

East Central Intergovernmental Association (ECIA)
Attn: Elizabeth Kemp, Rehab Specialist
7600 Commerce Park
Dubuque, IA 52002
Ph. (563) 690-5720

July 9, 2024

**INVITATION TO BID HOUSING REHABILITATION OF:
830 Valentine Dr, Dubuque, IA**

<u>Address</u>	<u>Pre-Bid Tour Date</u>	<u>Bid Tour Time</u>
830 Valentine Dr, Dubuque, IA	Thursday, July 18, 2024	2:00pm

You are invited to bid on the housing rehabilitation package of the structure located at the above listed address in the City of Hopkinton, IA in accordance with the specifications detailed in the accompanying rehabilitation material.

Sealed bids marked "Bid Documents" to be delivered to ECIA, 7600 Commerce Park, Dubuque, IA, 52002; Attention: Elizabeth Kemp; Rehab Specialist. Bids will be received until 1:00 p.m., on Friday, August 2, 2024.

No bids will be received after this time.

Bids will be publicly opened and read aloud on Friday, August 2, 2024 at 1:00 p.m. at the ECIA, 7600 Commerce Park, Dubuque, IA.

In general, the work consists of general housing rehabilitation work which includes but is not limited to: A interior and exterior rehabilitation including, but not limited to reroofing, replacing faucets, removing, and installing new flooring, and ceiling repairs. Line-Item Construction Bids will be received for the project.

Bid documents may be obtained after July 16, 2024, at ECIA, 7600 Commerce Park, Dubuque, IA 52002, (563) 556-4166 or may be seen at the following locations:

Online at: www.ECIA.org
Master Builders of Iowa – Des Moines

Minority and women-owned businesses and small, local, and emerging contractors are encouraged to participate. Bid guarantee in the amount of 5% of the bid amount **must** accompany each bid submitted and shall be in the form of a cashier's check, certified check, or bond. This invitation is given and published pursuant to authorization of the ECIA, Iowa Finance Authority and the Owners. The ECIA reserves the right to reject any or all bids and to waive any informality or irregularity or to accept any bid which best serves the interest of the Owners. All requested attachments to the bid must be attached as stated within the individual bids.

Do not include sales tax within your project bid. The ECIA will issue a sales tax exemption certificate for projects after contracts are awarded.

Section 3

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Section 3 Businesses are encouraged to respond to this proposal. A Section 3 business is a business that is:

- 51% owned by Section 3 residents*
- Whose permanent, full-time staff is comprised of at least 30% Section 3 residents*
- Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses
- *A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3

Business through HUD's website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

**East Central Intergovernmental Association
Iowa Finance Home Repair Pilot Program
BID AND PROPOSAL**

Specification for the residence of:

**Jennifer Duffy
830 Valentine Dr, Dubuque, IA**

Proposal of _____ hereafter called (“Bidder”), organized and existing under the laws of the State of Iowa doing business as _____. *. (insert “a corporation”, “a partnership”, or “an individual” or as legally applicable.)

To the East Central Intergovernmental Association of Dubuque, Iowa (hereinafter called “ECIA”.) In compliance with your advertisement for Bids, BIDDER hereby proposed to perform all work for the property of **Jennifer Duffy**, located in Dubuque, Iowa, in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below. By submission of this BID, each BIDDER certifies, and, in the case of joint BID, each party thereto certifies as to their own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter related to this BID with any other BIDDER or with any competitor.

Bidder hereby agrees to commence work under this CONTRACT on or before a date to be specified in the Notice to Proceed and to fully complete the project with **60 consecutive** calendar days thereafter. The Notice to Proceed will be issued once approved by Iowa Finance Authority.

NOTE:

1. Bids shall include all applicable taxes and fees. THE BID MUST BE TYPED OR IN INK AND ROUNDED TO THE NEAREST DOLLAR. Every line item must have a cost designation and items may not be lumped together. It is the right of ECIA to delete line items if necessary. Bid may be **disqualified** if not all line items have prices.
2. BIDDERS shall not add any conditions or qualifying statements or modify this proposal, or the proposal may be declared irregular as being not responsive to the Notice.
3. Do not include sales tax in your line-item bid amounts. The ECIA will issue a sales tax exemption certificate for this project.
4. If this project bid is at or exceeds \$25,000.00, a **100% payment and performance bond and one-year maintenance bond** is required at or prior to Home Repair Pilot Program contract signing.
5. **BID SECURITY OR BID BOND** (5% of total bid)-The required bid security will be returned as soon as possible to all but the selected bid. The selected bidder will have the bid security returned after the Performance and Maintenance bond is received at contract signing. Payment can be in the form of a cashier’s check, certified check or a bid bond.

