

City of Coquitlam

Request for Proposals

RFP No. 24-078

Litter and Debris Removal Services

## TABLE OF CONTENTS

<b>KEY DATES .....</b>	<b>3</b>
<b>SUMMARY OF KEY INFORMATION .....</b>	<b>3</b>
<b>DEFINITIONS .....</b>	<b>4</b>
<b>1. INSTRUCTIONS TO PROPONENTS .....</b>	<b>5</b>
1.1. Acknowledgement.....	5
1.2. Purpose.....	5
1.3. Proposal Submission.....	5
1.4. Instructions to Proponents.....	5
1.5. Prices.....	5
1.6. Requested Departures .....	5
1.7. Evaluation Criteria .....	6
1.8. Eligibility.....	7
1.9. Term.....	8
1.10. Interdepartmental Usage .....	8
<b>2. GENERAL CONDITIONS OF CONTRACT.....</b>	<b>8</b>
2.1. Terms and Conditions of Contract.....	8
<b>3. SCOPE OF SERVICES.....</b>	<b>8</b>
3.1. Scope.....	8
3.2. Work Hazards.....	9
3.3. Traffic Control .....	9
3.4. Public Relations.....	9
3.5. Contractor Field Reports .....	9
3.6. Environmental Protection .....	9
3.7. Dangerous Materials.....	10
3.4 Guidelines Regarding use of Contractors .....	10

### [PROPOSAL SUBMISSION FORM](#)

### KEY DATES

<b>RFP Issue Date</b>	<b>Wednesday, November 27, 2024</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Friday, December 13, 2024</b>
<b>Deadline for Issuing Addenda</b>	<b>Monday, December 16, 2024</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Wednesday, December 18, 2024</b>

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 24-078</b> <b>Litter and Debris Removal Services</b>
<b>Overview of the Opportunity</b>	The City requests Proposals from experienced qualified firms to provide <b>Litter and Debris Removal Services</b> on an “as needed and when requested” basis.
<b>Instructions for Proposal Submission</b>	<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: <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>1. In the “Subject Field” enter:</b> RFP Number and Name</li> <li><b>2. Add files and “Send Files”</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam’s website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Questions</b>	Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City’s website: <a href="#">Instructions to Proponents</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City’s website and will apply to the Contract awarded as a result of this RFP.

## DEFINITIONS

**“Agreement” “Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City” “Owner”** means City of Coquitlam;

**“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.

**“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;

**“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 hən̓q̓əmi̓n̓əm̓ (HUN-kuh-MEE-num) word kwikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the ʔíćə́y (kat-zee), and other Coast Salish Peoples.

### 1.2. Purpose

The City requests Proposals from experienced qualified firms to provide **Litter and Debris Removal Services** on a “as needed and when requested” basis.

### 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. 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 in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

### 1.5. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

### 1.6. 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.

### 1.7. Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

**Lower scores** may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

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

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
Corporate	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
<b>Total</b>	<b>100</b>

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

#### **Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Health and Safety

#### **Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

#### **Technical**

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors
- Disposal and reuse
- Response time

### **Financial**

- Labour Rates and Equipment Rates

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.

### 1.8. 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](#) is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

### 1.9. Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

### 1.10. Interdepartmental Usage

This RFP is being issued on behalf of Parks. However, other Departments may also utilize the resultant contract under the same terms and conditions. Other Departments reserves the right, contingent upon their budgetary constraints, to either utilize this contract or seek prices from other contractors for similar services.

## 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.

## 3. SCOPE OF SERVICES

### 3.1. Scope

The "as needed and when requested" Work includes, but is not limited to:

- Litter and Debris Removal:  
The City will provide the Contractor with sites that require work as they arise throughout the year. Debris removal may include yard waste, litter, illegal bike structures and fort structures. Sites may be located anywhere within the boundaries of Coquitlam but are typically by a trail or road edge.
- Abandoned Encampment Removal:  
The City will provide locations of abandoned encampments as they arise. All litter and debris from the abandoned encampments requires removal. Sites may be located anywhere within the natural areas, including areas with limited accessibility from road or trail edges.
- Some sites may have human waste, biohazard materials, sharps or other hazards present.
- Some sites may have limited accessibility and removals may require carrying the litter and debris on steep or difficult terrain.

