

Retirement Systems of Alabama

Invitation to Bid

ITB 020 2400000600

For:

Printing of the RSA Advisor Newsletter

Agency Contact:

Katelen Allen

Katelen.allen@rsa-al.gov

334-517-7130

Bids will be accepted from: 11/6/23

to: 11/27/23 4:30 PM

Bids will be opened: 11/28/23 10:00 AM

TO BE COMPLETED BY VENDOR

Information in this section should be provided as appropriate. Bid Response must be in ink or typed with original signature and notarization.

1. Delivery: Can be made _____ days of _____ weeks after receipt of order.
2. Terms: _____ (Discounts are taken without regard to date of payment.)
3. Price valid for acceptance within _____ days.
4. Vendor's quotation reference number, if any _____ (this number will appear on the purchase order.)
5. E-mail address: _____ Internet Website: _____
6. General Contractor's License No: _____ Type of G.C. License: _____

Return invitation to bid:

Regular Mail

Retirement Systems of Alabama
Director of Office Services
P.O. Box 302150
Montgomery, AL 36130-2150

Courier

Retirement Systems of Alabama
Director of Office Services
201 S. Union St
Montgomery, AL 36104

Signature and Notarization Required

I have read the entire bid and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

Sworn to and

VSS/Alabama Buys Vendor Number

Authorized Signature (Ink)

Subscribed before me this

____ Day of _____

Company Name

Type/Print Authorized Name

Mail Address

Title

Notary Public

City, State, Zip

Toll Free Number

Term

Expiration _____

Phone Including Area Code

Fax Number

BID RESPONSE INSTRUCTIONS

- The following documents are part of this Invitation to Bid: Bid Response Instructions, General Conditions and Specifications of Bid, Bid Price Form, RSA Standard Terms and Conditions for Solicitations and Contracts, RSA Reservation of Rights and Requirements for ITBs and RFPs, State of Alabama Disclosure Statement, Certificate of Compliance with the Beason Hammon Taxpayer and Citizen Protection Act (Immigration Compliance Certificate), IRS Form W-9, and RSA Confidentiality and Non-Disclosure Agreement. All of these documents may be found on RSA's website at www.rsa-al.gov/about-rsa/itb-rfp/.
- **READ ALL TERMS, CONDITIONS AND SPECIFICATIONS PRIOR TO SUBMITTING BIDS.**
- All bids must be sealed. Label your sealed bid response envelope with the **BID NUMBER** and **OPENING DATE**. Bids not sealed and identified may be rejected.
- Submit your bid on time. **ALL LATE BIDS WILL BE REJECTED.** The Retirement Systems of Alabama assumes no responsibility for bid responses that are late due to the U.S. Postal Service, private courier service, or any other reason.
- **Bid responses must be signed and notarized.** Signatures must be original, hand-written.
- Bid pricing must be submitted on the attached **Bid Price Form** without modification, must include all requested information, and must be signed by an authorized representative for bidder.
- Any errors or corrections to a bid response must be initialed.
- **Delivery date may be considered a factor in determining an award.**
- Any questions or clarifications concerning this bid should be directed to Katelen Allen at katelen.allen@rsa-al.gov. Bidders should not rely on oral information and should only consider written information provided by RSA Office Services when completing this bid.
- **STATE LAWS:** All bidders are responsible for compliance with all laws and Executive Orders and opinions of the Attorney General of Alabama.
- The Retirement Systems of Alabama is exempt from paying Federal Excise Tax, state and local sales tax.

ITB 020 2400000600
for
PRINTING OF THE
RSA ADVISOR NEWSLETTER

PURPOSE

The purpose of this Invitation to Bid (ITB) is to establish an agreement with a qualified vendor for the monthly printing of the full-color newsletter, four to eight pages in length.

AGREEMENT PERIOD

It is the intent of RSA to establish a five-year agreement with the successful bidder. The agreement period shall run from January 1, 2024, through December 31, 2028, and will include the February 2024 through January 2029 issues. Awarded vendor must begin preliminary work on the February 2024 *Advisor* issue no later than January 2024 in order to meet delivery schedule.

