Introduced	by: City Manager Natha	an Mai-Lombardo		
T C	AN ORDINANCE OF THE CITY OF BERKELEY, MISSOURI, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH TUBBS & SON CONSTRUCTION FOR THE DEMOLITION OF A CERTAIN PROPERTY ACCORDING TO BID #923			
	REFORE, BE IT ORDAII AS FOLLOWS:	NED BY THE CITY COUNCIL	L OF THE CITY OF BERKELEY,	
Section 1.	The City Manager is hereby authorized to enter into and execute an agreement with Tubs & Son Construction for the demolition of 6141 Garfield Ave according to Bio #923.			
Section 2.	The agreement will be attached and hereby incorporated herein and made a part of this ordinance, as if fully set out herein.			
Section 3.	This Ordinance shall be in full force and effect from and after its date of passage.			
1st Reading	this 03rd day of April 202	3		
•	this 03rd day of April 20			
•	, PASSED and APPRO\		2023	
ATTEST:	, i noces and ni i noc		nde Deinbo, Mayor	
ATTEST.		Final Roll Call:		
		_	Avo Nov Absent Abstric	
Deanna L. Jo	ones, City Clerk	Councilwoman Verges Councilwoman Williams Councilman Hoskins Councilwoman Anthony Councilman Hindeleh Councilwoman-at-Large Crawfo	Aye Nay Absent Abstain Aye Nay Absent Abstain Aye Nay Absent Abstain Aye Nay Absent Abstain Aye Nay Absent Abstain Drd-Graham	
Approved as			Aye Nay Absent Abstain	
Donnell Smit	th, City Attorney	Mayor Deinbo	Aye Nay Absent Abstain	

ORDINANCE NO.:

BILL NO.: <u>4933</u>

## DEMOLITION OF A CERTAIN PROPERTY CITY OF BERKELEY, MISSOURI TOTAL BID PRICE FORM

Date:	3/27/2023

To: Deanna Jones

City Clerk

8425 Airport Road

Berkeley, Missouri 63134

Dear Ms. Jones,

The undersigned, having familiarized (himself) (themselves) (itself) with the existing conditions of the project affecting the cost of work, and with the Contract documents, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services, including utility and transportation services required to perform the "**Demolition of Structure**" and site restoration in connection with work within the City of Berkeley.

- 2. In submitting this bid, the bidder understands that the right is reserved by the City to reject any and all bids. Basis of award will be the total base bid of the lowest qualified bidder. If written notice of acceptance of this bid is mailed or delivered to the undersigned within thirty (30) days after the opening thereof, or any time thereafter before the bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form and furnish the required bond within ten (10) days after the Agreement is presented to him for signature.
- 3 The bidder is prepared to submit a financial and experience statement upon request.

4. TOTAL BID PRICE (STRUCTURES):	s 9,225.00
5. TOTAL BID PRICE: (ASBESTOS ABATEMENT)	<sub>\$</sub> 2,750.00
6. TOTAL BID PRICE: (ACCESSORY STRUCTURE/TREES)	<sub>\$</sub> 750.00

# **COMPANY INFORMATION FORM**

Please print legibly, except where signature is required.

Date: 3/27/2023		
Company Name:	Tubbs & Son Construction	
Company Address:	PO Box 107, Lonedell, MO. 63060	
Phone Number:	314-574-5403	
Cell Phone:	314-574-0957	
E-mail Address:	tubbs_son_const@yahoo.com	
Website:	N/A	
Authorized Officer:	Nichole Harvath	
Signature:	Villale Hansel	
Title:	Owner	

