

Invitation to Bid –

## PEST CONTROL SUMNER COUNTY GOVERNMENT

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for PEST CONTROL FOR SUMNER COUNTY until 1:30 P.M. CST June 13, 2017. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Kim Ark at 615-452-3604. All proposals are subject to the Board of Education's conditions and specifications which are available from Janice Wright, Purchasing Coordinator (615) 451-6569. All bids can be viewed online at [www.sumnerschools.org](http://www.sumnerschools.org) and [www.sumnertn.org](http://www.sumnertn.org).

# PROPOSAL REQUEST

20170613-CO-1

## Pest Control Services

### For County Buildings



**SUMNER COUNTY GOVERNMENT  
SUMNER COUNTY, TENNESSEE**

**Advertisement Date: May 28, 2017**

**Deadline: June 13, 2017 at 1:30 pm**

## **Introduction**

Sumner County Government is hereby requesting a proposal for Pest Control Services for 22 Sumner County buildings. Location addresses listed in section XXII.

See specific proposal requirements in section XXII.

## **General Information**

### **I. Proposal Package**

All sealed proposal packages must include all of the following. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- Three (3) complete copies of proposal
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License is required to be eligible to bid
- You must be licensed in your respective field at the time you bid and evidence of such compliance must be included in the bid or it may be rejected
- Evidence of compliance with the Sumner County Government's Insurance Requirements, if work is performed on Sumner County Property
- Signed and completed Statement of Non-Collusion (Attachment 1)
- Properly completed Internal Revenue Service Form W-9
- Evidence of a company's safety program and, if supported, a drug testing program (Attachment 2) Drug-Free Workplace Affidavit
- If bid is in excess of \$25,000, a certification of non-debarment must be completed (Attachment 3) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification By Contractor (Attachment 4)

The license requirements stated above applies to **every** requested project and to **all** bid responders, and shall include the following information on the outside of the bid envelope.

- 1) Name of company and principal owner, business license number, expiration date, and license classification
- 2) In addition to item (1) the same is applicable to masonry contractors if the work performed > \$100,000.00
- 3) In addition to item (1) the same is applicable to HVAC, electrical, plumbing, or A/C contractors if the work performed > \$25,000.00
- 4) In addition to item (1) the same is applicable plus the department of environment and conservation license number and classification, applicable to geothermal contractors if the work performed is > \$25,000.00
- 5) If the prime contractor performs the masonry portion of the project, or any of the above listed contractor skill sets, and the work performed > \$100,000.00, it must be so designated
- 6) Only one (1) contractor in each classification listed shall be written on the bid envelope

## NEW VENDORS

1. To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the Sumner County Finance Department. At the time of requisition, the individual requesting a purchase order or disbursement will be informed if it is a new vendor and if a form W-9 is required. If form W-9 is required for a new vendor, the elected official or department head shall forward a completed form W -9 to the finance department. It can be obtained from the finance department, Sumner County's web site, or the Internal Revenue Service's website at [www.irs.gov](http://www.irs.gov).
2. To comply with the **Tennessee Lawful Employment Act**, non-employees (individuals hired as independent contractors) must have on file any two (2) of the following documents.
  - Valid Tennessee driver license or photo ID issued by department of safety
  - Valid out-of-state driver license
  - U.S. birth certificate
  - Valid U.S. passport
  - U.S. certificate of birth abroad
  - Report of birth abroad of a U.S. citizen
  - Certificate of citizenship
  - Certificate of naturalization
  - U.S. citizen identification card
  - Valid alien registration documentation or proof of current immigration registration

In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

## II. Responses

- Proposal must include point-by-point responses to the RFP.
- Proposal must include a list of any exceptions to the requirements.
- Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract.
- If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.
- Any and all proposal requirements must be met prior to submission.
- The bidder understands and accepts the non-appropriation of funds provision of the Sumner County Government.
- If noted in the section "proposal requirements" or later requested, the contractor will be required to provide a reference list of clients that have a current contract for services with their company.

