



Joe C. Despino  
Purchasing Manager

# City of Alexandria

Purchasing Department  
P.O. Box 71  
Alexandria, Louisiana  
71309-0071



Office: (318) 441-6180  
Fax: (318) 619-3412

Requests for Quotation will be received until **2:00 PM, Friday, September 12, 2014**, and opened at the City of Alexandria Purchasing Department.

City of Alexandria **RFQ #1077P**  
Page: 1 of 13  
Date RFP Prepared: August 25, 2014

Bid Bond Requirements: A bid bond or check for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid is accepted, a performance bond shall be required in the amount of N/A%.

**Please file quotations with the following:**

**Sue Ducote, Senior Buyer**  
**City of Alexandria - Purchasing**  
**2021 Industrial Park Road**  
**Building WH**  
**Alexandria, LA 71303**  
**Phone: 318-441-6182 Fax: 318-619-3412**

## INTRODUCTION

### LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE

It is the intent of the City of Alexandria to secure pricing on the **Lease or Rental of One (1) Mechanical Directional Drilling Machine**, for use by the City of Alexandria Gas Department. This lease/rental agreement shall remain in effect for a period of sixty (60) months from award date. The lease/rental agreement shall be a Municipal type "pure" lease/rental with no ownership at the end of the term and shall include the governmental "non-appropriations" rider.

The lease/rental equipment shall be new and of current model year manufacture. Quoted monthly lease/rental payment shall be for a complete unit ready for use. The leased/rental unit shall be equipped with the manufacturer's equipment and accessories which are included as "standard" in the advertised and published literature for the unit. No such item of equipment shall be removed or omitted for the reason that it was not specified in this document.

**All quoted lease or rental payments shall include any and all freight, delivery or transportation charges.** All products are to be shipped F.O.B., freight pre-paid, the City of Alexandria Motor Pool, located at 2021 Industrial Park Road, Building V, Alexandria, LA 71303.

**Quotations may be returned either by fax to (318)619-3412; or hand delivered to City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303; or e-mailed to sue.ducote@cityofalex.com . Quotes must be received by the above listed date and time.**

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

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**GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY**

1. Pursuant to LA R.S 38:2212.1C(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 A.(1)(b), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder should submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid shall be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 A.(2), the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index and/or Wholesale Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid.
8. Pursuant to LA R.S. 39:1701-1709, any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.
12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but **SHALL NOT** be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

**General Conditions for Bidders - Please Read Carefully (Continued)**

16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.

17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.

18. The City of Alexandria is exempt from all taxes. A tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.

19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.

20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:

- (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
- (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
- (c) By satisfactory completion of all services and obligations described in the contract.

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 (A)(1)(c)(i) (see Item #22 below).

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

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**General Conditions for Bidders - Please Read Carefully (Continued)**

22. All bids shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212(A)(1)(c)(i) which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

23. In-State preferences shall not apply to procurements involving federal funds.

24. Pursuant to LA R.S. 38:2212 C.(2)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than twenty-one (21) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website ([www.cityofalexandrialala.com](http://www.cityofalexandrialala.com)) and posted on BidSync ([www.BidSync.com](http://www.BidSync.com)) if applicable.

25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Master Agreement, to include all applicable federal clauses.

26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The *AFEAT* Program should be inquired about through the Division of Finance.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

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*Alexandria Fairness, Equality, Accessibility, and Teamwork Program (AFEAT)*

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org) .

Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

Sincerely,

City of Alexandria

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

**QUOTE SPECIFICATIONS**

**SCOPE:** The following specifications are to be used as minimum and maximum standards for the Lease or Rental of One (1) Mechanical Directional Drilling Machine, for use by the City of Alexandria Gas Department for a period of sixty (60) months. All quotes shall either meet or exceed the following specifications.

Unless otherwise stated, the use of a manufacturer's name and product number(s) are for descriptive purposes and to establish general quality levels only; they are not intended to be restrictive.

Proposers are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items as stated. Proposers should indicate in the space below, under "*Proposer's Response:*", the necessary information to indicate he/she is conforming with these specifications for each item as written. If Proposer is in complete compliance with each specification item as written, please write "*Comply*" in the space provided; if not, please indicate in this space, the necessary information on the equipment you are proposing. Each specification response is necessary to ensure the proper evaluation and tabulation of quotes received.

