

Baldwin County School District

110 N ABC Street
Milledgeville, Ga. 31061
(478)453-4176 Phone
(478)457-3360 Fax



Request for Proposal

Copier Services and Printing Services

PERTINENT DATES

October 25, 2017	Request for Proposal Issued
October 30, 2017	10AM Site Visit
November 2, 2017	Deadline for Questions
November 7, 2017	Proposal Deadline at 10:00AM
November 8, 2017	Vendor Presentation
November 14, 2017	Recommendation Presented to Board
November 15, 2017	Award Contract
January 1, 2018	Contract Beginning Date

Baldwin County School District

<p>REQUEST FOR PROPOSAL #020-2017 for Copier Services and Printing Services</p>
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The Baldwin County School District is seeking proposals for copier and printing services. You are invited to submit sealed proposals to contract with the Baldwin County School District (herein referred to as the "District") to provide multifunctional copier/printers, maintenance, supplies, support services, training, and associated hardware and software for their schools and administrative offices.

INTERESTED PARTIES: Interested parties may obtain proposal documents from the Baldwin County School District's Human Resources and Purchasing webpage under RFP/Bids section at:
<https://www.baldwincountyschoolsga.org/human-resources>

DEADLINE FOR SUBMISSION: November 2, 2017 at 2:00PM

PROPOSAL SUBMISSION: A signed copy of the proposal must be submitted by proposal deadline day in a sealed envelope marked on the outside, "RFP #020-2017 Request For Proposal Copier Services". The sealed, marked envelope containing the copy of proposal should be addressed to:

Judi Battle
Director of Procurement
Baldwin County School District
110 N ABC Street
Milledgeville, GA. 31061

All proposals must be signed by an authorized representative of the Contractor in spaces provided within this RFP and must be returned with the proposal.

QUESTION/INQUIRES: All inquiries and requests for information regarding proposal submission shall be directed to Judi Battle, Director of Procurement, Baldwin County School District, by e-mail at judi.battle@baldwin.k12.ga.us. Responses to questions will be posted to the school district's website at the Human Resources and Purchasing webpage under RFP/Bids section
<https://www.baldwincountyschoolsga.org/human-resources>

EQUAL OPPORTUNITY EMPLOYER: The District is an equal opportunity employer and reserves the right to refuse or reject any or all proposals that are not in the best interest of the school system.

WAIVER OF FORMAL DEFECT: The District may waive any technical or formal defect in any proposal not prepared and submitted in accordance with the provisions herein, and reject any or all proposals. The District will make the award to the most responsive Contractor in its own judgement and in the best interest of the District. The District reserves the right not to award a contract to any bidder.

PERIOD OF SERVICE REQUIRED: The District desires a contract period of January 1, 2018 to December 31, 2021. However, Georgia Code 20-2-506 required that any multi-year agreement with a school system “shall terminate absolutely and without further obligation on the part of the school system at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed. “ However, “the contract may provide for automatic renewal unless positive action is taken by the school system to terminate such contract. The contract shall state the total obligation of the school system for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term if renewed.”

The contract entered into between the District and the Contractor who submits the successful proposal will provide for automatic renewal at the end of each calendar year during the anticipated contract period of January 1, 2018 through December 31, 2021.

BALDWIN COUNTY SCHOOL DISTRICT FACILITIES

Baldwin High School & Career Technical	155 Hwy. 49W
Oak Hill Middle School	356 Blandy Rd.
Midway Hills Primary School	375 Blandy Rd.
Lakeview Primary School	372 Blandy Rd.
Lakeview Academy	220 North ABC Dr.
Lakeview Primary School	101 Carl Vinson Rd.
Early Learning Center	100 N. ABC St.
Board of Education Office	110 N. ABC St.
Maintenance & Transportation Bldg.	151 S. ABC St.
Warehouse	153 S. ABC Dr.

Prior to submitting a bid, the Contractor may attend the scheduled site visit to each of the District’s facilities. Attendance is not mandatory to submit a proposal.

SUBCONTRACTORS: The Contractor shall not employ subcontractors for this contract nor shall the contract be assigned without the written permission of the Baldwin County School District.

