



**CONTRACTOR
PREQUALIFICATION
APPLICATION**

ATTACHMENTS TO APPLICATION

IN ORDER TO COMPLETE YOUR APPLICATION, IT IS VERY IMPORTANT THAT THE FOLLOWING ATTACHMENTS **BE PROVIDED WHEN YOU SUBMIT YOUR PREQUALIFICATION APPLICATION.**

- Affirmative Action Plan (If total number of employees is 50 OR MORE).
- Current Financial Statement (Balance Sheet) This must include Total Current Assets, Total Current Liabilities, Net Fixed Assets, and a cover letter from the accounting firm denoting the parameters of the statement (i.e. Audited, Compiled, Reviewed, or otherwise noted.)
- Articles of Incorporation or Copy of Board Minutes (if corporation)
- If applicable, submit copy of M/WBE Certification.

Checklist

- **Financials provided including a balance sheet and cover letter from Accounting firm.**
- **Two Reference sheets completed for each category that you are applying. (Make additional copies if necessary). At least two different references per category is required.**
- **Call your references and let them know that LWC will be contacting them, verify that you have correct address, telephone, fax, and email information for your reference.**
- **Complete and specific detail of work detail on reference sheet ensuring that the work detail meets or exceeds the requirements of the category as described in the category description. (If not enough space on the form, please attach additional sheets of paper).**
- **Do not send reference sheets to your references, LWC will send the request.**
- **Affirmative Action Plan (if total number of employees is 50 or more).**
- **Articles of Incorporation or Copy of Board Minutes (if corporation).**

Louisville Water Company will review your application. There is no guarantee on the turn around time for the review process. Once the review process is complete, your company will be sent a letter stating our decision on your application. Firms must be prequalified in the required prequalification categories indicated for the bid prior to bid opening.

Incomplete Applications or failure to respond to request for additional information shall result in application being returned to your firm for completion.

Please Submit Completed Application AND Attachments to:

If Firm Name Starts with Letter A-M	If Firm Name Starts with Letter N-Z
<p>Carol Lyons, C.P.M., A.P.P. Buyer Procurement Services Louisville Water Company 550 South Third Street Louisville, KY 40202 502-569-3600 ext. 2239 clyons@lwcky.com</p>	<p>Greta Howard, MSM Buyer Procurement Services Louisville Water Company 550 South Third Street Louisville, KY 40202 502-569-3600 ext. 2256 ghoward@lwcky.com</p>

LOUISVILLE WATER COMPANY

CONTRACTOR PREQUALIFICATION APPLICATION FORM

I. CONTRACTOR

Firm Name _____

Business Address _____

City, State, Zip _____

Business Phone Number _____ Business Fax Number _____

E-Mail Address _____ Fiscal Year End : _____

II. TYPE OF ORGANIZATION

- Corporation Incorporated in the State of _____
- Partnership In the Year _____
- Sole Proprietorship Years under present management _____

A. PRINCIPAL OFFICERS

POSITION (President, V-President, Secretary, Treasurer)

_____	_____
_____	_____
_____	_____

CONTACT PERSON (NAME)

CONTACT PERSON (PHONE #)

CONTACT PERSON (Email Address) _____

PARENT COMPANY OR RELATED SUBSIDIARIES:

C. EMPLOYEES AND PERSONNEL

Business Size = Small < 10 employees; Medium 10-50 employees; Large > 50 employees

TOTAL NUMBER OF EMPLOYEES _____ # PERMANENT FIELD EMPLOYEES _____

PERMANENT OFFICE STAFF _____ # SEASONAL FIELD EMPLOYEES _____

CONSTRUCTION MANAGEMENT _____

Please give names and brief description of qualifications of your construction personnel (experience, certification, licenses) to perform the type of work you are interested in performing for the Louisville Water Company.

A) _____

B) _____

C) _____

(Attach a separate sheet if more space is needed.)

CLASSIFICATION: Check all that apply.

