

## **Informal Solicitation No. 26-RH-DECK**

### **Deck Replacement for Housing Kitsap**

Housing Kitsap (HK) is accepting proposals from qualified contractors for the professional removal and disposal of wood decks on a multi-story apartment building, and construction to replace 34 new code-compliant decks at Rhododendron Apartments, 225 & 245 High School Road NW, Bainbridge Island, WA 98110. This public works project addresses an emergent issue impacting the safety of our residents, and the start date shall be expedited accordingly.

**QUESTIONS** must be submitted by email by **2:00 PM on FRIDAY, May 7, 2026**, to [auerbachl@housingkitsap.org](mailto:auerbachl@housingkitsap.org). No questions (oral or written) may be asked of any HK employee or resident regarding this solicitation other than to the Director of Procurement, Laura Auerbach. All questions must be emailed to the address above prior to the deadline.

**Walkthrough:** There is no scheduled walkthrough for this solicitation. Independent property visits are encouraged and highly recommended. Please check in at the property office and let the Property Manager and/or Maintenance Technician know you are on site.

**Cancellation:** Housing Kitsap reserves the right to cancel this solicitation at any time for any reason.

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**PROPOSALS ARE DUE BY 2:00 PM on Friday, May 14, 2026.** Bids must be emailed by that time to [auerbachl@housingkitsap.org](mailto:auerbachl@housingkitsap.org). Late submissions will not be accepted.

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The following documents must be included in the Contractor's Proposal:

- State of Washington Business License
- Contractor's License
- Proof of Bonding
- Evidence of Insurance Certificate
- Bidder Questionnaire
- Signed copy of HUD 5369-a
- W-9

**Scope of Services:** The safety of our residents is imperative, and the decks urgently need maintenance. The removal and replacement of the apartment decks will provide a secure structure for the use of our tenants.

**Service Address:**

Rhododendron Apartments  
225 and 245 High School Road NW,  
Bainbridge Island WA 98110

**Detailed Services Required:**

See Scope of Work on Page 4.

**Evaluation of Proposals:**

Awards will be made to the responsible contractor who's bid will be most advantageous to Housing Kitsap considering only price and price-related factors specified in the solicitation. Housing Kitsap reserves the right to award additional related work to the winning bidder.

Bidders may provide one quote for Option A, Option B, or both A & B, based on the contractor's skills and material experience, that will ensure a safe and accessible structure.

Included in your submission to be considered a responsive and responsible bidder:

- **Pricing** (must be inclusive of all labor, equipment and other considerations)
- **Schedule**/timeframe to start and perform the work, including the number of weeks expected before delivery of materials and how quickly work can begin once materials arrive. Bidders must include an estimated schedule of completion from the date of notice to proceed.
- **Summary** of experience and capacity to complete the SOW
- **Documents** listed above

**Pricing:** No pricing form is provided. Please use your own format to provide your estimate showing a breakdown of fees based on the scope of work below. This is a tax-exempt property.

**Prevailing Wage:** It is the sole responsibility of the contractor and subcontractors to assign the appropriate classifications to all laborers, workmen or mechanics performing any work pursuant to any Public Works Contract and to ascertain the applicable prevailing wage rates and fringe benefits for each such classification. Current prevailing wage data can be obtained by the contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Office, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or go to their website at <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.

An intent to Pay Prevailing Wage, Affidavit of Wages Paid, and Certified Payroll must be filed with the Department of Labor & Industries.

**Bonds:** Consistent with the requirements of 2 CFR 200.326 and 24 CFR 905.316W, Contractor must furnish a bid bond or bid guarantee equal to 100% of the contract price. The bond must be submitted within ten (10) days after the notice of award. A performance bond may also be requested.

**Retainage:** Housing Kitsap shall pay ninety-five (95) percent of each invoice if such invoice or statement is acceptable to Housing Kitsap. Five (5) percent of the invoice or statement amount shall be retained in accordance with RCW Chapter 60.28. HK may waive the requirement to withhold retainage

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## **INTRODUCTION TO HOUSING KITSAP**

### **Background:**

HK is a public body corporate and politic that was formed in 1982 to provide federally subsidized housing and housing assistance to low-income families, within Kitsap County, excluding the City of Bremerton which is served by the Bremerton Housing Authority.

### **Our Mission:**

Housing Kitsap's mission is to cultivate hope and dignity for every person within our community through affordable housing opportunities.

### **Structure:**

The Agency is headed by an Executive Director (ED), has approximately 62 staff members, and is governed by a seven-person board of commissioners. Housing Kitsap is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and HK's procurement policy. Though brought into existence pursuant to the Revised Code of Washington (RCW) 35.82 to serve residents in Kitsap County, the Agency is a separate entity from the County.

## SCOPE OF WORK 26-HK-DECKS

This scope of work (SOW) is designed to meet the City of Bainbridge Island's requirements for structural deck permits while providing clear options for your preferred finishes.

### Project Overview

The project consists of the professional removal and disposal of wood decks on a multi-story apartment building, and the construction of 34 new code-compliant decks located at 225 and 245 High School Road NW, Bainbridge Island WA 98110. The contractor is responsible for all structural engineering (if required), permitting, and final inspections through the City of Bainbridge Island.

The Contractor shall provide all required labor, equipment and permits/licenses to provide a 100% completed project.

