

Trailer Mounted Vacuum Leaf Collector

Town of Erwin Public Works Department
Bid Specifications for
Trailer Mounted Vacuum Leaf Collector

Bidder must complete and return this form for the bid to be considered responsive. A check mark (✓) shall be placed in the areas of specification agreement. **Variances must be clearly identified in the bidder's equipment column.** Failure to comply with any part of the bid specifications will not remove that bid from consideration but will indicate a variance on which the Town alone will determine the importance to the overall performance of the item and suitability for the intended purpose. Equipment bid is to be new, unused and of the manufacturer's latest model. Any omission from the specifications shall not relieve the bidder from the responsibility of furnishing the unit ready for use: **Trailer mounted vacuum leaf collector.**

All specifications in this bid are minimum specifications, unless otherwise noted, and bidders are reminded that equipment should meet or exceed these specifications.

Town Specification

Bidder's Equipment

Minimum 74HP rated Diesel Engine

Engine Guages:

Electronic Type Throttle with Digital Read Out

Keyed On/Start/Off/ Switch

Digital Voltmeter, Tachometer, Hour Meter

Water Temperature

Oil Pressure With Safety Shut-off

Hopper:

Minimum 25 Cubic Yard Hopper

Minimum 12 Gauge All Welded Steel Construction

Engine-driven, hydraulic, self dumping hopper

Conspicuity Tape On Side, Read and Bumper Unit

Hopper Frame:

Heavy Main Frame

Minimum 5" Channel Supporting Entire Length

And Width Of Hopper

Hose and Hose Boom:

Minimum 10' long X 16" long Heavy Duty Rubber Hose

12 Volt Electric-Hydraulic Hose Boom

Hand Held - Cylinder Activated Push Button Switches

Minimum 25 Gallon Fuel Tank

Intake Attachments

45-degree Hose Adapter

Hinged Hose Adapter

Hose Quick Disconnect

Company Name: _____

COMPLETE AND RETURN WITH BID PACKAGE

Trailer Mounted Vacuum Leaf Collector Continued
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Hinged Auxiliary Radiator Screen _____

Blower Fan:
6 AR-400 Steel Blades, Stress Relieved and Balanced
Minimum 25" Diameter Fan Generating 16,000 CFM _____

Pneumatic Tires _____

Heavy Duty Automotive Paint _____

Dual Tandem Axles – Minimum 7,000 pounds each _____

Heavy Duty Truck Springs _____

Electric Brakes with Safety Break Away _____

Lights:
LED Brakes Lights, Side Clearance Lights
Side Reflector, Turn Signals, Truck Connector Kit
LED Strobe Warning Light _____

Rear Mount Bumper _____

One or Two Piece Rear Doors _____

**Any exceptions to these specifications shall be
clearly identified, otherwise it shall be understood
that the equipment bid is in full compliance** _____

Delivery- Vendor to indicate best possible delivery
of the entire unit _____

Company Name: _____

COMPLETE AND RETURN WITH BID PACKAGE

BIDDER MUST COMPLETE AND RETURN THIS FORM FOR EACH UNIT BID:

Brand/Model:

Service Information: Vendor to state location of authorized service facility and average response time, as this may be a consideration in the bid award.

Service Location

Response Time

Manufacturer's Warranty Period

Warranty Information: Vendor to state warranty period offered by the manufacturer.

Extended Warranties Available: Vendor to state any extended warranties available and associated costs (engine, transmission, etc.)

Delivery: Vendor to state the best possible delivery date of entire unit, as this may be a consideration in the bid award.

Company Name: _____

COMPLETE AND RETURN WITH BID PACKAGE



VEHICLE/EQUIPMENT DELIVERY & ACCEPTANCE PROCEDURES

ACCEPTANCE: DELIVERY DOES NOT MEAN ACCEPTANCE. ALL VEHICLES/EQUIPMENT ARE SUBJECT TO INSPECTION TO ESTABLISH CONFORMITY TO SPECIFICATIONS PRIOR TO ACCEPTANCE.

