

City of Lynchburg
Procurement Division
900 Church Street
Lynchburg, Virginia 24504
Telephone No.: (434) 455-3970
Fax No.: (434) 845-0711

**Addendum for Invitation for Bids
Lynchburg Juvenile Services Group Home
2015-964**

Date: 3/4/2015
From: Lisa Moss, Buyer VCA
RE: Addendum No. 3

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Bidder shall indicate receipt of this Addendum and all previously issued Addenda on the Bid Form.

I – ADDITIONAL QUESTIONS SUBMITTED TO THE CITY OF LYNCHBURG:
(ADDENDUM PREPARED BY VIRGINIA A & E)

1. Question: Concrete Slab consists of 4-1/2" concrete over 3" granular fill on 10 mil polyethylene over 4" crushed compact stone reinforced with WWF 4x4 W4.0x W4.0 placed 1-1/2" clear from top of slab. Please define what material is to be used for the 3" granular fill.

Response: Granular fill may be compacted #21A or #21B stone.

2. Question: Is the Maintenance Shed (32 x 50) included in the base bid? Or any Alternate Price?

Response: No. The maintenance shed is future.

3. Question: Is the small strip of asphalt paving shown in front of the maintenance shed to be included in the base bid?

Response: No. The pavement area and maintenance shed are future.

4. Question: Sheet A101 and A610 show HM6 Sliding Window. Please provide specification for this product.

Response: Refer to Specification Section 088010, Transaction Window attached.

5. Question: Please advise Spec Section for Soundscape Blades? See Reflected Ceiling Plan A151 note "Soundscape Blades, Typ.". There are 30 of these shown.

Response: Refer to Specification Section 095113, Acoustical Panel Ceilings, Part 2.4 Acoustical Ceiling Units (ACU).

6. Question: Spec Section 102800, Page 5, 2.5 Childcare Accessories refers to Diaper-Changing Station R. I do not see this noted on A411 Enlarged Plans. Are we to furnish any diaper changing stations in the bid?

Response: No diaper changing stations are required. Refer to Section II – Additional Changes to the Contract Documents below for modification of toilet accessories.

7. Question: Can the AISC Certification be waived for this project?

Response: No. Maintain AISC Certification requirements for this project.

8. Question: Sheet G001 shows door signage mounting heights. Is door signage to be included in the base bid? If so, please provide a room signage schedule.

Response: Yes. Door signage shall be provided as part of the base bid. Signage shall include removable space number and removal space name that can be updated by the Owner in the future. Room signage schedule shall be developed by the contractor as part of the submittal process for Owner approval prior to fabrication of signage.

9. Question: Please confirm where Typical Reinforced Ductbank per detail on Sheet E501 will be required to be installed.

Response: Any areas where vehicular traffic is possible, as stated on the detail.

10. Question: After reviewing specifications for the standby generator/ATS for referenced project Cummins, we respectfully asks for clarification on the following items:

- a. Section 263213 Engine Generators, Pg 4 para 2.3 C: "...shall be classified as a class 96" ; 96 hrs of operation requires a large tank relative to the genset KW size ; plus the 133% tank capacity required b 2.5 F 2 = approx. 1667 gallons; Is it specifiers intent to require a tank of this large capacity?

Response: Provide a class 72, diesel fuel tank, per NFPA 110, meeting all requirements of UL 142, plus the 133% fuel tank capacity listed in Specification Section 263212 Part 2.5.F.

- b. Section 263213 Engine Generators, Pg 6 para G2: Specification says in reference to a critical grade silencer "...75 dbA or less" DbA measured at 25 ft; Further on Page 11 Para 2.9 Generator set enclosure; calls out sound attenuation but does not state a sound level requirement? Please clarify if you require overall noise level of 75 dba from 25 ft?

Response: Yes. Provide 75 dba at 25 feet.

- c. Section 263600 Transfer Switches, Pg 3 Para D: Is it specifiers intent for a Closed Transition Transfer switch for this application since closed transition adds appreciable cost?

Response: Yes. Provide closed transition.

