

SCHEDULE B – QUOTATION

RFQ Title: Janitorial Services - Surrey Fire Services

RFQ No: 1220-040-2024-070

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: purchasing@surrey.ca

1.If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

2.Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Draft Agreement – Goods and Services. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s)**

 **Please State Reason for the Departure(s):**

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:

1. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s):**

 **Please State Reason for the Departure(s):**

5.The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

SECTION B-1

**Changes and Additions to Specifications:**

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

 **Requested Departure(s)**

 **Please State Reason for the Departure(s):**

SECTION B-2

**Fees and Payments**

8.All prices quoted shall include all planning, administration, experienced and qualified labour, cleaning equipment, cleaning materials and finishes, record keeping, safety inspections, supervision, insurances and all other related costs for the completion of the Goods and Services identified in [Schedule A]. Prices quoted are in Canadian Currency. Prices quoted exclude the GST. The GST is shown as a separate line item.

The annual contract price is paid in equal payment invoiced at the completion of each month service.

**TABLE A: CONTRACT SERVICES**

**(Pricing Worksheet) for Surrey Fire Hall #1.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Estimated Total Monthly Cleaning Service Hours** | **Enter ¹Hourly Rate (Per Billable Hour)** | **Enter Price Per Month** **(B x C)** | **Annual Contract Price****(D x 12)** |
| **A** | **B** | **C** | **D** | **E** |
| **1. Labour:** |
| Site Supervisor | hrs. | $ | $ | $ |
| Cleaning Personnel  | hrs. | $ | $ | $ |
| 1. **Contractor Supplied Cleaning Supplies and Consumables Cost:**
 | $ | $ |
| **Sub Total (sum of items 1 & 2 above):** | $ |
| **GST (5%):** | $ |
| **TOTAL QUOTATION PRICE:** | $ |
| **Cost Per Square Foot:** | $ |

**(Pricing Worksheet) for Surrey Fire Training Centre.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Estimated Total Monthly Cleaning Service Hours** | **¹Hourly Rate (Per Billable Hour)** |  **Price Per Month** **(B x C)** |  **Annual Contract Price****(D x 12)** |
| **A** | **B** | **C** | **D** | **E** |
| **1. Labour:** |
| Site Supervisor | hrs. | $ | $ | $ |
| Cleaning Personnel  | hrs. | $ | $ | $ |
| 1. **Contractor Supplied Cleaning Supplies and Consumables Cost:**
 | $ | $ |
| **Sub Total (sum of items 1 & 2 above):** | $ |
| **GST (5%):** | $ |
| **TOTAL QUOTATION PRICE:** | $ |
| **Cost Per Square Foot:** | $ |

Standard, agreed upon rates will apply for all hours. No overtime for either regularly scheduled or special event personnel will be paid by the City for cleaning personnel supplied by the Contractor.

¹Hourly Rate ($) Billing Rate shall include but not limited to:

(a) is a fixed, all-inclusive hourly rate for the supply of the Services;

(b) includes all vehicle, equipment and fuel costs;

(c) includes all labour costs including wages, salaries, benefits, dues, holiday and vacation pay, employment insurance, workers’ compensation insurance, training and all other charges, costs and expenses;

(d) shall apply to all seasonal and weather-related conditions and whether or not the Services are provided during the normal scheduled hours or outside of normal scheduled hours;

(e) takes into account Schedule A – Scope of Services; and

(f) shall be in effect for the duration of the Contract subject to adjustment as provided in the Contract.

**TABLE B: PROJECT SERVICES**

**(Pricing Worksheet) for Surrey Fire Hall #1.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Item No.** | **Description** | **Estimated Occasions** | **Enter Unit Price Per Occurrence** | **Enter Amount****Year 1** |
| 303 | All Carpet and Matting. (All Carpets)Professional scrub/water extract carpet | 1 | $ | $ |
| 305  | Venetian Blinds/Vertical Blinds/CurtainsProfessionally dry clean, wash tracks (includes blinds) | 1 | $ | $ |
| 308  | Light Fixtures and VentsWash wall. door and ceiling vents | 1 | $ | $ |

**(Pricing Worksheet) for Surrey Fire Training Centre.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Item No.** | **Description** | **Estimated Occasions** | **Enter Unit Price Per Occurrence** | **Enter Amount****Year 1** |
| 301.2 | Stairways (Wash Walls). \* | 2 | $ | $ |
| 303 | All Carpet and Matting. (All Carpets)Professional scrub/water extract carpet  | 1 | $ | $ |

