

# City of Prescott

## Invitation for Bids

**Trojan Technologies, Inc. UV3000plus Ultraviolet Disinfection System  
Ballasts, Lamps, Communications Control Board and Operator Interface**



## Standard Specifications and Bid Documents

**SOLICITATION NUMBER:** 7205855-0211

**BID OPENING:** February 17, 2011 at 2:00 PM  
City of Prescott Council Chambers  
201 South Cortez Street  
Prescott, Arizona 86301

**PREPARED BY:** City of Prescott Public Works  
Wastewater Treatment  
1500 Sundog Ranch Road  
Prescott, Arizona 86301

February 2011

City of Prescott  
Purchasing Services  
216 S. Marina Street, Suite 202  
Prescott, AZ 86303-3929

## Bid

### Trojan Technologies, Inc. UV3000plus Ultraviolet Disinfection System Ballasts, Lamps, Communications Control Board and Operator Interface

The City of Prescott is soliciting bids for the purchase of twenty four (24) electronic ballasts, forty (40) lamps, one (1) Communications Control Board or repair of existing and one (1) Operator Interface or repair of existing for a Trojan UV3000plus Ultraviolet Disinfection System. Sealed Bids [one (1) original and two (2) copies] shall be opened on February 17, 2011 at the time and place indicated in Section 2.2.

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## 1.0 Solicitation Specifications/Scope of Work

### 1.1 Introduction

- A. The City of Prescott owns and operates a 6.0 MGD Wastewater Treatment Facility that requires ultraviolet disinfection of the final effluent. The existing system is a Trojan Technologies, Inc. UV3000plus.
- B. The system consists of two banks of lamps, each bank containing 16 modules of eight lamps, regulated by 128 electronic ballasts. Power to each bank is distributed through a Power Distribution Center (PDC) which communicates with the System Control Center (SCC) via a Communications Control Board. The SCC utilizes a Type M Operator Interface consisting of a User Interface Board, Numeric Keypad and LCD Display which allows monitoring and control of the Disinfection System.
- C. It is the intention of the City to purchase twenty four (24) electronic ballasts, forty (40) lamps, one (1) Operator Interface or repair of existing and one (1) Communications Control Board or repair of existing.

### 1.2 General Specifications

- A. All parts and components specified or proposed in response to this bid invitation shall be designed for and compatible for use in a Trojan UV3000plus Ultraviolet Disinfection System.

### 1.3 Technical Specifications

- A. The electronic ballasts shall be Nedap Type 9554700, Trojan Technologies part number 915379 or equivalent and conform to the following:

Input: 220-277 VAC ~10%; 50-60 Hz; 2.3-1.8A; 500W  
Output: 2 X 240W

Ballasts must be the same size and type to allow installation into the Trojan UV3000plus System without modification.

- B. The UV lamps shall be Type GA64T6 Amalgam, low pressure, high intensity germicidal lamp, Trojan Technologies part number 302509 or equivalent and conform to the following:

Outside Diameter: ¾ inches (19mm)  
Inside Diameter: 11/16 inches (17 mm)  
Arc length: 58 inches (1475~10mm)  
Overall length: 62 inches (1562~3mm)

Lamps must be compatible with the Trojan UV3000plus Ultraviolet Disinfection System.

- C. The Communications Control Board shall be Trojan Technologies part number 931039-002 or equivalent and conform to the following:

Input: 230 or 277 VAC  
CCB Fuse: 5 Amp, 250V  
Serial Ports: RS232 (service port)  
RS422 /485 (to SCC)  
Inputs for: 2 analog  
UV Sensor(s)

I/O Ports: 20 digital (2 for Operational Mode Selector Switch, 1 for low water,  
(Plus spares)

Module Ports: 8/16/24/32 RS485

Serial Link: To RCB for power and communication

D. The Operator Interface shall be a Trojan Technologies part number 912184-001 or equivalent and conform to the following:

Power: 24 VAC input

Serial Communication: RS485 to I/O Board, available RS232 port for remote GUI, on board modem for remote monitoring.

Keypad 17 key cursor control and numeric keypad or touch screen

Display LCD

#### 1.4 Installation/Repairs

The Communications Control Board and Operator Interface shall be installed and/or repaired by the bidder or bidder's technician and shall be included in the bid price.

Electronic ballasts and lamps shall be installed by owner.

#### 1.5 System Test

The bidder and/or bidder's technician shall perform functionality test on the Communication Control Board and Operator Interface to ensure full and correct operation.

#### 1.6 Requirements, Codes and Regulations

The equipment supplied and installed shall meet the requirements of the NEC and all applicable local codes and regulations.