11. Question: Is there is anyone that I should contact to be considered in the lighting specifications?

Response: We will consider any and all substitutions and equals during the submittal phase. Here is what it says at the bottom of our fixture schedule. THESE BASIS-OF-DESIGN LIGHT FIXTURES ARE LISTED TO NOTE SIZE, SHAPE, COLOR, AND PERFORMANCE. SUBSTITUTIONS SHALL BE APPROVED BY A/E.

12. Question: Can Kohler be added to the list of approved generators?

Response: Yes.

13. Question: In response to the question about work hours it mentions that work outside the building is not limited. Does this mean working weekends and holidays are okay?

Response: Weekend and holiday work is not prohibited; however, all time considerations and/or extensions, schedules, etc. shall remain based on a 5-day work week per the contract documents. Weekend work requires written notice to the Owner or Owner's representative no later than close of business Wednesday. Holiday work requires written notice to the Owner or Owner's representative 7 days in advance of the holiday.

14. Question: Will there be a change in times to visit the site since it snowed today and also the second day offered is the day the bids are due for GLTC and most everyone that attended the pre bid will be bidding that job.

Response: Contractors are also invited to visit the site on Thursday, March 5th, 2015 from 1 to 2 PM.

15. Question: Spec. Section 74213, Metal Composite Material:

a. The spec is calling for .118 (3 mm), the normal is 4 mm. Verify which to provide.

Response: 0.157 inch (4 mm). Refer to Section II – Additional Changes to the Contract Documents below.

b. Spec calls for panel to meet ASTM E119 and is only asking for a standard core, the ASTM E119 would require an FR core. Verify what to use.

Response: Delete reference to ASTM E119. Refer to Section II – Additional Changes to the Contract Documents below.

c. Are the panels to be radius or segment radius? Verify.

Response: Panels shall form a non-segmented radius where shown as radius on drawings. Refer to Section II – Additional Changes to the Contract Documents below.

d. What system, dry or wet, is to be used?

Response: Wet. Refer to Section II – Additional Changes to the Contract Documents below.

e. Panels, Spec Section 74213.19 and 74213.13: Do you have a basis of design for the 1-1/2” non-insulated metal panels, and for the 74213.13 panels?

Response: Basis-of-Design: Centria IW Series Concealed Fastener Profiles IW-10A or similar product from approved manufacturer. Refer to Section II – Additional Changes to the Contract Documents below.

16. Question: Is “Drivable Grass” an acceptable alternate to the Grass Pavers system currently shown on the drawings?

Response: Drivable Grass is an acceptable alternate to the Grass Paver system provided it meets or exceeds the weight requirements of the local fire department which is 75,000 lbs. Vendor will be required to confirm such as part of the submittal process.

17. Question: Please consider the following request for clarification regarding the mechanical/HVAC design requirements: Please confirm that hot gas reheat is required on each HVAC unit? Along with HVAC units achieving 17.5 SEER? It seems manufacturers cannot do both.

Response: Hot gas reheat for dehumidification is required for all units except RTU-1, which is an eFlex unit. The three 17+ SEER units (RTU-2,-3,-5) are not eFlex and we have confirmed with the BOD manufacturer that hot gas reheat is available with the indicated BOD models for RTU-2 through RTU-6.

18. Question: Would you consider changing the bid date for this? There has been one opportunity to visit the site and it snowed that day and covered the ground and the next opportunity is tomorrow but today is the last day for questions. We haven’t had the opportunity to walk the grounds and investigate what is actually there and compare it to what is shown on the plans because we cannot show up and walk them on our own and you can’t see anything because it has been snow covered. So really we are not allowed to submit any questions regarding what we might see tomorrow if the snow is gone. Also the second opportunity that is offered to visit the site is tomorrow from 1-2 and that is right before the city’s GLTC bid that based on the Pre Bid sign in sheet most of the same contractors are bidding so will there be another opportunity to visit the site added?

Response: The bid date will remain unchanged. Contractors are also invited to visit the site on Thursday, March 5th, 2015 from 1 to 2 PM.

19. Question: Is Sargent ASSA ABLOY an acceptable manufacturer for door hardware?

Response: Yes. Contractor must provide equals to products specified for approval during submittals.

20. Question: MTU Onsite Energy is not listed as an approved manufacturer. Would you allow me to bid the generator set for this project?

Response: Yes.