6. The CONTRACTOR shall be required and agrees to:

Furnish evidence of the following minimum insurance coverage and limits:

Class of Coverage Commercial General Liability	
General Aggregate Limit	\$2,000,000
Products Completed Aggregate Limit	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Automobile Combined Single Limit	\$1,000,000
Workmen's Compensation	\$100,000 per incident

The CONTRACTOR shall submit a Certificate of Coverage to ECIA for approval, and no cancellation or change shall be permitted without a written notice of such change or cancellation, which must be presented to ECIA ten (10) days prior to any such alteration. If coverage is due to expire during the contract period, a new Certificate of Coverage shall be presented to ECIA. It is further specifically stipulated that the Insurance Coverage shall include an endorsement, by CONTRACTOR'S Insurance Carrier, that so far as CONTRACTOR'S Insurance Coverage is concerned, it is specifically agreed that said Carrier shall never, in connection with any tort litigation arising under said coverage herein, assert the defense of nonliability based upon the fact that ECIA is a governmental instrumentality and is immune to suit.

This project is funded by an Iowa Finance Authority (IFA) Housing Rehabilitation Pilot Program grant and is being administered by and through IFA. Compliance with all applicable federal, state, and local laws, rules, and regulations is required.

Attach to this bid:

- 1.) PROOF OF CONTRACTORS INSURANCE
- 2.) SECTION 3 REQUIREMENTS – Intent to Comply Form
- 3.) Copy of Iowa Contractor's Registration with IWD. Print the general contractor and all subcontractor license from the state website and attached to your bid. State website:
<http://www2.iwd.state.is.us/contractor.nsf>
- 4.) Be approved as not being on the HUD's or the U.S. Department of Labor's (DOL's) list of debarred or suspended contractors* <https://www.sam.gov/portal/SAM#1>
- 5.) Bid Security or bid bond (5% of total bid)

BIDDER agrees to perform all the work described in the contract documents and the following project specifications for the above indicated residence at the following indicated price, and all bids shall include all other applicable fees. Bid must be typed or in ink. Bids as received must be for execution of the entire job as called for in the project specifications provided. Each item is to be bid as a sperate item and rounded to the nearest dollar. The individual line items are to be totaled to equal bid amount as entered in the bid summary. Do not include alternate bids, if requested, in bid summary price. It is expressly understood that the foregoing total bids is the basis for establishing the amount of bid security and is for comparison for bids only and is not to be considered or construed to be a lump sum proposal. It is the right of the ECIA to delete line items if necessary.

East Central Intergovernmental Association
 7600 Commerce Park
 Dubuque, IA 52002

**IFA
 Home Repair Pilot Program
 Contractor Bid Packet:**

Client Name: Jennifer Duffy 563-422-8463

Address: 830 Valentine Dr, Dubuque, IA 52003

Contact : Elizabeth Kemp, ECIA, 7600 Commerce Park, Dubuque, IA 52002 563-690-5720

Inspection:

				COST
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EXTERIOR

Remove existing siding . Provide and install 4” double, standard lap, siding and all required trims and channels. Provide and install #15 asphalt paper underlayment. Siding to be 04” minimum thickness. Woodgrain finish. Color to be a standard color selected by the property owner.	1			
Install five-inch gutters at all horizontal fascia locations with large downspouts that extend a minimum of three (3) feet from the house. Discharge so that the water will drain away from the house. Remove existing aluminum on the fascia and wrap fascia with new aluminum (white) prior to installing the gutters.	1			
Remove the existng handrail system at the front porch and replace with a similar handrail system.	1			

Entry

Provide and install exterior, painted, pre-hung, insulated R-5, 6-panel steel doors of same size (or size of opening) as existing. Provide each door with a deadbolt and entrance function, lever style lockset Schlage, Kwikset or equal and satin nickel or similar finish.	1			
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MAIN BATH

Remove the water damaged drywall ceiling. Replace with 5/8” moisture resistant gypsum board sheathing, tape and mud all seams and edges. Finish with an organge peel texture. Paint with suitable primer and minimum two finish top coats of. Paint shall be Sherwin Williams ProMar 400, Zero VOC or equal. Color to be white.	1			
Install a Broan Ultra Green Series 110 CFM humidity sensing exhaust fan, Energy Star certified, with white grille and a light or other approved equal. Install to manufactures installation requirements.	1			

IFA
Home Repair Pilot Program
Contractor Bid Packet:

This vanity sink / faucet leaks. Replace the faucet and pop-up with a new Delta lever style faucet, chrome finish, or equal. Assess the piping under the sink and repair/replace if leaking. Repalce the vanity with a wood vanity of similar size, from stock selection, Property onwner to choose style and color.	1			
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KITCHEN

Kitchen faucet leaks. Replace the facuet with a Delta single handle, pull down stainless faucet, or approved equal.	1			
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1/2 BATH Main Floor