1. Prior to delivery (if applicable):
 - Tires are to be inspected to insure proper inflation levels.
 - All fluid levels to be checked and corrected as needed.
 - Remove any unnecessary manufacturer's tape, stickers, decals, labels or other items except for the itemized window sticker with E.P.A. fuel economy estimates.
 - Vehicle is to be test driven and all features are to be checked to insure proper operation.
 - Any final assembly or installation of features, equipment or any options must be completed prior to delivery.
 - All necessary repairs and/or adjustments must be made prior to delivery.
2. Vendor must give the Town 24-hour notice prior to delivery (423) 743-6231.
3. Delivery shall be made during regular working hours, Monday through Friday, excluding Holidays.
4. Vehicle or equipment will not be accepted if delivered to the wrong address.
5. Vendor must bring original specification sheets with vehicle delivery and MUST provide certificate of origin when vehicle is delivered along with the Title. Title shall be made out to: Town of Erwin, Tennessee.
6. Vendor must agree to sign the Acknowledgement of Receipt form (**sample form attached**) at time of vehicle/equipment delivery.
7. Town has 48 hours (excluding weekends, Holidays, vacation leave) to inspect vehicle/equipment for specification compliance.



ACKNOWLEDGEMENT OF RECEIPT VEHICLE/EQUIPMENT DELIVERY

The Town of Erwin acknowledges receipt of the following described vehicle or equipment:

YEAR	MAKE	MODEL	VIN	PRICE

Above-described property was delivered to the specified location.

The Town, by accepting receipt of this vehicle(s) or equipment, does not provide insurance coverage on the vehicle(s) or equipment and further declares that inspection has not been completed to determine compliance with specifications. The Town shall take ownership of and provide insurance on vehicles and equipment only after the Town ascertains that the vehicles or equipment comply with Town specifications. The Town reserves the right to reject any non-conforming tender or delivery of vehicles, goods, or equipment.

Town Representative

Date

Vendor

Vendor Representative

Date



TOWN OF ERWIN
211 North Main Avenue
P.O. Box 59
Erwin, TN 37650

BID INVITATION
423-743-6231

**SEALED SOLICITATION
GENERAL TERMS AND CONDITIONS**

Read Carefully – if applicable or unless specifically noted otherwise in the solicitation documents

1. ACCEPTANCE, REJECTION AND POSTPONEMENT

Issuance of a BID/RFP/RFQ does not commit the Town to make an award. The Town reserves the right to postpone or reject any or all BIDS/RFPS/RFQS, to waive informalities and to accept the BID/RFP/RFQ judged to be in the best interest of the Town.

2. ADDENDA

Addenda will be issued to all known interested parties and posted on the Town's website (erwintn.org). All addenda issued shall become part of the solicitation documents. It is the vendor's responsibility to determine and acknowledge all addenda issued for a solicitation. No addendum will be issued less than two (2) working days prior to the solicitation opening as per TCA, Title 12, Chapter 4, Part 1, as amended.

3. AWARD

An award, if made, shall be to the lowest responsible, responsive bidder(s) or best solicitation meeting quality and performance standards as described in the solicitation documents and whose BID/RFP/RFQ is determined to be in the best interest of the Town. The Town also reserves the right to award this product/service based on other contracts in-place (state or cooperative contracts), as may be in our best interest.

4. AWARD PERIOD

The Town shall have 60 days to issue a contract. Any contract past that period must be mutually agreed upon by both parties.

5. BID TABULATIONS/RFP/RFQ RESPONSES

Bid tabulations and RFP/RFQ respondent's lists will be available the next business day at Town Hall.

6. BRAND NAMES

By referencing a product or service name as "or approved equal", the Town intends to establish a minimum level of quality by which alternate offers can be judged. If an alternate is offered, the vendor must include complete descriptive literature and specifications that clearly describe the item and how it differs from the referenced item. Vendor reference to literature previously submitted will not satisfy this provision. Unless specified otherwise, it is understood that the referenced product will be furnished. The Town alone will determine whether an alternate is equivalent and meets the standards of quality and performance for the Town's use. A sample or demonstration may be required at the expense of the vendor.

7. CONDITION STANDARDS

It is understood and agreed that any item offered or shipped as a result of this solicitation shall be new and unused and the manufacturer's latest model unless otherwise called for in the solicitation.

8. CONSTRUCTION DOCUMENTS

If a fee is required for bid documents then only those bidders of record with the issuing office are eligible to bid.

