



**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER QR 17-260
QUOTATION REQUEST**

**CONCRETE MONUMENT SIGN
FOR
COLLEGE GARDENS APARTMENT**

QUOTE DUE DATE: AUGUST 01, 2017, 2:00 PM, EST

Please check BCHA's web site for addenda and changes before submitting your quote.

**CONTACT: ANTHONY J. CARIVEAU, MPA, CPPO, CPPB, FCCN
PURCHASING DIRECTOR
BROWARD COUNTY HOUSING AUTHORITY
4780 NORTH STATE ROAD 7
LAUDERDALE LAKES, FL 33319
TELEPHONE: 954-739-1114, EXTENSION 1316
E-MAIL: acariveau@bch afl.org**

COLLEGE GARDENS MONUMENT SIGN

1. INTRODUCTION

The Broward County Housing Authority (herein after, "BCHA") is a Public Housing Agency established in June 1969 under the U.S. Housing Act of 1937 and Chapter 421 of the Florida Statutes and is an Independent Special District of the State of Florida.

The mission of Broward County Housing Authority, its affiliates and instrumentalities (hereinafter, jointly referred to as "BCHA") is to create, provide and increase high quality housing opportunities for Broward County residents through effective and responsive management and responsible stewardship of public and private funds.

The United States Department of Housing and Urban Development ("HUD"), a federal agency, partially funds and monitors operations of the BCHA. Nothing contained in this RFP or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful Proposer and HUD.

BCHA maintains a website at <http://www.bchaf1.org> with information for clients, landlords, prospective business partners, and the public at large.

2. STATEMENT OF WORK

The Broward County Housing Authority (BCHA) as a Public Housing Authority existing under Florida statutes, and on behalf of related instrumentalities and single asset affiliated entities are actively soliciting quotations from qualified, licensed and insured contractors to provide **Concrete Monument Sign** for College Gardens Apartments located at 1555 SW 12th Avenue, Pompano Bch., Fl. 33060 in Broward County Florida, in accordance with the specifications as set forth in this quotation request.

3. CONTRACTOR RESPONSIBILITIES

Standard Service Requirements: Except as specifically excluded, contractor shall be responsible for providing all services, permits (if required), licenses, materials, labor, supplies, tools and equipment necessary to meet the service requirements contained within this solicitation.

4. LICENSING AND INSURANCE INFORMATION

- 4.1 Before a contract pursuant to this Quotation Request (QR) is executed, the apparent successful Contractor must hold all necessary, applicable professional licenses required by the State of Florida and all regulatory agencies necessary to complete the Service. The Contractor shall obtain, at the Contractor's expense, any permits, certificates and licenses as may be required in the performance of work specified. All required licenses shall remain active and valid during the entire

- duration of the subsequent contract. BCHA may require any or all Contractors to submit evidence of proper licensure.
- 4.2 A copy of the contractor's business license allowing the contractor to provide such services within Broward County, Florida;
 - 4.3 An original certificate evidencing the contractor's current worker's compensation carrier and coverage amount. BCHA will not accept state waiver of worker's compensation insurance liability;
 - 4.4 An original certificate evidencing General Liability coverage evidencing a minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of not greater than \$1,000;
 - 4.5 An original certificate showing the contractor's vehicle insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this contract, when not owned by the entity, each vehicle must have evidence of vehicle insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000 must each be furnished with the proposer's response.
 - 4.6 Contractor agrees, and hereby authorizes its insurer, to notify BCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but not limited to, events such as cancellation, non-renewal, reduction in coverage, or receipt of a claim against such coverage with potential recovery in excess of twenty percent (20%) of available coverage. BCHA shall be notified at least 30 days in advance of cancellation, non-renewal or adverse change;
 - 4.7 The premium cost of all insurance purchased by the Contractor for protection against risks assumed by virtue of the contract shall be borne by the Contractor and is not reimbursable by BCHA;
 - 4.8 BCHA reserves the right, but not the obligation, to review and revise any insurance requirements, including limits, coverages and endorsements, based upon insurance market conditions affecting the availability and affordability of coverage. Additionally, BCHA reserves the right, but not the obligation, to review and reject any insurance policies, certificates of insurance, or insurer failing to meet the criteria stated herein;

