



DuPage Regional Office of
EDUCATION
Excellence in Education

DR. DARLENE J. RUSCITTI
Regional Superintendent
DuPage County Schools

421 N. County Farm Road
Wheaton, Illinois 60187
Phone: 630.407.5800
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Legal Notice
DuPage Regional Office of Education

Invitation to Bid
Moving of School Furniture and Equipment

Sealed bids will be taken at the DuPage Regional Office of Education, 421 N. County Farm Road, Wheaton, Illinois 60187, for the moving of classroom furniture, office furniture and equipment from the Center for Professional Learning located at 1519 Grace Street, Lombard, Illinois 60148 to another location in Lombard to be determined. Bid specification information is available at <https://www.dupageroe.org/resources/bids> and copies may be obtained from the DuPage Regional Office of Education located at 421 N. County Farm Road, Wheaton, Illinois 60187. The business Office will provide the specifications. Office hours are any weekday between 8:00 am and 4:00 pm. There will also be a pre-bid meeting on Tuesday, May 16, 2017 at 2:00 pm at the Grace Street location for the purpose of reviewing the building for bidding.

Bids will be opened and read at 2:00 pm on Thursday, June 1, 2017 at the DuPage Regional Office of the Superintendent of Schools, 421 N. County Farm Road, Wheaton, Illinois 60187.

The DuPage Regional Office of Education reserves the right to reject any and all bids after proposals have been examined and canvassed.

Published in the Daily Herald on Monday, May 15, 2017.

Jeremy Dotson, Ed.D
Finance Director
DuPage Regional Office of Education
421 N. County Farm Road
Wheaton, Il 60187



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INVITATION TO BID – JUNE 2017 CLASSROOM FURNITURE AND EQUIPMENT

The DuPage Regional Office of Education is requesting bid proposals for our late June move. Work will involve disassembly, moving and relocation of the described work subject to the conditions stated within. This will include moving furniture of classrooms, offices, storage areas, and equipment.

Scope: The move will commence on June 26, 2017 and must be completed within five (5) business days. The move out schedule will be confirmed when the contract is awarded.

Pre-Bid Review of Buildings: There will be a pre-review meeting of the CPL location on Tuesday, May 16, 2017 at 2:00pm. The location is 1519 Grace Street, Lombard, Illinois 60148. If you have any questions, please contact Dr. Jeremy Dotson at 630.407.5777 or Dr. Dennis O'Connell at 630.247.2470.

Bid Submittal: Bidders must submit an original copy of the completed bid form with all spaces filled an executed by the bidder, and submitted in a sealed envelope clearly marked "Bid – CPL Move June 2017."

Bid Opening: Bids must be received by 2:00 p.m., local time, on Thursday June 1, 2017 addressed to Dr. Jeremy Dotson, Finance Director, DuPage Regional Office of Education, 421 N. County Farm Road, Wheaton, Illinois 60187. Bids received after this date and time will not be accepted. In relationship to the terms and conditions of these specifications, including the invitation to bid and other documentary forms herewith, the bidder hereby proposes, offers and agrees if this bid is accepted to do all things necessary to fully perform and satisfy all terms, conditions and requirements of the subject specifications.

Bid Deposit: A Bid Bond, Cashier's Check or Certified Check in the amount of 10% of your bid pricing, computed by using the total fixed base cost, must be submitted along with your bid submission. Bids not containing a Bid Bond, Cashier's Check or Certified Check as indicated here will be considered incomplete and thereby disqualified.

Prevailing Wages: These kind of wages shall only apply if specific trade skills are employed by the moving company.

Retailers Occupation Tax: Sales of any kind to the DuPage Regional Office of Education are exempt from the Retailer's Occupation Tax (both State and Local) and the Service Use Tax.

Rejection of Bids: The Board of Education reserves the right to reject any and all bids and to waive informalities and any and all irregularities in bidding procedures and to accept that bid which is considered to be in the best interest of the Organization. Any such decision shall be considered final.

