



James City County Purchasing Office  
101-F Mounts Bay Road, Suite 300  
Williamsburg, VA 23185  
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**JAMES CITY COUNTY, VIRGINIA**  
**SEALED REQUEST FOR PROPOSALS**  
**12-4993**

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**Title:** MISCELLANEOUS SIGNAGE  
**Issue Date:** February 1, 2012  
**Due Date:** February 23, 2012, 2PM, local time at the Purchasing Office  
**Submit:** Original and six (6) copies  
**Inquiries:** Deborah Merritt-Ham, Senior Buyer phone (757) 253-6647

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**This public body does not discriminate against faith-based organizations.**

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In compliance with this SEALED Request for Proposals and subject to all the conditions thereof, the undersigned offers to furnish the goods/services requested and certifies he/she has read, understands, and agrees to all terms, conditions and requirements of this bid and is authorized to contract on behalf of the firm named below. By my signature on this solicitation, I certify that this firm/individual is properly licensed for providing the goods/services specified.

The Undersigned certifies that he (they) are the only person (persons) interested in said project and that it is made without connection with other persons submitting a proposal on the same scope of services; that the proposal is made without collusion, fraud, or reservation; that no official or employee of the Owner is directly or indirectly interested in said proposal, or any portion thereof.

PROPRIETARY INFORMATION YES ( ) NO ( )

Trade secrets or proprietary information is hereby submitted and identified. Reasons for protection and exclusion FROM the Virginia Freedom of Information Act (2.2 et seq.) is set forth below. (Additional sheet may be added if necessary.)

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12-4993 Request for Proposals

Miscellaneous Signage

Company Name: \_\_\_\_\_

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

Contractor License# \_\_\_\_\_ Type: \_\_\_\_\_

*State Corporation Commission ID #* \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement of Addendums: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

***CONTRACTOR CHECKLIST: The following items to be returned with this Request for Proposal:***

- 1) Page 2 of Cover Sheet (filled out)*
- 2) Vendor's Price Proposal*

**JAMES CITY COUNTY  
MISCELLANEOUS INTERIOR AND EXTERIOR SIGNAGE  
REQUEST FOR PROPOSALS 12-4993**

**I. PURPOSE**

James City County is seeks expressions of interest and qualifications for an annual contract to provided miscellaneous interior (door, office, directional, informational, etc) and exterior (directional, wayfinder, informational, etc.) signage on an as-needed basis. Such services may include, removal and replacement of existing signs, but not be limited to, furnish and installation of various signage. Note that installation shall be required on a variety of surfaces, including glass, concrete and brick. Services shall include furnishing all labor, materials, supplies, equipment, tools, and transportation necessary to perform the work.

The annual service contract shall not guarantee the successful contractor of a specified dollar value of work or limit the County's right to seek proposals and award other signage services to other than the selected firm. The County intends to award the contract to a single provider; however, the County reserve the right to make multiple awards from this solicitation should it be to the County's advantage, and/or utilize other providers for signage services. The resulting contract will be for one year; the contract may be renewed in increments of one year for an additional four years based upon mutual consent.

Questions regarding this request for proposals may be directed to Deborah Merritt-Ham, Senior Buyer via fax (757) 253-6753, or email: [dmerritt-ham@james-city.va.us](mailto:dmerritt-ham@james-city.va.us). ***All questions that are pertinent to the project will be answered in the form of an addendum which will be placed on James City County's website as indicated below, faxed, or provided by e-mail to all recorded holders of the sealed Request for Proposals.*** <http://www.jccEgov.com/purchasing/bids.html>

**II. Definitions:**

1. The term "Owner" used in this solicitation refers to James City County.
2. The term "Contractor" refers to the person or firm to whom an award is made to perform the work under the contract.
3. The term "Successful Offeror" means the proposer to whom the Owner (on the basis of the Owner's evaluation as herein provided) makes an award.

**III. BACKGROUND**

James City County has officially launched a new logo and updated look that will be used as the one common image for all County departments and serve as the visible symbol for the County's vision and values, philosophy and work culture. The logo was created and designed at no expense by County staff. The logo was inspired by the public art sculpture "Voyage", commemorating the 400th Anniversary of the founding of Jamestown and was commissioned in 2007 for Legacy Hall. The logo's design reflects the County's history and value of collaboration and forward movement as one unified group. More information on the design can be found on the website <http://www.jccegov.com/administration/branding.html>. The County's new brand will be implemented over several years and costs for the program will be no more than a few thousand dollars per year. Many materials will be updated at no added cost due to exhausting inventory or normal wear and tear.