## III. Clarification and Interpretation of RFP

The words "must" and "shall" in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements that Sumner County Government considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

In the event that any interested vendor finds any part of the listed specifications, terms, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify Sumner County, via email at [purchasing@sumnertn.org](mailto:purchasing@sumnertn.org), of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five

days before proposal's "deadline". All responses to inquiries will be posted on the Sumner County website (<http://www.sumnertn.org/>) under "Bids"

#### **IV. Proposal Guarantee**

Vendors must guarantee that all information included in their proposal will remain valid for a period of **90 days** from the date of proposal opening to allow for evaluation of all proposals.

#### **V. Related Costs**

Sumner County Government is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

#### **VI. Insurance Requirements and Liability**

Each bidder or respondent to the RFP who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on Sumner County properties. There will be no exceptions to the insurance requirement.

#### **VII. Bond Requirements**

Per State statute, Sumner County requires a performance bond, or bank letter of credit, for any **construction** projects that exceed \$25,000 upon bid award.

#### **VIII. Payment Terms**

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and Sumner County's approval of conformance with specifications. The Sumner County Finance Department does not allow the practice of picking up checks in person.

#### **IX. Deadline**

Sealed proposals will be accepted until **TUESDAY, JUNE 13th, 2017 @ 1:30 pm**. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened and read aloud. The reading of the bids will begin at 1:30 P.M. CST.

#### **X. Withdrawal or Modification of Proposal**

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

#### **XI. Package**

The package containing the proposal must be sealed and clearly **marked "PEST CONTROL SERVICES PROPOSAL AND DO NOT OPEN"** on the outside of the package.

**Responses must be hand delivered or mailed to the following address:**

Sumner County Board of Education  
1500 Airport Road  
Gallatin, TN 37066  
Attn: Purchasing Supervisor

**XII. Right to Seek a New Proposal**

**Sumner County reserves the right to accept or reject any and all proposals for any reason.** Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

**XIII. Procedures for Evaluating Proposals and Awarding Contract**

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- Proposals will be examined for compliance with all requirements set forth herein.
- Proposals that do not comply shall be rejected without further evaluation.
- Proposals will be subjected to a technical analysis and evaluation.
- Oral presentations and written questions for further clarifications may be required of some or all vendors.

**XIV. Discussions**

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

**XV. Open Records**

After the bid is awarded, all proposals will be subject to the provisions of the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the Sumner County website at <http://www.sumnertn.org/> under "Bids" link.

**XVI. Assignment**

Neither the vendor nor Sumner County may assign this agreement without prior written consent of the other party.

**XVII. Liabilities**

The vendor shall indemnify Sumner County Government against liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors.

Sumner County Government has no obligation for the payment of any judgment or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.

#### **XVIII. Tax Status**

Sumner County is tax exempt.

#### **XIX. Invoicing**

Invoices are to be submitted to:

Sumner County Government  
Attn: Jaime Muncy  
355 North Belvedere Drive  
Room 102  
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.

#### **XX. Contract Nullification**

Sumner County Government may, at any time, nullify the agreement if, in the judgment of Sumner County Government, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by Sumner County Government.

#### **XXI. Applicable Law**

Sumner County, Tennessee is an equal opportunity employer. Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability or veteran status.

The successful contractor(s) agrees that they shall comply with all local, state, and federal law statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event that any claims should arise with regards to this contract for a violation of any such local, state, or federal law, statutes, rules, or regulations, the provider will indemnify and hold Sumner County harmless for any damages, including court costs or attorney fees, which might be incurred.

Any contract will be interpreted under the laws and statutes of the state of Tennessee.

Sumner County does not enter into contracts which provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

Additionally, it is a violation of state statutes to purchase materials, supplies, services, or any other item from a vendor that is a commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.