Thank you for your interest and time spent to submit this bid for our consideration.

Sincerely,

Jeremy Dotson Ed.D
Finance Director
630.407.5777
jdotson@dupageroe.org

I. GENERAL INSTRUCTIONS

Bids shall be submitted in a sealed envelope properly marked with the title of bid, date and time of opening to the attention of Dr. Jeremy Dotson, Finance Director. Bids must be received on or before the time scheduled for the deadline. An electronic or facsimile bid will not be accepted.

The Organization cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been received by the Organization before the specified deadline. Bids received after the time specified in the Invitation to Bid will not be opened for consideration.

Each bidder shall submit their proposal only on the bid form provided. Failure to do so shall be cause for rejection.

Unsigned bids will not be considered.

The Organization is not subject to Federal Excise Tax or Illinois Retailers' Occupational Tax.

Bids shall be proposed on a flat fixed rate, which should include necessary items such as gurneys, gondolas, and Masonite.

DuPage Regional Office of Education will be referred to as "Organization" or the "Owner" throughout the remainder of this document. Likewise, the company quoting will be referred to as "Bidder" or "Moving Contractor".

Correspondence shall be addressed to Dr. Jeremy Dotson, Finance Director, email jdotson@dupageroe.org.

The forms contained in this bid document should be completed electronically, then printed and submitted in hard copy. No electronic bid submissions will be accepted.

II. SCOPE OF WORK

The contents to be moved may include workstations, classroom desks, chairs, equipment, supplies, boxes, cabinetry, bookcases, shelving units, and miscellaneous furniture.

The Organization will pack all materials from offices and classrooms into boxes; marked for the Moving Contractor. Move out is estimated to begin on Monday June 26, 2017 with a sequence schedule coordinated with the Organization. The exact date of the move will be confirmed once the contract is awarded and the new location has been determined.

The Moving Contractor shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services described above. The supplies and equipment to be provided by the Moving Contractor shall include, but not be limited to paper supplies including shrink wrap material, some cartons, totes, gurneys, dollies, plywood, carriers, trucks, and protective coverings, etc., as may be required. All material handling vehicles used in the interior of the buildings must have hard rubber wheels, and must be maintenance free from grease and dirt. All filing equipment must have drawers secured and be transported upright.

The Moving Contractor shall provide the usual services necessary for straightening out, adjusting and general cleanup of all areas.

III. ERRORS AND OMISSIONS

All proposals shall be submitted with each space properly completed. Special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, that bidder shall advise Dr. Jeremy Dotson, Finance Director by email at jdotson@dupageroe.org who will issue the necessary clarifications on all issues to all prospective bidders. Bids shall be without interlineations or erasures. No oral, telephonic, telegraphic, or facsimile bid or revision to bid will be considered. Illinois law shall prevail in all instances in regard to this Invitation to Bid and the bid proposals.

IV. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter sent via email, facsimile, U.S. mail, or in person prior to the time and date established for the opening of bids.

V. INVESTIGATION OF BIDDERS

The Business Office will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to produce such financial documentation as well as show types of services or supplies similar to that included in bid proposal. The Moving Contractor must submit at time of bid, a list of three (3) references, where a similar type of move and scope has taken place within the last five (5) years.

VI. CONTRACT AWARD

The contract will be awarded to the lowest responsible, responsive Moving Contractor complying with the conditions of the contract including the tight time-frame required for the move. Such determinations will be based on that which in its opinion is in the best interests of the Organization. Such decision shall be final.

In determining the lowest responsible, responsive Moving Contractor, the following elements, in addition to all others named in this document, will be considered: whether the Moving Contractor involved (a) maintains a permanent place of business; (b) has adequate and acceptable equipment to do the move properly and expeditiously; (c) has leak proof and suitable mobile trailer units in a condition acceptable to the Organization; and (d) has appropriate technical experience. Much consideration will be given to past performance and completion schedules of the Moving Contractor on other projects. The timeliness is extremely important, in addition to the capable disassembly and reassembly of furniture and equipment.

