

MINIMUM SPECIFICATIONS AND BID FORMS
FOR
PAPER PRODUCTS
FOR
CATTARAUGUS COUNTY DEPARTMENT OF PUBLIC WORKS
HIGHWAY DIVISION

OFFICE OF THE CLERK
CATTARAUGUS COUNTY LEGISLATURE
303 Court Street
Little Valley, NY 14755

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CATTARAUGUS COUNTY

DEPARTMENT OF PUBLIC WORKS

Development – Progress – Workmanship

Joseph T. Pillittere
Commissioner

Ryan J. Ferguson
Deputy Commissioner

Mark C. Burr, P.E.
Director of Engineering



Jack Ellis Drive
8810 Route 242
Little Valley, New York 14755
Phone (716) 938-9121
FAX (716) 938-2753

ADVERTISEMENT FOR BIDS

Sealed bids for the purchase of certain materials, equipment, and/or services, for the Cattaraugus County Department of Public Works, according to specifications, will be received by the undersigned, at the Department of Public Works Facility, 8810 Route 242, Little Valley, New York, until **Wednesday, November 5, 2014 at 1:45 P.M.** after which they will be publicly opened at **2:00 P.M. (at the same location)**, by the undersigned, under the direction of the Public Works Committee of the Cattaraugus County Legislature. Each bid, at the time it is received, will be stamped showing date and time of receipt.

ALL BIDS MUST BE SEALED AND CLEARLY MARKED:
Any bid not clearly marked will not be considered.

DPW BID #54 - Paper Products

All bids must be sent or delivered to Cattaraugus County Department of Public Works, 8810 Route 242, Little Valley, NY 14755. Attention Dawn Smith.

Bidding sheets and instructions may be obtained at the Cattaraugus County Department of Public Works, 8810 Route 242, Little Valley, NY, 14755. Phone Dawn Smith at 938-9121, ext. 2465.

All bids received are subject to all federal and state controls concerning any such equipment. All bids must be accompanied by a NON-COLLUSIVE BIDDING CERTIFICATE. Any bid submitted without such certification will not be accepted. Any bid not meeting ALL specifications will not be considered.

The County Legislature reserves the right to reject any or all bids, to waive any informalities, and to accept the lowest responsible bid.

John Searles
County Administrator
County Center - 303 Court Street
Little Valley, New York 14755

INSTRUCTIONS TO BIDDERS

DPW MATERIALS

1. BID FORM

Bid shall be submitted on these Cattaraugus County bid forms or bid will not be considered. Bid must be typed or printed in ink. Original autograph signatures in ink are required. Facsimile or rubber stamp signatures will not be accepted. All blanks must be filled in with required information or, if a bid item, the designation N/B (no bid).

2. CHANGES

Any change in wording or interlineation by a bidder of the inquiry as published by Cattaraugus County shall be reason to reject the proposal of such bidder, or in the event that such change in the Invitation to Bid is not discovered prior to entering into a contract, to void any contract entered into pursuant to such bid.

3. INFORMALITIES

The County may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. The contract award will be made to the responsible bidder submitting the lowest acceptable bid. Conditional bids will not be accepted.

4. BID TIME

Any bid may be withdrawn prior to the above scheduled time for the opening of bids, or authorized postponement thereof. Any bid received after the time specified shall not be considered.

5. INVESTIGATIONS

The County may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

6. BID ENVELOPE

Each bid must be submitted in a sealed envelope clearly marked as to contents therein, bearing on the outside the name and address of the bidder. If sent by mail, the sealed envelope containing the bid must be enclosed in another envelope labeled as specified.

7. NON-COLLUSIVE CERTIFICATION

Non-collusive bidding certification shall be made by each bidder in the form provided and shall be submitted as a part of the bid. Bids submitted without non-collusive bidding certification will be considered irregular and may be rejected by the County.

