

*SMALL WORKS ROSTER
APPLICATION INSTRUCTIONS*

Please read the following instructions carefully as incomplete applications will not be processed.

COMPLETE AND RETURN ALL SECTIONS OF THE APPLICATION PACKAGE. INCLUDE THE FOLLOWING:

- Application (fully completed, signed by an officer of your corporation) (page 3)
- Include required financial reports for end of last fiscal year (Balance Sheet & Profit and Loss Statement).
- Affidavit of Assumed Name - notarized (page 4)
- Corporate/Individual Acknowledgement – notarized (page 5)
- Indicate whether your company can obtain minimum insurance requirements (page 6)
- Small Works Roster Project Categories Selection (pages 7-9). If the type of work you perform is not listed as a category of work on the application, we are not adding any new categories at this time.
- Be sure to provide required number of references (company must be considered “prime” contractor) within the specified time range on pages 10 through 21.
- Equipment/Vehicles List (page 22)
- Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion Form
- Return completed original application along with required attachments to:

Public Utility District No. 1 of Snohomish County
Contracts/Purchasing Office – 02
Attn: Small Works Roster Application
PO Box 1107
1802 – 75th Street SW (for hand delivery only)
Everett, WA 98206
- Incomplete applications will not be processed.

If questions please e-mail bids@snopud.com.

(f) If a subsidiary of another company, give name and address of parent company:

- 5. (a) Are Washington State license fees current? _____
- (b) Tax Code Number/Federal Tax ID: _____
- (c) Unified Business Identification Number (UBI): _____
- (d) Contractor Registration No. (RCW 18.27) _____
- (e) Amount of bond filed with the State of Washington: \$ _____

(f) PROVIDE COPIES OF ALL DOCUMENTS, INCLUDING FINANCIAL STATEMENTS (i.e. submitted to your bonding company to secure performance bonds). **MUST INCLUDE:**

- 1. Balance Sheet
- 2. Profit & Loss Statement

6. Performance Security: At contract award, the contractor shall furnish the District with performance security in an amount not less than 25% of the total contract price, including tax, or up to 100% as the District deems necessary, which shall cover the full, faithful performance of the contract and the payment of all obligations arising thereunder.

7. References must be submitted on the applicable reference page (pages 10 through 20) of the application.

8. On Page 22, complete a list of equipment and vehicles available for use on work for which you applied.

9. Contractor declares that all information submitted in this application is true and attests to the following:

- a. Adequate financial resources, or the ability to secure such resources;
- b. The necessary experience, organization, and technical qualifications to perform the proposed contract;
- c. The ability to comply with the required performance schedule taking into consideration all of its existing business commitments;
- d. A satisfactory record of performance, integrity, judgment and skills; and
- e. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

10. Applicant recognizes and agrees that the District has the right to reconsider or redetermine the qualification status of Applicant at any time or for any reason at the sole judgment of the District Commission.

ATTESTED to this _____ day of _____, 20____.

*Authorized Signature(s)

By: _____
Title

By: _____
Title

* If partnership, all partners must sign; if corporation, attach a copy of Resolution appointing Officers.

PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY

AFFIDAVIT OF ASSUMED NAME

_____ being first duly sworn on oath, disposes and says
Name

that he/she is an owner or general partner of _____
Business Name

_____, and is authorized to sign all documents on behalf

of _____ and to otherwise sell, incumber, contract, borrow,
Business Name

and take all legal action on behalf of _____.
Business Name

Date: _____ Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Print Name

Notary Public in and for State of Washington,
residing at

My Commission expires on:

The appropriate section below that applies to your Company must be completed.

CORPORATE ACKNOWLEDGMENT

STATE OF WASHINGTON)
)
) SS.
COUNTY OF)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and of the State of Washington, duly commissioned and sworn, personally appeared _____, and _____ respectively, of _____ (co. name) the corporation that executed the foregoing instrument, and acknowledged the said instrument to be free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that _____ he / she / they are _____ authorized to execute the said instrument, and that the statement contained in said instrument and in the attachments thereto are true and correct to the best of _____ his / her / their _____ knowledge.