9. DEFAULT

In case of contractor default or failure to provide material or service according to the solicitation, the Town may cancel this contract and acquire from another source and may recover any excess cost by (1) invoice; (2) deduction from an unpaid balance due; (3) collection against the bid and/or performance bond; or (4) a combination of the aforementioned remedies or other remedies provided by law. All costs associated with default will be borne by the contractor. The Town reserves the right to remove a company in default from the active vendor list for a time period to be determined by the Director of Purchasing.

10. DELIVERY

Delivery/completion schedule must be clearly identified and realistically stated, as this may be a determining factor in the award.

11. DISCOUNT AND PAYMENT

Payment terms are Net 30 following receipt of the material or service and a correct invoice unless otherwise stated in the solicitation document. Discounts for prompt payment will not be considered in the bid evaluation for award. Partial payment will be allowed only if addressed in the solicitation.

12. EQUAL OPPORTUNITY

It is the policy of the Town of Erwin to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to that end that no person shall be excluded from participation in or be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or any other funding source on the grounds of race, color, sex, national origin, or ancestry. By virtue of submitting a response to this solicitation, vendors agree to comply with the same non-discrimination policy.

13. EVALUATION

BID/RFP/RFQs will be evaluated according to the criteria set forth in the document with the degree of importance determined by the Town.

14. EXAMINATION OF BIDS/RFPS/RFQS

Bids and associated documents may be examined at the opening. Only the name of the respondent is read aloud for RFPS/RFQS. All solicitations are closed for review and inspection during the evaluation period, prior to award.

15. FOB (FREE-ON-BOARD) POINT

All prices quoted shall be FOB destination, freight prepaid and allowed unless otherwise stated in the solicitation document. The seller pays and bears the freight charges and owns the goods while they are in transit. Title passes at the designated Town location.

16. INDEMNIFICATION

The vendor shall guarantee and certify by submitting a response to this solicitation that if successful, they shall indemnify and defend the Town against any and all claims or legal actions arising as a result of their performance of the contract, whether or not such claims relate to damages or alleged damages sustained by physical injury to contractors personnel, subcontractors, Town employees or other persons, or against any lawsuits arising from alleged or actual patent infringements, and shall hold the Town, its various departments, employees, and any and all persons or entities acting on its behalf harmless from the same.

17. INSPECTION

All supplies or materials purchased as a result of this solicitation are subject to inspection and rejection by the Town. Rejected materials will be returned at the vendor's expense.

18. INSURANCE

The contractor shall maintain, at their expense, such insurance as required by the solicitation. Such insurance shall protect the Town for claims of damages which may arise during operations under this contract whether such operations be by the Contractor or by any subcontractor or anyone directly or indirectly employed by either of them. Any required insurances shall be maintained for the term of the contract and beyond the term of the contract when so required in the solicitation.

19. IRAN DIVESTMENT ACT

Pursuant to the Iran Divestment Act Tenn. Code Ann. § 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12- 105. Inclusion on this list makes a person ineligible to contract with the Town of Erwin; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. The State of Tennessee list is available here: <http://tennessee.gov/generalservices/article/PublicInformation-library>.

20. LICENSES, FEES, PERMITS

The contractor is responsible for furnishing the proper licenses, fees, and permits required by law to do business with the Town of Erwin in completion of the project. All work shall be done in accordance with the latest building codes, state and federal laws relative to the contract.

21. MULTIPLE ITEM BIDS

The Town will determine the successful bidder(s) either on the basis of the individual line items or the total of all items. ALL OR NONE bids must be clearly identified on the bid form and will be considered only if in the Town's best interest.

22. NON-COLLUSION AGREEMENT

By submitting this solicitation, the agent representing all officers, partners, owners, representatives, employees or interested parties of the vendor's firm certifies to the best of his/her knowledge and belief this bid/proposal to the Town of Erwin, Tennessee has not been prepared in collusion with any other seller, proprietor, or manufacturer of similar products or services. The agent also certifies that the prices, terms and conditions of said bid/proposal have been arrived at independently and have not been communicated by the submitter, nor by any of the aforementioned firm associate to any other seller, proprietor, or manufacturer of similar products or services and will not be communicated prior to the official opening of said solicitation. The agent further states that no official or employee of the Town of Erwin has promised any personal, financial or other beneficial interest, either directly or indirectly, in order to influence award of this solicitation.