CANCELLATION: In the event the vendor cannot provide acceptable service at any time during the contract period, the District reserves the right to make other temporary arrangements in the anticipation of changing vendors for the procurement of copier and printing services. **Under this clause, the vendor agrees equipment will remain in place until other arrangements are made.**

EQUAL OPPORTUNITY, DRUG-FREE EMPLOYER, E-VERIFY:

The Contractor must comply with all statutes of the Equal Opportunity Employer Act, be a Drug-Free Employer in the State of Georgia, and participate in the federal E-Verify program. Contractor must submit an E-Verify Affidavit with its proposal (form attached). Contractor must drug test employees before employment and conduct criminal background as well as fingerprint checks according to Georgia's requirements for school employees prior to the employee beginning allowed work or be present at any District facility where students are present. No employee with a felony conviction or any conviction of sex crime, crime of moral turpitude, or any crime against a child may be assigned by Contractor to a District facility. Copies of drug tests and background tests must be permanently maintained on file by the Contractor and must be made available for inspection by the District upon request.

AWARD METHOD:

The District reserves the right to award a complete proposal based on a three-year term. This contract will be awarded on November 15, 2017. Cost-per-copy is a very important consideration; however, service and maintenance ability, including prompt response, is vitally important to the copier operation of the District. With these factors in mind, the award of this contract will not be based on price alone. We are seeking a multifunction copier/printer solution for our District. All quotes will be reviewed, however preference will be given to quotes with both a copier and printer solution.

TIME OF THE ESSENCE:

Failure of the successful vendor to perform contracted service or deliver the merchandise within the required time shall constitute a material breach of contract. If a breach occurs, the vendor may be responsible for any damages the school system incurs.

EXEMPTION FROM TAXES:

The District is exempt from State Sales Tax and Federal Excise Tax.

BUY OUT CLAUSE:

If in the event the contractor sells, transfers or relinquishes, whether voluntarily or by operation of law, their ownership interest in the corporation, partnership or proprietorship identified under this agreement, this agreement shall terminate immediately unless prior written consent has been granted by the District. Such consent shall not be unreasonably withheld. The contractor shall promptly notify the District of any actual or proposed change in, transfer or acquisition by another party of control of said corporation, partnership, or proprietorship. For purposes of this document, the word “control” as used herein is not limited to major stockholders but includes actual working control in whatever manner exercised. Any approval by the District of transfer or ownership or control shall be contingent upon the prospective controlling party becoming a signatory to the agreement and otherwise complying with all the terms and conditions herein.

SPECIFICATIONS

- (1) This request for proposal is issued for the purpose of acquiring copier management services, which will include the copier equipment along with appropriate cables, all consumable supplies with OEM Toner, (except paper), emergency repair service, normal repair service, periodic preventative maintenance (to include maintenance kits and parts), operator training services, consulting services, and management reporting for the District. The maintenance agreement should be based on the payment of usage charges – determined by the number of copies made and reconciled on an annual basis. Quoted price shall consist of a single monthly fee to include an annual volume and a cost per copy for usage. Vendor shall quote one price for the machine rental, service and supplies. **All vendors are required to propose NEW equipment. The District will not accept remanufactured equipment.**
- (2) Currently, the District averages approximately **360,000 copies** produced **MONTHLY**. Proposals should present solutions to meet the current usage rates as well as offer solutions for additional multi-function devices to meet the needs of the district.
- (3) We require the following in your quote:
 - (a) dual scanning document feeders,
 - (b) multi-position stapling,
 - (c) a 4000 page paper finisher,
 - (d) capability for z-fold of documents
 - (e) PS Network printing
 - (f) Color scanning, file types JPEG, TIFF, PDF, scanning to folder, email and USB
 - (g) Large capacity trays to give machines three paper trays – (2) 500 sheet trays and (1) 3000 sheet tray
 - (h) machines that can print 11x17 documents
 - (i) Follow me printing
 - (j) Test grading system

- (k) Optical Character Recognition
- (l) Email directly from copier
- (m) printer access card
- (n) familiar printing procedures

Attachment B contains the minimum requirements for each type of machine. If your copiers or printers come equipped with more features, that would be acceptable; however, it will not be considered in determining the winning bid.

Attachment C contains the proposed list of copiers needed.