5. Compliance with Law

While conducting business with BCHA, Proposer shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements, applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity strategies, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ("Section 3"), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and shall provide for such compliance in the contract documents as required. It is the policy of BCHA that all proposers that conduct business with BCHA must be authorized and/or licensed to do

business in Florida. Proposer is responsible for contacting their local city and county authorities and the State of Florida to ensure that Proposer has complied with all laws and is authorized and/or licensed to do business in Florida. All applicable fees associated therewith are the responsibility of Proposer.

5.1.1 Proposers are subject to Instructions to Offerors – Non-Construction, HUD Form 5369-B, at <http://www.hud.gov/offices/cpo/forms/hud5369b.pdf>.

5.1.2 Proposers are subject to General Contract Conditions – Non-Construction, HUD Form 5370-C, at <http://portal.hud.gov/hudportal/documents/huddoc?id=5370-C1.docx>.

5.1.3 Proposers are subject to 24 CFR 135, Economic Opportunities for Low- and Very Low-Income Persons commonly referred to as Section 3, at http://www.access.gpo.gov/nara/cfr/waisidx_98/24cfr135_98.html. The proposer shall be required to, as detailed therein, “to the greatest extent feasible ... provide economic opportunities to low- and very-low income persons,” meaning, if the proposer must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.

6. CONTACTS:

For technical questions regarding the commodities/services listed in this quote, contact Bill Sipala (Construction Manager) at 954-547-7639.

For information regarding bidding procedures, terms and conditions, contact Anthony Cariveau at 954-739-1114 ext. 1316 or by email at: acariveau@bchaf1.org.

7. CONTRACT SERVICE STANDARD

All work performed pursuant to this solicitation must conform and comply with all applicable federal, state, and local laws, statutes, and regulations.

8. CONTRACT PAYMENT

8.1 Following the performance of work, the contractor will submit an invoice to Accounts Payable Department, Broward County Housing Authority, 4780 N. State Road 7, Lauderdale Lakes, Florida, 33319 or by email at payments@bchaf1.org.

8.2 Contractor’s invoices shall reflect the prices established for the items on this Contract for all orders placed by BCHA even though the Contract number and/or correct prices may not be referenced on each order. Only properly submitted invoices will be officially processed for payment. Invoices submitted without required information will be returned for entry of the missing information and will not be paid until properly completed.

8.3 All invoices must be itemized showing: Contractor's name, remit to address, purchase order number, service location, site name and prices per the contract, itemized in order to facilitate contract auditing.

8.4 Each invoice must detail the service and location at which performed, accompanied by a copy of the work order signed by the BCHA Contact Person indicating satisfactory completion of work.

8.5 BCHA will pay the properly completed and authorized invoice within thirty (30) days of receipt. BCHA will pay invoices by check.

8.6 All checks will be mailed.

9. SCOPE OF WORK

9.1 General Requirements

The Broward County Housing Authority (BCHA) is actively soliciting proposals from qualified, experienced, licensed and insured contractors to construct a new concrete, block and stucco monument sign at its College Gardens Apartment complex, 1555 SW 12th Avenue, Pompano Bch, FL 33060 location in Broward County Florida. Prices quoted shall include all labor, materials, permits and any costs associated with constructing new concrete monument sign for above mentioned property. *All work shall meet the latest requirements of the South Florida Building Code and National Electric Code, as well as adhering to all state, county and municipal codes, guidelines and regulations.*

- Construct a new concrete, block and stucco monument sign, 10'- 0" feet wide x 6'- 6" feet high, per the attached hand drawn sign (attachment #1).
- Include columns, arch, caps and bands per the attached hand drawn sign (attachment #1).
- Install the concrete monument sign in the southwest corner of the property per the survey (attachment #2).
- Remove the existing fence and re-install on an angle per the survey (attachment #2).
- Include plastic lettering on one side of the monument sign to read "College Gardens, A Rental Community, Phone: XXX-XXXX and Fax: XXX-XXXX. Lettering to be approved before ordering and installing. (attachment #3)
- All colors to determined and approved before applying.
- Contractor shall include all drawings and structural engineering plans required by the building department.