WITNESS my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State of Washington, Print Name
residing at _____.

INDIVIDUAL ACKNOWLEDGMENT

STATE OF WASHINGTON)
)
) SS.
COUNTY OF)

On this _ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me _____, to me known to be the individual(s) described in and who executed the within instrument, and acknowledged that _____ he / she _____ signed the same as _____ free and voluntary act and deed, for the uses and purposes therein mentioned, and on oath stated that _____ is authorized to execute said instrument and that the statements contained in said instrument and in the attachments thereto are true and correct to the best of _____ his / her _____ knowledge.

Notary Public in and for the State of Washington, Print Name
residing at _____.

SECTION II INSURANCE

The District requires that a Contractor be able to obtain the following **minimum insurance limits***:

General Liability:

- Bodily Injury/Property Damage \$1,000,000 Each Occurrence

Automobile Liability:

- Bodily Injury/Property Damage \$1,000,000 Combined Single Limit

Workers Compensation:

- Statutory or WA State L&I Coverage

Employers' Liability or Washington Stop Gap:

- \$1,000,000 each accident and disease-each employee.

YOU MUST indicate here if you can obtain this minimum insurance:

Yes____ No____

At the time of project award, you will be asked to furnish a certificate(s) that covers the insurance requirements for the project. **All insurance policies (except workers compensation) and certificates shall name the District as an additional insured by endorsement. The insurance policy or certificate will not be subject to cancellation or to a reduction in the required limits of liability or amounts of insurance until notice has been mailed by Contractor to the District stating the date when such cancellation or reduction shall be effective.**

*The type and amount of insurance required for a particular project depends on the work to be performed and is stated in the project documents. The above limits are MINIMUMS ONLY. Additional coverages on certain projects may be required. Insurance documentation is one of the requirements that must be met prior to a Notice to Proceed being issued.

Signature of Company Representative

Date

SMALL WORKS ROSTER PROJECT CATEGORIES
(Projects up to \$300,000)

The District has pre-established the categories of work below and we are not adding any new categories of work at this time. Please select the type of work you are interested in and your company can provide the required references as "prime contractor". Beginning on Page 9, provide the last (8) projects completed in the last (18) months for each category applied for (must have completed at least two projects). The District will select from this list and request additional detailed information to check your company's qualifications and may check with other company's we feel necessary, to determine your ability to perform the work for which you have applied.

_____ **Antenna & Tower Construction/Maintenance & Certification:** Provide construction and maintenance services in support of the District's communications towers and appurtenances, including but not limited to; maintenance, modification and repair of towers and tower appurtenances, radio/antenna/coax/waveguide installation and testing, and other miscellaneous tower-related support work.

_____ **Asphalt Paving**

_____ **Concrete Construction**

_____ **Drilling:** May include vibratory casissons, caissons and deep shaft foundations, micro piles, shoring and excavation support systems, soil stabilization and repair, soldier pile walls and retaining walls.

_____ **Earth Work/Drainage Work**

_____ **Environmental Restoration & Enhancement Services:** Conduct environmental restoration and enhancement, including but not limited to removal of invasive plant species, replanting native vegetation, laying mulch, litter pick-up and similar land stewardship activities, utilizing volunteer labor where appropriate. Services may also include planning, project management and oversight of volunteers conducting stewardship activities, performing monitoring and maintenance visits, acquiring access rights to conduct these tasks, and progress reports.

_____ **Facilities Tenant Improvement – Construction:** The renovation or construction of District Facilities including office, warehouse, storage and parking encompassing all trades and sub-specialties.

_____ **Facilities Tenant Improvement – Electrical:** The installation or renovation of low voltage (up to 480v AC) electrical systems supporting District Facilities including conduit & wire, lighting, communication, UPS & emergency generators, transfer switches, distribution panels and transformers.