II – ADDITIONAL CHANGES TO THE CONTRACT DOCUMENTS

1. Refer to Elevations A, B, & C on Drawing S202. Contractor shall fill all voids where multiple cold formed sections are adjunct at lintels and supporting studs with spray foam insulation. Refer to Foamed-in-place insulation specification added below for spray foam insulation.

2. Specification Section 044313.13, Stone Masonry. Revise paragraph 2.1.B to read:

B. Meet Limestone Building Standards:

1. Absorption (ASTM C39): Not more than 12.5%.
2. Compressive Strength (ASTM C39): Not less than 3000 psi (23,426 kPa).
3. Splitting Tensile Strength (ASTM C39): Not less than 305 psi (2101 kPa).
4. R-value (ASTM C177): Not less than 0.75.
5. Fire Performance:
 - a. Flamespread (NFPA 258 or ASTM E662): 0.
 - b. Smoke Density (NFPA 258 or ASTM E662): 0.

3. Specification Section 072100, Thermal Insulation. Add paragraph 2.6 as follows:

2.6 FOAMED-IN-PLACE INSULATION

A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

1. CertainTeed Corporation.
2. Guardian Building Products, Inc.
3. Johns Manville.

B. Open-Cell Spray Polyurethane Foam: Spray-applied polyurethane foam using water as a blowing agent. Minimum density of 0.4 lb/cu. ft. (6.4 kg/cu. m) and minimum aged R-value at 1-inch (25.4-mm) thickness of 3.4 deg F x h x sq. ft./Btu at 75 deg F (24 K x sq. m/W at 24 deg C).

1. Surface-Burning Characteristics: Comply with ASTM E 84; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
 - a. Flame-Spread Index: 25 or less.
 - b. Smoke-Developed Index: 450 or less.
2. Fire Propagation Characteristics: Passes NFPA 285 testing as part of an approved assembly.

4. Specification Section 072100, Thermal Insulation. Add the following between paragraphs 3.8 and 3.9 and renumber paragraphs accordingly.

3.9 INSTALLATION OF FOAMED-IN-PLACE INSULATION

- A. Install in accordance with manufacturer's instructions. Product must be installed according to local code, and must be applied by a qualified applicator.
 - B. Apply insulation by spray method, to uniform monolithic density without voids.
 - C. Seal plumbing stacks, electrical wiring and other penetrations into attic to control air leakage.
 - D. Apply insulation to fill voids around doors and windows. Apply insulation to fill voids around accessible service and equipment penetrations.
 - E. Do not install spray foam insulation in areas where it will be in contact with equipment or materials with operating temperatures of 180 degrees F (82 degrees C) or greater.
 - F. Patch damaged areas.
5. Specification Section 074213.13, Formed Metal Wall Panels. Add paragraph 2.2.B.1 as follows:
- 1. Basis-of-Design: Centria IW Series Concealed Fastener Profiles IW-10A or similar product from approved manufacturer.
6. Specification Section 074213.23, Metal Composite Material Wall Panels. Delete paragraph 2.1.E Fire-Resistance Ratings in its entirety.
7. Specification Section 074213.23, Metal Composite Material Wall Panels. Revise paragraph 2.2.B.1 to read:
- 1. Thickness: 0.157 inch.
8. Specification Section 074213.23, Metal Composite Material Wall Panels. Add paragraph 2.2.B.4 as follows:
- 4. Panel Attachment System: Wet seal.
9. Specification Section 074213.23, Metal Composite Material Wall Panels. Add paragraph 2.2.C as follows:
- C. Metal Composite Panels shall form a non-segmented radius where shown as radius on drawings.
10. Specification Section 074213.23, Metal Composite Material Wall Panels. Add paragraph 2.3.F as follows:
- E. Aluminum Strip Soffit Vent:
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Lomanco, Continuous Soffit Vent Model 140 or comparable product by another manufacturer.
 - a. Length: 12 inches. Cut to fit gaps in Metal Composite Material Wall panels at locations indicated on 12/A312.
 - b. Width: 3.75 inches.
 - c. Material: Aluminum.
 - d. Finish: Match finish of Metal Composite Material Wall Panels.
 - e. Installation: Follow manufacturer's recommended installation instructions.
11. Specification Section 075323, Ethylene-Propylene-Diene-Monomer (EPDM) Roofing. Replace Section 075323 in its entirety with attachment.