#### 1.7 Substitution

Proposed deviations from the specifications shall be treated as follows:

##### A. Substitution Time Requirement

Requests for substitutions shall be made a minimum of ten (10) days prior to bid date. Manufacturers catalog data shall accompany each request and authorized acceptance shall be by addenda only.

##### B. Substitution Responsibility

No substitutions shall be made without approval from the BUYER.

#### 1.8 Submittals

A. All component submittals shall include the following information:

1. Factory published specification sheet.
2. Manufacturers and dealers written warranty.

#### 1.9 Warranty

A. Warranties for all parts and equipment shall be industry standard or greater for all components.

#### 1.10 Qualifications

A. The manufacturer of the assembly shall be the manufacturer of the major components within the assembly.

B. For the equipment specified herein, the manufacturer shall be ISO 9001 or 9002 certified.

- C. The manufacturer of this equipment shall have produced similar electrical equipment for a minimum period of five (5) years. When requested by the User / Engineer, an acceptable list of installations with similar equipment shall be provided demonstrating compliance with this requirement.

1.11 Materials and Parts

All materials and parts comprising the unit shall be new and unused.

**2.0 Solicitation Process Requirements**

2.1 Proposal Attachments: At a minimum, the following information must be included in your proposal:

- A. Proposer shall define the capability of his organization to meet the intended objectives of this IFB. The responses should be specific and complete in detail.
- B. Warranty submissions. Submissions that are other than the national published warranty must be signed by the manufacturers Chief Executive Officer (CEO) to be accepted.

2.2 Proposal Evaluation: The following elements shall be used for evaluation:

- A. Overall specifications, drawings and pricing.
- B. Manufacturer's warranty and written performance guarantee.
- C. Manufacturer's qualifications.

2.3 Proposal Format: Proposals shall include:

- A. Current product literature which details a complete description of the ultraviolet disinfection equipment. It must include detailed physical, construction, performance, and warranty information, suitable for evaluation purposes.
- B. Communications with the City: All communications regarding this solicitation must be directed in writing to the Purchasing Division. Unless authorized by the Purchasing Manager, no other City official or employee is empowered to speak for the City with respect to this solicitation. Bidders are advised that the City shall not be bound by information, clarifications, or interpretations from other City officials or employees. Bidders are cautioned against contacting any City official or employee other than the Buyer for this solicitation. Failure to observe this requirement may be grounds for rejection of Bidder's bid. The City's buyer for this solicitation is:

Dawn M. Foster, Purchasing Manager  
City of Prescott  
Purchasing Services Division  
Fax: 928-777-1234  
E-mail: [purchasing@prescott-az.gov](mailto:purchasing@prescott-az.gov)

- C. Bid Alternatives: Bidders are NOT required to submit bids for all equipment. Bidders shall indicate which items are being proposed for bid. Any item not bid upon shall be clearly marked with "NO BID" on Form B, Price Sheet.

2.4 Schedule

2.4.1 **Solicitation Advertisement**

January 23, 2011

**Deadline for Questions and Requests for Addenda**

February 7, 2011 COB

2.4.2 **Deadline for Issuance of Addenda via fax or e-mail**

February 11, 2011 COB

2.4.3 **Bids Due [one (1) original and two (2) copies]**

February 17, 2011 2:00 pm

Purchasing Manager, City Hall

201 S. Cortez Street  
Prescott, AZ 86302

**2.4.4 Bid Opening**

February 17, 2011 at 2:00 pm

City of Prescott  
City Council Chambers  
201 S. Cortez Street  
Prescott, AZ 86302

**2.5 Letter of Interest**

Bidders wishing to receive addenda to this solicitation, answers to questions posed by other Bidders, and related information shall submit a Letter of Interest to the City's Buyer in person, by fax or email.

The purpose of the Letter of Interest is to ensure Bidders receive all solicitation addenda, answers to questions posed by Bidders, and other related information. The City will consider this letter as an interest to bid only, without further obligation to the Bidder. The Letter of Interest must designate the office, employee or agent who will be the Bidder's contact for all communications regarding this acquisition. The following information should be provided for this individual:

Name  
Title  
Company Name  
Mailing Address  
Telephone Number  
Fax Number  
Email Address

**2.6 Questions and Requests for Addenda**

Bidders who have questions about or suggestions for changes to this solicitation may direct them to the City's Buyer in writing by fax or email. Questions and requests for addenda must be received by the City's Buyer no later than the date and time listed in Section 2.2. Questions received after this time will not be considered or answered. Failure by a Bidder to request clarification of any inadequacy, omission or conflict shall not relieve the Bidder of the responsibility of being in compliance with the solicitation.