## **XXII. Specific Proposal Requirement Details**

Sumner County Government is hereby requesting a proposal for Pest Control Services for Sumner County buildings listed. The contracted vendor(s) shall be responsible for furnishing all materials, transportation, labor, equipment, any and all services and materials necessary to perform pest control service, for the specified sites at various County facilities. No additional fees will be permitted. The monthly flat rate for each building location is the maximum charge allowable under contract. Bidder shall itemize pricing per location. **It is the responsibility of each respondent to this request, to verify the scope of work as a basis of the proposal. All respondents to this request shall be responsible for any errors or omissions.** The following requirements, includes, but not limited to the following information. The requirements shall apply for all buildings listed. Any alternative recommendations to the following may be so noted and priced separately.



**The following locations shall be included in the Pest Control Services proposal response:**

<b>Building</b>	<b>Address</b>	<b>In proposal include pricing – Monthly Flat Rate per building</b>
<b>Note: Include in Proposal a separate monthly Flat Rate for each building location (period of 36 months)</b>		
Sumner County Administration Building	355 N. Belvedere Dr., Gallatin, 37066	
Sumner County Archives Building	365 N. Belvedere Dr., Gallatin, 37066	
Sumner County EMS/EMA Building	255 Airport Rd., Gallatin, 37066	
Sumner County ECC/EOC Building	253 Airport Rd., Gallatin, 37066	
Sumner County Courthouse	101 Public Square, Gallatin, 37066	
Sumner County Jail & Criminal Justice Center & Sheriff's Department	117 West Smith St., Gallatin, 37066	
Sumner County Animal Control Facility	1033 Union School Road, Gallatin, 37066	
Sumner County Sheriff's Training Facility	1099 Cairo Rd, Gallatin, 37066	
Odoms Bend Training Facility/Gun Range	501 Odoms Bend, Gallatin, 37066	
Juvenile Justice Center	225 East Main St., Gallatin 37066	
Adult Probation Center (adjacent to Juvenile building)	225 East Main St., Gallatin 37066	
Hendersonville County Clerk's Office	114 Dunn St., Hendersonville, 37075	
Hendersonville Health Department	351 New Shackle Island Rd., Hendersonville 37075	
Gallatin Health Department	1005 Union School Rd. Gallatin, 37066	
Portland Health Department	214 W Longview Dr., Portland, 37148	
Sumner County Agriculture Extension Office	658 Hartsville Pike, Gallatin 37066	
Sumner County/Gallatin Library	123 East Main St., Gallatin 37066	
Sumner County/Westmoreland Library	2305 Epperson Springs, Westmoreland, 37186	
Sumner County/Millersville Library	1174 Louisville Hwy, Goodlettsville, TN 37072	
Children are People	117 East Winchester, Gallatin, 37066	
Douglass-Clark House & Restroom Building	2115 Long Hollow Pike, Gallatin, 37066	
Bridal House	2315 Hwy 25, Cottontown, 37048	

**Note: Bridal House and Douglass-Clark House are log structures, price accordingly.**

The pest control service shall be provided by qualified, uniformed technicians capable of treatment of the following required pests:

- a) **All species, types, or varieties of pests for the following:** roaches, spiders, silverfish, ants, rodents, mice, rats, wasps, mosquitoes, beetles, earwigs, yellow jackets, moths, fleas, flies, ticks, crickets, centipedes, millipedes, ladybugs, lice, mite, bees, and any other insects/pests are included
- b) Termite control shall be provided as a separate quotation
- c) Call back services, if required, shall be provided at no additional costs. The Contractor shall respond within twenty-four (24) hours of verbal request for service.
- d) All chemicals used shall be FDA approved
- e) Services shall include the inside and the perimeter of the listed buildings monthly
- f) Treatments shall occur on a monthly basis during normal business hours
- g) A routine schedule of service shall be provided for each location
- h) Agreement shall be for a three (3) year period or 36 months, invoiced monthly for services completed
- i) All Contractor personnel working in or around buildings designated under this contract shall wear distinctive uniform clothing.
- j) Respondent shall provide evidence of workman's compensation insurance
- k) Respondent shall provide evidence of liability insurance
- l) Respondent shall provide a copy of their business license
- m) Respondent shall provide a copy of a Form W-9
- n) The expected start date/effective date of contract is July 1, 2017 and expected end date is June 30, 2020.
- o) Proposal shall include Contractor Name and Contractor Address.
- p) The Contractor shall be responsible for maintaining a pest control logbook or file for each building or site specified in this contract. The pest control service provided shall be an Integrated Pest Management (IPM) program, and typically consists of the following components:
  - ❖ identifying the types of pests involved,
  - ❖ identifying and correcting conditions contributing to pest infestations,
  - ❖ determining areas requiring treatment, both with nonchemical methods and pesticides,
  - ❖ selecting and implementing the appropriate treatment procedures, and
  - ❖ inspecting and monitoring to evaluate results and to detect new pest invasions
  - ❖ Contractor shall use their professional knowledge and standard industry procedures to determine the means necessary to correct the pest problems.
  - ❖ Pest Services shall include the inside and the exterior of the listed buildings on a monthly basis; Treatments shall occur on a monthly basis during normal business hours