_____ **MINORITY** A business that is at least 51% owned, controlled and operated by a minority group.

_____ **WOMEN** A business that is at least 51% owned, controlled and operated by a woman or women.

_____ **HANDICAPPED** A business that is at least 51% owned, controlled and operated by a handicapped person(s).

If you have been certified in one of the classifications above, please indicate the date and certifying agency in the spaces below.

DATE OF CERTIFICATION: _____
(Minority, Women, Handicapped Classification)

CERTIFICATION ON FILE WITH WHAT AGENCY?

- City of Louisville
- Metropolitan Sewer District
- Kentuckiana Minority Supplier Development Council
- Transit Authority of River City
- Other, Name _____

PLEASE ATTACH A CURRENT COPY OF YOUR CERTIFICATION.

III. CATEGORIES FOR PRE-QUALIFICATION

INDICATE TYPES OF SERVICE WHICH YOU ARE INTERESTED IN PERFORMING BY PLACING A CHECKMARK IN APPROPRIATE BOX(S) BELOW:

***** You MUST complete 2 (TWO) reference sheets for EACH category title checked. *****

(A) PIPELINE CONTRACTING

CATEGORY #	√BOX	CATEGORY TITLE
1	<input type="checkbox"/>	4" – 16" Ductile Iron Water Mains
2	<input type="checkbox"/>	4" – 16" PVC Water Mains
3	<input type="checkbox"/>	4" – 12" HDPE Water Mains
4	<input type="checkbox"/>	20" – 48" Ductile Iron Water Mains
5	<input type="checkbox"/>	16" – 60" Steel Water Mains
6	<input type="checkbox"/>	24" – 60" Prestressed Concrete Water Mains
7	<input type="checkbox"/>	1" & Smaller Water Services
8	<input type="checkbox"/>	1.5" & Larger Water & Fire Services
9	<input type="checkbox"/>	12" – 36" Boring
10	<input type="checkbox"/>	36" & Larger Boring/Tunneling
11	<input type="checkbox"/>	4" – 12" Cleaning & Cement Mortar Lining of Water Mains
12	<input type="checkbox"/>	12" – 72" Cleaning & Cement Mortar Lining of Water Mains
41	<input type="checkbox"/>	4" – 20" Water Main – Cathodic Protection

(B) GENERAL CONTRACTING

CATEGORY #	√BOX	CATEGORY TITLE
13	<input type="checkbox"/>	Heavy Construction
14	<input type="checkbox"/>	Building

(C) SERVICE CONTRACTING

CATEGORY #	√BOX	CATEGORY TITLE
15	<input type="checkbox"/>	Concrete & Masonry
16	<input type="checkbox"/>	Drainage & Sitework
17	<input type="checkbox"/>	Electrical
18	<input type="checkbox"/>	Mechanical
19	<input type="checkbox"/>	Paving

(D) BUILDING SERVICES

CATEGORY #	√BOX	CATEGORY TITLE
20	<input type="checkbox"/>	Architectural
21	<input type="checkbox"/>	Demolition
22	<input type="checkbox"/>	Elevator Repair & Replacement
23	<input type="checkbox"/>	Grounds
24	<input type="checkbox"/>	HVAC
25	<input type="checkbox"/>	Janitorial Service
26	<input type="checkbox"/>	Life Safety
27	<input type="checkbox"/>	Overhead Door Repair/Installation
28	<input type="checkbox"/>	Painting
29	<input type="checkbox"/>	Plumbing
30	<input type="checkbox"/>	Roofing
42	<input type="checkbox"/>	Landscaping

(E) ENVIRONMENTAL SERVICES

CATEGORY #	√BOX	CATEGORY TITLE
32	<input type="checkbox"/>	Asbestos Abatement (Inactive)
33	<input type="checkbox"/>	Remediation (Inactive)
34	<input type="checkbox"/>	UST Removal & Closure (Inactive)