**TABLE C: UNIT RATES FOR ADDITION AND DELETIONS TO SERVICES PERFORMED UNDER CONTRACT PRICE**

The City may adjust the scope of Services or remove or add work sites during the term of the Agreement. The following unit rates shall be used to increase or decrease the Scope of Services, or work sites.

|  |  |  |
| --- | --- | --- |
| **Description**  | **Unit of Measure**  | **Price Per Unit**  |
| Price per square meter to increase or decrease the Services Requirements for Surrey Fire Hall #1.  | Price Per Sq. Metre  | $  |
| Price per square meter to increase or decrease the Services Requirements for the Surrey Fire Training Centre.  | Price Per Sq. Metre  | $  |

**TABLE D: RATES FOR EXTRA WORK (ON DEMAND)**

All hourly rates quoted for Extra Work.

|  |  |
| --- | --- |
| **Labour Classification**  | **Straight Time/hr** **(excluding GST)**  |
| 1. Cleaning Supervisor  | $  |
| 2. Cleaners  | $  |
| Others (please state):  |
| 3.  | $  |

For Extra Work please indicate how hourly rates are billed (i.e. 15 minutes increments) and if a minimum number of hours is charged:

**Terms of Payment:**

A cash discount of \_\_\_\_\_\_\_% will be allowed if account is paid within \_\_\_\_\_ days, or the\_\_\_\_\_\_\_\_\_ day of the month following, or net 30 days, on a best effort basis.

**ON-DEMAND EMERGENCY/AFTER HOURS SERVICE CONTACT INFORMATION**

Please provide one or more telephone numbers for contacting a company representative at any time during normal business hours, after normal working hours and for immediate services:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Person/s**  | **Phone No.**  | **Fax No.**  | **E-mail**  |
| **During Normal Working Hours** |  |  |  |
| **Outside of Normal Working Hours** |  |  |  |
| **Emergency** |  |  |  |

SECTION B-3

**Experience, Reputation and Resources:**

9. **Experience**: Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

10. **References**: Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion.

11. **Key Personnel & Sub-Contractors:** Contractors should identify and provide the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

Contractors should identify and provide the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

12. **Equipment and Materials:**

 Do you maintain a list of the major equipment your company has available for work at this site, and the method of establishing the competencies to operate this equipment?

 [ ]  Yes [ ]  No.

Contractor should provide a representative list of major equipment and size.

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13. Provide a detailed description of monitoring procedures that the Contractor will use to ensure that its cleaning personnel are performing their duties in accordance with the scope of Services. Provide sample report if available.

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14. What follow-up steps would the Contractor take with individual personnel who are found not to be performing the required cleaning services?

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15. **Training Program:** Describe your company’s training program. Describe any refresher or upgrade training that your company provides for its existing employees, including examples of subjects covered, materials, and frequency. Provide sample Training and Development Plan if available.

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16. **Quality Assurance Program:** Describe your Quality Assurance Program. Provide sample if available.

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17. **Health and Safety:** Utilization of Occupational Health and Safety (OH&S) – Contractor should provide evidence of a current program in place, a sample or example OH&S program with general safety program for all workers

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 Do you have specific Health and Safety Training Program for supervisors?

[ ]  Yes [ ]  No

 Have your employees received the required Health and Safety training and retraining?

 [ ]  Yes [ ]  No

[ ]  Corporate OH&S policy attached (please tick to confirm).

18. **Contracts**:

(a) Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? [ ]  Yes [ ]  No If “Yes”, Contractor should briefly describe the circumstances/reason(s):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (b) Contractor should identify projects where there were any outstanding deficiencies. List any contractor charge backs for failure to perform services in full or in part:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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19. **Customer Service**: Contractor should briefly describe your company’s standards and associated process with respect to response time regarding resolution of service issues.

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20. Contractor should describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods and Services. Anticipated objectives (e.g., carbon neutral by 2015). Information pertaining to their environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective (use the spaces provided and/or attach additional pages, if necessary):

**Metro Vancouver’s Non-Road Diesel Engine Emissions Regulation By-law:**

21. Contractors should confirm they are in compliance with By-law (if applicable):

❒ Applicable as follows ❒ Not applicable to this project

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Equipment Description | Engine Tier Designation | Engine Registration Number as Issued by Metro Vancouver |
| 1 |  | r Tier 0 or r Tier 1 |  |
| 2 | SAMPLE | r Tier 0 or r Tier 1 |  |
| 3 |  | r Tier 0 or r Tier 1 |  |
| 4 |  | r Tier 0 or r Tier 1 |  |
| 5 |  | r Tier 0 or r Tier 1 |  |

22. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Legal Name of Contractor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) |