- Protect the surrounding area including sidewalks and vegetation. The contractor shall maintain a safe work area.
- Contractor will be responsible for removal and disposal of all construction debris daily.
- Contractor will be responsible for the safety of the public and vehicles while performing work.
- Contractor will be responsible for keeping work area safe and secure from the general public.
- Contractor shall provide all warranty information upon completion of project.
- Cleaning or maintenance performed on the job site of equipment used during the completion of any job must be done in a manner as to prevent runoff, and possible contamination of soil or drainage areas, waterways and estuaries.
- Owner has the right to stop or reschedule work due to the weather.
- Contractor will be responsible for damage to utilities and manmade structures.
- Contractor shall include all required permits and follow all applicable City, County, State and Federal codes and regulations, as well as proper safety requirements.

10 SOLICITATION BACKGROUND AND ANTICIPATED SCHEDULE

- 10.1 BCHA is seeking to obtain quotations from firms qualified to perform services as described within the Scope of Work at location listed above.
- 10.2 This solicitation is subject to the BCHA Procurement Policy, as revised September 18, 2013, a copy of which will be provided upon request.

11 BID SUBMISSION:

Bid submission should include **pages 1 through 8 and Attachments A & B** of this solicitation.

All required sections should be completed. **Do not submit Attachments 1, 2 & 3. All required sections should be completed. Bidder is responsible for the completeness of all forms and the submission of the required documents.** Bids may be submitted by email at Purchasing@bchaf1.org.

12 BID EVALUATION DOCUMENTATION AND MEETING:

In order to verify that the Bidder has adequately incorporated all elements of the Work and the requirements of the Contract Documents in its bid prices, the Bidder shall, upon request of the Owner, promptly make available for the Owner's review a complete itemization and breakdown of its Total Bid amount, a description of the Bidder's understanding of the Work, and a proposed schedule. Prior to award, upon request of the Owner, the Bidder and proposed subcontractors and suppliers shall attend a bid evaluation meeting with the Owner, and shall bring to the meeting any documents requested by the Owner to assist the Owner in evaluating the bid and the Bidder's understanding of the Project. In the event the Bidder refuses to provide the requested information or attend the bid evaluation meeting, the Owner may reject the bid as non-responsive.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

13 PROPOSED FEES

All prices submitted are to be on the form below.

- A. Instructions: Please indicate the cost:
- B. Price shall include all labor, materials, equipment, permits and associated costs.
- C. Schedule of value and time schedule may be requested prior to award.

DESCRIPTION	Total Price
College Gardens 1555 SW 12 th Avenue, Pompano Bch., Fl. 33060 All labor, material, equipment, permits and associated costs as per the Scope of Work.	\$ _____ Lump Sum

TOTAL \$ _____

By completing and submitting this form and all other documents within this bid submission, the undersigned proposer hereby certifies and understands that:

1. he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party;
2. he/she is agreeing to abide by all terms and conditions pertaining to this solicitation document as issued by BCHA including an agreement to execute a contract form; and
3. he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	
Telephone #	

Service:

Service is desired **within 30 calendar days** after approval of permit. Failure to meet this service date may be deemed as non-responsive.

Please indicate service time after permit approval: _____ calendar days.

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PROFILE OF FIRM FORM – ATTACHMENT A
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1. Proposer Information

Name of Firm	
Address	
City, State, Zip	
Telephone	
Fax	
E-Mail Address	
Year Established	
Year Established in Florida	
Former Names (if applicable)	
Parent Company and Date Acquired (if applicable)	

2. Complete and attach IRS Form W-9, found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> . This completed form should be submitted with the proposal, or must be submitted within three (3) working days of the BCHAs request.