(F) WATER TREATMENT/PUMPAGE/STORAGE

CATEGORY #	√BOX	CATEGORY TITLE
35	<input type="checkbox"/>	Electric Motor Rewind
36	<input type="checkbox"/>	Pump Renovation/Rebuild
37	<input type="checkbox"/>	Water Tank Demolition
38	<input type="checkbox"/>	Water Tank Coating
39	<input type="checkbox"/>	Water Tank Construction
40	<input type="checkbox"/>	Filter Rehabilitation (Inactive)

III. Category Descriptions

PIPELINE CONTRACTING

Category	Name	Components of this category / brief description of the type of work
1	4" – 16" Ductile Iron Water Mains	Must have water main experience; no drainage or sewer work will be accepted. Contractor should have experience with pressurized water main systems, complete with filling, flushing, pressurizing and de-chlorinating. Also includes the ability to install fire hydrants, valves, bends, etc. and the ability to tap the main.
2	4" – 16" PVC Water Mains	Must have water main experience; no drainage or sewer work will be accepted. Contractor should have experience with pressurized water main systems, complete with filling, flushing, pressurizing and de-chlorinating. Also includes the ability to install fire hydrants, valves, bends, etc. and the ability to tap the main.
3	4" – 12" HDPE Water Mains	Must have experience with High-Density Polyethylene Pipe installation. Contractor should have familiarity with direction drilling equipment and the HDPE fusing procedure. Contractor should have experience with pressurized water main systems, complete with filling, flushing, pressurizing and de-chlorinating. Also includes the ability to install fire hydrants, valves, bends, etc. and the ability to tap the main. Plus experienced with tapping HDPE pipe and installing thrust restraints.
4	20" – 48" Ductile Iron Water Mains	Must have water main experience; no drainage or sewer work will be accepted. Contractor should have experience with pressurized water main systems, complete with filling, flushing, pressurizing and de-chlorinating. Also includes the ability to install fire hydrants, valves, bends, etc. and the ability to tap the main.
5	16" – 60" Steel Water Mains	Must have water main experience; no drainage or sewer work will be accepted. Contractor should have experience with pressurized water main systems, complete with filling, flushing, pressurizing and de-chlorinating. Also includes the ability to install fire hydrants, valves, bends, etc. and the ability to tap the main. Plus, the contractor must be experienced with welding, fabricated fittings and cathodic protection.
6	24"–60" Pre-stressed Concrete Water Mains	Must have water main experience; no drainage or sewer work will be accepted. Contractor should have experience with pressurized water main systems, complete with filling, flushing, pressurizing and de-chlorinating. Also includes the ability to install fire hydrants, valves, bends, etc. and the ability to tap the main. Additionally, the contractor must have experience with thrust restraints and installing closures (tie-ins). Plus, the ability to have a concrete main tapped.
7	1" and Smaller Water Services	Must have experience installing water services and appurtenances, including tapping the main and setting the meter vault. In addition, the contractor should have the ability to bore or jack the service line.
8	1.5" and Larger Water and Fire Services	Must have experience installing water and/or fire services and appurtenances, including tapping the main and setting the meter vault. In addition, the contractor must have the ability to open-cut, bore or mechanical jack the service line and connect to the existing main. The contractor should be familiar with flanged fittings and concrete vaults.
9	12" – 36" Boring	The contractor must have experience with boring and receiving pits, welding, rock boring and/or auguring of 12"– 36" tunnels.
10	36" and Larger Boring / Tunneling	The contractor must have experience with boring and receiving pits, welding, rock boring and/or auguring of 36" or larger tunnels.
11	4" – 12" Cleaning and Cement Lining Water Mains	The contractor must have experience with cleaning and cement mortar lining of water mains of this size and with the installation of Ductile Iron fittings, gate valves and fire hydrants. In addition, the contractor should be familiar with the installation of temporary services and mains (6" and smaller).
12	12" – 72" Cleaning and Cement Lining Water Mains	The contractor must have experience with cleaning and cement mortar lining of water mains of this size and with the installation of Ductile Iron fittings, gate valves and fire hydrants. In addition, the contractor should be familiar with the installation of temporary services and mains (6" and smaller).