**Contractor may submit own proposal response form with pricing responses for a separate monthly flat rate for each building listed.** Bidder shall itemize pricing/monthly flat rate per location. **Prices are to be set for the proposed term & cannot increase from bid.** Respondent can propose different pricing for Year 1, 2, and 3 if necessary, but shall include pricing in bid. Agreement will be for a three (3) year period or thirty six months based on the specifications listed in this proposal packet. The expected start date/effective date of contract is July 1, 2017 and expected end date is June 30, 2020. Please include pricing, contact information as requested, all required attachments requested, and List of Job References attachment in proposal submittal package. Please contact Kim Ark at the County Executive's office at 615-452-3604 for questions regarding scope of work.

**It is the responsibility of each respondent to this request, to verify the scope of work as a basis of the proposal. All respondents to this request shall be responsible for any errors or omissions.**

**List of Job References:**

**Project Name/Location:** \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Dates of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact at Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Name/Location:** \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Dates of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact at Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Name/Location:** \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Dates of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact at Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Name/Location:** \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Dates of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact at Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **XXII. Termination of Agreement**

**Either party to this agreement shall have the right to terminate this agreement upon a 30 day written notice. Both parties shall be liable for payments or services due prior to the date of termination, but no further fees shall be due or payable after the notice of termination is received.**

**SUMNER COUNTY BOARD OF EDUCATION**

Purchasing Department  
1500 Airport Road  
Gallatin, TN 37066

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

AUTHORIZED COMPANY  
REPRESENTATIVE \_\_\_\_\_ *SIGNATURE*

AUTHORIZED COMPANY  
REPRESENTATIVE \_\_\_\_\_ *PRINTED*

DATE \_\_\_\_\_

BID TITLE 20170613-CO-1 Pest Control

DEADLINE June 13, 2017 1:30 p.m. Local time

BID AMOUNT \$ \_\_\_\_\_

BID GOOD THRU \_\_\_\_\_

NOTES: \_\_\_\_\_

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## ATTACHMENT 1

### STATEMENT OF NON-COLLUSION

The undersigned affirms that they are dully authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Respondent (Signature) \_\_\_\_\_

Respondent (Print Name and Title) \_\_\_\_\_

Authorized Company Official (Print Name) \_\_\_\_\_

## ATTACHMENT 2

### DRUG-FREE WORKPLACE

Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any contractors providing goods or services to Sumner County must comply with all State and Federal drug free workplace laws, rules and regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT (attached page 2).

**DRUG-FREE WORKPLACE AFFIDAVIT (page 2)**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Sumner County, TN to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.
3. The Company is in compliance with all State and Federal Laws, Rules and Regulations requiring a drug-free workplace program.  
Further affiant saith not.

Principal Officer: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



### ATTACHMENT 3

#### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;

Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it

A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;

B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participant Agency: \_\_\_\_\_

Name and Title of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ I am unable to certify to the above statement. Attached is my explanation.

## **ATTACHMENT 4**

### **CERTIFICATION BY CONTRACTOR**

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

\_\_\_\_\_ Title

\_\_\_\_\_ Name

\_\_\_\_\_ Date

\_\_\_\_\_ Witness