3. Debarred Statement: Has the firm, or any principal(s) ever been debarred from providing any services to the federal government, any state government, or any local government agency?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

4. Disclosure Statement: Does this firm or any principal(s) have any current, past personal or professional relationship with any Commissioner or Officer of BCHAs?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

5. This business is owned and operated by persons at least 51% of the following ethnic background:

Asian/Pacific / Black /Hasidic Jew /Hispanic /Native Americans /White

6. This business qualifies as: Section 3 / Small Business / Woman Owned

7. Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal fee of affiant or of any other proposer, to fix overhead, profit, or cost element of said proposal fee, or that of any other proposer or to secure any advantage against BCHA or any person interested in the proposed contract; and that all statements in said proposal are true.

Continue on next page.

6. Licensing and Insurance Information

Business License Jurisdiction, Number, and Expiration Date	
Worker's Comp Carrier, Policy Number, and Expiration Date	
General Liability Carrier, Policy Number, and Expiration Date	
Professional Liability Carrier, Policy Number, and Expiration Date	NOT APPLICABLE (N/A)
Vehicle Insurance Carrier, Policy Number, and Expiration Date	

7. Copies of license and insurance certificates should be submitted with the proposal, or must be submitted within three (3) working days of the BCHA's request.

8. Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

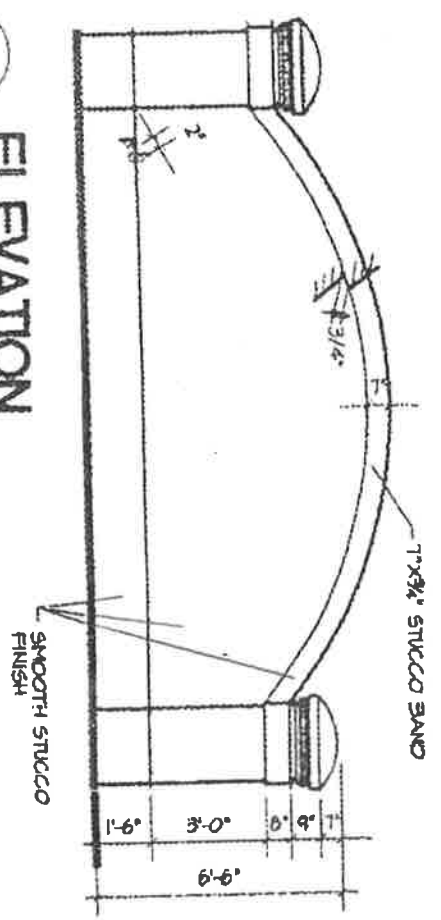
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PROPOSED SERVICES – ATTACHMENT B

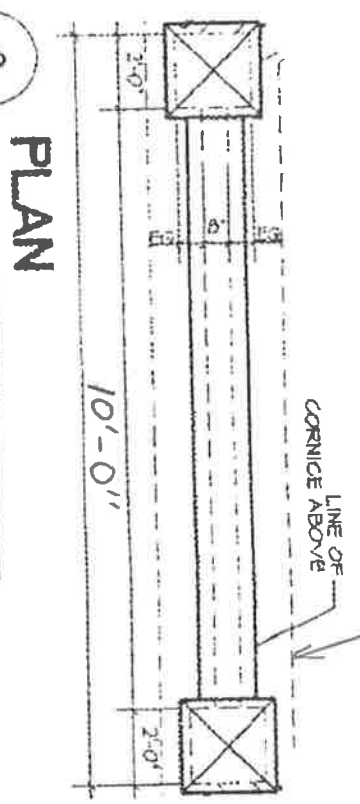
Instructions: Complete this form by indicating the appropriate response or by indicating “N/A” if not applicable. Attach additional sheets if necessary.

1. Describe the methodology, equipment, and supplies to be utilized to perform services as described in the Scope of Work section.