# **PROJECT AGREEMENT**

THIS AGREEMENT made thisday	(a partnership, corporation or an
WITNESSETH, that the Contractor and the City of Berke agree as follows:	eley, Missouri for the considerations stated herein
STATEMENT OF WORK: The Contractor shall furn materials, machinery, and services and perform and corremoval of a certain residential structures within the City control measures and any and all required supplemental with the Contract documents.	nplete all work required for the demolition and of Berkeley, Missouri; and site restoration, traffic
The Contractor must contact the City at least five (5) work can be notified of project commencement date.	king days prior to start of project so that residents
The Contractor shall receive direct pay from the Saint Lothe performance of the contract in current funds, for work bid for the work completed subject to any additions and of this agreement.	performed at the prices stipulated on the attached
CONTRACT: The executed Contract documents consist of Contractor for this project.  IN WITNESS WHEREOF, the parties hereto have cause	
original and three (3) copies on the day and year first ab	
Attest:	
Rv	Contractor
Ву Гitle:	By: Nichole Harvath
	Title: Owner
	Street: PO Box 107
	City: Lonedell, MO. 63060
	Oity
	CITY OF BERKELEY,
Ву	MISSOURI
Fitle:	By:
×	Title:
	Street: 8425 Airport Road
	City: Berkeley, MO 63134

#### PERFORMANCE AND PAYMENT BOND FORM

VNOWALL MENDY THESE DESCRIPT THAT .... Tubbe 2 conferments

VIOWALL MEN BY THES	E PRESENTS, THAT WE TUDOS & SOIT CONSTRUCTION	, as principal,
and	as Surety, are held and firmly bound unt	o the CITY OF
BERKELEY, in the sum of two	elve thousand seven hundred twenty-five and 00/100 Dollars (\$ 12,7	725.00 ) for
	al and Surety bind themselves, their heirs, executo verally, firmly by theses presents.	rs, administrators
7	s, by means of a written agreement dated thes, enter into a contract with the City of Berkeley for	_ day of or "Demolition of
Certain Structures."		

NOW, THEREFORE, if the Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the City of Berkeley, with or without notice to the Surety and during the life of any guaranty required under the contract; and shall also faithfully perform and fulfill all undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that may hereafter be made with or without notice to the Surety; and shall also promptly make payments for materials incorporated, consumed or used in connection with the work set forth in the contract referred to above, and all insurance premiums both compensation and all other kinds of insurance, on said work, and for all labor performed on such work, whether by subcontractor or otherwise, at not less than the prevailing hourly rate of wages for work of a similar character (exclusive of maintenance work) in the locality in which the work is performed and not less than the prevailing hourly rate of wages for legal holiday and overtime work (exclusive of maintenance work) in the locality in which the work is performed both as determined by the Department of Industrial Relations or determined by the Court of Appeal, as provided for in said contract and in any and all duly authorized modifications of said contract that may be hereafter made, with or without notice to the Surety, then, this obligation shall be void and of no effect, but it is expressly understood that if the Principal should make default in or should fail to strictly, faithfully and efficiently do, perform and comply with any or more of the covenants, agreements, stipulations, conditions, requirements or undertakings, as specified in or by the terms of said contract, and with the time therein named, then this obligation shall be binding upon each of the parties hereto and this bond shall remain in full force and effect; and the same and the same may be sued on at the instance of any material man, laborer, mechanic, subcontractor, individual, or otherwise to whom such payment is due, in the name of the City of Berkeley, to the use of any such person.

AND, IT IS FURTHER specifically provided that any modifications which may hereinafter be made in the terms of the contractor or in the work to be done under it or the giving by the City of Berkeley of any extension of the time for the performance of contract or any other forbearance on the part of either the City of Berkeley, the Principal to the other, shall not in any way release the Principal and the Surety, or either of any of them, their heirs, executors, administrators and successors, from their liability hereunder, notice to the Surety of any such extension, modifications or forbearance being here by waived.

## AS APPLICABLE:

<u>AN INDIVIDUAL</u>			
Name: Nichole Harvath			
Signature:			
<u>A PARTNERSHIP</u>			
Name of Partner:			
Signature of Partner:			
Name of Partner:			
Signature of Partner:			
<u>CORPORATION</u>			
Firm Name:			
Signature of President:			
<u>SURETY</u>			
Surety Name:			
Attorney-in-Fact:			
Address of Attorney-in-Fact:			
City/State/Zip			
Telephone Number of Attorney-in-Fact:			
Signature of Attorney-in-Fact:			
NOTE: Surety shall attach Power of Attorney			

### AFFIRMATIVE ACTION STATEMENT

THE CITY OF BERKELEY, MISSOURI

### Is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We acknowledge that we will hire and develop qualified people, solely on merit and qualifications, without regard to race, color, creed, religion, sex, national origin, ancestry, handicaps or age.