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### Section 1: Demolition & Site Prep

- **Removal:** Completely dismantle and remove the existing multi-story decks, including decking, railings, stairs, and structural framing.
- **Disposal:** Haul away all debris and dispose of it at a licensed facility.

### Section 2: Permitting & Compliance

- **Permit Acquisition:** Contractor shall prepare and submit appropriate permit application to the City of Bainbridge Island.
- **Code Standards:** All work must comply with the current Bainbridge Island City Code (BIMC).
- **Inspections:** Contractor must schedule and pass all required city inspections (Footing, Framing/Hardware, and Final).
- **Public Works:** This is a prevailing wage project and requires compliance with Washington's L&I public works policies. Instructions and wage data can be found at <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

### **Section 3: Resident Safety & Site Security:**

**Site Demarcation:** Prior to demolition, the Contractor shall establish a clear "Construction Zone" using high-visibility safety fencing (orange mesh or similar) or rigid barriers to prevent unauthorized entry.

- **Access Prevention:**
  - **Exterior:** All ground-level access points to the deck construction area must be taped off or fenced.
  - **Interior:** Any doors leading directly onto the multi-story decks must be physically secured (e.g., temporary screw-down blocks or safety bars) to prevent residents from accidentally stepping out onto a removed or unfinished surface.
- **Secured Storage:** All tools, ladders, and hazardous materials must be secured in a locked trailer or container at the end of each workday. Ladders must be lowered or stored to prevent residents from climbing onto the deck framing after hours.
- **Standards:** Rhododendron Apartments is a residential community. Professional behavior on Housing Kitsap property is required at all times.

### **Section 4: Structural Framing**

- **Footings:** Excavate and pour new concrete footings to the depth required by code
- **Framing:** Install new pressure-treated lumber (ACQ or equivalent) using Simpson galvanized hangers and straps attached with Simpson recommended hardware.
- **Size:** Balcony sizes to match existing structures.

### **Section 5: Surface & Railing – Options**

- **Option A (Composite):** Install **Trex** (or equivalent) composite decking using hidden fastener systems.
- **Option B:** Install **Solid Surface Waterproof Decking** with appropriate slope per manufacturer instructions.
- **Guardrails:** Install 36" high guardrails on all levels. Balusters must be spaced to prevent a 4" sphere from passing through.

## **Section 6: Final Completion**

- **Site Cleanup:** Remove all construction materials and equipment.
- **Warranty:** Provide a 1-year labor warranty and all manufacturer material warranties.
- **Final Sign-off:** Provide Housing Kitsap with a copy of the closed/finalized building permit.
- **L & I:** All certified payroll and other requirements must be completed before release of retainage.













## BIDDER QUESTIONNAIRE

**Housing Kitsap**  
2244 NW Bucklin Hill Rd.  
Silverdale, WA 98383  
[Procurement@housingkitsap.org](mailto:Procurement@housingkitsap.org)

**Must Be Submitted With Your Bid**

**INSTRUCTIONS:** Provide the requested information. If Housing Kitsap requires further description, Housing Kitsap may request Bidder provide such information within a mandatory due date. This completed form must be submitted with your Bid. Failure to submit this form fully complete, may result in disqualification of Bid.

Bidder And Representative Information	
Legal Name of Bidder: (Provide <i>full legal name</i> )	
Bidder's Trade Names:	
Bidder's Street Address:	
Bidder's Website:	
Bidder Organization Type: (Check applicable box)	Corporation: <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign
	Limited Liability Company (LLC): <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign
	Partnership: <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign
	Sole Proprietorship: <input type="checkbox"/>
State and Date of Formation: Identify the state where the corporation, LLC, or partnership is formed – e.g., 'Washington' if domestic and the name of the state if 'Foreign' (i.e., not Washington)	
Is your firm a subsidiary, parent, holding company, or affiliate of another firm? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain.	
Federal Tax ID No.	
Washington State UBI No.	
State Industrial Acct ID No.	
Name/Title of Bidder's Representative:	
Representative's Address:	
Representatives Phone #:	Representative's Email Address:
Did an outside individual/agency assist with the bid preparation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please identify the individual/agency:	
Identify all Addenda received by Bidder:	Addendum No/Date Addendum No/Date Addendum No/Date Addendum No/Date

Bidder's Signature (Authorized Representative): \_\_\_\_\_

Print Name and Title of Signer: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Invitation for Bid #: \_\_\_\_\_

# Representations, Certifications, and Other Statements of Bidders

## Public and Indian Housing Programs

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### 1. Certificate of Independent Price Determination

#### (a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

\_\_\_\_\_ [insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[ ] [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid.

### 2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:

(1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and

(2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

#### 4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the bidder; or,
- (b) Impair the bidder's objectivity in performing the contract work.

[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

#### 5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

#### 6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

#### 7. Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/ offer that it --

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- [ ] Black Americans
- [ ] Asian Pacific Americans
- [ ] Hispanic Americans
- [ ] Asian Indian Americans
- [ ] Native Americans
- [ ] Hasidic Jewish Americans

#### 8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or

community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

**9. Certification of Eligibility Under the Davis-Bacon Act** (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

**10. Certification of Nonsegregated Facilities** (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors;
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**Note:** The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**11. Clean Air and Water Certification** (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [ ] is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**12. Previous Participation Certificate** (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate" [ ] is, [ ] is not included with the bid.

**13. Bidder's Signature**

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)