

# SCHEDULE B - QUOTATION

**RFQ Title**: Rental of Tents and Other Event Supplies for City’s Major Events

**RFQ No:** 1220-040-2021-067

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: purchasing@surrey.ca

1. If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

1. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.
2. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s)**

 **Please State Reason for the Departure(s):**

1. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:
2. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s):**

 **Please State Reason for the Departure(s):**

1. The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Changes and Additions to Specifications:**

1. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

1. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

 **Requested Departure(s)**

 **Please State Reason for the Departure(s):**

**Fees (Rental) and Payments**

1. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

|  |  |  |
| --- | --- | --- |
| **F.O.B. Destination Freight Prepaid** | **Payment Terms:** A cash discount of \_\_\_\_\_% will be allowed if invoices are paid within \_\_\_\_\_ days, or the \_\_\_\_\_day of the month following, or net 30 days, on a best effort basis. | **Ship Via:** |

| **Item** | **Size** | **Party for the Planet Est. Qty:** | **Canada Day** **Est. Qty:** | **Fusion Festival Est. Qty:** | **Tree Lighting Festival Est. Qty:** | **(A)****Total** **Est. Qty:** | **(B)****Unit Pricing** | **(C)****Extended Total ($)****(A) X (B) = (C)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Frame Tent | 40’x200’ |  |  |  | 2 | 2 |  |  |
| Frame Tent | 40’x80’ | 3 |  |  |  | 3 |  |  |
| Frame Tent (clear) | 50’x60’ |  |  | 1 |  | 1 |  |  |
| Frame Tent | 40’x50’ |  |  | 1 |  | 1 |  |  |
| Frame Tent | 30’x40’ |  |  | 1 | 1 | 2 |  |  |
| Frame Tent | 30’x50’ |  |  | 1 |  | 1 |  |  |
| Marquee Hex Tent | 40’x35’ | 1 |  |  |  | 1 |  |  |
| Marquee Tent | 20’x40’ |  |  | 2 | 4 | 6 |  |  |
| Marquee Tent | 20’x30’ |  | 1 | 5 | 1 | 7 |  |  |
| Marquee Tent | 20’x20’ | 10 | 13 | 76 | 1 | 100 |  |  |
| Marquee Tent | 10’x20’ | 5 | 17 | 28 | 5 | 55 |  |  |
| Marquee Tent | 15’x15’ |  | 2 | 3 |  | 5 |  |  |
| Marquee Tent | 10’x15’ | 1 |  |  |  | 1 |  |  |
| Marquee Tent | 10’x10’ | 4 | 17 | 16 | 4 | 41 |  |  |
| Pop up Tents | 10'x10' | 24 | 15 | 34 | 9 | 82 |  |  |
| Shade Structures | Various |  | 5 | 5 |  |  |  |  |
| Keder Wall (solid) | 10’x20’ | 16 |  |  | 10 | 26 |  |  |
| Keder Wall (clear) | 10’x20’ | 8 |  |  | 10 | 18 |  |  |
| Tent Wall for Marquee | 40’ wide |  |  | 1 |  | 1 |  |  |
| Tent Wall for Marquee | 30’ wide |  |  | 4 |  | 4 |  |  |
| Tent Wall for Marquee | 20’ wide | 23 | 65 | 228 | 12 | 328 |  |  |
| Tent Wall for Marquee | 15’ wide |  | 6 | 16 | 6 | 28 |  |  |
| Tent Wall for Marquee | 10’ wide | 10 | 68 | 112 | 25 | 215 |  |  |
| Tent Wall for Marquee, Cafe Window | 20’ wide |  |  | 1 | 1 | 2 |  |  |
| Tent Wall for Marquee, Cafe Window | 10’ wide |  |  | 1 | 1 | 2 |  |  |
| Wall Cable for Marquee Tents | 10’ |  |  | 8 |  | 8 |  |  |
| Marquee Gutters | 10’ | 1 |  |  |  | 1 |  |  |
| Marquee Gutters | 15’ | 1 |  |  |  | 1 |  |  |
| Marquee Gutters | 20’ | 11 | 1 |  |  | 12 |  |  |
| Glass Doors for Frame Tents | 20’ | 2 |  |  | 2 | 4 |  |  |
| Tent Sand Bags |  | 84 | 50 | 150 | 230 | 514 |  |  |
| Mushroom Patio Heater with propane for 8 hours |  | 5 |  |  | 13 | 18 |  |  |
| Turbo Heaters | Heater/Thermostat/Vent |  |  |  | 5 | 5 |  |  |
| Propane Tanks | 100Lb tanks | 1 |  |  | 5 | 6 |  |  |
| Tables | 8’ banquet | 70 | 170 | 442 | 80 | 762 |  |  |
| Tables | 6’ banquet | 110 | 115 | 180 | 95 | 500 |  |  |
| Patio Table - Plastic | 30" round |  | 30 | 30 |  | 60 |  |  |
| Patio Umbrella with Base | 6" square |  | 15 | 15 |  | 30 |  |  |
| Chairs (folding) |  | 360 | 600 | 1375 | 235 | 2570 |  |  |
| Chairs - Plastic Patio |  |  | 180 | 120 |  | 300 |  |  |
| Lights (400W) |  |  |  | 134 |  | 134 |  |  |
| Exit and Directional Signs | Lighted | 2 | 2 | 2 | 2 | 8 |  |  |
| Extension Cord (Single Tap) | 25’ |  |  | 5 |  | 5 |  |  |
|