8. CONTRACT AWARD

Contract(s) or purchase order(s) will be awarded after due consideration of the suitability of goods and/or services bid to satisfy these specifications, the total cost of such goods and/or services including all cost elements, and the timeliness of the agreed delivery date.

9. REFERENCES

A list of references for whom the bidder has done work in the past must accompany the bid. If a bidder cannot provide a list of references, including at least one reference located in Western New York, the County reserves the right to require a performance bond in an amount to be determined by the Public Works Committee in a format acceptable to the County Attorney. The cost of such bond shall be absorbed by the bidder.

10. EXECUTORY CLAUSE

This executory clause shall be a part of any agreement entered into pursuant to this bid:

It is understood by the parties that this agreement shall be executory only to the extent of the monies available to the County of Cattaraugus and appropriated therefor, and no liability on account thereof shall be incurred by the County beyond the monies available and appropriated for the purpose thereof.

11. DELIVERY SCHEDULE

Failure to meet delivery schedule as per accepted bid may result in legal action by Cattaraugus County to recover damages.

12. PRICES

Prices shall be quoted F.O.B. destination delivered inside and installed, or in the manner mentioned in specifications. "Tailgate delivery" will not be accepted unless specified by the County.

13. TRANSPORTATION CHARGES

Collect transportation charges will not be paid by the County. All freight, cartage, rigging, postage or other transportation charges shall be prepaid, unless otherwise stated in the Detailed Specifications herein.

14. TAXES

No taxes are to be billed to the County. Bid shall not include any Federal, State, or local excise, sales, transportation, or other tax unless Federal or State law specifically levies such tax on purchases made by a political subdivision. Any applicable taxes from which the County is not exempt shall be listed separately as cost elements, and added into the total net bid.

15. COMPLIANCE WITH LAWS

The successful bidder shall comply with all laws, rules, regulations and ordinances of the Federal Government, the State of New York and any other political subdivision or regulatory body which may apply to its performance under this contract.

16. CONTRACT ASSIGNMENTS

The bidder shall not assign, transfer, sublet, or otherwise dispose of this contract, or of its right, title or interest in the contract, or its power to execute the same, to any other person or corporation without the previous consent, in writing, of the Chairman of the Cattaraugus County Legislature.

17. CASH DISCOUNT

Any cash discount which is a part of a bid will be considered as a reduction in the bid prices in determining the award of the bid. Date of invoice must not precede date of delivery. The County policy is to pay all claims in a timely manner within the specified time. However, if for some reason payment is delayed, the County will take the discount when payment is made. If this is unsatisfactory, please quote net. The County will not pay any interest charges.

18. MANUFACTURERS

Where required on an individual bid sheet, the bidder must specify the trade name of the material on which the price is quoted.

19. ALTERNATE MANUFACTURERS

Bid offering material other than that of specified manufacturer or trade name will be considered unless stated otherwise. The use of the name of a particular manufacturer, trade name, or brand in describing an item does not restrict a bidder to that manufacturer or specific article. However, the substituted article on which a proposal is submitted must be of such character or quality that it would serve the purpose for which it is to be used equally as well as the manufacturer or brand specified. Proposals will be accepted in accordance with specifications on file or approved equal.

20. ALTERNATE ITEMS

If material or services other than those specified in this bid document are offered, the bidder must so state and furnish at the time of bid opening, if so requested, and as part of his bid the following information in duplicate:

- (a) Complete description of the item offered, and detailed explanation of the differences between the item specified and the item offered. If, in the opinion of the Department Head, sufficient detail is not presented as a part of the sealed bid to permit definite evaluation of any substitute item, the bid will not be considered.
- (b) Descriptive literature of item offered, for evaluation.
- (c) List of installations in Cattaraugus County of the item offered.
- (d) List of other installations.

21. ADDITIONAL INFORMATION

Any additional information which bidder desires to add to the bid shall be written on a separate sheet of paper, attached to, and submitted with, the formal sealed bid, to be read at the formal opening.