While acknowledging an obligation to the community to reaffirm its Fair Employment Policy, we also reaffirm our support for the various Presidential Executive Orders and regulations of the Equal Employment Opportunity Commission (EEOC). In addition, we support the applicable provisions contained in the Civil Rights Acts, the Equal Pay Law, the Age Discrimination and Employment Act and the Missouri Act against Discrimination. The regulations, acts, orders and laws provide that discrimination based on race, color, creed, religion, sex, national origin, ancestry, handicaps or age is prohibited.

Our policy can be implemented only through the efforts of everyone within the company. A simple statement is not enough without full support. It is hoped that through an Equal Opportunity Plan, a fair and equitable program might be practiced. Through such a plan, applicants and employees should feel they could become an active part of the company without fearing reprisals due to extraneous factors not related to merit or qualifications.

Nichole Harvath		
Printed Name  Signed  Signed		
Owner		
Position		
3/27/2023		
Date		

NOTE: THIS FORM IS VALID FOR THIS CALENDAR YEAR ONLY (2023)

# AFFIRMATIVE ACTION/PRIME VENDOR QUESTIONNAIRE

Many of you will probably be compiling similar information for your yearly E.E.O. Reports. If this is the case, and you would prefer to wait and complete this form at that time, please feel free to do so. If you want to be placed on the prime vendor list prior to that time we can do so with a copy of your Affirmative Action Plan.

1.	Name and address of your organization: Tubbs & Son Construction - PO Box 107, Lonedell, MO. 63060		
2.	Name and position of person completing this report: Nichole Harvath - Owner		
3.	We do not wish to be on your prime vendor list and are returning this foam incomplete:		
4.	Do you consider your organization to be an Equal Employment Opportunity Employer (circle one)No		
5.	. Are you part of or a division of a larger parent organization? If Yes, please give parent organization name and home office address: NO		
6. How many employees were on the payroll last pay period? Full-Time 7			
	6.1.	How many women were on the payrol!? 1	
	6.2.	How many minorities were on the payroll? 0	
	6.3.	Time Male Minority employee's: 0	
	6.4.	Full Time Female Minority employee's: 0	
	6.5.	Part Time Male Minority employee's: 0	
	6.6.	Part Time Female Minority employee's: 0	
7.	. Does your organization include in its employment advertising a phrase similar to: "We are an Equal Employment Opportunity Employer"; or if your organization has not advertised recently, will similar phrase be included if advertising is undertaken in the future:		
8.	Does you	or organization or you parent organization have an Affirmative Action Plan?	
	Yes 🔲	No If, Yes, please supply a copy of the current plan.	
9.	Opportur	ar organization have a designated department or person to function in the Equal nity Position? Yes No 1 If Yes, please supply the name, title, phone and address for future correspondence.	

The City of Berkeley thank you for your cooperation in completing this form and returning with your bid.