**2.7 City Answers and Addenda**

Changes to this solicitation will be made only by addenda issued by the City's Buyer and posted to the City website at [www.prescott-az.gov/business/bids](http://www.prescott-az.gov/business/bids). It is the bidder's responsibility to check the website for any addenda prior to submitting a bid. All addenda issued by the City shall become a part of the specifications of this solicitation, and will be made part of the resulting agreement.

**2.8 Proprietary Material**

A Bidder shall clearly mark any proprietary information contained in its bid with the words "proprietary information." Bidder shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a bid as proprietary may result in rejection of the bid. Bidders should be aware that the City is required by law to make its records available for public inspection. The Bidder, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation to advocate for non-disclosure in any forum or any liability to the Bidder in the event that the City must legally disclose these materials.

**2.9 Multiple Bids**

A Bidder may submit multiple bids for any solicitation however, each bid must be submitted separately (in its own complete package) from the others.

**2.10 Delivery of Bids**

Sealed bids [one (1) original and two (2) copies] must be received at the Office of the City Clerk, no later than the date and time listed in Section 2.2. The bids will be opened and read publicly in the Council Chambers at that time.

If the bid is delivered by the U.S. Postal Service, the bid should be addressed to:

Dawn Foster, Purchasing Manager  
City of Prescott  
PO Box 2059  
Prescott, AZ 86302

If the bid is delivered by an entity other than the U.S. Postal Service, the bid should be addressed to:

Dawn Foster, Purchasing Manager  
City of Prescott  
201 S. Cortez Street  
Prescott, AZ 86303

Bidder shall enclose bid [one (1) original and two (2) copies] in a sealed envelope. The envelope should identify the Bidder's name, mailing address, solicitation number and bid title. The City shall not consider late bids, telegraphic (fax) or telephone bids. Bidder is solely responsible for ensuring that bids are delivered on time. Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the deadline for receipt of bids. Bids received after the deadline will be returned unopened.

#### 2.11 Cost of Bids

The City shall not be liable for any costs incurred by Bidder in the preparation and submittal of a bid(s) in response to the solicitation or in the participation of any part of the acquisition process.

#### 2.12 Errors in Bids

Bidder is responsible for all errors or omission in their bids, and any such errors or omission will not serve to diminish their obligations to the City.

#### 2.13 Withdrawal of Bids

A bid may be withdrawn by written request of the Bidder prior to the bid due date and time listed in Section 2.2. No bid may be withdrawn for a period of 120 calendar days after the bid due date and time.

#### 2.14 Changes in Bids

Prior to the bid due date and time listed in Section 2.2, a Bidder may make changes to its bid provided the change is initialed and dated by the Bidder. Corrections and/or modifications received after the closing time specified will not be accepted.

#### 2.15 Rejection of Bids

The City reserves the right to reject any and all bids and to waive any immaterial defects and irregularities in bids.

#### 2.16 Disposition of Bids

All materials submitted in response to the solicitation, including samples, shall become the property of the City upon delivery to the City.

#### 2.17 Incorporation of Solicitation and Response in Agreement

This solicitation, including all attachments and addenda, and all promises, warranties, commitments and representations in the successful bid shall be binding and shall become obligations of the agreement.

**2.18 Protests**

Any protest of a notice that a bid is non-responsive must be filed by 5:00 p.m. on the third business day after such notification. All such protests shall be in writing, contain a complete statement of the grounds for protest, and be filed with the Purchasing Manager, PO Box 2059, Prescott, AZ 86302, FAX 928-777-1234. Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis or bases of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the City to perceived problems so that corrective action could be taken prior to the selection of the Apparent Successful Bidder(s). The City will not consider any protest based on items which could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing an agreement with any other bidder.

**2.19 Bid Submittal**

Bid [one (1) original and two (2) copies] must be sealed and the envelope must clearly indicate the information as described in Section 2.9. Bidder must fully complete and submit the following documents:

- Bid Form A – Bidder Response Cover Sheet
- Bid Form B – Price Sheet
- Bid Form C – Bid Certification
- Bid Form D – Non-Collusion Certificate