22. WORKMANSHIP

Workmanship must meet with the approval of the department head or heads involved, and shall be first class in every respect without exception and shall be equal to the best modern practices. Materials furnished are to be new and unused. All materials furnished or work performed are to be guaranteed free from defects. Anything found defective or not meeting specifications, no matter in what state of completion, may be rejected and shall be made good by the bidder at his own expense.

23. HOLD HARMLESS

The successful bidder to whom the bid is awarded shall indemnify and hold harmless Cattaraugus County and its agents and employees from and against all claims, damages, losses or causes of action arising out of or resulting from such vendor's performance pursuant to this bid.

24. BID VALIDITY

This bid is firm and irrevocable for a period of 45 days from the date and time of the bid opening. If a contract is not awarded within the 45 day period, a bidder to whom the bid has not been awarded, may withdraw his bid by serving written notice of his intention to do so upon the Clerk of the County Legislature. Upon withdrawal of the bid pursuant to this paragraph, the County will forthwith return the bidder's security deposit.

25. CONTRACT INTEREST

No official, or employee of the County, who is authorized in such capacity, and on behalf of the County, to negotiate, make, accept or approve or to take part in negotiating, making, accepting, or approving this contract shall become directly or indirectly interested personally in this contract or in any part hereof. No officer or employee of, or for the County, who is authorized in such capacity, and on behalf of the County, to exercise any supervisory, administrative, or other function, in connection with this contract, shall become directly or indirectly interested personally in this contract or in any part hereof.

26. OTHER CUSTOMERS

Prices charged to Cattaraugus County are to be no higher than those offered to any other governmental or commercial consumer. If a bidder has a New York State or a Federal GSA contract for any of the items covered in this bid or any similar items, he shall so indicate that he has said contract on these bid papers and supply a copy of this contract within 5 days if so requested by the County.

27. PRICE IS FIRM

The unit prices bid shall remain firm, and any other charges bid shall also remain firm, for delivery of the equipment, material, work, or services described in this bid with the exception of the asphalt, aluminum, propane gas, diesel fuel, kerosene and gasoline bids, which are permitted escalator prices in accordance with the detailed specifications for those products. No cost increase shall be charged for any reason whatsoever.

28. BIDDER AFFIRMATION

In executing this bid, the bidder affirms that all of the requirements of the specifications are understood and accepted by the bidder, and that the prices quoted include all required materials and services. The undersigned has checked all of the bid figures, and understands that the County will not be responsible for any errors or omissions on the part of the undersigned in preparing this bid. Mistakes or errors in the estimates, calculations or preparation of the bid shall not be grounds for the withdrawal or correction of the bid or bid security. In case of error in extension of prices in the bid, the unit price will govern.

29. STATE CONTRACTS:

The County reserves the right to purchase the commodity being bid, from State Contract when it is most beneficial to the County to do so.

30. LITIGATION:

In the event any litigation shall arise from this contract, the laws of the State of New York shall control any litigation, regardless of which party shall institute such action.

31. MUNICIPAL EXTENSION:

The contract if awarded will be to the lowest responsive/responsible bidder(s) in part or in whole who meet(s) all the terms of the specifications. The County guarantees no minimum or maximum purchases or contracts as a result of award of this bid. Cattaraugus County reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods (materials and equipment) and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104 and County Law Section 408-a. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to the contract between Cattaraugus County and the vendor.