VII. ASBESTOS HAZARD EMERGENCY ACT (AHERA)

Please be informed that Asbestos Containing Materials (ACM) have been found in CPL building, and that airborne asbestos is a potential health hazard; however, no problem should exist. Unless disturbed, these materials are in good condition. The location of the ACMs, and the Asbestos Operation and Maintenance Program are described in the AHERA Management Plan, which is available for your review at the Lombard School District Office. Do not disturb these materials (ACMs).

VIII. OSHA REGULATIONS

Moving Contractor shall meet established OSHA standards on items the Moving Contractor is quoting.

IX. OTHER GENERAL REQUIREMENTS

If Moving Contractor ceases to conduct its operation in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency

laws is brought by or against the Moving Contractor, or if a receiver for the Moving Contractor is appointed or applied for, or if an assignment for the benefit or creditors is made by Moving Contractor, the Organization may cancel this order without liability except for work previously completed in accordance with the terms, conditions, and specifications contained herein.

The Organization's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the Invitation to Bid shall not in any way affect, limit, or waive the Organization's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

X. QUALIFICATIONS OF CANDIDATES

No portion of the work shall be subcontracted without prior written consent of Organization. In the event that the Bidder desires to subcontract some part of the work specified in the contract, the Bidder shall furnish the Organization the names, qualifications, and experience of the proposed subcontractors. The Bidder shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the contract.

XII. INSURANCE

The successful Bidder shall furnish and pay for insurance in accordance with the conditions stipulated below. Bidder shall file with the Owner, Certificates of Insurance certifying to insurance coverage specified herein. All Certificates shall contain a clause stating that the policy will not be canceled without thirty (30) day's prior written notice having first been sent to the Owner. Bidder shall carry insurance to cover responsibility and liability of all kinds, and shall require any subcontractors to carry similar insurance. General Liability on the Certificate of Insurance shall read "Aggregate Limit"

The Certificate of Insurance requirements shall be maintained by the successful Bidder receiving award in addition to all subcontractors as stated during the execution of the Contract and until such time as contract work is complete. In addition to Certificate Holder, said Certificate is to name DuPage Regional Office of Education as "Additionally Insured". Designated Certificate is to be submitted to the Organization by the Bidder immediately upon receiving contract award.

If storage is necessary, the Bidder shall be fully liable and responsible for all equipment and supplies stored for Owner either in its storage facility or on the premises of the Organization. Bidder shall have insurance to cover all such materials and shall provide the Organization with proof of 100% coverage, if required.

Should claims for vandalism arise under the property coverage of the Organization, the Bidder is to give immediate notice regarding said claim.

XIII. PREVAILING WAGES

Prevailing wages shall apply only when skilled workers are employed.

XIV. CRIMINAL BACKGROUND INVESTIGATION

All Bidders must comply with applicable Illinois law requiring its employees to undergo a criminal background check when work is being done at school buildings when children are onsite. **There should not be any children present during the move.**

XV. COMPLIANCE WITH LEGISLATION

Sections 39s-1 to 39s-12 of C Chapter 48 and Sections 39s-4 of Illinois Revised Statutes.

Bidder represents that goods or services provided under this purchase order are manufactured and sold in accordance with the requirements of the Fair Labor Standard Act as amended and all other applicable Federal, State and Local laws.

It shall be mandatory that the Bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that he will comply with all provisions of the Illinois Fair Employment Practices Commission as required by the Rules and Regulations for public contracts. The following statutes also govern the work: The Illinois Human Rights Act (HRA) Illinois Revised Statutes, Ch. 68, Par. 1-101 et seq (including the requirement that every party to a public contract shall have adapted written sexual harassment policies, P.A. 87-1257)

XVI. OTHER REQUIREMENTS

The successful Bidder must exercise reasonable care to avoid damage to Organization Property. All damage caused by the Moving Contractor shall be the direct responsibility of the Contractor and be determined by the Organization as to the proper action whether to repair, replace or be charged for the damage.

