

City of Coquitlam

Request for Proposals

RFP No. 24-037

Supply and Install – Turnberry Park
Playground

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Appendix A - Site Plan

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Tuesday, March 19, 2024
Deadline for Questions	2:00 PM (local time) Thursday, April 4, 2024
Deadline for Issuing Addenda	Friday, April 5, 2024
Submission Deadline	2:00 PM (local time) Tuesday, April 9, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-037 Supply and Install – Turnberry Park Playground
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for Supply and Install – Turnberry Park Playground .
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“Drawings” means the graphical and pictorial portions of the RFP issued as an appendix to this RFP;

“Manufacturer” means the company that manufactures the components and equipment backed by a warranty against defects. Also providing recommendations on the proper application and installation methodology of their products;

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Site” means the place or places where the Services are to be performed

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INSTRUCTIONS TO PROPONENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmi̓nə́h word kʷikwə́lə̓m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́lə̓m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the s̓q̓əciyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the **Supply and Install – Turnberry Park Playground** (the ‘Services’) as outlined in [Section 3 – Scope of Services](#).

1.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4 Site Visit

Proponents are encouraged to visit the site on their own.

Location: Turnberry Park

Address: 2208 Turnberry Lane, Coquitlam, BC

1.5 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

1.6 Prices

All Prices shall be all inclusive in Lump Sum Form (Canadian Funds) exclude GST and shall remain **FIRM** for the completion of the Services.

1.7 Schedule

Completion Date - The Work shall be completed not later than **July 26, 2024**

1.8 Budget

The City’s budget for the playground, exclusive of GST is: \$80,000.00

1.9 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically

consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

1.10 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
<u>Corporate</u>	30
<u>Sustainable Benefits and Social Responsibility</u>	10
<u>Technical</u>	30
<u>Financial</u>	40
Total	110

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References
- Sub-contractors
- Manufacturer representing and authorization
- Health and Safety
- Value added benefits

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Design capabilities:
 - Innovative play components
 - Material composition
 - Play components designed for ages 2 to 12 years of age
 - Inclusivity to all
 - Provide design input and options
- Play Value
- Warranty
- Material composition
- Lead time
- Design details
- Repurpose
- Methodology, set-up and execution of the work
- Completion date
- Quality Assurance and Safety

Financial

- Price
- Value Added / Sustainable benefits

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.11 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#).

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety fencing and signage to protect workers, City Staff and Public.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

2.3 Protection of Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

The Contractor shall promptly report to the City any safety incidents as they occur.

3 SCOPE OF SERVICES

3.1 Objectives

The key community objectives are to:

- Have playground structure(s) and play components designed for ages 2 to 12 years of age
- Have some playground structure(s) and play components that are inclusive to all
- Provide maximum creativity and play components for the stated budget of each project
- To add design input and options that fit within each playground budget.

3.2 Scope

The scope of services includes, but is not limited to, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary for the design, supply, delivery and installation of playground in a safe manner. Removal of existing playground to be done by City.

3.3 Requirements

All playground equipment and installations are to meet the following:

- a) "C.S.A Compliant Children's Play Spaces and Equipment" National Standard of Canada intended for use by children age 2 years to 12 years.
- b) Ability to fit into the footprints stated.
- c) Minimum of 2 vertical mount play panels on ground level.
- d) Inclusive play elements.
- e) Components for 2-5 age group and 5-12 age group.

3.4 Design Structures

The City requires the playground to fit within the set area, minor adjustments will be considered if deemed appropriate. Proponents are to submit a design structure that meets the following requirements. Where a requirement is unable to be met, an explanation and an alternate offering are to be provided:

All equipment to fit in footprint as per current playground equipment.

Playground to include:

Ages 2-5 play area to include:

- Slide for age 2-5
- Unique/creative elements
- Inclusive play components

Ages 5-12 Play_Structure:

- Play panels
- Unique/creative elements
- Inclusive play components
- Transfer platforms with accessible stairs

3.5 Manufacturer-Authorized

Contractor must be authorized by the manufacturer to sell equipment where such authorization is granted by the manufacturer. The relationship with the manufacturer must be direct and not indirect through a third party.

3.6 Maps

Overview map for this project is **Appendix A –Site Plan**.