# SPECIFICATIONS FOR DEMOLITION

# PLEASE READ CAREFULLY AND <u>INITIAL</u> EACH ITEM SUBMIT THIS FORM WITH BID NO. 923

RIV	IT THIS FORM WITH BID NO. 923
>	The Contactor shall hold a Contractor's License with St. Louis County and/or State of Missouri and be approved by Berkeley's Building Commissioner for the work, which is to be performed.
>	The selected Contractor shall furnish proof of insurance coverage as specified in "Insurance" of this bidding document. The selected contractor shall submit proof of insurance within ten (10) days of "Notice of Award" NH
>	ALL bidders are required to submit a Bid Bond in the amount of 10% of total bid. NH
>	A Performance Bond is required, 100% of the contract amount shall be submitted by the selected contractor with a signed contract, at which time the 10% Bid Bond will be released. NH
	Before a structure can be demolished, the Contractor shall notify all utilities having service connections within the structure such as water, electric, gas, sewer, and other connections. Sewer shall be disconnected at the main. A permit to demolish the structure shall <u>not</u> be issued until a release is obtained from the utilities, stating that their respective service connections and all appurtenances such as meters and regulators, etc., have been removed or sealed and plugged in a safe manner. Copies must be submitted with Berkeley Demolition Permit Application for each structure.
>	Notice to Adjoining Owners: Only when written notice has been given by the Contractor to the owners of adjoining lots and to the owners of wired or their facilities, of which the temporary removal may be necessitated by the proposed work, shall a permit be granted for the removal of a building or a structure.  NH
>	A "Letter of Permit" from St Louis County Department of Health, Division of Environmental Protection shall accompany Berkeley's Demolition Permit Application.
>	Provide Copies of St Louis County Department of Health "Demolition of Waste" permit with each Berkeley Demolition Permit Application. NH
>	Demolition and Plumbing Permits shall be obtained at <b>no cost</b> to the bidder and will be issued at the Inspections Office, 8425 Airport Road, Berkeley MO 63134. NH
	Lot Regulations: Whenever a structure is demolished or removed the lot shall be restored to the established grades of adjacent properties and shall assure proper drainage of storm water. Only approved masonry sand, red sand, gravel or soil fill may be used. When sand, gravel or soil fill is used over masonry fill it shall be properly hosed with water so as to fill all voids and provide not less than twelve inches (12") of cover over all masonry rubble.
<b>&gt;</b>	Compaction: All excavations shall be backfilled with acceptable material and compacted at minimum of 90 percent Modified Proctor in accordance with ASTM D 1557. The contractor shall stipulate to the compaction and be verified by the City's Engineer.
	All Basements and Foundation Walls: All basement floors, footings, and foundations shall be <b>completely</b> removed from the site (do not bury). The basement area is to be inspected and approved by the City before backfilling is started. The Contractor shall ensure that no basement excavation will remain open and exposed for more than 24 hours. The Contractor shall contact the City when removal is complete to schedule the basement inspection. Failure to do so may result in re-excavation of the basement area at the Contractor's expense.

# SPECIFICATIONS FOR DEMOLITION (CONTINUED)

# SUBMIT THIS FORM WITH BID NO. 923:

>	Concrete Slabs: The Contractor shall remove all concrete slabs, asphalt, surface obstructions, masonry slabs, and appurtenances. NH
>	There shall not be less than <b>twelve inches (12")</b> of top soil cover over the entire demolition site. NH
<b>&gt;</b>	There shall not be less than <b>twelve inches (12")</b> of dirt cover over the entire demolition site. NH
>	Backfill: When site conditions permit, as determined by the City, on-site soil shall be used as backfill material. The top 12 inches of topsoil shall be stripped and stockpiled on site for use as final topsoil and grading material. The Contractor shall bring in enough topsoil from off-site to place a minimum 12 inch cover on the entire site. Excess excavation materials shall be removed from the site. Topsoi material shall not be permitted as deep fill material. Any borrow or fill material shall be approved by the City before and during the placing of the material. All depressions on the property shall be filled compacted, and graded to a uniform slope with adequate drainage.
>	The erection of necessary barricades, walls, fences, etc., for safety of the public shall be the responsibility of the Contractor. NOTE: The Contractor shall provide additional backfill as needed NH
>	Rubble and Debris: All demolition rubble and debris shall be disposed of in a proper manner at the expense of the Contractor. Dumping tickets shall accompany final invoice.
<b>A</b>	Requirements of the City's Erosion Control Ordinance shall apply. Berkeley Ordinance 3809. NH
>	Trees that are to be removed; shall be completely removed from the lot, and the area backfilled. Tree stumps shall be totally removed. NH
<b>&gt;</b>	Seeding and Straw: The lot shall be covered in seed and straw after final grade; the grass seed shall be Perennial Rye. NH
>	Provide copies of Asbestos Abatement receipt to this office with payment voucher. NH
>	Certified payroll sheets, lien waivers shall be submitted with final invoice. NH
<b>A</b>	After notice to proceed is issued, all work shall be completed within thirty (30) WORKING Days
<b>&gt;</b>	The contractor shall bid the structures on a separate bid sheet (Attachment #1). NH
>	The contractor shall bid the <u>asbestos abatement</u> on a separate bid sheet (Attachment #2). NH
>	The contractor shall bid the accessory structure/trees on a separate bid sheet (Attachment #2). NH
>	Landfill receipts shall be attached with final invoices. NH
>	Wet Demolitions are required to have permits issued by Missouri American Water to tap fire hydrant File permits in Inspections Office, 8425 Airport Rd, Berkeley MO 63134.
<b>&gt;</b>	Payments shall be lump sum on completion, to be paid directly by City of Berkeley within 30 days of submitting invoices to the City. NH

### **SUBMIT THIS FORM WITH BID NO. 923:**

### ADDITIONAL INFORMATION

It is the Owner's intent to attain Substantial Completion within 60 days.

