

Date: August 28, 2018

Requisition No.: 174582

**PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> STREET  
CITY HALL  
SUITE G13  
CHATTANOOGA, TENNESSEE  
37402**

**Request for Bid (RFB) for the City of Chattanooga, Tennessee**

*Proposals will be received at 101 East 11<sup>th</sup> Street, Suite G13,  
Chattanooga, TN 37402 until 2:00 P.M., EST. on Sept. 12, 2018*

**Requisition / Bid No.: R174582 / 305211**

**Ordering Dept.: Mobile Communication Division, Fire Department**

**Buyer & E-mail: Amanda Berkowitz [aberkowitz@chattanooga.gov](mailto:aberkowitz@chattanooga.gov)**

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**Items Being Purchased: Radio Tower Sites Repair/Inspection Services**

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**\*\*\*REQUEST FOR BIDS MUST BE RECEIVED\*\*\***

**2:00 P.M., EST on September 12, 2018**

\*\*\*\*\*

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informality in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City's Standard Terms and Conditions may be found on website:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

**Note: ALL BIDS MUST BE SIGNED**

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

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

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

**City & Zip Code:** \_\_\_\_\_

**Phone/Toll Free No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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

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

# BID SOLICITATION



**City of Chattanooga**  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

BID OPENING DATE AND TIME:

12-SEP-18 at 2:00 PM

BID NUMBER: 305211

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>Requisition / Bid No.: 174582 / 305211                      Ordering Dept.: Mobile Communications Division, Chattanooga Fire Department                      Buyer: Amanda Berkowitz                      Phone No.: 423-643-7233</p> <p>Items Being Purchased: Tower Repair/Inspection Services at Radio Tower Sites</p> <p>ATTACHMENTS:                      1. Specifications &amp; Site Locations (6 page)                      2. Affirmative Action Plan (2 pages)                      3. Insurance Requirements (2 pages)                      4. Iran Divestment Act Disclosure (1 page)                      5. No Contact / No Advocacy Notice (1 page)                      City of Chattanooga (COC) Terms and Conditions posted on Website  <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a>                      If you can't download call buyer for a copy.</p> <p>This Shall Be A Twelve (12) Month Blanket Contract To Supply Repairs &amp; Inspections at Radio Tower Sites by Mobile Communications Division.</p> <p>The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Terms Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein.</p> <p>QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.</p> <p>*** BID MUST BE RECEIVED NO LATER THAN ***                      *** 2:00 PM EST ON SEPTEMBER 12, 2018 ***</p> <p>PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305211) ON OUTSIDE PACKAGING</p> <p>**** Vendor Shall Hold Prices Firm for First (1st) Year of Contract ****</p> <p>Price Escalation Clause:                      If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments.</p> <p>NOTE:                      ALL BIDS MUST BE SIGNED                      All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.</p> <p>Any manufacturer;s names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality</p>					

# BID SOLICITATION



**City of Chattanooga**  
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 Chattanooga, TN 37402

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Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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12-SEP-18 at 2:00 PM

BID NUMBER: 305211

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
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levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.

\*\*\*\* NOTE \*\*\*\*  
 PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone/Toll-Free No. \_\_\_\_\_

Fax No. \_\_\_\_\_

eMail Address \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Estimated Delivery \_\_\_\_\_

Minority-Owned Business \_\_\_\_\_ Small Business \_\_\_\_\_ Veteran \_\_\_\_\_

Minority Woman-Owned Business \_\_\_\_\_ Disabled Veteran \_\_\_\_\_

Woman-Owned Business \_\_\_\_\_

\*\*\*\* ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION \*\*\*\*

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS

The City is Exempt from all Federal and State Tax.  
 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

# BID SOLICITATION



City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

**BID OPENING DATE AND TIME:**  
 12-SEP-18 at 2:00 PM

**BID NUMBER:** 305211

**BUYER:**  
**PHONE #:** (423) 643-7230  
**DELIVERY REQUIRED:**

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City of Chattanooga  
 101 East 11th Street, Suite G13  
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Tower Services	8000	Hour	_____	_____
2	Emergency Tower Services	8000	Hour	_____	_____
3	Tower/Tank Inspection	8000	Hour	_____	_____

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS

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ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

Request a tower services contract for one year with 2 renewals not to exceed \$24,000 a year. The tower services contract is to provide the following services:

Emergency after hours service.

Non-emergency services.

Inspection of Tower.

Inspection of Antennas, Lines, Cable Trays, and Entry Ports.

Inspection of Microwave Dishes and feed horns.