III. Category Descriptions (cont'd.)

GENERAL CONTRACTING

Category	Name	Components of this category / brief description of the type of work
13	Heavy Construction	Construction involving earthwork, concrete/masonry, steel, carpentry, mechanical, electrical, etc. using multiple products, services, and trades as described in Construction Specifications Institute Divisions 2 through 6, and Divisions 15 and 16.
14	Building	Construction involving work to deliver new structures, interior and exterior modifications, etc. using multiple products, services, and trades as described in Construction Specifications Institute Divisions 2 through 9.
41	4" – 20" Water Main – Cathodic Protection	Must have experience with the installation of cathodic protection systems. Contractor shall have experience retrofitting iron water mains by direct connection of sacrificial anodes complete with locating, excavation, welding, and restoration. Contractor shall have experience performing cathodic protection related electrical measurements including close interval continuity, interference, and anode performance. Contractor shall hold NACE CP-2 Cathodic Protection Technician certification or higher.

SERVICE CONTRACTING

Category	Name	Components of this category / brief description of the type of work
15	Concrete & Masonry	Construction involving concrete, concrete masonry units, reinforcement, finishing, etc. using products, services, and trades as described in Construction Specifications Institute Divisions 3 and 4.
16	Drainage & Sitework	Construction involving earthwork and water conveyance structures using products, services, and trades as described in Construction Specifications Institute Division 2.
17	Electrical	Construction involving electrical power supply, distribution, wiring, devices, fixtures, etc. using products, services, and trades as described in Construction Specifications Institute Division 16. Firm must be licensed in the County in which work is to be performed.
18	Mechanical	Construction involving mechanical process piping, pumps, valves, equipment, etc. used to produce potable water using products, services, and trades as described in Construction Specifications Institute Division 15. Special certifications may be required, for example work on pressure vessels. Work on or adjacent to hazardous materials may also occur.
19	Paving	Construction involving concrete, asphalt, and/or rock materials and surfacing to produce roadways using products, services, and trades as described in Construction Specifications Institute Division 2.

BUILDING SERVICES

Category	Name	Components of this category / brief description of the type of work
20	Architectural	Construction involving metals, doors, windows, hardware, etc. using products, services, and trades as described in Construction Specifications Institute Division 8.
21	Demolition	
22	Elevator Repair & Replacement	Products, services, and trades for repair and installation of personnel and freight elevators. Special certification/licensing may be required.
23	Grounds	Products, services, and trades required to provide commercial-grade grounds keeping work such as mowing, landscaping, snow removal, pest control, tree services.

III. Category Descriptions (cont'd.)

24	HVAC	Products, services, and trades required to repair, maintain, and install mechanical and electrical heating, ventilation, and air conditioning systems as described in Construction Specifications Institute Divisions 10 and 15, ranging from ambient air handling to ton chillers – BTU systems. Special certifications may be required, for example – work on pressure vessels.
25	Janitorial Service	Products, services, and trades required to provide commercial-grade cleaning services of company facilities, including administrative offices, kitchens, bathrooms, locker rooms, windows, etc.
26	Life Safety	Products, services, and trades required for provision, inspection, testing, repairing, replacing, etc. fire detection, protection, and suppression systems, security access and detection systems, signage and markings, etc as described in Construction Specifications Institute Divisions 10 and 13.
27	Overhead Door Repair/Installation	Products, services, and trades for repair and installation of powered and manual overhead entry doors.
28	Painting	Products, services, and trades required to provide architectural-grade painting using commercial coatings with minimal surface preparation, applied to such finishes as drywall, wood, concrete, etc. as described in Construction Specifications Institute Division 9.
29	Plumbing	Products, services and trades required to repair, maintain, and install plumbing and plumbing-related fixtures and appurtenances as described in Construction Specifications Institute Divisions 10 and 15. Firms must be licensed by Commonwealth of Kentucky.
30	Roofing	Products, services, and trades required to provide commercial-grade roofing and roofing appurtenance applications, including flashing, gutters, joint sealants, etc. for built-up roof systems, asphalt-shingled roofs, and slate/tile roofs as described in Construction Specifications Institute Division 7. Special certifications, such as manufacturer-certified contractor may be required.
42	Landscaping	Must have experience in constructing, maintaining, repairing, installing, or subcontracting the development of landscape systems and gardens and other areas which are designed to aesthetically, architecturally, horticulturally, or functionally improve the grounds within or surrounding a structure or a tract or plot of land. In connection therewith, a landscape contractor prepares and grades plots and areas of land for the installation of any architectural, horticultural and decorative treatment or arrangement.

