

City of Coquitlam

Request for Proposals

RFP No. 25-097

Consulting Services for Temporary
Drinking Water Distribution

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[PROPOSAL SUBMISSION FORM](#)

1 KEY DATES

RFP Issue Date	Tuesday, September 23, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Thursday, October 9, 2025
Submission Deadline	2:00 PM (local time) Tuesday, October 14, 2025

2 PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Consulting and Professional Services

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) Commercial General Liability (CGL) insurance with \$5M coverage on the City's Certificate of Insurance - Consultant Form
- d) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Consultant performing Work within the City or if their office is located within the City, excluding delivery-only services.

3 DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the City incorporating the information contained in this RFP, the City’s Standard Terms and Conditions - Consulting and Professional Services (as per Section 2), the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

“City” “Owner” means City of Coquitlam.

“Consultant” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” 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.

“Evaluation Team” means the team appointed by the City.

“Price” means the amount that will be paid by the City to the Consultant 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 Consultant.

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

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

4 INTRODUCTION

4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmiḱə́h (HUN-kuh-MEE-num) word kwikwə́łəm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́łəm traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

4.2 Purpose

The purpose of this RFP is to develop a practical, scalable, and regionally coordinated plan for the temporary distribution of drinking water during a large-scale emergency that compromises the primary drinking water infrastructure in Metro Vancouver and surrounding Municipalities.

4.3 Sub-Consultants

The use of Sub-Consultants is acceptable providing they are fully identified in the Proposal and understand the conditions of this document will apply to all Consultants named. Joint submissions must identify a prime Proponent who assumes responsibility for the Proposal as well as for the professional standards, actions and performance for all Proponents, if awarded the work.

4.4 Project Timeline

Estimated timelines for the project are:

Estimated Start: October 31, 2025

Final Completion: April 22, 2026

Upon award, the Work on this project shall progress until fully completed. The Proponent can submit an alternate Final Completion date if necessary.

4.5 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.

4.6 Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details

within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

II. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

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

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

Corporate

- Project Understanding - Comprehensive understanding of the project objectives, outcomes and vision; major issues and opportunities presented in the Proposal;
- Project Team - description and role of Consultant team members and any sub-Consultants; Experience and Qualifications of team members;
- Corporate Experience and References - provide examples of similar successful projects, project dates, client names and contact information, description of team members role in each project;

- Value Added Benefits to the City - Describe your competitive advantage, value added services and benefits that would be provided to the City.

Sustainable Benefits and Social Responsibility

- Sustainable benefits;
- Reconciliation;
- Social Responsibility.

Technical

- Proposed methodology, work plan and approach, including breakdown of tasks necessary to complete the project;
- Availability and time schedule;

Financial

- Price Schedule - Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements (exclude GST);

d) Proposal Comparison

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.

e) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

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.

f) Additional Evaluation Considerations

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.

g) Proposal Compliance and Rejection

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

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.

h) Disclosure of Information

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.

5 PROJECT SPECIFIC TERMS AND CONDITIONS

5.1 Intellectual Property Rights

The Contract establishes the City as the owner of the “Instruments of Service” in connection with this Project specifically the immediate plans, data sets, models, graphics, spreadsheets, etc. and other materials requested and provided as defined as deliverables under this RFP.

6 SCOPE OF SERVICES

6.1 Background

In the event of a large-scale emergency—such as a major earthquake, infrastructure failure, or contamination event—the Metro Vancouver region must be prepared to distribute safe, temporary drinking water to its residents. While emergency response plans exist at various levels of government, there is currently no comprehensive regional plan for the temporary distribution of potable water in such scenarios.

A joint working group (see **Figure 1**) with representatives from Coquitlam, Metro Vancouver, Vancouver, Surrey, Abbotsford and Delta has been established for this project, and will be responsible for reviewing and accepting the work of the successful Consultant.

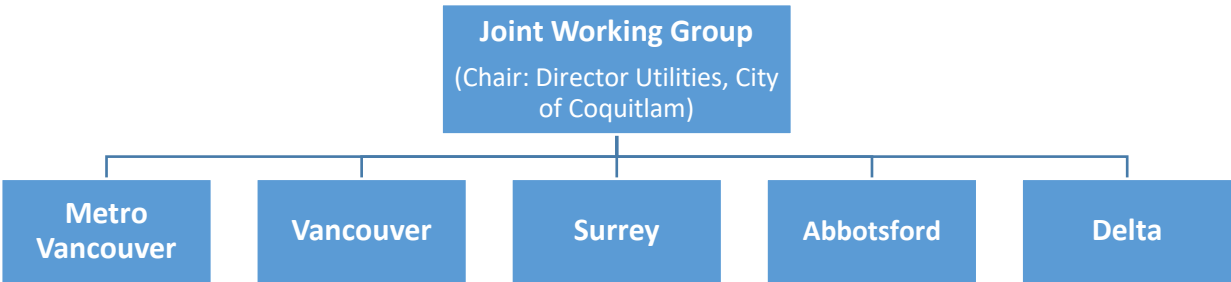


Figure 1 – Joint Working Group

6.2 Objective

The primary objectives of this assignment are to:

- a) Confirm the the target temporary water supply volumes (ie. 4-15 L/person/day) and the likely interim water supply options (ie. bottled (or bagged) water and/or bulk water provision via reservoirs, tanker trucks, or other interim measures)
- b) Confirm the typical supply scenarios that can be used to 'scale' up, considering the the typical maximum capacity per distribution site. For example:
 - a. Single family neighbourhood (200 hectares = 2000 homes = 6000 people)
 - b. High-density neighbourhood (20 hecatures = 20 towers = 4000 apartment units = 8000 people)
 - c. Hospital (300 beds, with typical consumption around 1200-1500 L/bed/day)
 - d. ESS group lodging site (200 people)
- c) Develop a scalable and implementable plan for temporary drinking water distribution in the event of a large-scale emergency.
- d) Ensure coordination and interoperability among regional stakeholders, including municipal governments, regional governments, emergency management agencies, health authorities, and critical infrastructure partners.
- e) Provide practical tools, templates, and recommendations for municipalities to adopt and operationalize the plan.

6.3 Scope of Work

The Services shall include, but will not be limited to:

- a) Project Initiation and Stakeholder Engagement
 - Conduct a project kick-off meeting with key stakeholders.
 - Develop a stakeholder engagement plan that includes representatives from:
 - Metro Vancouver
 - Cities of Coquitlam, Vancouver, Surrey, Delta, and Abbotsford
 - Health authorities
 - Emergency management offices
 - Indigenous communities and other key partners
- b) Current Assessment
 - Review existing municipal and regional emergency water distribution plans (if any).
 - Review existing national and international temporary distribution of water plans and if possible, consider their effectiveness during actual events. Some reference materials include:
 - EPA guidelines → https://www.epa.gov/sites/default/files/2015-03/documents/planning_for_an_emergency_drinking_water_supply.pdf
 - WHO Environmental Guide in emergencies and disasters → <https://www.who.int/publications/i/item/9241545410>

- Seattle system → <https://www.waterworld.com/drinking-water-treatment/article/16191203/mobile-system-designed-to-provide-emergency-drinking-water>
 - Conduct interviews and/or workshops with municipal emergency planners and utility staff.
 - Identify critical gaps in planning, coordination, and resources.
- c) Risk and Scenario Analysis
- Confirm realistic emergency scenarios (e.g. earthquake, major reservoir contamination, Metro Vancouver supply main break, and/or extended loss of power).
 - Model population impacts and estimate temporary drinking water needs.
NOTE: Metro Vancouver and member municipalities have completed many projects to improve seismic resilience, so significant portions of the regional and municipal water system are anticipated to remain functioning post-seismic event. While the geographic areas are not confirmed, it is estimated that upwards of 500,000 people could lose access to the typical water system following a seismic event.
 - Identify potential distribution methods (e.g., bottled water, tankers, and mobile treatment units).
- d) Strategy and Plan Development
- Develop a regional framework and decision-making structure for emergency water distribution.
 - Identify logistical, legal, and health/safety considerations.
 - Propose scalable distribution strategies (e.g., central depots, neighborhood PODs, mobile distribution).
 - Identify roles and responsibilities for all participating municipalities and agencies.
- e) Resource Planning
- Identify site, infrastructure, equipment, personnel, and supply chain requirements.
 - Provide a costing model for different response levels.
 - Recommend mutual aid arrangements and pre-positioning of supplies.
- f) Implementation Tools
- Develop templates, checklists, SOPs, and communication plans.
 - Provide planning tools for municipalities to customize and adopt regionally aligned plans, in alignment with Emergency Operations Centre operational guidelines.
 - Provide recommendations for future plan testing, refinement, and training
- g) Final Deliverables and Reporting
- Draft and final versions
 - Facilitate final stakeholder workshop to review and validate the plan.

6.4 Deliverables

- Initial report outlining the current assessment, risk, and scenario analysis
- Draft strategy and plan development, including resource planning and implementation tools. Materials could include:
 - Templates to determine temporary water needs for weeks 1 – 4 (or confirmation of existing 4-15L/person/day range)
 - Templates to determine and assess the most suitable site characteristics for water distribution locations, based on the four typical scenarios
 - Templates to determine distribution site logistical needs including personnel, equipment, traffic management, quality control, security, ID/verification (if applicable), and other factors
 - Implementation Guide
- Final report include final strategy and plan development, complete with resource planning and implementation tools

6.5 Reference Information (provided upon request)

- Temporary Provision of Drinking Water Guidelines (prepared by the Water Subcommittee of the Regional Engineers Advisory Committee (REAC WSC))
- Post-Disaster Water Distribution Workshop (Nov 11, 2024)
 - Scenarios and supporting material (MV TTXv3 POW.docx)
 - Notes (Post-Disaster Water Distribution.docx)
 - Post-workshop survey (Provision of Drinking Water Workshop Follow-up Questionnaire.csv)
- EMCR First Nations and Local Authority Emergency Management Plan for Water Scarcity Template
- EMCR Water Scarcity Response Placemat
- Existing Mutual Aid Agreement

6.6 Timeline

The project is expected to be completed over a period of 6–12 months, depending on the final budget and scope refinement.