_____ **Facilities Tenant Improvement – Mechanical:** The installation or renovation of mechanical systems supporting District Facilities including HVAC (air handlers, heat pumps, duct work, distribution equipment), plumbing and piping, valves, pumps, pressure vessels, boilers, pneumatics, air compressors and chillers.

Facilities Tenant Improvement – Painting: Painting of District facilities. May include a variety of interior and exterior surfaces, and include removal, preparation and application of specified products.

Fencing/Gates/Automatic Gates/Overhead Doors

Fire Systems Installation/Maintenance/Inspection/Repairs

General Construction

Generator and Emergency Power Installation/Maintenance

Ground Well Drilling: Well drilling includes providing all labor, equipment and tools needed to install a grounding well, including but not limited to; installation of the casing, annular seal, surface seal and backfilling with slurry. Fabrication of the weight, assisting the District in resistivity testing and conductor installation. Work may also include; excavation to establish top of well elevation, management of water resulting from drilling operations and removal of drill cuttings.

Landscape Installation/Renovations/Irrigation

Lenel Certified Security System Installation—Access, Intrusion, CCTV

Renewable Energy System Installation & Construction Services: Wind resource-based, grid tied [1 kW to 20 k]; Photovoltaic [PV], grid tied system sizes [0.5 kW to 50 kW].

Right-of-Way Spraying: Provide all labor, materials and equipment necessary to perform the application of herbicides under and along the DISTRICT'S transmission and/or distribution system, as directed by the DISTRICT'S Superintendent of Vegetation Management, or designated representative. The location of work is within the boundaries of the DISTRICT's service area, which includes all of Snohomish County and the Camano Island portion of Island County. Perform other and related miscellaneous work as assigned by the DISTRICT'S Superintendent of Vegetation Management, or designated representative.

Roofing

Substation General Site Construction: May include demolition, clearing, earth work, drainage, fencing, landscaping, foundations, paving, masonry, UG conduits, & grounding grids (at new or de-energized sites).

Water Main Extensions/Replacements: Provide all labor, materials, and equipment necessary to install and/or replace water mains ranging from 2" to 30" diameter and associated appurtenances (including but not limited to, water services, fire hydrant assemblies, valve assemblies, blow off assemblies, control valves, and air/vacuum release valves) in the District's water service areas spread throughout Snohomish County.

Water Facility Painting and Cleaning: Provide all labor, materials and equipment necessary to thoroughly clean, prep, and paint various water system facilities including but not limited to steel water tanks, pump station piping and appurtenances, interior and exterior pump station buildings including CMU block and wood construction, and other various water system facilities as directed by the District. This work shall be done within the District's water service areas spread throughout Snohomish County.

LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Antenna & Tower Construction/Maintenance & Certification:** Provide construction and maintenance services in support of the District's communications towers and appurtenances, including but not limited to; maintenance, modification and repair of towers and tower appurtenances, radio/antenna/coax/waveguide installation and testing, and other miscellaneous tower-related support work.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Asphalt Paving**

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ Concrete Construction

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Drilling:** May include vibratory casissons, caissons and deep shaft foundations, micro piles, shoring and excavation support systems, soil stabilization and repair, soldier pile walls and retaining walls.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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CONTRACTOR: _____

DATE: _____

LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ Earth Work/Drainage Work

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Environmental Restoration & Enhancement Services:** Conduct environmental restoration and enhancement, including but not limited to removal of invasive plant species, replanting native vegetation, laying mulch, litter pick-up and similar land stewardship activities, utilizing volunteer labor where appropriate. Services may also include planning, project management and oversight of volunteers conducting stewardship activities, performing monitoring and maintenance visits, acquiring access rights to conduct these tasks, and progress reports.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Facilities Tenant Improvement - Construction:** The renovation or construction of District Facilities including office, warehouse, storage and parking encompassing all trades and sub-specialties.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Facilities Tenant Improvement - Electrical:** The installation or renovation of low voltage (up to 480v AC) electrical systems supporting District Facilities including conduit & wire, lighting, communication, UPS & emergency generators, transfer switches, distribution panels and transformers.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Facilities Tenant Improvement - Mechanical:** The installation or renovation of mechanical systems supporting District Facilities including HVAC (air handlers, heat pumps, duct work, distribution equipment), plumbing and piping, valves, pumps, pressure vessels, boilers, pneumatics, air compressors and chillers.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Facilities Tenant Improvement - Painting:** Painting of District facilities. May include a variety of interior and exterior surfaces, and include removal, preparation and application of specified products.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ Fencing/Gates/Automatic Gates/Overhead Doors

