provisions marked "required" on page one of this addendum shall be incorporated into their bid as if fully restated therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

WITNESS:

\_\_\_\_\_  
Signature/Printed Name

\_\_\_\_\_  
Date