RESPONSIVE AND RESPONSIBLE BIDDERS

Bidders are required to meet the responsive bidder test and the responsible bidder test in order to be eligible for possible award of contract. In order to be considered responsible, bidders must have the capacity in all respects to perform fully the contract requirements and must have the integrity and reliability to assure good faith performance. In order to be considered responsive, bidders must follow bid submission instructions and meet all bid specification, terms, and conditions.

The successful bidder will be required to execute the attached Agreement for Printing of the RSA *Advisor* Newsletters without modification.

ALABAMA BUYS REGISTRATION REQUIRED

Bidders must be registered in the State of Alabama's AlabamaBuys to be considered for award. Visit www.alabamabuys.gov to register.

BID PRICING

The Retirement Systems of Alabama requests pricing for the printing of the full-color *Advisor* newsletter. The pricing must be in the format set forth on the attached Bid Pricing Sheet.

Bidders must include all costs associated with providing the specified services. No additional charges beyond those specifically delineated herein will be allowed.

No more frequently than once per contract year, to be effective on the following anniversary date of the contract, the Retirement Systems of Alabama will consider a mutually agreed upon price adjustment based solely on any increase in the cost of paper incurred by the Contractor from their supplier and only to the extent of such increase. The Contractor must provide, with their request, documentation indicating the amount of the increase incurred.

BID OPENING

Bids must be received by the Director of Office Services for the Retirement Systems of Alabama at the address below no later than 4:30 PM November 27, 2023.

U.S.P.S. Delivery:

Retirement Systems of Alabama
Director of Office Services
P.O. Box 302150
Montgomery, AL 36130-2150

Courier Service or Hand Delivery:

Retirement Systems of Alabama
Director of Office Services
201 S. Union St.
Montgomery, AL 36104

Bids will be publicly opened November 28, 2023 at 10:00 AM. in Suite 521 of the RSA Headquarters Building located at 201 South Union Street, Montgomery, Alabama 36104.

BID EVALUATION AND AWARD

The bid will be awarded “all or none” to the lowest responsive and responsible bidder meeting all specifications, terms and conditions. The Retirement Systems of Alabama reserves the right to reject any or all bids and to waive any technical errors or discrepancies if, in their judgment, it would be in the best interest of the RSA to waive such errors or discrepancies.

INTENT TO AWARD

The Retirement Systems of Alabama will issue an “Intent to Award” before a final award is made. The “Intent to Award” will be posted on the RSA website (www.rsa-al.gov/about-rsa/itb-rfp/) for a period of 14 calendar days, after which a final award will be made. Upon final award, all rights to protest are forfeited. A detailed explanation of this process is set forth in the Retirement Systems of Alabama Procedures for Resolution of Controversies posted on the RSA website.

BIDDER REFERENCES

Bidders must include in their bid package a minimum of three references of clients who currently utilize Bidder’s printing services. References must include company name, contact person, and telephone number. Failure to include references and/or failure of the references to report satisfactorily on the services provided may result in bid rejection.

SPECIFICATIONS

- Printing shall be in full color, both sides.
- Paper shall be 70# Husky Offset.
- Price shall include all costs of typesetting, artwork, minor changes, corrections as deemed necessary by the editors, transportation, overhead, profit, and delivery.
- Because of the timely nature of the *Advisor* content, strict adherence must be given to our established delivery schedule of six calendar days after receipt of manuscript. Printer must have the capability of making deletions and insertions up to one hour before printing time.
- To ensure delivery schedule, the printer must have typesetting equipment and art staff. The printer’s artist will be required monthly to provide appropriate art pertinent to the newsletter contents as indicated by the editor.
- To facilitate consultation and to assure maximum marketable quality, a representative of the printer’s office (one fully appraised of printing and artwork) must pick up copy at the editor’s office and must personally deliver and pick up all proofs. Proofs must be carefully proofread before delivery to the editors. Proofs must be high quality color laser, trimmed, and folded to 8½” x 11”.
- Printer’s office must be within 30 miles of RSA Headquarters.