**3.0 General Bid Terms and Conditions**

- 3.1. Entire Agreement: This Bid, including all attachments referenced herein, constitutes the entire agreement between the City and the Vendor. The City's Invitation for Bid (IFB), all addenda to the IFB, and the Vendor's response to the IFB are explicitly included in this Bid. Where there is any conflict among or between any of these documents, the controlling document shall be the first listed in the following sequence: the most recently issued Bid amendment; the Bid; the most recently issued addendum to the City's IFB; the City's IFB; and the Vendor's response to the IFB.
- 3.2. Term: The term of this Bid shall commence on the date the City's Purchasing Agent signs the same and shall expire as stated within the Bid.
- 3.3. Freight: Prices include freight prepaid and allowed. The Vendor assumes the risk of every increase, and receives the benefit of every decrease, in delivery rates and charges.
- 3.4. Title: Prices are F.O.B. destination. Title to items and risk of loss remain with Vendor until City receives items at the delivery point.
- 3.5. Overages/Undergoes: Shipments shall correspond with the Bid; any unauthorized advance or excess shipment is returnable at Vendor's expense.
- 3.6. Schedule: Unless the City's Purchasing Agent requests a change in schedule, the Vendor shall deliver the items or render the services as stated in the Bid. At the City's option, the Vendor's failure to timely deliver or perform may require expedited shipping at the Vendor's expense, or may be cause for termination of the Bid and the return of all or part of the items at the Vendor's expense. If the Vendor anticipates difficulty in meeting the schedule, the Vendor shall promptly notify the City's Purchasing Agent of such difficulty and the length of the anticipated delay.
- 3.7. Payment: Invoices will be paid according to early payment discount terms, or if no early payment discount is offered, thirty (30) days after the City's receipt and acceptance of the goods or completion and acceptance of the services. Payment periods will be computed from either the date of delivery of all goods ordered, the completion of all services, or the date of receipt of a correct invoice, whichever

date is later. This section is not intended to restrict partial payments that are specified in the Bid. No payment shall be due prior to the City's receipt and acceptance of the items identified in the invoice therefore.

- 3.8. **Unlawful Overcharges:** The Vendor assigns to the City all claims for anti-trust violations and overcharges relating to items purchased by the City.
- 3.9. **Price Warranty:** The Vendor warrants that the prices for the items sold to the City hereunder are not less favorable than those currently extended to any other customer for the same or similar items in similar quantities. The Vendor warrants that prices shown on this Bid are complete, and that no additional charge of any type shall be added without the City's express written consent.
- 3.10. **Warranties:** The Vendor warrants that all goods are merchantable fit for the City's intended use; all goods comply with all applicable safety and health standards established for such products; all goods are properly packaged; and all appropriate instructions or warnings are supplied.
- 3.11. **Publicity:** The Vendor shall not advertise or publish the fact that the City has contracted to purchase items from the Vendor without the City's prior written approval.
- 3.12. **Proprietary and Confidential Information:** The Vendor acknowledges that the City is required by law to make its records available for public inspection, with certain exceptions. City staff believes that this legal obligation would not require the disclosure of proprietary descriptive information that contains valuable designs, drawings or formulas. The Vendor, by submission of materials marked proprietary and confidential, nevertheless acknowledges and agrees that the City will have no obligation or any liability to the Vendor in the event that the City must disclose these materials by law.
- 3.13. **Indemnification:** To the extent permitted by law, the Vendor shall protect, defend, indemnify and hold the City harmless from and against all claims, demands, damages, costs, actions and causes of actions, liabilities, judgments, expenses and attorney fees, resulting from the injury or death of any person or the damage to or destruction of property, or the infringement of any patent, copyright, or trademark, arising out of the work performed or goods provided under this Bid, or the Vendor's violation of any law, ordinance or regulation, except for damages resulting from the sole negligence of the City.
- 3.14. **Compliance with Law:** The Vendor, at its sole cost and expense, shall perform and comply with all applicable laws of the United States and the State of Arizona; the Charter, Municipal Code, and ordinances of The City of Prescott; and rules, regulations, orders, and directives of their respective administrative agencies and officers.
- 3.15. **Taxes:** The Vendor shall pay, before delinquency, all taxes, levies, and assessments arising from its activities and undertakings under this Bid; taxes levied on its property, equipment and improvements; and taxes on the Vendor's interest in this Bid.
- 3.16. **Adjustments:** The City's Purchasing Agent at any time may make reasonable changes in the place of delivery, installation or inspection; the method of shipment or packing; labeling and identification; and ancillary matters that Vendor may accommodate without substantial additional expense to the City.
- 3.17. **Amendments:** Except for adjustments authorized above, modifications or amendments to the Bid may only be made by a change order or by written document signed by or for both parties. Unless Vendor is otherwise notified, the City's Purchasing Agent shall be the City's authorized agent.
- 3.18. **Assignment:** Neither party shall assign any right or interest nor delegate any obligation owed without the written consent of the other, except Vendor may assign the proceeds of this Bid for the benefit of creditors upon 21 days advance written notice to the City.
- 3.19. **Termination:**
  - A. **For Cause:** Either party may terminate this Bid in the event the other fails to perform its obligations as described herein, and such failure has not been corrected to the reasonable satisfaction of the other in a timely manner after notice of breach has been provided to such other party.