These houses are vacant and will remain so. Ameren electric meters and Spire Gas services has been removed.

Water service shall be tapped off by licensed plumber, Missouri American Water shall be notified by the contractor.

Contractor shall have sufficient personnel, equipment and material on a standard straight time Work week to conform to demolition requirements.

Acceptable work hours are Monday through Friday during daylight hours. No work will be permitted on Saturdays or Sundays.

I have read all the above **Specifications for Demolition**, and initialed where noted and hereby agree to return to the City of Berkeley and comply with all of the terms and conditions listed in the Specifications.

Tubbs & Son Construction		3/27/23
Company's Name	License	Date
Nichole Harvath		Willia le Van Del
Owner/Agent (Print Name)		Owner/Agent (Signature)

## **STRUCTURE BID SHEET (Attachment #1)**

BID FORM PROJECT NO. 923

PROPOSAL HAVE: Tubbs & Son Construction (HEREINAFTER CALLED "BIDDER")

TO: THE CITY OF BERKELEY, 8425 AIRPORT ROAD, BERKELEY, MO 63134

THE BIDDER, IN COMPLIANCE WITH OUR INVITATION FOR BIDS FOR THE DEMOLITION OF CERTAIN PROPERTIES IN THE CITY OF BERKELEY, AND HAVING EXAMINED THE SPECIFICATIONS WITH RELATED DOCUMENTS AND THE SITE OF THE PROPOSED WORK, AND BEING FAMILIAR WITH ALL OF THE CONDITIONS SURROUNDING THE PROPOSED PROJECT INCLUDING THE AVAILABILITY OF MATERIALS AND LABOR, HEREBY PROPOSES TO FURNISH ALL EQUIPMENT, LABOR, MATERIALS, AND SUPPLIES, AND TO COMPLETE THE PROJECT IN ACCORDANCE WITH THE SPECIFICATIONS, WITHIN THE TIME SET FORTH THEREIN, AND AT THE PRICES STATED BELOW:

Locator ID	Address	Sq. Ft.	Property Type	Bid Price
11K340342	6141 GARFIELD AVE	1,190	SINGLE FAMILY	\$9,225.00

THE ABOVE UNIT PRICE SHALL INCLUDE ALL LABOR, MATERIALS, REMOVAL OVERHEAD, PROFIT, INSURANCE, ETC., TO COVER THE FINISHED WORK OF THE SEVERAL KINDS CALLED FOR.

BIDDER UNDERSTANDS THAT THE OWNER RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY COMBINATION THEREOF, AND TO WAIVE ANY INFORMALITIES IN THE BIDDING.

THE BIDDER AGREES THAT THIS BID SHALL BE GOOD AND MAY NOT BE WITHDRAWN FOR A PERIOD OF 90 (NINETY) CALENDAR DAYS AFTER THE SCHEDULED CLOSING TIME FOR RECEIVING BIDS.

3/27/2023

SIGNATURE

DATE

PO Box 107, Lonedell, MO. 63060

ADDRESS

ATTEST

NOTE: THIS FORM IS VALID FOR THIS CALENDAR YEAR ONLY (2020)

## **ASBESTOS ABATEMENT BID SHEET (Attachment #2)**

BID FORM PROJECT NO. 923

PROPOSAL HAVE: Tubbs & Son Construction (HEREINAFTER CALLED "BIDDER")