XVII. INDEMNIFICATION

It is expressly understood and agreed that the Moving Contractor shall be responsible for any and all damages to property and any and all injury, damage or disease to or death of any person including Moving Contractor, subcontractor or any of their respective employees arising directly or indirectly from or in connection with work performed which is the subject of this bid, and shall indemnify, defend and hold harmless DuPage Regional Office of Education from all loss, damage, costs and expenses (including court costs and attorney fees) which any of them may suffer or sustain or be threatened with liability for, arising out of, in connection with or based upon injury, damage, disease or death including claims filed by employees of any contractor or subcontractor engaged by the Moving Contractor in connection with work performed which is the subject of this bid arising under the Illinois Structural Act.

XVIII. EXCEPTIONS

Any exceptions to these conditions or deviations from written specifications must be in writing and attached to the bid form.

XIX. PRICES AND PAYMENT

Prices, terms and conditions must be firm for a period of ninety (90) days from the date of the bid opening unless otherwise agreed to by DuPage Regional Office of Education and bidder.

Approval for payment of the work will take place within a thirty (30) day period from receipt of invoice providing the work has been completed in a satisfactory and acceptable condition to the Organization.

If applicable, Moving Contractor must provide documentation to the Organization to verify all overtime charges. Any and all overtime charges that occur as a result to additional scope added at the time of move out/in must be discussed and pre-approved by the Organization.

XX. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

XXI. BID TABULATION

Result letters will be sent to the bidders following the final determination and recommendation approval by our Organization.

SPECIFICATIONS - SCOPE OF WORK

MOVE DATES/COMPLETION DATES

Move out at the school location shall commence on June 26, 2017. Moving out of CPL will be completed in not more than five (5) business days. The final completion date for the new location will be no later than June 30, 2017.

LAYOUT AND INSTALLATION

The Moving Contractor shall provide all labor, equipment and services necessary to install the furniture and property back to its proper designated classroom/office at the new location.

MARKING AND TAGGING

The Organization will assure that all items are individually tagged for delivery by room number, and all other pertinent identification for the location. The movement of equipment and materials shall be carried out in the order and sequence designated by the Organization.

PROJECT COORDINATION

Moving Contractor shall coordinate his work with any and all other trades and Contractors on the site. His work shall be performed in a timely fashion to meet the project time schedule for all work. Coordination to ensure trade access to points needed is crucial.

PADDING, CRATING AND PROTECTION OF PROPERTY

The Moving Contractor shall take every necessary precaution by means of crating and padding to safeguard the Owner's property from damage. All crating materials, some boxes and cartons, shrink and all padding materials and equipment shall be furnished by the Moving Contractor.

Prior to the placement of relocated items, the Moving Contractor shall make a written report to the Owner or its authorized agent for all obvious damage to supplies, furniture, panels and other previously installed items.

FLOOR AND WALL PROTECTION

The Moving Contractor shall furnish all labor and material (Masonite, etc.) required to adequately protect all floors, walls, and doors at time of transferring property into temporary location if necessary and later back into permanent location. It is especially crucial to protect any carpet floors with Masonite. This protective covering shall remain in place until all installation activities and move-in activities are completed throughout the building. It shall be removed immediately thereafter. Exact placement of protective covering will be directed by Organization staff members.

PACKING AND UNPACKING

Organization employees are to pack all of their material as well as their own personal items. The Moving Contractor will accomplish all other packing as designated.

FILES, SHELVING BOLTED EQUIPMENT

Existing file cabinets and wall mounted cabinets are to be unbolted, leveled, re-bolted and re-leveled in conformance with all applicable regulations. The Moving Contractor shall supply labor for necessary unbolting/re-bolting of other office furniture according to how it was originally found.

PERMITS, FRANCHISES, LICENSES OR THEIR LAWFUL AUTHORITY

The Moving Contractor, at its own expense, shall obtain and maintain all necessary permits, franchises, licenses, or other lawful authority required for effecting the movement, handling and other services to be performed under this contract. Before an award is made, the Moving Contractor may be required to produce evidence of such authorities to Organization.