WATER TREATMENT/PUMPAGE/STORAGE

35	Electric Motor Rewind	Products, services, and trades required to perform motor rewind and rehabilitation services for high-voltage, large horsepower electric motors ranging 480V-13,800V, up to 3000 horsepower.
36	Pump Renovation/Rebuild	Products, services, and trades required to perform renovation or rebuild of large potable water vertical – and horizontal – shaft pumping equipment, typically greater than 1400 gallons per minute (2 MGD) in pumping capacity. a) Less than 2,000,000 gallons b) Greater than 2,000,000 gallons
37	Water Tank Demolition	Demolition and removal of elevated and ground level steel tanks (typically water), including foundation, piping, appurtenances.
38	Water Tank Coating	Steel or concrete coating of elevated and ground-level storage tanks requiring industrial-grade surface preparation meeting SSPC (Society for Protective Coatings) standards, and application of high-performance industrial coatings using products, services, and trades as described in Construction Specifications Institute Division 9.
39	Water Tank Construction	Construction of elevated or ground-level steel, concrete, or composite-material storage tanks (typically water). May require history of project-specific construction experience.

IV. REFERENCE
SHEET #1

CONTRACTOR: You **MUST** provide **TWO** reference sheets for each job category you are applying for prequalification in that are checked on page 3A. Please make additional copies if necessary. Please complete the top half of the Reference Sheet, shaded section only. LWC will request that your references complete the bottom half. Thank you!

CATEGORY#: _____ **CATEGORY DESCRIPTION:** _____

REFERENCE INFORMATION

COMPANY NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 CONTACT NAME: _____ PHONE: _____
 FAX: _____ EMAIL: _____

CONTRACTOR INFORMATION (YOUR INFORMATION)

CONTRACTOR NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 JOB NAME: _____ JOB LOCATION: _____
 DURATION OF WORK: _____ FINAL CONTRACT PRICE: _____

DETAIL OF WORK PERFORMED: (PLEASE REFER TO THE COMPONENTS FOR THIS CATEGORY DESCRIBED ON PAGE 3B. IF YOU NEED MORE SPACE PLEASE ATTACH AN ADDITIONAL SHEET OF PAPER)

ATTENTION REFERENCE: We have received a request from the Contractor listed above to be included on our Prequalified Bidder's List for the category listed above. They indicate that they have performed work for your organization, giving your name as a reference. Please complete the "Contractor Evaluation Form" below to evaluate your experience with the Contractor and fax it to the **Louisville Water Company at FAX # 502-569-0815**. Thank you!

CONTRACTOR EVALUATION FORM

(Please Check)

- | | | | |
|---|-------------------------------|----------------------------------|-------------------------------|
| 1. Superintendent/Workmen | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 2. Equipment | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 3. Workmanship | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 4. Safety | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 5. Scheduling | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 6. Cooperation | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 7. Office Support | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 8. Adherence to Plans & Specs | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 9. Quality of Completed Projects | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 10. Ability to Complete on Time | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 11. How long have they worked for you (In Years): _____ | | | |
| 12. Would you use them again? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |

Comments: _____

COMPLETED BY: _____ DATE: _____

IV. REFERENCE
SHEET #2

CONTRACTOR: You **MUST** provide **TWO** reference sheets for each job category you are applying for prequalification in that are checked on page 3A. Please make additional copies if necessary. Please complete the top half of the Reference Sheet, shaded section only. LWC will request that your reference complete the bottom half. Thank you!