Replace the faucet and pop-up with a new Delta lever style faucet, chrome finish, or equal. Assess the piping under the sink and repair/replace if leaking.	1			
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PRIMARY BATH Main Floor off Primary Bedroom

Replace the shower head with a Delta shower head of a simialr finish, or approved equal.	1			
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1/2 BATH Basement

Replace the shower head with a Delta shower head of a simialr finish, or approved equal.	1			
Facet at the vanity sink is loose, tighten and assure there are no leaks.	1			

PRIMARY BEDROOM 3

Install laminate plank flooring to match as closely as possible the existing hall flooring. Install all flooring per manufacturer's instructions. Any flooring adhesives to be Low VOC. Flooring colors and patterns to be approved bythe propperty owner. Install transision strips as needed at doorways.☒	1			
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BEDROOM 2

Install laminate plank flooring to match as closely as possible the existing hall flooring. Install all flooring per manufacturer's instructions. Any flooring adhesives to be Low VOC. Flooring colors and patterns to be approved bythe propperty owner. Install transision strips as needed at doorways.	1			
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**IFA
 Home Repair Pilot Program
 Contractor Bid Packet:**

Install a hollow core door at the bedroom entrance, matching the style and color to existing doors as closely as possible.	1			
Install hollow core bifold doors on the closet, matching the style and color to existing doors as closely as possible.	1			
Patch the holes in the drywall walls, tape and mud. Finish to match existing texture as close as possible. Paint with suitable primer and minimum two finish top coats of. Paint shall be Sherwin Williams ProMar 400, Zero VOC or equal. Color to be selected by the property owner.	1			

GARAGE

Install battery abck up to the existing sump pump.	1			
Install 1/2" moisture resistant gypsum board sheathing, tape and mud all seams and edges to the area where the drywall has been removed. Paint with suitable primer and minimum two finish top coats of. Paint shall be Sherwin Williams ProMar 400, Zero VOC or equal. Color to be white.	1			

House

Blow in cellulose insulation to fill the wall cavities.	1			
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OTHER:

• Permits required to complete work (Building, Engineering, etc.)	1			
• Material costs for containment, PPE, signage, proper disposal, etc. to comply with lead-safe work practices	1			

Install Carbon monoxide detector/smoke in lowest habitable level to local code	1			
Install Smoke detectors to local building code	7			

TOTAL

		\$0
		COST

East Central Intergovernmental Association
7600 Commerce Park
Dubuque, IA 52002

IFA
Home Repair Pilot Program
Contractor Bid Packet:

GRAND TOTAL	\$0
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Contractor Signature: _____

Date: _____

Please place the totals from your proposed bid below

Construction Bid \$ _____

Do not include sales tax in your bid.

GRAND TOTAL CONSTRUCTION BID \$ _____
(includes construction, lead and lead cleaning and performance/maintenance bond (if applicable))

Firm Name (legal name listed on insurance documents): _____

Contact Name: _____

Mailing Address: _____
Number & Street City State Zip Code

Bidder Cell Number: _____

Office Phone Number: _____

Email address: _____

Contractor UEI Number: _____

Federal Tax ID Number: _____

Iowa Contractor License Number: _____

Name: _____
(typed or printed) Signature

Title: _____ Date: _____

Incomplete bids may be rejected.

PROJECT SUBCONTRACTORS and/or SUPPLIERS

I certify, under penalty of perjury, that by submitting this bid and in accordance with the following complete list of all subcontractors and suppliers, if any, to whom the Contractor has awarded a construction contract, under the terms of which they are to furnish material and/or labor to incorporate in the

NOTE: Bid may be rejected if not completed and filled out correctly.

List all subcontractors/suppliers used for this project (attach additional sheets if needed) and provide the following information for each subcontractor/supplier.

- 1. _____

Business Name	UEI#	TAX ID #	IA Contractor #	Phone	Work Amount
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- 2. _____

Business Name	UEI #	TAX ID #	IA Contractor #	Phone	Work Amount
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- 3. _____

Business Name	UEI #	TAX ID #	IA Contractor #	Phone	Work Amount
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- 4. _____

Business Name	UEI#	TAX ID #	IA Contractor #	Phone	Work Amount
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- 5. _____

Business Name	UEI #	TAX ID #	IA Contractor #	Phone	Work Amount
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I, _____, (Print Name) certify that the above/attached subcontractors/suppliers will be used for this project and the above/attached list of subcontractors and/or suppliers is complete and the ECIA Rehabilitation Specialist will be notified by the signing contractor if any additions or deletions were made from this given list.