|  |  |  |
| --- | --- | --- |
| Currency: Canadian. | **SUBTOTAL:** | **$** |
| **GST:** | **$** |
| **PST:** | **$** |
| **TOTAL:** | **$** |

**MARKETING INITIATIVE SUPPORT**

|  |  |
| --- | --- |
| **DESCRIPTION**  | **OFFER AMOUNT** |
| **Mayor’s Charity Gala ($5,000.00)** | **$-** |
| **Others:** |  |

 |

**Experience, Reputation and Resources:**

1. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

1. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion.

1. Contractors should identify and provide the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

1. Contractors should identify and provide the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Contractor should describe their sustainability initiatives relating to the environmental impacts. The environmental attributes (green) of their Goods and Services. Anticipated objectives (e.g., carbon neutral by 2015). Information pertaining to their environmental policies, programs and practices. Confirm that the Contractor complies with any applicable objective (use the spaces provided and/or attach additional pages, if necessary):

14. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Legal Name of Contractor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) |

SCHEDULE B - ATTACHMENT 1 – PRIME CONTRACTOR DESIGNATION

**LETTER OF UNDERSTANDING**

As per the requirements of the *Workers’ Compensation Act*, R.S.B.C. 2019, Chapter 1, Part 2, Division 4, Section 24 and 25 which states:

**Coordination of multiple-employer workplaces**

***24*** *In this section:*

“**multiple-employer workplace**” means a workplace where workers of 2 or more employers are working at the same time:

“**prime contractor**” means, in relation to a multiple-employer workplace,

(1) The prime contractor of a multiple-employer workplace must

(a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and

(b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulation in respect to the workplace.

(2) Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer’s workers at that workplace.

By signing this Agreement, the Contractor accepts all responsibilities of a prime contractor as outlined in the Workers’ Compensation Act, and WorkSafeBC OH&S Regulation.

As a Contractor signing this Prime Contractor Designation form with the City of Surrey (the “owner"), you are agreeing that your company, management staff, supervisory staff and workers will comply with the Workers’ Compensation Board (WCB) Occupational Health and Safety Regulation and the *Workers’ Compensation (WC) Act*.

Any WorkSafeBC OH&S violation by the prime contractor may be considered a breach of contract resulting in possible termination or suspension of the agreement and/or any other actions deemed appropriate at the discretion of the City.

Any penalties, sanctions or additional costs levied against the City, as a result of the actions of the prime contractor are the responsibility of the prime contractor.

The Contractor acknowledges having read and understood the information above.

By signing this Prime Contractor Designation form, the Contractor agrees as a representative of the firm noted below, to accept all responsibilities of the prime contractor for this project.

**The Contractor understands and accepts the responsibilities of the prime contractor designation in accordance with the *Workers’ Compensation Act* while contracted by the City of Surrey for project and will abide by all Workers’ Compensation Board Regulation requirements.**

Project File No.: 1220-040-2021-067

Project Title and Site Location: Rental of Tents and Other Event Supplies for City’s Major Events\_\_\_\_\_\_\_\_

Prime Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prime Contractor Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Telephone/Business Fax Numbers: Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person in Charge of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Responsible for Coordinating Health & Safety Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prime Contractor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return a signed copy of this memo to the City of Surrey, Finance Department, Procurement Services Section, 13450 – 104 Avenue, Surrey, British Columbia, V3T 1V8

If you have any questions, please contact the City of Surrey, Manager Occupational Health & Safety at 604-591-4658.