CATEGORY#: _____ **CATEGORY DESCRIPTION:** _____

REFERENCE INFORMATION

COMPANY NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 CONTACT NAME: _____ PHONE: _____
 FAX: _____ EMAIL: _____

CONTRACTOR INFORMATION (YOUR INFORMATION)

CONTRACTOR NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 JOB NAME: _____ JOB LOCATION: _____
 DURATION OF WORK: _____ FINAL CONTRACT PRICE: _____

DETAIL OF WORK PERFORMED: (PLEASE REFER TO THE COMPONENTS FOR THIS CATEGORY DESCRIBED ON PAGE 3B. IF YOU NEED MORE SPACE PLEASE ATTACH AN ADDITIONAL SHEET OF PAPER)

ATTENTION REFERENCE: We have received a request from the Contractor listed above to be included on our Prequalified Bidder's List for the category listed above. They indicate that they have performed work for your organization, giving your name as a reference. Please complete the "Contractor Evaluation Form" below to evaluate your experience with the Contractor and fax it to the **Louisville Water Company at FAX # 502-569-0815**. Thank you!

CONTRACTOR EVALUATION FORM

(Please Check)

- | | | | |
|---|-------------------------------|----------------------------------|-------------------------------|
| 1. Superintendent/Workmen | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 2. Equipment | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 3. Workmanship | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 4. Safety | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 5. Scheduling | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 6. Cooperation | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 7. Office Support | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 8. Adherence to Plans & Specs | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 9. Quality of Completed Projects | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 10. Ability to Complete on Time | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| 11. How long have they worked for you (In Years): _____ | | | |
| 12. Would you use them again? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |

Comments: _____

COMPLETED BY: _____ DATE: _____

VII. FINANCIAL INFORMATION

A. ATTACH A COPY OF YOUR CURRENT AUDITED FINANCIAL STATEMENT. This must include Total Current Assets, Total Current Liabilities, Net Fixed Assets, and a cover letter from the accounting firm denoting the parameters of the statement (i.e. Audited, Compiled, Reviewed, or otherwise noted.)

B. BANKING INFORMATION

<u>Name of Bank</u>	<u>Location/Branch</u>	<u>Contact/Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. CREDIT REFERENCES

<u>Name</u>	<u>Location</u>	<u>Contact/Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. PAST PERFORMANCE

YES/NO

- Have you at any time failed to complete a contract? _____
- Are there any judgments, claims or suits pending outstanding against you? _____
- Are you now or have you ever been involved in any bankruptcy or reorganization proceedings? _____
- Within the last five years, has any officer or partner of your organization been an officer or partner of another organization when it failed to complete a contract? _____
- Has your firm ever forfeited a Bid Bond, Performance Bond or Payment Bond? _____

E. BONDING CAPACITY

Total _____ Available _____

Bonding Company normally used _____

Bonding Agent: Name _____

Phone Number/Fax Number _____

Address _____

VII. SIGNATURE

The foregoing statements are true to the best of my knowledge.

Signed By: _____

Date _____

STATE OF]
] SS
COUNTY OF]

I, the undersigned notary public within and for the state and county aforesaid, do hereby certify that the foregoing instrument of writing was this day produced to me in said state and county by _____, and was acknowledged and delivered by (him/her) to be (his/her) act and deed.

WITNESS by my hand this _____ day of _____ 20 _____.

My commission expires _____ 20 _____.

Notary Public

If a corporation, attach a certified copy of minutes authorizing signer to represent corporation.

SUBMITTED BY: _____ DATE: _____