3.7 Repurpose

The City's preference for existing play structure is to repurpose through a donation program. The play structure is in good shape and would be beneficial for children at a new location.

3.8 Clean Up

At the end of each day and at the conclusion of work, the Contractor shall promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.

3.9 Warranty

The Contractor is to provide a detailed copy of the warranty, showing inclusions, and exclusions, length of coverage and any other pertinent details of the warranty.

3.10 Delivery, Storage, and Handling

Equipment to be stored at Contractors facility should the installation date change.

All materials and equipment to be new. Deliver and store materials in original, unopened packaging. Assume all packing, transportation, and insurance costs.

All packaging material must be removed from site at the Contractors expense.

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

3.11 Hours of Work

Unless otherwise specified the Contractor shall carry out the work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for work outside of normal working hours. The Contractor shall be responsible for obtaining any such permits.

3.12 Site Conduct

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-037

Supply and Install – Turnberry Park Playground

Proposals will be received as per date and time in [Key Dates Section](#)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services.

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application.	
v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
vi. Contract – Acceptance of the City's Terms and Conditions: Standard Terms and Conditions - Purchase of Goods and Services	

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

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2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company

	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 3	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

e) HEALTH AND SAFETY	
I. Proponent to attach current Work Safe BC Employer Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:	
II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:

f) STATE MANUFACTURE(S) YOU REPRESENT:

g) MANUFACTURE AUTHORIZATION
Provide as an attachment a letter from manufacturer that you are an authorized dealer for them
<input type="checkbox"/> Yes <input type="checkbox"/> No

3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

I. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

III. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:

IV. What policies does your organization have to support reconciliation with indigenous peoples:

4. TECHNICAL

<p>a) APPROACH and METHODOLOGY Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.</p>
<p>i. Delivery, Set-Up and Execution - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.</p>
<p>ii. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.</p>
<p>iii. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.</p>
<p>iv. Safety - Proponent is to state how they will address safety on the work site.</p>
<p>v. Repurpose - Proponent is to provide details as how they would re-purpose the existing play structure. State how it will be repurposed, to whom it will be repurposed and the benefits of repurposing:.</p>

b) DESIGN DETAILS

Proponent is to include with their Proposal, detailed design information, **in an electronic format as a separate attachment**, including but not limited to:

I. Pictures, drawings etc. of structures Proposed for each park	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. Details of designs such as pictures, scale drawings	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Details of overall sizes and the dimensions of the Proposed play structures and how they fit into the footprint of each park	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
IV. Two sets of plan drawings to scale for each park and the respective play structure Proposed. Plan drawings are to show layout within the footprint of each park as per the applicable Appendix Drawings, and to clearly illustrate no-encroachment zones, clearances, and required protective surfacing zone and depth. Physical drawings, models, etc. may be requested from one or more Proponent(s).	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

c) PLAY VALUE

Proponent is to provide information as to the play value provided with the Proposed play structures in respect to the categories listed in the table below (use the spaces provided and/or attach additional pages, if necessary):

Category	Feature and Information
Variety	
Creativity	
Physical Challenge	
Social and Mental Development	
Sensory Enjoyment	
Fun Factor	

d) MATERIALS/COMPOSITION

State details as to the materials used for the Proposed play structure(s) for each park:

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e) LEAD TIMES

- I. The lead time for delivery and installation of the playground structures is a consideration with this purchase. Proponent guarantees to complete installation of the playground structures at the locations stated:

Lead time for playground in days upon issuance of a Purchase Order:	Days
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II. Proponents to provide an estimated schedule indicating a commitment to perform the Services, for each playground structure (use the spaces provided and/or attach additional pages, if necessary):	
Total amount of days for playground installation:	Days

f) Completion Date	
I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before July 26, 2024 . This date will be an important consideration in the evaluation.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

g) STANDARDS AND SAFETY
Proponent is to state all applicable safety standards their design for the park complies with:

5. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):			
ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Playground Equipment		\$
ii.	Installation		\$
iii.			\$
iv.			\$
v.			\$
vi.	Other not Listed		\$
vii.	Other not Listed:		\$
	TOTAL		\$

Attention Purchasing Manager:

- 6. I/We, the undersigned duly authorized representative of the Proponent,** having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities (or having received directly), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
- 7. I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFP document.
- 8. I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
- 9. I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.