- (4) Quantities in this solicitation for copiers, supplies and services are ESTIMATES ONLY. Services and supplies furnished by the contractor will be in direct proportion to the actual numbers and volume ranges of copiers required by the District. The District does not guarantee to utilize a specific quantity of copiers.
- (5) If required, additional equipment may need to be added to the contract. Units that are added must be charged at the awarded bid price and all specifications described in this request for proposal shall be required on any additional piece of equipment. Any additional equipment will be coterminous with the end of the contract date.
- (6) Installation must include unpacking, setup and removal of any boxes from the school or department site. All components must be tested by the contractor to insure proper working order at the location of installation. If any components are found to be defective, it is the responsibility of the contractor to obtain replacement parts. Network installation is to include: connecting cable, loading appropriate drivers and setting the equipment up .
- (7) The District shall make every effort to ensure that ordered placements of copiers, by volume and classification are directly related to the average monthly volume of copies produced at a given copier site. Should the successful vendor become aware of any particular site where a copier is being regularly overused or underused, they may recommend the replacement of that machine with one of a higher or lower volume range, as appropriate. The final decision, however, as to the machine requirement appropriate for any site shall be solely that of the District.

TECHNICAL MAINTENANCE SUPPORT, INVOICING, REFERENCES

- (1) Vendors will be responsible for including a detailed Contract Implementation Schedule with their proposal, which should outline policies for equipment installation, training and ongoing customer support procedures, as well as the level of involvement that will be required by the District. The successful vendor will be able to begin implementation of their proposal on JULY 1, 2015
- (2) The vendor is expected to provide qualified and trained service and delivery personnel in sufficient numbers to service and support the requirements under this RFP. In addition,

end users should have the ability to order supplies, place service requests or seek technical assistance electronically (on-line) 24/7.

- (3) The vendor will be responsible for all equipment movement to the District facilities, including any insurance on hardware transport, and for planning and coordinating any changes to existing facilities at the District. The District will provide adequate electrical, network cabling and telephone service. The successful vendor will be required upon delivery to the school/department to unload, assemble and place in designated location, make any necessary adjustments and clean items. The vendor shall also be responsible for removing and disposing of all packing materials from the school/department site.
- (4) The vendor is responsible for “key operator” training.
- (5) Normal and preventative maintenance will include business hours of 7.30 a.m. until 4:00 p.m., Monday through Friday and. Maintenance should include, but not be limited to, travel, cleaning, oiling, adjusting and replacing all components necessary. Vendor should provide a monthly maintenance check on all machines. All normal and preventative maintenance as well as priority calls are to be included in the cost-per-copy price. Preventative maintenance shall be completed in accordance with manufacturer’s suggested schedule.
- (6) Response time for normal school and administrative offices cannot exceed four (4) hours. If a copier cannot be repaired within four (4) hours, vendor must provide back-up equipment. Back-up equipment must meet or exceed the specifications of that volume range machine. Back-up equipment must be provided within one (1) full business day.
- (7) Vendor will be required to replace copiers that reflect a down-time of 10% or more of the normal working day (8) hours in one 30-day (calendar day) period. The vendor should provide a replacement machine of equal or greater capability until the repair of the original machine is completed.
- (8) Invoices are to be sent to the District’s Accounts Payable Department at 110 N ABC Street, Milledgeville GA 31061. The successful vendor must be capable of generating a monthly volume report for each school and/or department, as well as a summary of year-to-date activities for each machine. Reports for monthly, quarterly, or annual activities may be requested by the Purchasing Department. These reports are critical to the operation of the cost-per-copy program and must be generated with accuracy and complete data. These reports must be available upon request by the Purchasing Manager or Accounts Payable Manager.
- (9) Vendor will need to provide a list of references demonstrating past and current work experience, including work experience similar to the District environment. This should include name of account, address, contact name and telephone number, and dollar amount of contract.
- (10) Vendor shall include a sample contract.

- (11) **Provided vendor meets the specifications required by this RFP, an alternate proposal may be submitted, in addition, if vendor determines there is an option more beneficial to the District.**

The Baldwin County School District would also like proposals for the purchase of classroom printers to be located throughout the district.