SCHEDULE B - ATTACHMENT 2 – CONTRACTOR HEALTH & SAFETY EXPECTATIONS

**RESPONSIBILITY OF CONTRACTOR(S)**

The City strives to maintain a safe work environment for employees and contractors and insists upon the enforcement of safe practices and procedures in all premises and in all work activities. It is essential that all contractors and their employees and sub-contractor(s) perform in the same manner. It is every employers and contractors responsibility to ensure that staff and public are protected from workplace hazards.

As a Contractor to the City of Surrey, you are expected to conform to the requirements of the Workers’ Compensation Act, the WCB Occupational Health and Safety Regulation and to all federal, provincial and local laws and regulations. The City of Surrey Building Owner, Project Manager, and the Manager, Occupational Health & Safety or designate have the authority to order an unsafe act to cease or to have an unsafe piece of equipment removed from the premises or, in extreme situations, to shut down a job entirely. Any City Employee that observes a safety infraction by a contractor performing work for the City should bring it to the attention of a manager immediately or Occupational Health & Safety (604-591-4131).

The following information is provided as typical City requirements, but does not relieve the Contractor from complying with all applicable local, provincial and federal laws, regulations and bylaws.

**PERSONNEL**

1. You are expected to inform your employees of any potential hazard in the workplace and advise of appropriate action to be taken should a hazard be found or a fire or accident occur.
2. Contractors will restrict persons invited on the premises to employees only. No families or friends are permitted.
3. The Contractor will advise the City of any on-site accidents involving the Contractor’s employees, or injuries to others caused by the Contractor’s business.

**SAFETY MANAGEMENT SYSTEM**

1. Contractors will ensure their employees utilize proper safety equipment and clothing as required for job site activities.
2. Contractors must follow and have on site proper written safe work procedures for hazardous work, e.g. Fall protection, confined space entry, hotwork, lockout, excavations and shoring, traffic management, etc.
3. Contractor must Identify workplace risk and implement suitable controls.
4. Contractor must provide safety training and education to staff and have training records available for review.
5. Contractor must have a health & safety program for its workers and sub-contractors
6. Contractor will provide appropriate First-Aid coverage for their workers and subcontractors.
7. Contractor must forward a weekly work task list prior to work commencement.
8. The qualified safety coordinator must participate in the City OHS Orientation or attend the Prime Contractor’s Orientation.

**WORK AREAS – CITY FACILITIES**

No work by contractors shall occur in any area without prior consent of the Department Representative, or his designated representative. Work during normal business hours of the City shall not create undue noise, smells or otherwise unduly disturb the work of City staff or the public. If an activity requires that a disturbance is likely, the contractor shall whenever possible only do that work outside normal business hours.

All activities that create a hazard (i.e. work from a ladder, removal of a floor tile, emission of VOC’s, etc.) to persons outside the contractor’s supervision shall have warning devices, delineation or barriers, sealed spaces, etc. as would normally be required to protect any person from that hazard.

**SAFETY ATTITUDE**

Your safety record and attitude are important criteria used to judge your qualification for future bidding on solicitations with the City.

You can help ensure employee safety and your eligibility for future business with the City if you exhibit and practice a “Safe Work - Safe City” attitude.

The City is concerned about the health, safety and wellbeing of all employees and contractors. It is essential we maintain a healthy, safe and productive work environment.



**All Employees & Contractors:**

It is everyone responsibility to:

* know and comply with WCB regulations and
* follow established safe work procedures
* immediately report any work related injury to his/her supervisor; and to the city representative
* not remain on the work site while his/her ability to work is in any way impaired
* report unsafe acts and conditions to their supervisor
* correct unsafe conditions immediately whenever it is possible to do so
* take reasonable care to protect your health & safety and the health and safety of other persons who may be affected by your act’s or omissions at work

An employee must refuse to work if continuing to do so would endanger the health and safety of the employee, fellow employees or others. The worker must immediately report the circumstances of the unsafe condition to his or her supervisor or manager. If the unsafe condition is not remedied or the issue is not resolved the Manager, Occupational Health & Safety must be contacted.