23. PARTS AND SERVICE

The successful vendor must be able to provide adequate parts and service for all items awarded. Service location and ability to perform may be a consideration in the award.

24. PENALTIES

Vendors may be removed from our active vendor system for any of the following:

- ◆ Failure to respond to three consecutive solicitations
- ◆ Failure to meet delivery requirements
- ◆ Failure to furnish items as a result of a solicitation
- ◆ Failure to provide service or material as a result of the award
- ◆ Offers of gratuities or favors to any Town employee

25. PRE-BID MEETING ATTENDANCE

If attendance is mandatory then only those firms whose names are listed on the pre-bid attendance roster are eligible to submit a solicitation.

26. PRICING

All pricing must appear in the spaces provided on the Town's form (if applicable) and be in ink or typed. Changes or corrections by the bidder/proposer must be initialed in ink by the person signing. No corrections may be made in pencil. Unit prices will prevail in case of an extension error. The Town will correct math computation errors (unit price & totals). No bid may be altered or amended after bid opening time. Obvious mistakes will be given special consideration upon receipt of written request and full disclosure or evidence regarding pricing error.

27. PROPRIETARY/CONFIDENTIAL INFORMATION

Vendors are hereby notified that all information submitted as part of, or in support of, bids/proposals will be available for public inspection after award, in compliance with Tennessee Statutes unless the vendor additionally identifies a specific area or scope of data or other materials to be protected and details the reasons protection is necessary.

28. PROTEST PROCEDURE

Any protest to the award of a contract by the Town of Erwin shall be submitted in writing to City Recorder and delivered not later than seven (7) calendar days from the date of the Town's award decision. Such protest must include a protest bond in the amount of \$350 (cashier's check payable to the Town of Erwin or Cash) submitted to the City Recorder before the Town will consider the protest. This protest bond will serve as a guarantee by the protester of the validity and accuracy of the protest. If the protest is denied by the Town Recorder, the bond will be retained to cover costs associated with the protest.

29. QUESTIONS

Questions must be received by the Town at least four (4) working days prior to the scheduled opening. No oral interpretations or instructions given by any Town employee or any other person shall apply. Changes relative to any solicitation will be in writing, in the form of an addendum.

30. SAFETY STANDARDS

All manufactured items and fabricated assemblies shall comply with applicable requirements of OSHA/TOSHA and any related standards thereto.

31. SAMPLES

Samples will be furnished at no charge to the Town. They will remain in the Purchasing Department for testing and evaluation until an award is made. Vendors are responsible for picking up their samples within two (2) weeks after the award. Samples not collected after that time shall become the property of the Town. Samples from the successful vendor will be held until delivery is received and accepted as being equal to the sample.

32. SEALED SOLICITATION OPENINGS

Bids will be read aloud at the specified date and time as stated in the document. RFP's/RFQ'S respondent names will be read aloud. All openings are public meetings. Bidders/proposers and interested persons are invited to attend. The Town reserves the right to postpone any solicitation opening under circumstances warranting such action, including but not limited to instances when the Town receives fewer than two responses.

33. SIGNATURE ON BIDS

When submitting a bid, other than electronically, the bid form must contain the full name and address of the company and be signed in Ink by a person authorized to bind that company to a contract. Submission of an electronic solicitation constitutes acceptance of all terms and conditions. Unsigned paper bids will not be considered, read or tabulated. They may not be signed during or after the bid opening, even if a representative is present.

34. SUBMITTAL OF SEALED BIDS/RFPS/RFQS

Any forms furnished by the Town must be completed and returned as specified in the solicitation, otherwise response will be considered as non-responsive. TELEPHONE, FACSIMILE OR E-MAIL RESPONSES WILL NOT BE ACCEPTED. Paper submittals shall be sealed in an envelope. No solicitation received after closing time shall be considered. The official time for paper submittals will be that of the date and time clock in Erwin Town Hall. If not offering a solicitation response, the vendor is encouraged to complete the "Statement of Decline" form and return prior to the opening.