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ Fire Systems Installation/Maintenance/Inspection/Repairs

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ General Construction

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ Generator and Emergency Power Installation/Maintenance

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Ground Well Drilling:** Well drilling includes providing all labor, equipment and tools needed to install a grounding well, including but not limited to; installation of the casing, annular seal, surface seal and backfilling with slurry. Fabrication of the weight, assisting the District in resistivity testing and conductor installation. Work may also include; excavation to establish top of well elevation, management of water resulting from drilling operations and removal of drill cuttings.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ Landscape Installation/Renovations/Irrigation

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ Lenel Certified Security System Installation—Access, Intrusion, CCTV

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
1.				
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ Renewable Energy System Installation & Construction Services: Wind resource-based, grid tied [1 kW to 20 kW]; Photovoltaic [PV], grid tied system sizes [0.5 kW to 50 kW]

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ **Right-of-Way Spraying:** Provide all labor, materials and equipment necessary to perform the application of herbicides under and along the DISTRICT'S transmission and/or distribution system, as directed by the DISTRICT'S Superintendent of Vegetation Management, or designated representative. The location of work is within the boundaries of the DISTRICT's service area, which includes all of Snohomish County and the Camano Island portion of Island County. Perform other and related miscellaneous work as assigned by the DISTRICT'S Superintendent of Vegetation Management, or designated representative.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

___ Roofing

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

_____ **Substation General Site Construction:** May include demolition, clearing, earth work, drainage, fencing, landscaping, foundations, paving, masonry, UG conduits, and grounding grids (at new or de-energized sites).

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

_____ **Water Main Extensions/Replacements:** Provide all labor, materials, and equipment necessary to install and/or replace water mains ranging from 2" to 30" diameter and associated appurtenances (including but not limited to, water services, fire hydrant assemblies, valve assemblies, blow off assemblies, control valves, and air/vacuum release valves) in the District's water service areas spread throughout Snohomish County.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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CONTRACTOR: _____

DATE: _____

LIST RECENT PROJECTS PERFORMED AS PRIME CONTRACTOR IN THE LAST (18) MONTHS

____ **Water Facility Painting and Cleaning:** Provide all labor, materials and equipment necessary to thoroughly clean, prep, and paint various water system facilities including but not limited to steel water tanks, pump station piping and appurtenances, interior and exterior pump station buildings including CMU block and wood construction, and other various water system facilities as directed by the District. This work shall be done within the District's water service areas spread throughout Snohomish County.

	PROJECT NAME & LOCATION (CITY & STATE)	COMPANY	PROJECT MANAGER NAME & PHONE NO.	\$ AMOUNT OF PROJECT
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CONTRACTOR: _____

DATE: _____

LIST OF AVAILABLE EQUIPMENT AND VEHICLES TO PERFORM THE WORK

	EQUIPMENT/VEHICLES	MODEL	YEAR
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FEDERAL DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION FORM

The purpose of this document is to inform you that federal Executive Order 12549 requires a certification from each contractor who performs work for the District that the contractor is not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from federally funded contracts.

The District is required by Executive Order 12549 and regulations issued by the federal government to obtain this certification from you as a result of receiving federal funds for storm-related work in certain instances.

Debarment Certification

The Contractor certifies that the Contractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in any federally-related contracts by any federal department or agency.

Name of Company

Company Representative Signature

Date

Please make a copy of this document for your records and return the original.