- After proofs are corrected, any additional errors made by the printer when correcting errors will necessitate a reprinting at the printer's expense.
- After final approval, printer must email a low resolution .pdf file to the RSA for use on the RSA website.
- Printer must deliver the *Advisor* newsletters to a mailing service designated by the RSA as soon as the *Advisor* newsletters have been folded.
- Printer must communicate any printing delays immediately to the RSA Communications Division.
- Bidders must provide references documenting their ability to provide timely printing on an ongoing basis over a twelve-month period.

MONTHLY QUANTITIES

The RSA *Advisor* is four pages in length. There will be approximately four hundred and five thousand (405,000) issues each month, 12 times a calendar year. Up to twelve months per calendar year, two hundred and eighteen thousand (218,000) of those issues will include a four-page *PEEHIP Advisor* insert.

One or possibly two months per calendar year all four hundred and five thousand (405,000) issues will include a four-page insert (not referring to the *PEEHIP Advisor* insert).

For the four-page *Advisor* (when there is no *PEEHIP Advisor* insert):

- One thousand (1,000) four-page *Advisors* folded to 8½" x 11" shall be delivered to the Retirement Systems of Alabama at 201 South Union Street, Montgomery, Alabama 36104.
- Four hundred and five thousand (405,000*) four-page *Advisors* folded to 8½" x 5½" shall be delivered to a mailing service designated by the Retirement Systems of Alabama.

For the four-page and eight-page *Advisor* (when there is a *PEEHIP Advisor*):

- One thousand (1,000) *Advisors* including the *PEEHIP Advisor* insert folded to 8½" x 11" shall be delivered to the Retirement Systems of Alabama at 201 South Union Street, Montgomery, Alabama 36104.
- One hundred and eighty-nine thousand (189,000*) four-page *Advisors* (non *PEEHIP*) folded to 8½" x 5½" shall be delivered to a mailing service designated by the Retirement Systems of Alabama.
- Two hundred eighteen thousand (218,000*) four-page *Advisors* to be folded to 8½" x 5½", plus two hundred eighteen thousand (218,000*) four-page *PEEHIP Advisor* inserts to be folded to 8½" x 5½", inserted in the four-page *Advisor*, and delivered to a mailing service designated by the Retirement Systems of Alabama.

For the eight-page *Advisor* (when there is a four-page insert):

- One thousand (1,000) eight-page *Advisors* folded to 8½" x 11" shall be delivered to the Retirement Systems of Alabama at 201 South Union Street, Montgomery, Alabama 36104.
- Four hundred and five thousand (405,000*) eight-page *Advisors* folded to 8½" x 5½" shall be delivered to a mailing service designated by the Retirement Systems of Alabama.

*Quantities may increase or decrease over time. Printer will be advised of *Advisor* counts each month.

NOTE: Since 2017, membership has increased an average of 5,000 members for RSA and PEEHIP each.

SUBCONTRACTING

No subcontracting of any portion of this job shall be permitted. All of the above listed specifications must be produced within the plant of the awarded bidder.

PRINTING OF OVERRUNS

The Retirement Systems of Alabama will only pay for printing the exact quantity of the items ordered. The Retirement Systems of Alabama will not pay for overruns, nor will it pay for more than the quantity actually delivered should the amount delivered be less than the amount originally ordered. The printer may deliver any overrun and the Retirement Systems may accept the overrun. However, the overruns will be at “no charge” and the Retirement Systems will only pay for the amount originally ordered.

Contract Year	2024	2025	2026	2027	2028
<i>Advisor Months</i>	2/24-1/25	2/25-1/26	2/26-1/27	2/27-1/28	2/28-1/29

REQUESTS FOR CLARIFICATION OF BID SPECIFICATIONS

Any questions and/or requests for clarification of bid specifications, terms and conditions shall be directed to Katelen Allen, Director of Office Services, at katelen.allen@rsa-al.gov. All questions must be received by November 20, 2023. The Retirement Systems of Alabama is not responsible for any information a bidder relies upon not obtained in writing through addenda to the Request for Bid package provided to bidders.