12. Specification Section 076200, Sheet Metal Flashing and Trim. Add paragraphs 1.3.C and 1.3.D as follows:

- C. FM Approvals' Listing: Manufacture and install roof-edge flashings that are listed in FM Approvals' "RoofNAV" and approved for windstorm classification, Class 1-90. Identify materials with FM Approvals' markings.
- D. SPRI Wind Design Standard: Manufacture and install roof-edge flashings tested according to SPRI ES-1.

13. Specification Section 076200, Sheet Metal Flashing and Trim. Add paragraph 1.5.C as follows:

- C. Product Certificates: For each type of roof edge flashing that is SPRI ES-1 tested and FM Approvals approved.

14. Specification Section 076200, Sheet Metal Flashing and Trim. Add paragraph 1.9.B as follows:

- B. 20-Year, 90-MPH Performance Warranty: Manufacturer shall guarantee that a roof edge flashing system, when installed per manufacturer's instructions, will not blow off, leak, or cause membrane failure, even in wind conditions up to 90 mph, or the manufacturer shall at their opinion repair or replace their material.

15. Specification Section 077200, Roof Accessories. Replace paragraph 2.6 with the following:

2.6 ROOF WALKWAYS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Carlisle SynTec Incorporated.
 - 2. Firestone Building Products.
 - 3. Versico Incorporated.
- B. Source Limitations: Obtain recommended Roof Walkways and Roof Pavers from manufacturer of EPDM Roofing. Reference Section 075323.
- C. Construction
 - 1. Walkway Width: 30 inches.
 - 2. Wind Restraint: Provide wind restraint attachment to roof structure of size and spacing required to meet wind uplift requirements.
 - 3. Finish: Manufacturer's standard.

16. Specification Section 077200, Roof Accessories. Add the following between paragraphs 2.6 and 2.7 and renumber paragraphs accordingly.

2.7 ROOF PAVERS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Carlisle SynTec Incorporated.
 - 2. Firestone Building Products.
 - 3. Versico Incorporated.
- B. Source Limitations: Obtain recommended Roof Walkways and Roof Pavers from manufacturer of EPDM Roofing. Reference Section 075323.

C. Construction

1. Size: 2' x 2' pavers
2. Weight: 6 lbs/ft²
3. Water Surface Density: 60 lbs./cu. ft.
4. Tensile Strength: 107 psi
5. Elongation at Break: 165%
6. Tear Resistance: 33 lbs./in
7. Abrasion Testing: .75 g. loss
8. Weathering Resistance: 85% tensile retention, 100% elongation retention
9. Freeze/Thaw Cycling: No Deterioration

17. Specification Section 087100, Door Hardware. Revise paragraph 3.3 Door Schedule so that:

- A. Move Doors A105, A122, B100B, B110B, B120B, and B130B to Hardware Group No. 1 from Hardware Group No. 2.
- B. Move Doors A106B and A110B to Hardware Group No. 1 from Hardware Group No. 3.
- C. Remove Hardware Group No. 3.
- D. Move Doors A110A, A121A, A123B, A130A, A133, A134, A140, A143, A153, and A173 to Hardware Group No. 24 from Hardware Group No. 7.
- E. Move Doors A123A, A130B, and A152 to Hardware Group No. 15 from Hardware Group No. 7.
- F. Add Note to Hardware Group No. 15 to read:
NOTE: PROVIDE 4111 CUSH CLOSER AT DOOR A130B.
- G. Move Doors A144A, A145A, A148A, A151, A160A, A160B, A161B, A171, A172, A173, and A175 to Hardware Group No. 24 from Hardware Group No. 17.
- H. Remove Hardware Group No. 17.
- I. Change Hardware Group No. 20 to read as follows:

HARDWARE GROUP NO. 20: FOR USE ON MARK/DOOR #(S): A161A

QTY		DESCRIPTION	CATALOG NUMBER	FINISH	MFR
6	EA	HW HINGE	5BB1HW 4.5 X 4.5	652	IVE
1	SET	AUTO FLUSH BOLT	FB31P	630	IVE
1	EA	DUST PROOF STRIKE	DP2	626	IVE
1	EA	CLASSROOM LOCK	LV9070T 17A	626	SCH
1	EA	PRIMUS CORE	20-740-XP	626	SCH
1	EA	COORDINATOR	COR X FL	628	IVE
2	EA	MOUNTING BRACKET	MB	689	IVE
2	EA	SURFACE CLOSER	4111 CUSH	689	LCN
2	EA	KICK PLATE	8400 10" X 1" LDW B4E	630	IVE

- J. Add notes to Hardware Group No. 24 to read:

NOTE: PROVIDE 4111 CUSH CLOSER AT DOORS A110A, A121A, A123B, A130A, A140, A143, AND A173.

NOTE: PROVIDE 4111 HEDA CLOSER AT DOORS A144A, A145A, A148A, A151, A160, A160B, A161B, A171, A172, AND A172.

18. Specification Section 088000, Glazing. Replace Section 088000 in its entirety with attachment.

19. Add attached Specification Section 088010, Transaction Window.

20. Specification Section 102800, Toilet, Bath, and Laundry Accessories. Delete paragraphs 2.2.G, Vendor J and 2.2.H, Sanitary-Napkin Disposal Unit E in their entirety.
21. Specification Section 102800, Toilet, Bath, and Laundry Accessories. Add paragraph 2.2.J as follows:
 - J. Seat-Cover Dispenser R:
 1. Basis-of-Design Product: Bobrick Classic Series B-221.
 2. Mounting: Surface mounted.
 3. Minimum Capacity: 250 seat covers.
 4. Exposed Material and Finish: Stainless steel, No. 4 finish (satin).
 5. Lockset: Tumbler type.
22. Specification Section 102800, Toilet, Bath, and Laundry Accessories. Delete paragraph 2.5, Childcare Accessories in its entirety.
23. Provide the following relative to access control:
 - a. Provide rough-in per attached Door Access and Monitoring Layout sketch at the following doors: B100A, B110A, B120A, B130A, A104B, A100, A106A, A145B, A144B, A104A, A101B, B110C, and B130C. At doors B110C and B130C, provide an additional card reader rough-in and 4x4 junction box. Provide a 3/4" EMT conduit from each 4x4 box back to the security wireway in Room A142. Provide pull string within each conduit. Provide 120VAC circuit from Panelboard G to Altronix and iSTAR using 3#12 in 3/4" EMT conduit.
 - a. Provide C-Cure 9000 compatible iSTAR PRO 16-door wall-mounted access controller and compatible Altronix Power Supply in Room A142. iSTAR and Altronix to have internal 10-minute battery backup. Mount near security wireway and provide sixteen (16) 3/4" conduits or equivalent cross sectional raceway between wireway and iSTAR. Provide 15 HID proximity card readers (one at each rough-in) that are compatible with the C-Cure system in use by the City of Lynchburg.
 - b. Provide C-Cure compatible composite cable between iSTAR and each 4x4 junction box. Composite cable to include 6-conductor cable for card reader, 4-conductor cable for potential future Request-To-Exit device, 4-conductor cable for electric strike, and 4-conductor cable for potential future door status monitor. Terminate card reader and electric strike conductors at iSTAR end and at card reader and electric strike. Coil extra 4-conductor cables at both ends enough length for future connections. Connect DC power between Altronix power supply and iSTAR.
 - c. Owner will connect iSTAR to City-owned Ethernet. Owner has sufficient extra licenses for the 13 doors to be added. Owner has card making workstation and C-Cure 9000 server in place at other locations.
 - d. Provide configuration and testing for new doors and card readers and to add iSTAR to existing C-Cure 9000 server. Provide product submittals for iSTAR, Altronix, card readers, and composite cabling. Provide shop drawings for wiring connections between Altronix, iSTAR, card readers and electric strikes. Provide calculations for sizing of Altronix power supply and Altronix and iSTAR batteries.
24. Drawing A141: Provide crickets on upslope side of exhaust fan roof curbs. Provide roof walkways to each exhaust fan.
25. Drawings C110 and L100: Gravel path shall be constructed of 6" #21A compacted stone over geotextile fabric with 4x4 treated wood timbers continuous each side of path. Gravel path shall follow proposed grades with gradual steps constructed of 6x6 treated wood timber edging at face of step and stone fill for the remainder of the run. Minimum tread depth shall be 11".
26. Drawing A101 – PLANS:
 - a. Remove Splash Guards at all downspouts.