- All of the Contractor's employees must be trained in handling biohazardous materials and sharps and follow City and Worksafe BC procedures for removals.
- All of the Contractor's employees must wear appropriate personal protective equipment.
- The Contractor to provide its employees appropriate personal protective equipment including but not limited to puncture resistant personal protective equipment.
- All Work shall be carried out in a manner that does not damage City property nor trample vegetation.

### 3.2. Work Hazards

- a) It is the responsibility of the Contractor to address all Work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

### 3.3. Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in house or with a sub-contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

### 3.4. Public Relations

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.

### 3.5. Contractor Field Reports

A report is required to be completed by the Contractor for any Services performed. The reports shall itemize the labour type and amount of hours based upon the time of arrival and departure from the site, any materials used, any other additional charges. Provide a sample of field report.

### 3.6. Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

### 3.7. Dangerous Materials

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

### 3.4 Guidelines Regarding use of Contractors

- a) The City will use the Contractor in connection with various projects or assignments.
- b) For larger projects or assignments, the City may:
  - i. invite Contractors to bid on the requirement via RFQ
  - ii. Issue a new RFP for the service

The City may not necessarily select the lowest rates, and may also review qualifications, delivery timeframe, and/or other criteria for the Services to determine best value for the City.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 24-078

### Litter and Debris Removal Services

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](http://qfile.coquitlam.ca/bid)

- 1. In the “Subject Field” enter:** RFP Number and Name
- 2. Add files and “Send Files”**

(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.

<b>Legal Name of Proponent</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

## 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.

**These items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

I. **WCB** Upon Request will you be able to provide WCB - WorkSafeBC coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	

II. **Prime Contractor** Upon Request will you be able to provide Prime Contractor, Acceptance of Prime Contractor Designation for the Services: [Prime Contractor Designation Form](#):

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	

III. **Insurance** – Provide Insurance coverage as per the [City's Standard Insurance Form](#)

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	

<b>IV. Business License</b> Upon Request will you be able to provide A City of Coquitlam or Tri Cities Intermunicipal <a href="#">Business License</a> for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services:	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	
<b>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):</b>	

**2. CORPORATE**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
<b>I.</b> 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.):
<b>II.</b> Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
<b>III.</b> Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
<b>IV.</b> Proponent is 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 pages, if necessary):

<b>Reference No. 1</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

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

<b>Reference No. 3</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	

<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

<b>c) HEALTH AND SAFETY</b>	
I. Proponent to attach current <a href="#">Work Safe BC Employer Report</a>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>If no, explain:</b>	
II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
IV. We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

**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:

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**4. TECHNICAL**

**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.

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.

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II. **Quality Assurance** - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

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III. **Risk Factors** - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

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IV. **Safety** - Proponent is to state how they will address safety on the Work site.

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V. **Disposal and Recycling** -: Provide details on all disposal and recycling including location.

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**b) RESPONSE TIME:**  
Indicate Response time in hours for Emergency & non-Emergency Call outs:

<b>Emergency Call Out:</b>	
<b>Non-Emergency Call Out:</b>	

**5. FINANCIAL**

<b>a) PRICE</b> - 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):			
<b>ITEM</b>	<b>SCOPE OF WORK</b>	<b>Unit of Measure</b>	<b>PRICE</b> (exclude GST)
i.	Labour - Clean up and Removal Services - per employee	Hour	\$
ii.	Service - Full Load (state size) - includes 2 hours labour	Each	\$
iii.	Service - 3/4 Load (state size) - includes 1 hr 30 minutes of labour	Each	\$
iv.	Service - 1/2 Load (state size) - includes 60 minutes of labour	Each	\$
v.	Service - 1/4 Load (state size) - includes 30 minutes of labour	Each	\$
vi.	Service - Minimum Load (state size) - includes 10 minutes of labour	Each	\$
vii.	Biohazard cleanup	Hour	\$
viii.	Surcharge - Paint - PER GALLON	Each	\$
ix.	Surcharge - Paint - PER 5 GALLON BUCKET	Each	\$
x.	Surcharge - Car Tire/Propane Tank	Each	\$
xi.	Surcharge - Mattress/Box Spring/ Hide-a-Bed	Each	\$
xii.	Surcharge - Fuel	Each	\$
xiii.	Other not Listed:		\$
xiv.	Other not Listed:		\$

**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](http://www.coquitlam.ca/Bid-Opportunities), 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.**

<b>Legal Name of Company</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.