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**Proposer's Response**

**1.0 General:**

1.1 The Lessor shall be regularly engaged in the leasing/rental of this type equipment and should include with this quote, a list of five (5) references they are currently leasing/renting equipment to. The reference list should include Agency Name, Contact Person, Contact Information, and type of equipment being leased/rented.

\_\_\_\_\_

1.2 The Lessor shall assume responsibility for all material, accessories, and warranty used in the furnishing of this equipment, whether the same is manufactured by the Lessor or purchased, ready-made, from a source outside the Lessor's company.

\_\_\_\_\_

1.3 No advantage shall be taken by the Lessor in the omission of any part or detail of the equipment which makes it complete and ready for use.

\_\_\_\_\_

1.4 The Lessor should include with this quote, a sample of their Municipal Lease/Rental Agreement, marked as a sample.

\_\_\_\_\_

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

**QUOTE SPECIFICATIONS (Continued)**

**Proposer's Response**

**2.0 Title of Equipment:**

2.1 Ownership and title of the leased/rented equipment shall remain with the Lessor. At the end of the lease/rental term, the City of Alexandria shall not take possession of the equipment, the equipment will return to the Lessor.

\_\_\_\_\_

**3.0 Equipment Description:**

3.1 The basic unit shall be a Ditch Witch Brand, Model JT2020 Mach I: or Vermeer Brand, Model D20X22 Series II; or equal.

\_\_\_\_\_

3.2 Unit shall be one (1) diesel engine, 83 gross HP; minimum.

\_\_\_\_\_

3.3 Unit shall be equipped with electrical strike system, modules and barriers; or equal.

\_\_\_\_\_

3.4 Unit shall be equipped with a two (2) post cylinder assist stake system; or equal.

\_\_\_\_\_

3.5 Unit shall be equipped with hydraulic drill pipe loader with automated controller; minimum.

\_\_\_\_\_

3.6 Unit shall be equipped with one (1) drill pipe box, 400 foot capacity.

\_\_\_\_\_

3.7 Unit shall be equipped with a two-speed gearbox; minimum.

\_\_\_\_\_

3.8 Unit shall be equipped with rubber tracks; or equal.

\_\_\_\_\_

3.9 Unit shall be equipped with a hydraulic pipe lubricator; minimum.

\_\_\_\_\_

3.10 Unit shall be equipped with tethered ground drive control; or equal.

\_\_\_\_\_

3.11 The unit's fluid pump should be 30 gpm @ 850 psi.

\_\_\_\_\_





**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

**QUOTE SPECIFICATIONS (Continued)**

	<b><u>Proposer's Response</u></b>
<b>3.0 <u>Equipment Description:</u> (Continued)</b>	
3.15.7. Should have a mounting base.	_____
3.15.8. Should include four (4) shipping kits; two (2) for the 500 gallon tank and two (2) for the mud mixer.	_____
3.15.9. Should include two (2), 2" hose adapter kits.	_____
3.15.10. Should include two (2), tank fill kits for 500 gallon tank.	_____
3.15.11. Should include two (2), fluid coupler kits, 2" – 1.5".	_____
3.15.12. Should include two (2), decal kits – FM13V – English.	_____
3.15.13. Should include two (2), risers.	_____
3.15.14. Should include two (2), 500 gallon tank assemblies.	_____
3.16 Tracker System: Shall be equipped with a highly accurate, advanced, full-featured guidance system for tracking horizontal directional bores.	_____
3.16.1. Should be 8500TK tracker, 8500D display and a selection of 850B series beacons; or equal.	_____
3.16.2. Should have a radio option.	_____
3.16.3. Should include a hard case, batteries and operator manual; minimum.	_____
3.16.4. Display should show all information displayed by the tracker at distances up to 2,000 feet; minimum. It should have internal data storage capabilities and support the TMS Plus.	_____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
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**QUOTE SPECIFICATIONS (Continued)**

**Proposer's Response**

**3.0 Equipment Description: (Continued)**

3.16.5. Base beacon should be 850BG; or equal, standard range, single frequency, and should produce a 11.2 kHz signal. Should require low pressure housing and should be compatible with all side-load housings that use the flat-top isolators.

\_\_\_\_\_

3.16.6. High range dual frequency grade should be 850BGHD; or equal. Should be standard range, dual frequency, grade beacon, and should produce two (2) distinct frequencies of 1.75 kHz and 11.2 kHz to avoid effects due to local interference. Should require low pressure housing and should be compatible with all side-load housings that use flat-top isolators.