This request is issued for the purpose of acquiring printers and management services, which will include the printer equipment along with appropriate cables, all consumable supplies (except paper), emergency repair service, normal repair service, periodic preventative maintenance (to include maintenance kits and parts), operator training services, consulting services, and management reporting for the District. Technical Maintenance Support and Invoicing will be the same as stated above in the Copier RFP.

The District will require an estimated 250 NEW classroom printers installed, with the following minimum requirements:

1. USB Port
2. Network Port
3. Both Mac and PC Compatible
4. Minimum paper capacity of 250 sheets of paper
5. Support both PCL and PS emulations
6. Duplexing
7. 35 pages per minute

The vendor will provide all toners/cartridges for these printers and keep a supply of toners/cartridges on site for immediate use.

ATTACHMENT A – Copier Volumes Per Location

Campus	Location	Lifetime Volume		
Baldwin High School	CTAE	232,786.00		
Baldwin High School	Mail room 1	1,855,667.00		
Baldwin High School	Mail room 2	1,998,945.00		
Baldwin High School	Counselor	349,802.00		
Baldwin High School	Library	23,633.00		
Baldwin High School	Marketing	25,893.00		
Total			4,486,726.00	
Early Learning Center		853,582.00		
Early Learning Center		131,511.00		
Total			985,093.00	
Lakeview Academy		1,182,382.00		
Lakeview Academy		861,645.00		
Total			2,044,027.00	
Lakeview Primary		1,765,142.00		
Total			1,765,142.00	
Midway Hills Academy		2,169,527.00		
Total			2,169,527.00	
Midway Hills Primary		1,745,556.00		
Total			1,745,556.00	

Oak Hill Middle School	Front Office		194,995.00	
Oak Hill Middle School		312.00	1,120,127.00	
Oak Hill Middle School		212.00	249,114.00	
Oak Hill Middle School		261.00	729,283.00	
Oak Hill Middle School		360.00	674,065.00	
Total				1,403,348.00
Board of Education	Upstairs		867,338.00	
Board of Education	Downstairs		533,499.00	
Total				1,400,837.00

ATTACHMENT B - Minimum Requirements

Desktop Copiers

Band 1 (minimum copier speed 25)

- Network Color Scanning (to folders, and email)
- Network Printing (need to print PCL and PS)
- Automatic Document Feeder
- Duplexing (Print and Copy)
- Minimum paper size 8.5x14
- Must be a A4 machine not A3

Al-a-carte

- Extra Paper tray
- Faxing

Desktop Copiers (high volume)

Band 1+ (minimum copier speed 35)

- High Volume Desktop Copier
- Network Color Scanning (to folders, and email)
- Network Printing (need to print PCL and PS)
- Automatic Document Feeder
- Duplexing (Print and Copy)
- Minimum paper size 8.5x14
- Must be a A4 machine not A3

Al-a-carte

- Extra Paper tray
- Faxing

Console Copiers

Band 2 (copier speed 35 prints per minute to 44 prints per minute)

Band 3 (copier speed 45 prints per minute to 54 prints per minute)

Band 4 (copier speed 55 prints per minute to 64 prints per minute)

- Network Color Scanning (to folders, and email)
- Network Printing (need to print PCL and PS)
- Automatic Document Feeder able to hold 100 sheets of paper
- Duplexing (Print and Copy)
- Minimum of three paper trays plus a bypass tray (one for letter, one for legal, one for ledger, bypass for cardstock)
- One of the above paper trays needs to be a large capacity tray holding a minimum of 2,500 sheets of paper
- Minimum paper size of 11x17

Al-a-carte

- Stapling
- Hole Punching
- Booklet Folding
- Z-Folding
- Faxing

High Volume Copiers

Band 5 (copier speed 65 prints per minute to 79 prints per minute)

Band 6 (copier speed 80 prints per minute to 94 prints per minute)

Network Color Scanning (to folders, and email)

Network Printing (need to print PCL and PS)

Automatic Document Feeder able to hold 150 sheet of paper (Dual Scanning Document Feeder)

Duplexing (Print and Copy)

Minimum of three paper trays plus a bypass tray (one for letter, one for legal, one for ledger, bypass for cardstock)