35. TAXES

The Town is exempt from Federal excise tax, State, and Town sales tax. Contractors are not exempt from the use tax on materials and supplies used in the production of an item or in the performance of a repair or construction contract. Tax exemption certificates will be furnished upon request.

36. TERM OF CONTRACT

Unless otherwise stated, the Town reserves the right to purchase like items at the same contract price for a period of one year from the award date subject to agreement of both parties. The Town may cancel any contract for cause, or non-appropriation of funds, following written notification of intent.

37. WARRANTY

Unless otherwise specified by the Town, all items shall be guaranteed for a minimum period of one (1) year against defects in material and workmanship.



TOWN OF ERWIN
211 North Main Avenue
P.O. Box 59
Erwin, TN 37650
423-743-6231

BID INVITATION

Requirements for Bids, Requests for Proposals, and Contracts Between the Town of Erwin and Other Parties

The Town of Erwin has established the following requirements for use in all bids and contracts between the Town and any other person or entity. The following list is mandatory and modifies any bid, contract, or request for proposal, or conditions applicable to, signed by, or let by the Town, notwithstanding anything contained in any particular conditions, contract, request for proposal, or bid to the contrary.

In general, the following provisions apply to all such contracts, bids, requests for proposals, contracts requiring bids, and bids containing contracts:

1. The Town shall not answer to any contracting party for the furnishing of public records to a person requesting such in accordance with Tennessee law.
2. The Town, while it may designate in writing a representative on a particular project, shall only be bound by a majority vote of the Board of Mayor and Alderman or by the limited authority delegated to the Town Recorder pursuant to Town Ordinance. No personal representative of the Town assigned to a particular project may bind it in excess of the dollar amounts granted to the Town Recorder by Ordinance, and no personal representative assigned to a particular project may bind the Town for an amount equal to or less than the dollar amounts granted to the Town Recorder by Ordinance without the Town Recorder's approval.
3. The Town shall not in any event waive or limit any claims for damages including but not limited to consequential damages in any contract for any reason or purpose.
4. No decision of an architect, engineer, or personal representative of the Town shall be final and binding on the Town, unless the Town so agrees in any dispute with any party including but not limited to an architect, a contractor, a subcontractor, an engineer, etc. If the Town agrees to be bound pertaining to a dispute, then the monetary limits contained in the Town's ordinances regarding the authority of the Town Recorder shall prevail, and any amounts exceeding the authority of the Town Recorder shall be referred to the Board of Commissioners for their consideration.
5. The Town shall not participate in any mediation or arbitration regarding any agreement to which it is a party, and all matters left unresolved between the Town and any other party, person, or entity shall be resolved in a court of competent jurisdiction in either Unicoi County, Tennessee, or in Federal District Court in Greeneville, Tennessee.
6. No party or other entity shall file a lien of any nature whatsoever against Town property, real, personal, or mixed, no matter where that property is located. Should a party or entity contracting with the Town or acting as a subcontractor or sub-subcontractor file a lien against any property, real, personal, or mixed, owned by the Town, then that party or entity shall take immediate steps at its own cost and expense to remove said lien, or the Town shall take such steps as it deems necessary and hold the other party or entity liable for any costs and attorneys' fees associated with the lifting of said lien.
7. The Town shall exercise its sole discretion before agreeing to any assignments of any contracts or subcontracts regarding any project in which the Town is involved. No contract with the Town shall be assignable without the Town's sole, discretionary, absolute consent.