Signature: _____ Date: _____

BID SECURITY OR BID BOND

Accompanying this BID is a _____ (Insert: "Certified Check", "Cashier's Check", "Certified Share Draft", "Bid Bond" as applicable) in the amount of (5% of the total bid amount) _____ Dollars (\$ _____) payable to the ECIA of Dubuque, IA which it is agreed to be forfeited to the ECIA, if the undersigned fails to execute the CONTRACT in accordance with the form of CONTRACT incorporated in the CONTRACT DOCUMENTS and required by the CONTRACT DOCUMENTS with in ten (10) days from Notification of Award of the CONTRACT to be undersigned. Checks submitted for bidding purposes will be returned as soon as possible after the bid opening for all but the low bidder.

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved to the ECIA and Owner to reject any or all proposals or to waive informalities and irregularities and to enter into such CONTRACTS that the ECIA and OWNER deems to be in the best interest of the ECIA and OWNER. It is further understood and agreed that this proposal may not be withdrawn for a period of thirty (30) days from the opening thereof.

The undersigned BIDDER understands that the CONTRACT(S), if awarded, will be awarded to the lowest responsible, responsive BIDDER(S) on the basis of approved equipment.

The undersigned also understands that he/she is to commence WORK on or before the date given in the Notice to Proceed and complete the WORK within the time period indicated in the CONTRACT DOCUMENTS, subject to any extension of time which may be granted by the ECIA.

The undersigned BIDDER understands that the Iowa Finance Authority, the ECIA, or any authorized representatives shall be right of entry to the project site for access and inspection and proper facilities will be provided therefore.

The name and address of the insurance company which BIDDER proposes to furnish the specified Certificates of Insurance is: _____

The BIDDER is required to indicate the name and address of all subcontractors.

MINORITY AND WOMEN-OWNED BUSINESSES ARE ENCOURAGED TO APPLY AS WELL AS SMALL, LOCAL AND EMERGING CONTRACTORS.



Section 3

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Section 3 Businesses are encouraged to respond to this proposal. A Section 3 business is a business that is:

- 51% owned by Section 3 residents*
- Whose permanent, full-time staff is comprised of at least 30% Section 3 residents*
- Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

*A Section 3 resident is defined as a public housing resident, or a current resident of Section 8 – assisted housing, or someone whose individual income is no greater than 80% of area median income (AMI) income that is less than 80% of the area median income.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3

Business through HUD's website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

SECTION 3 – CONTRACTOR INTENT TO COMPLY

For Project (insert project name): IFA Home Repair Pilot Program

In (Insert City Name): 310 Maple Ln NE, Hopkinton, IA

Contractor Name: _____ hereinafter referred to as “CONTRACTOR.”

Address: _____ City: _____ State: _____ Zip: _____

This form is the CONTRACTOR’s official statement acknowledging their understanding that Section 3 requirements are mandatory for the proposed project which is funded in part with funds from the Department of Housing and Urban Development (HUD). The form also signifies the CONTRACTOR’s intent to comply with the Section 3 requirements as outlined in the plans and specifications, including but not limited to, the intent to utilize Section 3 (low to moderate income) workers and subcontractors where possible and complying with all mandatory reporting related to Section 3 HUD guidelines.

In recognition of the intent to comply the CONTRACTOR indicates their compliance with the following certifications:

- YES NO If awarded a contract for this HUD-funded project, CONTRACTOR is able to determine employee’s hourly wages and addresses.
- YES NO Is this business a registered Section 3 business with the U.S. Department of Housing and Urban Development? You can search for Section 3 Businesses here: <https://hudapps.hud.gov/OpportunityPortal/>
- YES Willing to provide information on the hours worked by all employees, including Section 3 and Targeted Section 3 employees for this job?
- YES If the need to hire new employees during this job occurs, agree to hire Section 3 qualified employees for those job opportunities presuming all other qualifications are equal with qualified non Section 3 applicants?
- YES If the need to subcontract arises, willing to CONSIDER hiring and subcontracting with a Section 3 business registered with HUD. You can search for Section 3 Businesses here: <https://hudapps.hud.gov/OpportunityPortal/>

The CONTRACTOR estimates that the total hours worked on this project by employees of the CONTRACTOR will be _____.

The CONTRACTOR recognizes that this contracting opportunity is subject to HUD Section requirements ([24 CFR Part 75](#)). The CONTRACTOR has read and understands the Section 3 requirements as generally described above and presented in the Section 3 contract language included in the procurement documents for this project (plans and specifications, request for qualification, request for proposals, etc.). If awarded a contract, the CONTRACTOR commits to following Section 3 requirements, as they apply to this project. If awarded a contract for this project, the CONTRACTOR agrees to provide reports to the project’s Grant Administrator on a timely basis) regarding Section 3 efforts and accomplishments.

Signature _____ Date _____

Print Name: _____ Title: _____