One of the above paper trays needs to be a large capacity tray holding a minimum of 3,000 sheets of paper

Stapling (minimum of 60 pages of 8.5x11 paper)

Minimum paper size of 11x17

Al-a-carte

Hole Punching

Booklet Folding

Z-Folding

Faxing

Color Copiers

Band 7 (copier speed 45 prints per minute to 54 prints per minute)

Color Copier

Network Color Scanning (to folders, and email)

Network Printing (need to print PCL and PS)

Automatic Document Feeder able to hold 100 sheets of paper

Duplexing (Print and Copy)

Minimum of three paper trays plus a bypass tray (one for letter, one for legal, one for ledger, bypass for cardstock)

One of the above paper trays needs to be a large capacity tray holding a minimum of 2,500 sheets of paper

Minimum paper size of 11x17

Al-a-carte

Stapling

Hole Punching

Booklet Folding

Z-Folding

Faxing

Band 8 (copier speed 70 prints per minute to 79 prints per minute)

➤ Color Copier

➤ Network Color Scanning (to folders, and email)

- Network Printing (need to print PCL and PS)
- Automatic Document Feeder able to hold 200 sheets of paper (Dual Scanning Document Feeder)
- Duplexing (Print and Copy)
- Minimum of three paper trays plus a bypass tray (one for letter, one for legal, one for ledger, bypass for cardstock)
- One of the above paper trays needs to be a large capacity tray holding a minimum of 3,000 sheets of paper
- Stapling (minimum of 60 pages of 8.5x11) paper)
- Minimum paper size of 11x17
- Access Card Readers

Al-a-carte

- Hole Punching
- Booklet Folding
- Z-Folding
- Faxing

Band 9 Printer

- USB Port
- Network Port
- Both Mac and PC Compatible
- Minimum paper capacity of 250 sheets of paper
- Support both PCL and PS emulations
- Duplexing
- 40 pages per minute

Al-a-carte

- Extra paper tray

Proposal Sheet

**Contract Price Quotation for Copier Services
Proposal Deadline is May 15, 2015, 2:00 PM**

1. Total Contract Price for Copier Services for
July 1, 2015 thru June 30, 2016 \$ _____

Total Contract Price for Printer Services for
July 1, 2015 thru June 30, 2016 \$ _____

2. Name of Company _____

Address _____

Telephone/Fax Numbers _____

Email Address _____

Company Website _____

3. Authorized Company Representative (type or print)

Title/Position _____

Signature of Authorized Company Representative

Date _____

Agreement

Agreement between Baldwin County School District and

Name of Individual or Business

Any proposer or service provider submitting a quote or bid, accepting a Purchase Order, and/or entering into any contract with the Baldwin County School District, by signature and witness herein affirms, attests and declares that they are in compliance with O.C.G.A. 13-10-90.

Paragraph (a)

_____ at _____
Name of Individual or Business Address of Individual or Business

has registered with, is authorized to use, and uses the federal work authorization program.

Paragraph (b)

The User Identification Number and date of authorization for

_____ is:

_____ is:
Name of Individual or Business

User ID# _____

Date of Authorization _____

Paragraph (c)

_____ will continue to use e-verify for any contracted services performed for the Baldwin County School District.

Paragraph (d)

_____ will contract for the physical performance of services only with subcontractors who present an affidavit to

_____ with the same information as required in paragraphs (a), (b,) and (c) of this document.

Hereby attested, affirmed, and declared by below individual signature or signature of authorized agent of:

Name of Individual Business

Printed Name

Signature Date

Notarized and Witnessed:

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Exempt payee
 Other (see instructions) ▶ _____

Address (number, street, and apt. or suite no.) **Requester's name and address** (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

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Employer identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Affidavit
Verification of Lawful Presence in United States
Pursuant to O.C.G.A. § 50-36-1(e)

By executing this affidavit under oath, as an applicant for public benefits from the Washington County School District, the undersigned applicant verifies one of the following with respect to my citizenship status:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: _____ (ex., *driver's license, birth certificate, state I.D. with photo, military I.D., or list type of document issued by federal immigration agency*)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE _____ DAY OF
_____, 20____.

NOTARY PUBLIC
My Commission Expires: _____