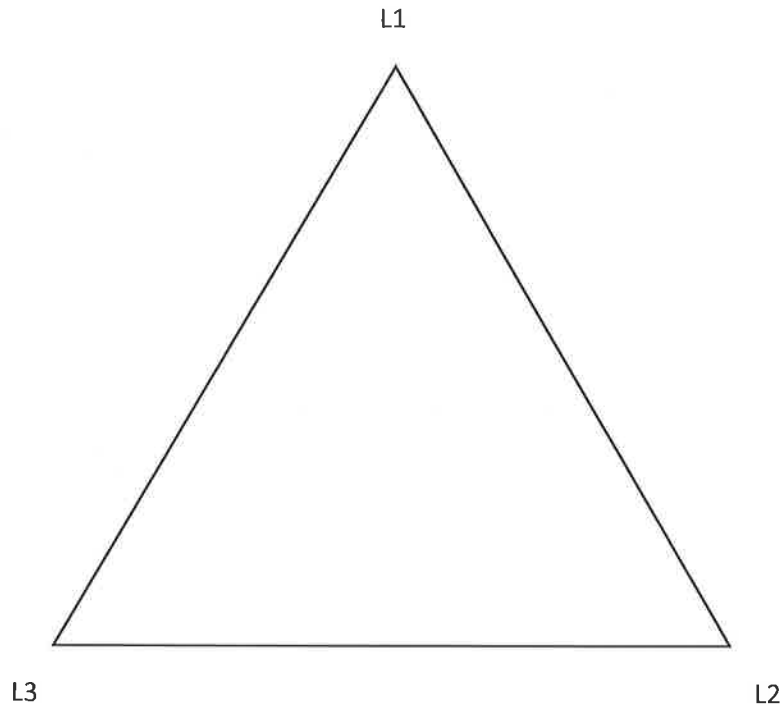
Inspection of microwave radio wave guide and Hangers.

Inspection of water tank antenna mounts, antennas, cable trays, antenna lines and Hangers.

**1. SITE PLAN**

**1.1 Indicate the tower layout relative to north, include relationship of equipment shelter and transmission line entry into shelter.**

**1.1.1 Self Supporting Tower -show site view and assign legs a letter designation.**



**2. TOWER STRUCTURE**

- 2.1 General conditions? \_\_\_\_\_
- 2.2 Are any loose bolts present \_\_\_\_\_
- 2.3 Are any damaged members present? \_\_\_\_\_
- 2.4 Are signs of unusual stress or vibration present? \_\_\_\_\_
- 2.5 Any missing members? \_\_\_\_\_
- 2.6 Are climbing ladders, platforms and safety equipment secure? \_\_\_\_\_

Satisfactory      Unsatisfactory  
 (See Item 9)

**2.7 Structural Members**

- 2.7.1 Spot check at least ten (10) bolts on vertical tower members at intervals of approximately twenty-five (25) feet apart on all tower faces.
  
- 2.7.2 Record the number of bolts and/or nuts that were found missing.
  
- 2.7.3 Record the percentage of bolts that were checked and found to be loose.
- 2.7.4 Inspect structural members for fractures, bends and defective welds.
- 2.7.5 Ensure the tightness of tower base anchor bolts.
- 2.7.6 Inspect the general condition of stub antenna towers.
- 2.7.7 Specific weld joint inspections.
- 2.7.8 Welds on equalizer plate where it connects to anchor shaft.

**3. TOWER FOUNDATIONS & GUY ANCHORS**

- 3.1 **General conditions?**
- 3.1.1 Is exposed concrete protected?
- 3.1.2 Are any cracks observed? \_\_\_\_\_
- 3.1.3 Are there any signs of movement? \_\_\_\_\_
- 3.1.4 Are anchors clear of brush, vines and trees? \_\_\_\_\_
- 3.1.5 Is tower and anchors fenced? \_\_\_\_\_
- 3.1.6 Is grading sufficient to ensure proper water drainage? \_\_\_\_\_
- 3.1.7 Is guy anchor head clear of earth? \_\_\_\_\_
- 3.1.8 Any evidence of anchor bolt corrosion? \_\_\_\_\_
- 3.1.9 Any low spots that may collect moisture? \_\_\_\_\_

**3.2 Structural Members**

- 3.2.1 Inspect concrete tower foundation(s) for cracking, spalling, and settling.
- 3.2.2 Has base of tower been properly grouted with sufficient drain holes?
- 3.2.3 Check drain holes at base of any obstructions.

**Antennas, Microwave Dishes and Transmission Lines**

- 4. General Condition.
- 4.1 Loose hardware.
- 4.2 Antenna/Dish misalignment or Physical Damage.

**4.3 Hardware Inspection**

- 4.3.1 Inspect all antennas, microwave dishes, feed horns, and radomes for any damage or shifting.
- 4.3.2 Inspect all antenna coax cables, jumpers and fittings.
- 4.3.3 Inspect all connections for waterproofing and any signs of water intrusion.
- 4.3.4 Inspect all antenna mounting brackets, supports, and bracing.
- 4.3.5 Inspect all transmission lines for damage, loose bolts, water, and air leaks.
- 4.3.6 Inspect for loose or missing coaxial cable and waveguide clamps, supports, and retainers.
- 4.3.7 If transmission line is wrap-locked, spot inspect the protective covering under the wrap-lock for signs of chafing.
- 4.3.8 Inspect building line port and port boots for any signs of damage or dry rot.
- 4.3.9 Inspect antenna lines cable trays connections to water tanks for signs of corrosion or damage.