MINIMUM SPECIFICATIONS FOR PAPER PRODUCTS

Rev'd 10/14

- 1) It is the intent of these specifications to describe the needs of the Cattaraugus County Department of Public Works and other County Departments for a variety of Paper Products. Cattaraugus County reserves the right to accept or reject any or all bids as determined to be in the best interest of Cattaraugus County.
- 2) Cattaraugus County Department of Public Works reserves the right to test paper products in accordance with test established by the Technical Association of the Pulp and Paper Industry. Test to include, but not limited to: tensile strength, absorbency and basic weight. Testing is to determine whether the materials are in conformity with the specifications outlined. Where the result of such tests shows that the material delivered is not equal to specifications, then the expense of making such tests shall be paid by the contractor. This may be adequate reason to terminate the contract.
- 3) Payment will be made net/30 after each delivery. Payment will be based on the successful bidder's invoice, clearly stating the description of the product, quantity, unit price, total price for product, and the grand total for all products.
- 4) The County in its efforts to promote the recycling of paper and the use of recycled paper products, requests bid prices to be submitted **ONLY** for products manufactured with recycled paper.
- 5) Place of delivery will be indicated at the time the order is placed. There are two delivery locations as follows:
County Center Building, 303 Court Street, Little Valley, NY 14755 AND
County Office Building, 1 Leo Moss Drive, Olean, NY 14760
- 6) Contract Period: **January 1, thru December 31**, of the same year. Prices shall remain the same for that period.
- 6) Specification/Tech sheets shall accompany each proposed product.

SAMPLES ARE TO ACCOMPANY ALL SUBMITTED BIDS IN ORDER FOR BID TO BE CONSIDERED. SAMPLE SIZE SHALL BE AT LEAST 10 SHEETS OF EACH PRODUCT BEING PROPOSED.

SAMPLES WILL BE ANALYZED FOR QUALITY AND PRICE. A POOR QUALITY PRODUCT AT A CHEAP PRICE WILL NOT BE CONSIDERED.

Please mark the samples with manufacturer and commodity name.

SPECIFICATIONS FOR PAPER TOWELS

Must be of good quality, reasonably soft and absorbent. Prices are requested for bleached towels.

Towels proposed to be bleached should be white; all towels should be reasonably free of lint and have a minimum amount of machine creping or embossing. Towels should be odorless when wet.

FOLDED TOWEL: For use in dispensers. Shall be "Scott" brand "**SCOTTFOLD M**" 01980 or equal.

SHEET SIZE: 9.4" X 12.4"

Towels to have a minimum of **40% post-consumer recycled fiber & total minimum of 50% recycled fiber**

ROLLED towels are to be **Two-Ply**, core width of **11 inches** with a minimum of **57.5 Sq. Ft.** of towel in the roll. Each roll of paper towels shall weigh a minimum **8.4 ounces** and be approximately **5 inches** in diameter. Rolls shall be individually wrapped. Shipping containers shall be plainly marked as to the contents.

If a **One-Ply** towel is being proposed, the roll shall have sheets approximately 11" x 8.75", and shall average a maximum of 8 sheets per ounce of total roll weight. This is to ensure a heavy, absorbent paper towel.

SPECIFICATIONS FOR TOILET TISSUE

Toilet Tissue shall be manufactured from good quality, bleached stock, that is soft and absorbent.

Rolled Toilet Tissue is to be perforated every 3.8 inches OR GREATER so that each sheet can be easily detached from the roll. Outer sheet is to be secured to the roll to prevent unwinding. Rolls shall be individually wrapped.

Each roll of toilet tissue shall be **Two-Ply**, be approx. **4-1/2 inches in diameter**, have a **core width of 4-1/2 inches (max.)**, **weigh a minimum 6.2 ounces**, and have a minimum of **62.5 square feet** of tissue in the roll.

Shipping containers shall be plainly marked as to contents.

Tissue must be manufactured with pulp of HIGH, BLEACHED CHEMICAL FIBRE CONTENT.

SIZES AND ESTIMATED QUANTITIES **FOR 2015** ARE LISTED BELOW:

The estimated amounts for each product are for **One (1) year usage**. These amounts will be made up of recycled bleached materials.