\_\_\_\_\_

3.17 Unit shall include four (4), sections of 50' fire hose with cam lock; minimum.

\_\_\_\_\_

3.18 Unit shall include one (1), section of 25' fire hose with cam lock; minimum.

\_\_\_\_\_

**4.0 Transport Trailer:**

4.1 Lease/rental agreement shall include a flatbed style trailer for transporting mechanical directional drilling machine, with a full width dovetail; or equal.

\_\_\_\_\_

4.2 Trailer measurements should be as follows:

4.2.1. Bed length – 18 feet **Specify:** \_\_\_\_\_

4.2.2. Dovetail length – 3 feet **Specify:** \_\_\_\_\_

4.2.3. Width between fenders – 82 inches **Specify:** \_\_\_\_\_

4.2.4. Overall width – 8 feet 6 inches **Specify:** \_\_\_\_\_

4.2.5. Overall length – 28 feet **Specify:** \_\_\_\_\_

4.2.6. Bed height – 22 inches **Specify:** \_\_\_\_\_

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

**QUOTE SPECIFICATIONS (Continued)**

		<b><u>Proposer's Response</u></b>
<b>4.0</b>	<b><u>Transport Trailer: (Continued)</u></b>	
	4.2.7. Axles – Two (2), 9,000 lb or equal	<b>Specify:</b> _____
4.3	Should have a wood bed; minimum.	_____
4.4	Should be equipped with two (2), 60 inch ramps.	_____
4.5	Should be equipped with one (1) pintle hitch.	_____
4.6	Should be equipped with one (1), two-speed jack.	_____
4.7	Should have expanded metal in trailer tongue; or equal.	_____
4.8	Should have double-beam frame; or equal.	_____
4.9	Should include two (2), chain boomer (5/16" – 3/8").	_____
4.10	Should have two (2), chain assemblies (5/16" X 16').	_____
4.11	Should include one mount for spare tire.	_____
4.12	Should include one spare tire and wheel.	_____

END OF SPECIFICATIONS

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

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**PRICE PAGE**

Quoted price for the Lease/Rental of a Mechanical Directional Drilling Machine and All Accessories, as per these specifications; all items new and unused, complete unit ready for use, delivered F.O.B., freight pre-paid:

**Item #1 – Basic Unit**

Brand Name: \_\_\_\_\_

Model Number: \_\_\_\_\_

Price of Unit: \$ \_\_\_\_\_

**Item #2 – Down Hole Tools**

Brand Name: \_\_\_\_\_

Model Number: \_\_\_\_\_

Price of Unit: \$ \_\_\_\_\_

**Item #3 – Mud Mixer**

Brand Name: \_\_\_\_\_

Model Number: \_\_\_\_\_

Price of Unit: \$ \_\_\_\_\_

**Item #4 – Tracker System**

Brand Name: \_\_\_\_\_

Model Number: \_\_\_\_\_

Price of Unit: \$ \_\_\_\_\_

**Item #5 – Display**

Brand Name: \_\_\_\_\_

Model Number: \_\_\_\_\_

Price of Unit: \$ \_\_\_\_\_

**Item #6 – Grade Base Beason**

Brand Name: \_\_\_\_\_

Model Number: \_\_\_\_\_

Price of Unit: \$ \_\_\_\_\_

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
LEASE OR RENTAL OF MECHANICAL DIRECTIONAL DRILLING MACHINE**

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**PRICE PAGE (Continued)**

**Item #7 – High Range Dual Frequency Grade**

**Brand Name:** \_\_\_\_\_

**Model Number:** \_\_\_\_\_

**Price of Unit: \$** \_\_\_\_\_

**Item #8 – Miscellaneous Items**

**Brand Name:** \_\_\_\_\_

**Model Number:** \_\_\_\_\_

**Price of Unit: \$** \_\_\_\_\_

**Item #9 – Transport Trailer**

**Brand Name:** \_\_\_\_\_

**Model Number:** \_\_\_\_\_

**Price of Unit: \$** \_\_\_\_\_

**TOTAL PRICE FOR ITEMS #1 - #9:** \$ \_\_\_\_\_

**TOTAL LEASE/RENTAL PAYMENTS:** 60 Months @ \$ \_\_\_\_\_ Per Month

=====  
**Proposer's Information:**

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Authorized Printed Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_