- B. For Reasons Beyond Reasonable Control of a Party: Either party may terminate this Bid without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control such as but not limited to an act of nature; war or warlike operations; civil commotion; riot; labor dispute including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.
- C. Notice: Notice of termination shall be given by the party terminating this Agreement to the other not less than ten (10) working days prior to the effective date of termination.

#### **4.0 Standard Bid Information**

- 4.1. Default by Bidder: In case of default by the bidder, the City of Prescott may procure the items or service from other sources and may deduct from any monies due or that may thereafter become due to the bidder the difference between the price named in the Bid or purchase order and the actual cost thereof to the City of Prescott. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent.
- 4.2. Warranty: Manufacturer's warranties shall remain in effect. All equipment purchased shall be purchased from one (1) vendor. That one vendor shall be fully responsible for all warranty performance relating to any part of component of the purchased equipment. The vendor's responsibility shall include all warranty involving sub-contractors. The vendor shall supply a warranty on all parts and workmanship from the initial delivery date. The vendor shall guarantee further that the equipment to be supplied complies with all applicable regulations.
- 4.3. Litigation: The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court. Neither party shall be entitled to an award of attorneys' fees, either pursuant to the Bid or another other state or federal statute.
- 4.4. Cooperative Use of Bid: This Bid may be extended for use by other municipalities, school districts and government agencies in the State of Arizona with the approval of the contracted vendor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.
- 4.5. Brand Names: Brand names are only used for reference to indicate character or quality desired unless otherwise indicated.

#### **5.0 Instructions for Submittal Forms**

- 5.1. Form A - Solicitation Response Cover Sheet: Bidder shall complete, sign, and submit Form A as the first page of the bid package.
- 5.2. Form B - Price Sheet: Bidder shall complete, sign, and submit Form B.
- 5.3. Form C - Bid Certification: Bidder shall complete, sign, and submit Form C.
- 5.4. Form D - Non-Collusion Certificate: Bidder shall complete, sign, and submit Form D.

Form A – Solicitation Response Cover Sheet

**City of Prescott  
Solicitation Response**

Solicitation Number: 7205855-0211

Description: Trojan Technologies, Inc. UV3000plus Ballasts, Lamps, Communications Control Board and Operator Interface

Please note all that apply:

- Bid Total.....\$\_\_\_\_\_
- Addenda Number(s) Received (if any) .....\_\_\_\_\_
- Original Forms A through D plus two (2) photocopies

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone: (\_\_\_\_\_) \_\_\_\_\_

Business Contact: \_\_\_\_\_

Supplier Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form B – Price Sheet

Trojan UV3000plus Ballasts, Lamps, Communications Control Board and Operator Interface

<u>Item</u>	<u>Quantity</u>	
Trojan UV3000plus Ballasts	24	Unit Price \$ _____
Trojan UV3000plus Lamps	40	Unit Price \$ _____
Communication Control Board	1	Unit Price \$ _____
Operator Interface	1	Unit Price \$ _____
Labor (includes repairs, on site technician)		\$ _____
		Subtotal \$ _____
		Tax \$ _____
		Total \$ _____

Delivery after award of bid: \_\_\_\_\_ days (not to exceed 60 days)

Payment Terms: \_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2011

Form C – Bid Certification

**Bidder:** \_\_\_\_\_

**The Bidder hereby certifies the following:**

**C.1** That he/she has read The City of Prescott's solicitation documents, its appendices and attachments, and the following Addenda, and to the best of his/her knowledge, has complied with the mandatory requirements stated therein.

Addendum	Issue Date
_____	_____
_____	_____

**C.2** That he/she has had opportunity to ask questions regarding the solicitation, and that such questions having been asked, have been answered by the City.

**C.3** All specifications and requirements of this IFB have been met. Yes \_\_\_\_\_ No \_\_\_\_\_

Exceptions: \_\_\_\_\_  
\_\_\_\_\_

**C.4** That the Bidder's bid consists of the following:

1. Form A – Solicitation response package cover sheet
2. Form B – Price Sheet
3. Form C – Bid Certification
4. Form D – Non-Collusion Certificate

**C.5** That the Bidder's bid is valid for 120 days

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2011**

Form D – Non-Collusion Certificate

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

**The undersigned Bidder hereby certifies as follows:**

To the best of his/her knowledge, the person, firm, association, partnership or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a bid to The City of Prescott for consideration in the award of this solicitation.

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2011**