ADDITIONAL FORMS TO RETURN

Bidders are required to complete the following documentation and **return it with their bid package:**

- State of Alabama Vendor Disclosure Statement
- Immigration Compliance Certificate
- EVerify MOU
- W-9
- A minimum of 3 references for printing services similar in size and scope. Include company name, address, contact person, and phone number.

PLEASE NOTE THAT THERE ARE TWO ADDITIONAL DOCUMENTS LOCATED ON THE RSA WEBSITE (WWW.RSA-AL.GOV/ABOUT-RSA/ITB-RFP/) THAT CONTAIN TERMS AND CONDITIONS THAT APPLY TO THIS ITB. THOSE DOCUMENTS ARE: (1) STANDARD TERMS AND CONDITIONS FOR RSA SOLICITATIONS AND CONTRACTS AND (2) ADDITIONAL TERMS AND CONDITIONS RELATED TO RSA RESERVATION OF RIGHTS AND BID REQUIREMENTS. ALL BIDDERS ARE EXPECTED TO CAREFULLY REVIEW THOSE DOCUMENTS PRIOR TO SUBMITTING BIDS AND WILL BE BOUND BY THOSE TERMS AND CONDITIONS.

ITB 24-001

Printing of RSA *Advisor* Newsletters

BID PRICING SHEET

Full Color

Printing Services as specified for 4-page newsletter
(M=1,000)

\$_____ per M

Printing Services as specified for 8-page newsletter
(M=1,000)

\$_____ per M

**AGREEMENT FOR
PRINTING OF THE
RSA ADVISOR NEWSLETTER**

This Agreement is made and entered into this _____ day of _____, 2023, between (**CONTRACTOR**) hereafter referred to as “Contractor”, and the Teachers’ Retirement of Alabama and the Employees’ Retirement Systems of Alabama, hereafter referred to collectively as the “Retirement Systems of Alabama” or “RSA”, for Printing of the *RSA Advisor* Newsletters in Request for Bid 020 240000000600 and in accordance with all specifications, terms and conditions contained therein.

In consideration of the mutual covenants of the parties contained herein, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. AGREEMENT PERIOD

The initial term of the Agreement shall be from **January 1, 2024 through December 31, 2028**.

2. GENERAL CONDITIONS

Contractor agrees to perform all services, and abide by all terms and conditions, specified in RSA’s Request for Bid 020 240000000600, any and all addenda to Request for Bid 020 240000000600, and Contractor’s Bid, all of which are incorporated herein by reference.

3. CONSIDERATION AND INVOICING

As consideration for the Services rendered pursuant to this Agreement, RSA agrees to compensate Contractor at the rates and in accordance with the terms and conditions set forth on RSA’s Request for Bid 020 240000000600, any and all addenda to Request for Bid 020 240000000600, and Contractor’s Bid, all of which are incorporated herein by reference.

Contractor shall send detailed invoice(s) for all goods and services in arrears, as the goods are provided and services are rendered, but no more frequently than monthly. Invoices shall reference a Purchase Order number. Invoices must include separate lines for the 4-page newsletter and the 8-page newsletter. RSA shall have 30 days from receipt of an invoice to render payment. Should RSA dispute any amount, RSA must deliver within 30 days of receipt of invoice written notice to Contractor detailing the specific facts and circumstances of the dispute and shall timely pay all undisputed amounts. The parties agree to work together in good faith to resolve any disputed amounts.

All invoices must be sent electronically to: AccountingOps@rsa-al.gov.

4. APPROVALS

Contractor acknowledges and understands that this Agreement is not effective until it has received all required state government approvals, and Contractor shall not begin performing work hereunder until notified to do so by RSA. Contractor is entitled to no compensation for work performed prior to the effective date of this Agreement.