- b. Change door swings at all Living Unit Bedrooms and Closets to swing 180°.
27. Drawing A141 – ROOF PLANS
- a. Change Roof Hatch Location per attachment ASD 1.
 - b. Add note near all detail 15/A501, 17/A501, and 20/A501 callouts as follows:
DTL. @ CLERESTORY BELOW
28. Drawing A201 – ELEVATIONS
- a. Add General Note:
 - 1. PROVIDE VERTICAL CONTROL JOINTS IN MASONRY AND STONE VENEER AT A MAXIMUM SPACING OF 25' ON CENTER. LOCATE VERTICAL CONTROL JOINTS BEHIND DOWNSPOUTS TO THE GREATEST EXTENT FEASIBLE. PROVIDE A VERTICAL CONTROL JOINT AT ONE SIDE OF ALL BUILDING CORNERS WITH CONTROL JOINT LOCATED APPROXIMATELY 3' OFF THE BUILDING CORNER. SUBMIT CONTROL JOINT LOCATION PLAN WITH MASONRY AND STONE SUBMITTAL FOR REVIEW.
29. Drawing A312 – WALL SECTION/DETAILS
- a. Change detail 12 CURTAIN WALL HEAD DETAIL to show aluminum strip soffit vent per attachment ASD 6.
 - b. Add detail 2 CURTAIN WALL BASE SECTION with attachment ASD 2.
 - c. Add detail 7 METAL PANEL WALL BASE SECTION with attachment ASD 3.
 - d. Add detail 8 ROOF HATCH SECTION with attachment ASD 4.
 - e. Add detail 9 SLIDING WINDOW SILL with attachment ASD 5.
30. Drawing A313 – SECTION DETAILS
- a. Change Detail 2 ROOF TRANSITION @ LOBBY per attachment ASD 7.
31. Drawing A411 – ENLARGED PLANS
- a. Remove notes E and J from TOILET ACCESSORY SCHEDULE.
 - b. Add note R, SEAT COVER DISPENSER, TOP OF RECEPTACLE 30", to TOILET ACCESSORY SCHEDULE.
 - c. Change all E accessory notes to R at drawings 5, 9, and 11.
 - d. Remove all remaining E and J accessory notes and their corresponding detail lines from drawings.
32. Drawing A501 – PLAN DETAILS
- a. Add Detail 20 FIRE RATED CMU PARTITION @ CLERESTORY with attachment ASD 8.

ATTACHMENTS:

- 1. Door Access and Monitoring Layout Sketch (1 page)
- 2. SPECIFICATION SECTION 075323 – ETHYLENE-PROPYLENE-DIENE-MONOMER (EPDM) ROOFING (10 pages)
- 3. SPECIFICATION SECTION 088000 – GLAZING (11 pages)
- 4. SPECIFICATION SECTION 088010 – TRANSACTION WINDOW (1 page)
- 5. ASD 1. DRAWING 1/A141 ROOF PLAN (1 page)
- 6. ASD 2. DRAWING 2/A312 CURTAIN WALL BASE SECTION (1 page)
- 7. ASD 3. DRAWING 7/A312 METAL PANEL WALL BASE SECTION (1 page)
- 8. ASD 4. DRAWING 8/A312 ROOF HATCH SECTION (1 page)
- 9. ASD 5. DRAWING 9/A312 SLIDING WINDOW SILL (1 page)
- 10. ASD 6. DRAWING 12/A312 CURTAIN WALL HEAD DETAIL (1 page)
- 11. ASD 7. DRAWING 2/A313 ROOF TRANSITION @ LOBBY (1 page)
- 12. ASD 8. DRAWING 20/A501 FIRE RATED CMU PARTITION @ CLERESTORY (1 page)

Company Name: _____ Address: _____ Date: _____

Authorized Signature: _____ Title: _____

Print Name: _____ Telephone No.: _____

Fax No.: _____