A) Folded for dispensers: Hand Towels Size: <u>9.4" x 12.4"</u> (est. <u>620</u> Cases/yr.)	B) Roll Towels Size: <u>9" x 11"</u> (est. <u>420</u> Cases/yr.)	C) Bleached Roll Toilet Tissue Size: <u>4 1/2" x 3.8 (+)"</u> (est. <u>520</u> Cases/yr.)
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THESE ARE ESTIMATED AMOUNTS OF ALL PAPER PRODUCTS FOR A ONE YEAR PERIOD. ORDERS WILL BE PLACED THROUGHOUT THE CONTRACT PERIOD. THE SUCCESSFUL BIDDER IS REQUIRED TO HOLD THE BID PRICES FOR THE CONTRACT PERIOD AND FULFILL THE ACTUAL COUNTY NEEDS FOR THIS CONTRACT PERIOD.

NOTE #1: The County will NOT PAY additional service or delivery charges such as "FUEL SUR-CHARGES".

NOTE #2: EACH VENDOR MUST FILL IN THE "**SIZE**", "**WEIGHT**", "**SQUARE FEET**" ETC. THAT IS ASKED FOR ON THE BID SHEET THAT FOLLOWS. IF THIS INFORMATION IS NOT PROVIDED THE BID MAY NOT BE ACCEPTED.

PAPER PRODUCTS BID SHEET
 RECYCLED PAPER:
 (GREATER THAN 40%)

PLEASE FILL IN ALL INFORMATION REQUESTED ON THE LINES BELOW!

PRODUCT DESCRIPTION: *****	MANUFACTURER & BRAND NAME *****	PRODUCT NO. *****	SHEETS/PKG. *****	PKGS./CASE *****	PRICE/CASE
A) Bleached Folded Hand Towels Size: <u>9.4" x 12.4"</u>	_____	_____	_____	_____	\$ _____
B) Bleached Roll Towels Size: <u>9" x 11"</u>	_____	_____	_____	_____	\$ _____
 STATE THE SQUARE FEET PER ROLL. _____ SQ.FT. WEIGHT PER ROLL: _____ OUNCES					
C) Bleached Roll Toilet Tissue Size: <u>4 1/2" x 3.8 (+)"</u>	_____	_____	_____	_____	\$ _____

PROVIDED THE FOLLOWING INFORMATION:

SIZE OF SHEETS: _____ **SQ. FT. PER ROLL.** _____ **SQ.FT.** **WEIGHT PER ROLL:** _____ **OZ.**

PAYMENT: THE COUNTY'S PREFERRED METHOD OF PAYMENT IS BY "CREDIT CARD". WILL YOU, THE VENDOR, ACCEPT CREDIT CARD PAYMENT?

YES: _____ NO: _____ REFER QUESTIONS OF PAYMENT TO THE TREASURER'S OFFICE 938-9111.

Delivery after order date: _____ days. PHONE NO. _____ DATE: _____ / _____ / _____

NOTE: By signing this bid form and submitting a bid, the vendor acknowledges that they have read, understand and agree to all aspects of this document as presented. Conditional bids will not be accepted.

<u>NAME OF FIRM</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
Federal ID No. _____	PRINT/TYPE NAME: _____	

IF PAYMENT IS TO BE MADE TO OTHER THAN THE ABOVE NAMED COMPANY PLEASE FILL IN COMPANY NAME AND ADDRESS HERE. _____

The following statement must be subscribed by the bidder and affirmed by such bidder as true, under the penalties of perjury.

Pursuant to Section 103-d of the General Municipal Law.

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and

No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

(For use of individual bidder)

IN WITNESS WHEREOF, I, _____, doing business under the style and name of _____ at _____ have hereunto subscribed my name under the penalties of perjury at _____ on this ____ day of _____, 20 ____.

d/b/a _____

(For use of partnership bidder)

IN WITNESS WHEREOF, this non-collusive bidding certification has been subscribed, under the penalties of perjury, at _____ on this ____ day of _____, 20 ____, by _____, one of the partners or co-partners of the partnership composed of _____ and _____ doing business under the style, partnership, and firm name of _____ at _____.