6.7 Consultant Qualifications:

- Demonstrated experience in emergency management, public health, or water infrastructure planning.
- Experience facilitating multi-stakeholder planning processes.
- Knowledge of British Columbia's emergency response frameworks.
- Strong analytical, communication, and project management skills.

6.8 Documents

The Consultant will provide original documents and transfer final digital files to the City. The Format of the digital files will be compatible with the City's versions of MS Suite and

PDF's. Digital file transfer is to be electronically through the City's file transfer portal and email to City staff.

6.9 Project Organization and Management

The Consultant will work with staff from the City, including regular in-person and/or virtual update meetings. It is intended that the Consultant will work collaboratively with the Project Lead and other City staff, as required, throughout the process.

The Consultant will be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying 'action by parties', and will reproduce and distribute copies of minutes within two (2) working days after each meeting. The Consultant will transmit the meeting minutes to meeting participants including those who were not in attendance.

The Consultant will lead and otherwise be responsible for all elements of the Services, including reporting at key milestones, timely communications with the City's Project Lead on emerging project issues, and maintaining complete documentation (i.e. minutes, presentations) from internal and external meetings.

The Consultant lead must receive written approval from the Project Lead for any task or personnel reassignments on the Consultant team.

6.10 Fee Schedule and Cost of Services

- a) Proponents to submit with their Proposal, a **Schedule of Effort and Fees**, for all of the Services outlining level of effort by each team member, including hourly rates and total lump sum pricing. The hourly rates will be used to value additional services if required. The fee schedule should show the maximum upset limits that the Consulting Team will not exceed unless the City's Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP.
- b) The Proponent shall include in the fee schedule all sub Consultant fees and all Consulting Team disbursements.
- c) The Proponent shall indicate any additional 'Optional Services' or costs not accounted for in the fee schedule as part of the proposal submission.
- d) The successful Consultant will not be able to claim any additional cost as a result of changes to the Schedule or order of works. This condition shall be in effect for the duration of the project.

The Consulting Services Price Total will form the budget for the full scope of the Services, including all details and deliverables specified in this RFP.

The Price total includes business administration services, disbursements, costs, charges, expenses, of any sort (excluding GST) for the Consultant to complete the Project to the City's standards in accordance with the work schedule provided in this RFP.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-097

Consulting Services for Temporary Drinking Water Distribution

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP

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 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.

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

1. DEPARTURES

a) CONTRACT - I/We have reviewed the City's **Standard Terms and Conditions - Consulting and Professional Services** (per Section 2 of RFP) and would be prepared to enter into in an agreement that incorporates the City's Stand 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)

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. Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:

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ii. Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:

--

iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

--

iv. Describe the Proponent's current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

--

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):	
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 and Email:
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 and Email:
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 and Email:

c) SUB-CONSULTANTS - The following Sub-Consultants 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 subConsultants without the City's written approval:

Sub-Consultants No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Qualifications	
Contact Information	Name:
	Phone Number:
	Email Address:
Sub-Consultants No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Qualifications	
Contact Information	Name:
	Phone Number:
	Email Address:

d) 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. (Add rows as needed). Please include resumes as an Attachment to this Submission, at a maximum of 2 pages per resume.

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

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

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.	Approach - Proponent is to state how their organization will approach the Project and engage with the City to deliver the Services:
II.	Methodology – State the methodology the Proponent will utilize to deliver the Services:

III. Work Plan – Provide a work plan that provides a breakout of the tasks necessary for each Phase of the Services along with proposed outcomes for each Phase. Clearly state any deviations from the City’s suggested Scope of Services:

--

IV. Challenges – Describe the challenges anticipated and how the Proponent intends to mitigate these.

--

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

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b) Proposed Work Schedule and Milestone Dates

The City has included a proposed work schedule along with milestone dates within this RFP. The work schedule will be an important part of the evaluation process. Proponent is to state if they are able to meet these dates or provide an alternate schedule for consideration:

The Proponent is able to meet Proposed Work Schedule:

☐ **Yes**

☐ **No**

I. If NO, please provide explanation and alternate schedule for consideration:

--

5.

FINANCIAL

- a) SCHEDULE OF FEES AND EFFORT** - The fee schedule shall show an appropriate level of hours/effort for each of the project components, broken down by the Proponent's team member(s) assigned to each component. The fee schedule shall show the maximum upset limits that the 'Consulting Team' will not exceed unless the City Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP. Proponent is to include any additional "Optional Services" or costs not accounted for in the fee schedule as part of the Proposal submission. The successful Proponent will not be able to claim any additional cost as a result of changes to the schedule or order of works or for project delays.

ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
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** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Standard Terms and Conditions - Consulting and Professional Services** (per Section 2 of RFP) and will accept the City's Contract as defined within this RFP document.
- 8. 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.

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