5. INDEPENDENT CONTRACTORS

It is understood that Contractor is an independent contractor and neither it nor its employees or agents shall be considered employees of the State of Alabama entitled to State of Alabama Merit System benefits.

Matters governing the terms and conditions of employment of the employees of Contractor are entirely within the cognizance of Contractor. The Retirement Systems of Alabama shall have no right to control any of the actions of the employees of Contractor, except as provided herein. Contractor warrants that it will comply with all applicable federal, state, and local laws, ordinances, orders, codes, and rulings governing equal employment opportunity, and further warrants that it will comply with such directives in all matters of employee health, safety and payment of wages and salaries.

6. APPLICABLE LAW

The laws of the State of Alabama shall govern the interpretation and performance of this Agreement.

7. NO STATE DEBT, ETC.

It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this agreement shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this Agreement, be enacted, then that conflicting provision in the Agreement shall be deemed null and void and the remaining provisions shall continue to be valid and enforceable. Contractor may not assign this Agreement or any interest herein or any money due hereunder without the expressed written consent of RSA.

8. STATE IMMIGRATION LAW COMPLIANCE

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

9. FORCE MAJEURE

Neither party shall be responsible for delays or failures of performance resulting from acts beyond the reasonable control of such party. Such acts shall include but not be limited to acts of God, riots, acts of war, acts of terrorism, governmental regulations superimposed after the act, earthquakes, or other causes beyond the reasonable control of such party. In the event of any occurrence, which a party considers may cause a delay or failure of performance, such party shall promptly notify the other party in writing. Upon receipt of

such written notice, the recipient shall have the option to terminate the Agreement in accordance with the guidelines set forth below in "TERMINATION", or to continue the Agreement once the impediments to performance have been removed.

10. NONWAIVER

During the term of this Agreement, any failure of the Retirement Systems of Alabama to discover or reject unacceptable work or work performed not in accordance with the specifications, terms and conditions of the Agreement shall not be deemed an acceptance thereof nor a waiver of the Retirement Systems of Alabama's right to a proper execution of the Agreement or any part of it by Contractor.

11. SEVERABILITY

In the event that any one or more of the provisions contained herein shall for any reason be held to be unenforceable in any respect under the laws of the jurisdiction governing the entire Agreement, such unenforceability shall not affect any other provision of this Agreement, but this Agreement shall be construed as if such provisions had never been contained herein.

12. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Retirement Systems of Alabama, its administrators, officers, employees and agents, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance or non-performance of the Contractor's services or other obligations under this Agreement. Contractor shall save harmless the Retirement Systems of Alabama, its administrators, officers, employees and agents, from and indemnify it and them against all claims, liens, and suits for labor and material furnished by Contractor.

13. INSURANCE

Contractor agrees that Contractor shall maintain or obtain (as applicable), with respect to the activities in which Contractor engages pursuant to this Agreement, general liability insurance, workers compensation insurance, employers' liability insurance, automobile liability insurance, and commercial umbrella/excess coverage insurance in amounts reasonable and customary for the nature and scope of the business engaged by Contractor. All insurance shall be provided by insurers licensed in Alabama to provide the types of insurance required and insurers must be rated "A-" or better by the A.M. Best Company. Before beginning work, Contractor shall send to RSA a valid Certificate of Insurance showing the types and limits of insurance carried. RSA reserves the right to require additional insurance coverage or to be named as Additional Insured on existing coverages at any time during the term of this Agreement with 30 days' notice to Contractor.

14. PERMITS, LICENSES AND FEES

Contractor shall procure all permits and licenses, pay all charges, taxes and fees and give all notices necessary and incidental to the due and lawful prosecution of the services. All cost therefore shall be deemed to be included in the prices listed on the Price Sheet of the Request for Bid 020 240000000600.