INDEMNITY AND INSURANCE

The Moving Contractor agrees to indemnify, defend, and hold Owner harmless against any and all losses, damages to the limits as described under "Insurance" for any costs and expenses which it may hereafter suffer or pay out by reason of any claims, actions and rights of action, in law or equity, arising out of performance of work and resulting from injuries or damage occurring to, or caused in whole or in part by, the Moving Contractor, and of its offices, employees or representatives or any person, firm or corporation directly or indirectly employed or engaged by the Moving Contractor.

MOVING CONTRACTOR INFORMATION

Moving Contractor Company Name: _____

Representative's Name: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

I acknowledge the opportunity was extended to examine site conditions, have examined all bid documents, and agree to the following:

- A. To hold this bid open until ninety (90) calendar days after the date of bid opening. If awarded a contract, Moving Contractor's bid must remain in effect until satisfactory completion of job as determined by Owner.

- B. Furnish bond/security deposit and insurance requirements required by the bid documents.

- C. Accomplish the work in accordance with the bid documents and contract.

- D. Complete the work according to the time schedule as stated in documents.

Bit Security for \$ _____ in the form of _____ is enclosed.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Moving Contractor Name: _____

FIXED PRICE BID PROPOSAL – CPL Building

Costs for move-out beginning on Monday, June 26, 2017, based on five (5) weekdays from 7:30 a.m. to 8:00 p.m. The move shall be completed by Friday, June 30, 2017.

The move is from the CPL Building, 1519 S. Grace St., Lombard, Illinois 60148 to the new building in Lombard to be determined.

LABOR

Packing, loading and moving contents	Number of Hours ____ @ \$ ____ per Hour	\$ ____
Supervision of move-out, June 2017	Number of Hours ____ @ \$ ____ per Hour	\$ ____
Unloading and moving contents to new location by June 30, 2017	Number of Hours ____ @ \$ ____ per Hour	\$ ____
Supervision of move-in, June 2017	Number of Hours ____ @ \$ ____ per Hour	\$ ____
TOTAL FIXED BASE COST		

If overtime is required to accomplish the move within the hours available as stated above, those overtime costs are to be included in the above figures as well as in the total combined base cost.

Note: If there are additional costs (equipment, rental, etc.) that have not been directly addressed in this Request for Bid, it shall be the obligation of the Moving Contractor to incorporate those costs in the Total Base Cost. No relief will be given to the Moving Contractor for omission of any/all costs overlooked and not included in the Total Fixed Base Quote and/or Estimated Costs. Such decisions shall be final.

ADDITIONAL COSTS

In the event that unanticipated work arises, which has not been listed previously, please list below:

Per Hour Labor Cost for additional, similar work not listed in this Bid \$ ____

Moving Contractor Name: _____

MOVING CONTRATOR'S QUALIFICATIONS AND CAPABILITIES

The Owner requires specific information regarding the following items. Failure on the part of the Moving Contractor to provide this information in the sequential order as requested may be cause for disqualification of quote. Please attach supplemental pages, if necessary, referencing the item number.

1. Can your company provide all the man power required within the specified time frame for the designated work and services stated throughout this bid document; Yes No

If your answer is no, please explain:

2. Please attach general company background, including the size of permanent staff.
3. Give any particular experience, facilities, background or expertise that especially qualifies you for this specific project.
4. Please fill in the reference sheet.
5. Describe your planning and scheduling methods or procedures which will ensure you accomplish the scope of work within the specified timeframes.
6. Describe your marking, tagging, and removal methods.
7. Describe all the provisions you will take as security measures.
8. What provisions do you make for emergencies and contingencies? Please describe.

BIDDER REFERENCE SHEET

Bidder shall provide a minimum of three (3) references, school district preferred, that may be contacted by the Regional Office of Education.