### TO: THE CITY OF BERKELEY, 8425 AIRPORT ROAD, BERKELEY, MO 63134

THE BIDDER, INCOMPLIANCE WITH OUR INVITATION FOR BIDS FOR THE DEMOLITION OF CERTAIN PROPERTIES IN THE CITY OF BERKELEY, AND HAVING EXAMINED THE SPECIFICATIONS WITH RELATED DOCUMENT AND THE SITE OF THE PROPOSED WORK, AND BEING FAMILIAR WITH ALL OF THE CONDITIONS SURROUNDING THE PROPOSED PROJECT INCLUDING THE AVAILABILITY OF MATERIALS AND LABOR, HEREBY PROPOSES TO FURNISH ALL EQUIPMENT, LABOR, MATERIALS, AND SUPPLIES, AND TO COMPLETE THE PROJECT IN ACCORDANCE WITH THE SPECIFICATIONS, WITHIN THE TIME SET FORTH THEREIN, AND AT THE PRICES STATED BELOW:

Locator ID	Address	Sq. Ft.	Property Type	Price
11K340342	6141 GARFIELD AVE	1,190	SINGLE FAMILY	\$2,750.00

THE ABOVE UNIT PRICE SHALL INCLUDE ALL LABOR, MATERIALS, REMOVAL OVERHEAD, PROFIT, INSURANCE, ETC., TO COVER THE FINISHED WORK OF THE SEVERAL KINDS CALLED FOR.

BIDDER UNDERSTANDS THAT THE OWNER RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY COMBINATION THEREOF, AND TO WAIVE ANY INFORMALITIES IN THE BIDDING.

THE BIDDER AGREES THAT THIS BID SHALL BE GOOD AND MAY NOT BE WITHDRAWN FOR A PERIOD OF 90 (NINETY) CALENDAR DAYS AFTER THE SCHEDULED CLOSING TIME FOR RECEIVING BIDS.

3/27/2023

DATE

PO Box 107, Lonedell, MO, 63060

ADDRESS

SIGNATURE

TEST

NOTE: THIS FORM IS VALID FOR THIS CALENDAR YEAR ONLY (2020)

## **ACCESSORY AND TREES BID SHEET (Attachment #3)**

BID FORM PROJECT NO. 923

PROPOSAL HAVE: Tubbs & Son Construction (HEREINAFTER CALLED "BIDDER")

TO: THE CITY OF BERKELEY, 8425 AIRPORT ROAD, BERKELEY, MO 63134

THE BIDDER, INCOMPLIANCE WITH OUR INVITATION FOR BIDS FOR THE DEMOLITION OF CERTAIN PROPERTIES IN THE CITY OF BERKELEY, AND HAVING EXAMINED THE SPECIFICATIONS WITH RELATED DOCUMENT AND THE SITE OF THE PROPOSED WORK, AND BEING FAMILIAR WITH ALL OF THE CONDITIONS SURROUNDING THE PROPOSED PROJECT INCLUDING THE AVAILABILITY OF MATERIALS AND LABOR, HEREBY PROPOSES TO FURNISH ALL EQUIPMENT, LABOR, MATERIALS, AND SUPPLIES, AND TO COMPLETE THE PROJECT IN ACCORDANCE WITH THE SPECIFICATIONS, WITHIN THE TIME SET FORTH THEREIN, AND AT THE PRICES STATED BELOW:

Locator ID	Address	Sq. Ft.	Accessory Type/Tree Size	Price
11K340342	6141 GARFIELD AVE	1,190	Overgrown Brush / Driveway	750.00

THE ABOVE UNIT PRICE SHALL INCLUDE ALL LABOR, MATERIALS, REMOVAL OVERHEAD, PROFIT, INSURANCE, ETC., TO COVER THE FINISHED WORK OF THE SEVERAL KINDS CALLED FOR.

BIDDER UNDERSTANDS THAT THE OWNER RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY COMBINATION THEREOF, AND TO WAIVE ANY INFORMALITIES IN THE BIDDING.

THE BIDDER AGREES THAT THIS BID SHALL BE GOOD AND MAY NOT BE WITHDRAWN FOR A PERIOD OF 90 (NINETY) CALENDAR DAYS AFTER THE SCHEDULED CLOSING TIME FOR RECEIVING BIDS.

3/27/2023

DATE

PO Box 107, Lonedell, MO. 63060

ADDRESS

SIGNATURE

ATTEST

NOTE: THIS FORM IS VALID FOR THIS CALENDAR YEAR ONLY (2020)