Partnership Name

By _____
Co-Partner

(For use of corporate bidder)

RESOLVED, that _____ (name of corporation) be authorized to sign and submit the bid or proposal of this corporation for the following project _____ and to include in such bid or proposal the certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate, this corporate bidder shall be liable, under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by _____ Corporation at a meeting of its board of directors held on the ____ day of _____, 20 ____.

Dated at _____ on this ____ day of _____, 20 ____.

(SEAL OF THE CORPORATION)

Secretary

Name of Bidder

By _____
Title

LEGAL STATUS INFORMATION

To facilitate correct drawing and execution of contract, bidder shall supply full information concerning legal status:

FIRM NAME: _____

Federal ID No.: _____

PRINCIPAL OFFICE:

Street _____

City, State, Zip _____

Area Code _____ Telephone _____

LOCAL OFFICE:

Street _____

City, State, Zip _____

Area Code _____ Telephone _____

CONTRACT TO BE SENT TO: Principal Office _____ Local Office _____

CHECK ONE: Corporation _____ Partnership _____ Individual _____

(Incorporated under the Laws of the State of _____)

(If foreign corporation, state if authorized to do business in the State of New York:
Yes _____ No _____ Not Applicable _____)

TRADE NAMES:

NAMES AND ADDRESSES OF PARTNERS:

NAME, TITLE, AND ADDRESS OF PERSON AUTHORIZED TO SIGN CONTRACT ON BEHALF OF
BIDDER:

Name: _____

Title: _____

Address: _____

PLEASE TYPE OR PRINT

BID FOR PERFORMANCE OF CONTRACT WITH
CATTARAUGUS COUNTY LEGISLATURE
LITTLE VALLEY, NEW YORK

TO: Cattaraugus County Legislature, Little Valley, New York, herein after called the County.

The undersigned, desiring to interpose a bid to provide services for **PAPER PRODUCTS**, for Cattaraugus County Department of Public Works, does hereby accept all terms, conditions, and agreements contained and set forth in the Notice to Bidders, Instructions to Bidders, Minimum Specifications, Non-Collusive Bidding Certification, Legal Status Information and Bid for Performance of Contract with Cattaraugus County Legislature and does hereby certify, agree and propose as follows:

The undersigned declares that he/she has examined all of the attached documents, and hereby proposes and agrees that, if this bid is accepted, he/she will contract with the County, such contract incorporating the provisions of the documents attached hereto, to furnish all the materials and services and do all the work specified in the attached documents in the manner and time herein specified and according to the requirements as herein set forth, and to take in full payment therefore the bid prices set forth on the preceding specification sheets.

If this proposal is accepted by the County and the undersigned fails to contract as aforesaid, within ten days (not including Sunday) from the date of notice from the County to him/her, then the County may at its option, determine that the bidder has abandoned his/her right to enter into the contract and thereupon the bid and acceptance shall be null and void.

The full name and residences of all persons and parties interested in the foregoing bid as principals are as follows: (Individuals or partnership bids only)

INDIVIDUAL, PARTNERSHIP OR CORPORATE USE

The undersigned certifies, under penalty of perjury, that he is fully authorized to sign this bid.

Name and Address of Bidder:

Authorized Signature and Title:

Signature

Title

Date

“Iran Divestment Act of 2012”

“Iranian Energy Sector Divestment”

Pursuant to State Finance Law §165-a, the Commissioner of General Services is required to develop a list of persons it determines engage in investment activities in Iran, which is defined as provision of goods, services or credit of \$20,000,000 or more, relating to the energy sector.

General Municipal Law §103-g(4) states as follows:

Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or service performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under penalties of perjury.

The below signed bidder affirms the following as true under penalties of perjury:

- a. “By submission of this bid, the bidder identified herein and each person signing on behalf of the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and behalf that this bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the state finance law.”

Corporate or Company Name

By:

Signature

Title

Sworn to before me this

____ day of _____, 20 ____

Notary Public