1. School System Name: _____
Address: _____
City, State, Zip: _____
Contact Person: _____
Telephone Number: _____
Email: _____

2. School System Name: _____
Address: _____
City, State, Zip: _____
Contact Person: _____
Telephone Number: _____
Email: _____

3. School System Name: _____
Address: _____
City, State, Zip: _____
Contact Person: _____
Telephone Number: _____
Email: _____

PREVAILING WAGE RATE CERTIFICATION

_____ (Bidder) hereby certifies that all laborers and workers performing work under this contract shall not be paid less than the prevailing wage rate as set forth by the Illinois Department of Labor, and that the Bidder and all subBidders shall in all respects comply with the *Prevailing Wage Act* in carrying out work under this contract. **These kind of wages shall only apply if specific trade skills are employed by the moving company.**

If, during the course of the work under this contract, the Illinois Department of Labor revises the prevailing rate of hourly wages to be paid under this contract, the Bidder shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by the Bidder and all sub Bidders to each worker to whom a revised rate is applicable. However, revisions to the prevailing wage rate shall not result in an increase in this contract or subcontract amounts.

Bidder shall protect, defend and hold harmless the Regional Office of Education for any claims or demands made as a result of bidder's failure to comply with this certification.

Agreed and signed by:

Bidder/Bidder's Authorized Representative

Title

Name of Company

Address

City/State

SUBSCRIBED and SWORN to this _____ day of _____, 2017

Notary Public

CERTIFICATE OF COMPLIANCE

Criminal Background Checks/Sex Offender Database

The undersigned Bidder shall be responsible for conducting a criminal background check and a check of the Illinois Statewide Sex Offender Database as to all persons working within a school building or other indoor facility used for school purposes, and areas outside buildings and facilities, whether owned, leased or contracted by DuPage Regional Office of Education. This includes all employees of the Bidder or any sub-contractor, all independent Bidders, casual laborers, workers obtained through union halls or hiring halls, and all other individuals present on the Property at any time during the performance of the Contract. No person shall be permitted to work on or within the Organization's property who: 1) has been convicted of any of the enumerated criminal or drug offenses found in 105 ILCS 5/10- 21.9(c), or 2) has been convicted, within seven (7) years of the date of this Certificate of Compliance, of any other felony under the laws of the State of Illinois or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in the State of Illinois, would have been punishable as a felony under the laws of this State, or 3) is on the Illinois Sex Offender Database. The Bidder must submit current records directly to DuPage Regional Office of Education, in advance of project start, to verify that the criminal background/sex offender checks have been performed on all persons working on or within School District property. All such records must be updated at least every twelve months.

The Organization reserves the right to order the Bidder to remove any person from the Organization's work who the Organization determines to be a threat to safety of students, Organization employees, other workers, parents, visitors, or otherwise. All workers must follow Organization policies, regulations and rules as to building access and security. **There should not be any children present during the move.**

Agreed and signed by: _____

Representative's Name: _____

Title: _____

Moving Contractor Company Name: _____

Address: _____

City/State: _____

SUBSCRIBED and SWORN to this _____ day of _____, 2017

Notary Public

CERTIFICATIONS BY BIDDER

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act as stated under Compliance with Legislation in Instructions to Bidders.

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

The undersigned hereby certifies that the Bidder is in compliance with the Drug Free Workplace Act pursuant to 30ILCS580/1 et.seq.

The undersigned hereby certifies that the Bidder is in compliance with the Illinois Human Rights Act, including equality of employment opportunity, and the regulations of the Department of Human Rights having a written sexual harassment policy in place and is in compliance with P.A. 87-1257.

The undersigned hereby certifies he has read, understands, and agrees that acceptance by the DuPage County Regional Office of Education of the Bidder's offer by issuance of a Purchase Order (specifications and bidding conditions contained therein) will create a binding contract.

Name of Company Signature – bid submitted by:

Moving Contractor Company Name: _____

Representative's Name: _____

Address: _____

Telephone: _____

Email Address: _____

City/State: _____

SUBSCRIBED and SWORN to this _____ day of _____, 2017

Notary Public