8. The Town shall not be required to supply any information regarding its title to any property in which it has an interest for any purposes regarding the filing of liens.
9. The Town shall not waive any claims it has in the making of final payment in any project in which it is involved. The Town shall have the right to terminate any agreement to which this document is attached at any time in its sole discretion with or without cause. In the event the Town terminates with or without cause any agreement to which this document is attached, then in such event the Town shall be liable only for the actual work and costs that have accrued at or before the date of the Town's termination. In no event shall the Town be liable for lost profits, consequential damages or incidental damages in the event it terminates a contract with or without cause.
10. Except to the extent allowed by law, the Town shall not indemnify and hold harmless any other party, entity, person, their agents, employees, or anyone else in the world for any reason whatsoever.
11. The Town shall not waive the rights of subrogation of its insurers or itself for any purpose whatsoever, and the Town shall not cause any such endorsements to be placed on any policies to which it is a party.
12. Unless the Town elects otherwise, the Town shall not provide any "builders' risk" or an "all-risk" or equivalent policy for any reason whatsoever for any project in which the Town has an interest, and the contractor or other such party shall assume this responsibility. That builder's risk policy provided by the contractor or other such interested party shall name the Town as an additional insured. The Town shall not provide boiler and machinery insurance, but shall require such insurance as applicable, depending on the parameters of whatever project is involved. The cost of boiler and machinery insurance shall be borne by the appropriate contractor, subcontractor, or other interested party. The Town shall not insure the interests of any other person or entity, nor shall the Town add any other person or entity as an additional insured to any of its policies.
13. The Town shall not waive any rights regarding the loss of use of the Town's property.
14. As to acts or failures to act or any causes of action by any party to a contract, whether that party be the architect, owner, contractor, Town, etc., a cause of action shall accrue according to Tennessee law. No contract provision shall shorten the statutes of limitations, statutes of repose, or the accrual of any causes of action which the Town might have against another party or entity. No contract provision shall waive any warranties, express or implied, nor shall any contract limit the standard of care for any particular service or undertaking to that of the locality where those services or undertakings are performed.
15. Any interest to be paid by the Town of Erwin for late payments shall be at the rate of interest at which the Town pays on its most recently issued bonds.
16. The Town reserves to itself the right to approve the use of any tests, including but not limited to any borings, test pits, geotechnical work, environmental tests, and the like in its own sole discretion. All design professionals, consultants, subcontractors, or the like shall be duly licensed in the State of Tennessee, if licensure in the State of Tennessee is required for the work to be performed by such design professional, consultants, or subcontractors.
17. Notwithstanding any applicable choice of law or conflict of law provisions or decisions, the law of the State of Tennessee shall govern all contracts to which this document is attached.
18. The Town of Erwin shall not provide any legal advice, legal services, surveys, or procure the same for any other party.

19. Upon payment for services as rendered, all design documents and all instruments of service created by design professionals, including but not limited to architects, landscape architects, engineers, etc., shall become the property of the Town of Erwin, Tennessee. The Town of Erwin shall be allowed to use all design documents and instruments of service, including but not limited to bid drawings, shop drawings, reports, specifications, cost estimates, schematic designs, construction designs, and the like for future additions or alterations to the current project or for use in other projects. Any use of the aforementioned designs and construction documents shall be at the Town's sole risk and without liability to the design professional. The design professional's name and seal will be removed from all such design documents prior to the Town's use thereof.

20. The Town, as the owner of real property that is the subject of or in any way connected to any bid, request for proposal, or contract, hereby grants to the successful bidder/proposer/contractor the general management of the real property during the time that work is being performed, and the Town agrees to transfer information specified in OSHA regulations at 29 CFR §1926.1203(h)(1), so that TOSHA/OSHA shall treat the successful bidder/proposer/contractor as the host employer when working in confined spaces. This paragraph applies only to those areas where the successful bidder/proposer/contractor has access to and performs work within confined spaces as defined in federal OSHA regulations. The successful bidder shall comply with all federal OSHA and state TOSHA regulations, including those regarding confined spaces.

**STATEMENT OF SOLICITATION DECLINE
Town of Erwin, Tennessee**

NOTE: If you do not intend to respond to this solicitation, please complete and return this form on or before the stated deadline to City Recorder, P. O. Box 59, Erwin, TN 37650 or via e-mail: tbishop@erwintn.org

We value your feedback and ask that you complete the following:

Solicitation No.: # _____
Solicitation Name: _____

We, the undersigned, decline to submit on the above solicitation for the following reason(s):

- _____ **Insufficient time to adequately prepare a response**
- _____ **Our company does not offer this product or service. Remove us from the vendor list**
- _____ **Our schedule will not permit us to perform in a timely manner**
- _____ **We are unable to meet bond requirements**
- _____ **We are unable to meet insurance requirements**
- _____ **We are unable to offer comparable product or service**
- _____ **We are unable to meet specifications (explain below)**

We understand that if this statement is not completed and returned, our company may be deleted from the Town's solicitation list for this commodity or service.

Company Name: _____

Address: _____

Signature: _____

Telephone: _____

Email: _____

Date: _____