**A common sense approach usually resolves the issue.**

**GENERAL RULES**

1. For all secured worksites, contracted workers are required to sign in and sign out each day
2. (Access cards may be issued – a worker may need to provide an Identification document (i.e. Driver’s License) in exchange).
3. Personal protective equipment, as determined by the City, through consultation with the Contractors Health and Safety Representatives must be worn when and where required. (Hard Hats, Safety Footwear, Safety Vests and Safety Glasses must be worn on active construction sites. Hearing Protection must be worn when noise levels are above 85dBA.)
4. Horseplay, gambling and the use of alcohol or narcotics will not be tolerated.
5. No Smoking within 7.5M of a City owned buildings door exits, windows and vents.
6. Report **ALL** injuries to your supervisor immediately and notify the City’s site representative.
7. Report any unsafe conditions, including someone under the influence or hazards, which may allow an injury to occur to you, a fellow worker, or others on the worksite.
8. Report any property damage, regardless of how minor.
9. Restricted and controlled products will be labeled, used and stored in accordance with the associated regulations, e.g. WHMIS. Follow all procedural instructions when using or handling hazardous materials/controlled products and ensure that all containers of hazardous/controlled product materials are properly labelled and stored in designated areas.
10. Obey all posted signs and notices. Do not venture into areas that you are not authorized to enter.
11. Always use the correct posture when lifting and get assistance if the weight is excessive.
12. Do not work within the limits of approach to high voltage equipment.
13. If working at heights greater than 10 feet a Fall Protection system must be in place. The appropriate Fall Protection equipment must be worn at all times.
14. **Housekeeping (**Orderliness and good housekeeping are basic requirements and must be maintained at all times**):**
15. Aisles are to be kept clear at all times.
16. Individual work areas are to be kept clean and tidy.
17. All materials, tools, products and equipment are to be kept in their designated areas.
18. Liquid spills are to be cleaned up immediately to prevent slips and falls.
19. Accumulation of oily rags, combustible refuse or similar fire hazards will not be tolerated.
20. **Fire Prevention:**
21. Become familiar with Surroundings and emergency exit.
22. Ensure aisles and exits are not blocked at any time.
23. Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.
24. **Equipment Operation** (Any equipment, which could create a hazard, must be maintained in good condition):
25. Equipment must not be repaired, adjusted or operated unless by a "competent person" who understand the safe operating procedures.
26. Always be aware of the use and location of the "EMERGENCY STOP" button, if equipment is so equipped, before using the equipment.
27. Loose clothing, jewelry and long hair must be secured to prevent becoming entangled with equipment.
28. The Operator must check all safety devices on equipment before operation.
29. All equipment must be turned off and the appropriate "lock-out" procedure followed, prior to repairs, cleaning, adjustment or lubrication.
30. Radio/Walkman/I-pod Head phones are not allowed to be worn during regular work operations.
31. All ladders must be of an approved type and length. Unacceptable ladders must be removed immediately from the premises.
32. All vehicles and equipment on City property must be kept in safe mechanical condition at all times, and be operated only by persons with a valid driver’s license and/or proper training and qualifications.
33. Contractors will not operate any equipment, valves, switches, etc., which are part of the City’s operation, unless specific permission is received from the Department Representative.
34. **Ground Disturbance –**Every time you dig in the ground, with a shovel or mechanized equipment, you run the risk of loss of life or damage to property if you hit any of the many buried cables, conduits, gas or oil pipelines and/or other underground facilities that serve our city, **BC One Call Must be called and a ticket obtained prior to commencing any ground disturbance activities.**

|  |  |
| --- | --- |
| **Issued By:****Date:****Distributed:** | **Occupational Health & Safety Section - Contractor Coordination Program****Revised: January 14, 2015 Original: August 15, 2014****Via Email & Posted on Intranet: January 16, 2015: August 15, 2014** |

1. **This document does not replace the Workers’ Compensation Act or WorkSafeBC OH&S regulation. Each individual Contractor must have specific health and safety safe work rules and procedures that apply to their work tasks. Each Contractor must comply with the Workers’ Compensation Act and WorkSafeBC Occupational Health & Safety Regulation** **and to all federal, provincial and local laws and regulations. If a contractor is unable to comply they must bring this to the attention of their qualified safety representative and to the Prime Contractor safety representative immediately.**

**Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Please Print)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**