15. TERMINATION

The Retirement Systems of Alabama shall have the right, at its sole option and discretion, to terminate this Agreement at any time without any default on the part of the Contractor, by giving written notice to the contractor at least 30 calendar days prior to the effective date of termination. Retirement Systems of Alabama shall have the right to terminate this Agreement immediately by written notice to Contractor if Contractor fails to execute the services promptly and to the Retirement Systems of Alabama's satisfaction, or fails to perform any obligation imposed by any provision of this Agreement. Contractor, at its sole option and discretion, shall have the right to terminate this Agreement at any time by giving written notice to the Retirement Systems of Alabama at least 60 calendar days prior to the effective date of termination.

16. CONFIDENTIALITY; DISCLOSURE OF INFORMATION

Contractor agrees that it will not, during or after the term of this Agreement, copy, reproduce, sell, assign, license, market, transfer, or otherwise disclose any proprietary information or confidential business information of the Retirement Systems of Alabama and/or the State of Alabama, including but not limited to its costs, charges, operation procedures, methods of doing business, or correspondence to any person, firm, corporation, association, or other entity or to the general public for any reason or purpose whatsoever, without the prior written consent of the Retirement Systems of Alabama, except as required by law. Such confidential or proprietary information received by Contractor shall be used by it exclusively in connection with the performance of the services. For purposes of this Agreement, all records, financial information, specifications, document drafts, communications, and data disclosed to Contractor during the term of this Agreement, whether submitted orally, in writing, or by any other media, shall be deemed to be confidential in nature unless otherwise specifically stated in writing by RSA.

Contractor acknowledges and agrees that all data relating to RSA is owned by RSA and constitutes valuable property of RSA. RSA shall retain ownership of, and all other rights and interests with respect to, its information, data, and publications (including, without limitation, all copies, modifications, alterations, enhancements, and derivative works resulting therefrom), and nothing herein shall be construed as granting Contractor any ownership, license, or other rights of any nature with respect thereto.

17. BOYCOTT PROHIBITION

Free Trade Clause. In compliance with Ala. Code §41-16-5, Contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

Economic Boycott Prohibition. In compliance with Ala. Code §41-16-161, Contractor hereby certifies that Contractor, without violating controlling law or regulation does not and will not, during the term of this Agreement, engage in economic boycotts.

18. DISPUTE RESOLUTION

In the event of any dispute between the parties, senior officials of both parties shall meet and engage in a good faith attempt to resolve the dispute. Should that effort fail and the dispute involve the payment of money, Contractor's sole remedy is the filing of a claim with the Board of Adjustment of the state of Alabama.

For any and all other disputes arising under the terms of this Agreement which are not resolved by negotiation, the parties agree to utilize appropriate forms of nonbinding alternative dispute resolution including, but not limited to, mediation. Such dispute resolution shall occur in Montgomery, Alabama, utilizing where appropriate, mediators selected from the roster of mediators maintained by the Center for Dispute Resolution of the Alabama State Bar.

19. PRORATION

Any provision of this Agreement notwithstanding, in the event of failure of RSA to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State of Alabama to make such payment (proration of appropriated funds for the State of Alabama having been declared by the governor pursuant to Ala. Code §41-4-90), Contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the Agreement (extending or changing payment terms or amounts) or terminating the Agreement.

20. NON-APPROPRIATION OF FUNDS

Pursuant to Ala. Code §41-4-142(c), in the event funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the Agreement may be cancelled, and Contractor shall be reimbursed for the reasonable

value of any non-recurring costs incurred but not amortized in the price of the services being delivered under the Agreement.

21. CERTIFICATION PURSUANT TO ACT 2006-557

Ala. Code §41-4-142 provides that every bid submitted, and contract executed, shall contain a certification that the supplier and all its affiliates that makes sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. Contractor hereby certifies it is in full compliance with §41-4-142 and acknowledges RSA may declare this Agreement void if the certification is false.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first provided above.

[Signature Page to Follow]

**AGREEMENT FOR
PRINTING OF THE
RSA *ADVISOR* NEWSLETTER**

FOR THE RETIREMENT SYSTEMS OF ALABAMA

BY: _____

David G. Bronner

TITLE: Chief Executive Officer

DATE: _____

REVIEWED BY: _____

Legal Counsel

FOR CONTRACTOR:

COMPANY: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____