**5. Painting and Obstruction Marking**

- 5.1 General Condition.
- 5.2 Is rust evident?
- 5.3 Is painting necessary?

**5.4 Rust and Corrosion**

- 5.4.1 Inspect tower any tower sections that appear to have corrosion.
- 5.4.2 Inspect all tower/tank mounts for rust.
- 5.4.3 Inspect all antenna mounts and hardware for corrosion.
- 5.4.4 Inspect all ice shields and bridges for corrosion.
- 5.4.5 Inspect transmission line clamps, hangers, and hanger bolts for corrosion.
- 5.4.6 Inspect cable tray connection points to tower/tank for corrosion.

**5.5 Tower\Tank Paint**

- 5.5.1 Inspect cable tray connection points for peeling or flaking.



6. EXEPLANATION OF UNSATISFACTORY CONDITIONS

Section	Description of Condition

Site	Tower	Address	Lat/ Long
White Oak	Self Support 180'	606 Firetower Rd., McDonald, TN 37363	35-08-49.3N/85-01-28.8W
Sale Creek	Self Support 140'	2325 Leggett Rd, Sale Creek, TN 37373	35 25 33.2N/85 8 11.8W
Evensville	Self Support 180'	60 Wash Pelfrey Rd, Evensville, TN 37332	35 34 50.3N/84 58 30.8W
Nopone	Self Support 140'	Fire Tower Lane	35 31 45.3N/84 43 6.8W
Wind Rock	Self Support 180'	1940 Windrock Rd. Oliver Springs, TN 37840	36 6 17.1N / 84 20 3.7W
Cross Mtn.	Self Support 92'8"	165 Cross Mtn. Air Base Lane, Briceville, TN 37710	36 11 53N/84 13 50W
Centerville	Self Support 180'	1840 Kimbrell Lenoir City, TN	35 42 7N / 84 11 6W
Oswald Dome	Self Support 283'	Oswald Dome Rd Benton, TN 37307	35 11 30N/84 33 32W
North Bradley	Self Support 180'	496 Lookout Tower Rd NW Cleveland, TN 37312	35 17 33.32N/84 49 37.7W
Signal Mtn.	Water Tank 110'5"	1118 James Blvd., Signal Mtn., TN 37337	35 08 1.3N / 85 20 06.9W
Amnicola 911 Center	Roof 20'	3420 Amnicola Hwy, Chattanooga, TN 37406	
Lookout Mtn.	Water Tank 98', 96'	100 Averill St., Lookout Mtn., TN 37350	35-00-12.3N/85-20-42.8W
Kittle Road	Self Support 180'	1200 Kittle Rd Tunnel Hill GA 30755	34 51 04.7N / 85 7 39W
Taylor's Ridge	Self Support 180'	7302 East Highway 136 Lafayette, Ga 30728	34 41 12.5N / 85 11 42.4W
Dug Gap	Self Support 180'	720 National Forrest 202 Rd Dalton, GA 30720	34 44 00.0N/85 01 06.7W
Collegedale	Self Support 190'	4100 Stratton Lane, Ooltewah, TN 37363	35 01 32N / 85 04 26W
Canyon Ridge	Self Support 180'	15272 Hwy 157 Menlo, GA 30731	34 44 35.9N/85 27 40.3W
Buttermilk	Self Support 180'	222 Smith Waller Ln Lenoir City, TN 37771	35 52 31.0N / 84 21 30.0W
Roosevelt	Self Support 300'	395 Firetower Rd, Rockwood, TN 37854	35 52 00.9N / 84 42 51.7W
Madisonville	Self Support 180'	1861 Hiwassee Rd Sweetwater, TN 37874	35 34 35N / 84 22 42W
Starr Mtn	Self Support 180'	Forestry Road 297 Etowah, TN 37331	35 19 28.3N / 84 27 9.7W
Sharps Ridge	Self Support 180'	125 Sharp's Ridge Memorial Park Rd. Knoxville, TN 37917	35 59 57N / 83 56 59W
Black Road	Self Support 180'	11858 Black Road Knoxville, TN 37932	35 54 24N/84 11 1W

## Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the Contractor and/or Subcontractor shall be a breach of this contract.

---

(Signature of Contractor)

---

(Title and Name of Construction Company)

---

(Date)

## REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence

Chapter No. 817 (HB0261/SB0377).  
"Iran Divestment Act" enacted.  
Vendor Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer 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 belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_

(DATE) \_\_\_\_\_

**No Contact/No Advocacy**

**Notice Receipt**

City of Chattanooga

Purchasing Division

**For Submission with Sealed Bid Solicitation Responses:**

\_\_\_\_\_ (Vendor Agent name), states that:

(1) He/She is the owner, partner, officer, representative, or agent of \_\_\_\_\_

\_\_\_\_\_ (Business name), the Submitter of the

attached sealed solicitation response to Solicitation # \_\_\_\_\_, and said

Business has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

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

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