2. Describe the experience of the company and staff expected to be assigned to this contract.



FOOTING
DUGSA
(BY CONTRACTOR)



1 PROJECT SIGNAGE

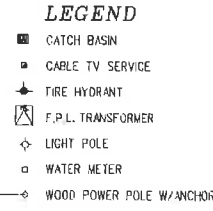
A-5.3

MAP OF
BOUNDARY SURVEY
A PORTION OF
"LIBERTY HEIGHTS"
(P.B. 18, PG. 12, B.C.R.)
SHEET 1 OF 1

MELROSE SURVEYING AND MAPPING, INC.
7100 W ATLANTIC BLVD., SUITE 100, POMPANO BEACH, FLORIDA 33069 (781) 974-5005
E-MAIL: info@melrose.com CERTIFICATE OF AUTHORIZATION NO. 15 0584

DATE OF LAST FIELD WORK:	12/05/03
DRAWN BY:	WJM
CHECKED BY:	T-50
FIELD BOOK/PAGE:	N/A
PROJECT NO.	00-170

NO.	DATE	BY	CHK'D	REVISIONS
1	12-18-03	WJM		UPDATE SURVEY



- ABBREVIATIONS
- A - ARC LENGTH
 - A/C - AIR CONDITIONER SLAB
 - B.C.R. - BROWARD COUNTY RECORDS
 - (C) - CALCULATED
 - CH - CHORD
 - CONC. - CONCRETE
 - D - DELTA (CENTRAL ANGLE)
 - D.C.R. - DADE COUNTY RECORDS
 - D.E. - DRAINAGE EASEMENT
 - EL. - ELEVATION
 - F.F. - FINISHED FLOOR
 - FND. - FOUND
 - F.P.L. - FLORIDA POWER & LIGHT CO.
 - GAR. - GARAGE
 - I/P&C - IRON PIPE AND CAP
 - I/R&C - IRON ROD AND CAP
 - (M) - MEASURED
 - N&D - NAIL AND DISK
 - O.R.B. - OFFICIAL RECORDS BOOK
 - (P) - PLATED
 - P.B. - PLAT BOOK
 - P.B.C.R. - PALM BEACH COUNTY RECORDS
 - P.O.B. - POINT OF BEGINNING
 - P.O.C. - POINT OF COMMENCEMENT
 - P.R.M. - PERMANENT REFERENCE MONUMENT
 - P.V.M. - PAVEMENT
 - R - RADII
 - R/W - RIGHT OF WAY
 - S/W - SIDEWALK
 - U.E. - UTILITY EASEMENT

LEGAL DESCRIPTION:

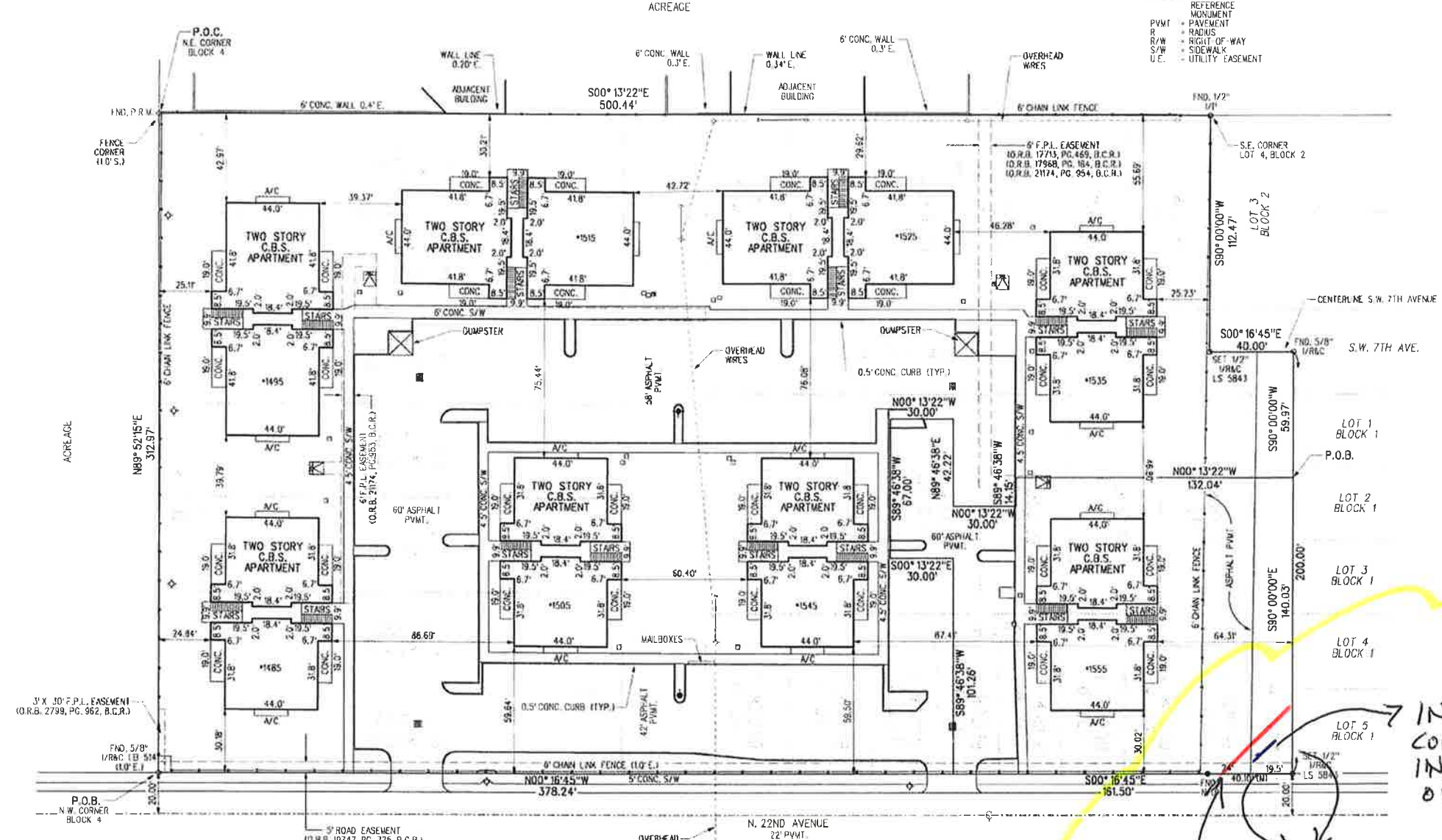
ALL THAT PORTION OF THE SUBDIVISION OF "LIBERTY HEIGHTS", AS RECORDED IN PLAT BOOK 18, PAGE 12, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF BLOCK 4 OF SAID SUBDIVISION; THENCE NORTH 89°52'15" EAST ALONG THE NORTH LINE OF SAID BLOCK 4 (ASSUMED BEARING) 312.97 FEET TO THE NORTHEAST CORNER OF SAID BLOCK 4; THENCE SOUTH 00°13'22" EAST ALONG THE EAST LINE OF SAID SUBDIVISION 500.44 FEET TO THE SOUTHWEST CORNER OF LOT 4, BLOCK 2, OF SAID SUBDIVISION; THENCE SOUTH 90°00'00" WEST ALONG THE SOUTH LINE OF SAID LOT 4 AND ITS WESTERLY EXTENSION 112.47 FEET TO THE CENTER LINE OF S.W. 7TH AVENUE OF SAID SUBDIVISION; THENCE SOUTH 00°16'45" EAST ALONG SAID CENTERLINE 40.00 FEET TO THE EASTERLY EXTENSION OF THE NORTH LINE OF LOT 1, BLOCK 1, OF SAID SUBDIVISION; THENCE SOUTH 00°00'00" WEST ALONG SAID EXTENSION AND ALONG THE NORTH LINE OF LOTS 1 AND 2, OF SAID BLOCK 1, A DISTANCE OF 59.97 FEET; THENCE NORTH 00°13'22" WEST FOR 132.04 FEET; THENCE SOUTH 89°46'38" WEST 14.15 FEET; THENCE NORTH 00°13'22" WEST 30.00 FEET; THENCE NORTH 89°46'38" EAST 42.22 FEET; THENCE NORTH 00°13'22" WEST 30.00 FEET; THENCE SOUTH 89°46'38" WEST 67.00 FEET; THENCE SOUTH 00°13'22" EAST 30.00 FEET; THENCE SOUTH 89°46'38" WEST 101.26 FEET TO THE WEST LINE OF SAID BLOCK 1; THENCE NORTH 00°16'45" WEST ALONG THE WEST LINE OF BLOCKS 1, 3 AND 4 AND THEIR EXTENSIONS OF SAID SUBDIVISION 378.24 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH THE FOLLOWING:

ALL THAT PORTION OF LOTS 6, 7, 8, 9, 10, 11, 15, 17, 18, 19 AND 20 OF BLOCK 1 AND THAT PORTION OF THE ALLEY ADJACENT THERETO OF THE SUBDIVISION OF "LIBERTY HEIGHTS", AS RECORDED IN PLAT BOOK 18, PAGE 12 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF BLOCK 4 OF SAID "LIBERTY HEIGHTS"; THENCE S 00°13'22" E ALONG THE EAST LINE OF BLOCK 2, 3, AND 4 OF SAID "LIBERTY HEIGHTS" (ASSUMED BEARING) 500.44 FEET; THENCE N 90°00'00" W 112.47 FEET; THENCE S 00°16'45" E 40.00 FEET; THENCE N 00°00'00" W 59.97 FEET TO THE POINT OF BEGINNING; THENCE N 00°13'22" W 132.04 FEET; THENCE S 89°46'38" W 14.15 FEET; THENCE N 00°13'22" W 30.00 FEET; THENCE N 89°46'38" E 42.22 FEET; THENCE N 00°13'22" W 30.00 FEET; THENCE S 89°46'38" W 67.00 FEET; THENCE S 00°13'22" E 30.00 FEET; THENCE S 89°46'38" W 101.26 FEET TO THE WEST LINE OF SAID BLOCK 1; THENCE S 00°16'45" E ALONG SAID EAST LINE AND ITS SOUTHERLY PROLONGATION 161.50 FEET; THENCE S 90°00'00" E 140.03 FEET TO THE POINT OF BEGINNING.



NOTES

- THE LANDS SHOWN HEREON ARE SUBJECT TO ALL EASEMENTS, RESERVATIONS, RIGHTS-OF-WAY, AND RESTRICTIONS OF RECORD.
- ALL EASEMENTS SHOWN HEREON ARE PER RECORD PLAT UNLESS OTHERWISE NOTED.
- THERE HAVE BEEN NO UNDERGROUND IMPROVEMENTS LOCATED IN CONNECTION WITH THIS SURVEY.
- BUILDING LINES ARE PERPENDICULAR OR RADIAL TO THE BOUNDARY LINES UNLESS OTHERWISE NOTED.
- ANGLES AND/OR BEARINGS SHOWN HEREON ARE BASED ON THE RECORD PLAT. ELEVATIONS SHOWN HEREON ARE RELATIVE TO THE NATIONAL GEODETIC VERTICAL DATUM OF 1929 AND ARE BASED ON BROWARD COUNTY ENGINEERING BENCHMARK NO. 140.03 FEET.
- FLOOD ELEVATION INFORMATION:

A. COMMUNITY NO.	120034
B. PANEL NUMBER	0306
C. SUFFIX	F
D. DATE OF FIRM	08/18/92
E. FIRM ZONE	X
F. BASE FLOOD ELEVATION	N/A
- ADDRESS: 1485-1555 SOUTHWEST 17TH AVENUE, DANIA BEACH, FL 33004
- AREA OF THIS PROPERTY IS 3.774 ACRES, MORE OR LESS.

INSTALL NEW CONCRETE MONUMENT IN SOUTHWEST CORNER OF PROPERTY

REMOVE EXISTING FENCE REINSTALL ON ANGLE (RED)

PREPARED FOR: JOSEPH M. BALOCCH, P.A.
DATE: 12/18/00
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
SURVEYOR AND MAPPER IN RESPONSIBLE CHARGE:

WILLIAM MELROSE IV
FL LICENSE NO. LS 5843

ATTACHMENT #3 (SAMPLE)