The first phase of changes begins Feb. 1. Phase one will include an update and redesign of the County's website, letterhead and business cards and electronic or web based materials. Phase two, beginning March 1, will include the replacement of two major corridor entry signs, County Government Center signage on Mounts Bay Road, vehicle decals and logo replacement in the Board of Supervisors Board Room. Additional signage will be added as new or renovated buildings are opened.

#### **IV. FAMILIARITY WITH PROPOSED WORK**

It is the responsibility of the Contractor, by careful personal examination of the site, to satisfy himself as to the location of the work, worksite conditions, and the quality and quantity of the materials which will be required. The Contractor shall examine carefully the proposed Contract Documents and all other documents and data pertaining to the Project. Failure to do so shall not relieve a successful offeror of his obligation to perform as per the provisions of the contract. The Contractor shall not at any time after the execution of the contract, make any claims whatsoever alleging insufficient data or incorrectly assumed conditions, nor shall he claim any misunderstanding with regard to the nature, conditions or character of the work to be done under the Contract.

#### **V. SCOPE OF SERVICES**

The successful Contractor shall provide all labor, supervision, equipment, tools, materials, and incidentals necessary to furnish and install interior or exterior signage (See Attachment B, Sample Signage). James City County's Graphic Design Office will provide a full-color rendering for design and color replication as PDF. At a minimum, the contractor will provide the following services:

1. Provide full site survey per job.
2. The contractor shall advise the County of the need for services and shall furnish details of the project for which services are being solicited. The Contractor shall consult with the County on materials to be used, and make recommendations for a proposed scope of work. The contractor's proposal shall also include a detailed fee for services using rates established in the approved fee schedule along with a schedule for completing the service. Delivery of the finished product will vary depending upon the job type.
3. Compliance with any local, state or federal regulations pertaining to signage.
4. Contractor shall provide a designated contact person and/or method for working with the Graphic Design Office.

All new and replacement James City County signs shall be designed and constructed to provide a consistent image of the organization. Information on the specific layouts is available through the Graphic Design Office. *James City Service Authority and jointly funded entities such as the schools and the regional libraries are not included in these guidelines.*

The Graphic Design Office shall be consulted early in the design process. Following approval, Graphic Design will provide a full-color rendering for design and color replication to the sign vendor.

#### **VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

Proposals should contain the following information in the order listed below.

- 1) Overview of the firm, including the location of the office to perform the work. Provide a brief history of your firm and its experience in fabrication and installation of various signage for similar jurisdictions. Include experience with similar projects. List at least 3 relevant previous and/or current projects; detailed contact information for references should be included.

- 2) Provide a complete list and description of your company's fleet used to service James City County as well as a listing of equipment your company owns and operates to fabricate and install signage provided under the resulting contract.
- 3) Is your facility capable of fabricating all signage that will be called for or does your company have to subcontract or outsource its sign manufacturing and/or installation services? Explain.
- 4) Does your company have the capability to provide and install vehicle graphics, decals?
- 5) Describe you company's ability to provide site surveys and manufacturing services; explain your company policy on site visits and survey requests.
- 6) Description of company's efforts to minimize health, safety and environmental impacts from the products to be used. Address consideration of toxicity, VOC emissions, etc. in cleaning product selection. Address employee training to insure proper product usage, storage and waste disposal. Highlight any particular efforts made to address health and safety issues for workers, building occupants and the environment.

**One (1) original and six (6) copies of the proposal are due at the James City County Purchasing Office, 101-F Mounts Bay Road, Suite 300, Williamsburg, VA 23185 prior to 2:00 PM local time on February 23, 2012.** Request for Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the offeror.

It is the offeror's responsibility to clearly identify and to describe the products and services being offered in response to the RFP. Offerors are cautioned that organization of their response, as well as thoroughness is critical to the County's evaluation process. Proposals should be in 8 1/2" x 11" format and should be prepared simply and economically, providing a straight forward, organized, and concise description of the offeror's ability to meet the requirements of the RFP. The number of pages should be kept to a minimum. Emphasis should be on completeness and clarity of content.

## **VII. EVALUATION AND AWARD CRITERIA**

Selection of the successful offeror shall be based on the following criteria (20 points per criterion):

1. The firm's understanding of the project
2. Ability to provide satisfactory customer service and quality control as demonstrated by past experience with previous clients and firms comparable to James City County
3. Project Approach-How firm would accomplish the services as required
4. Experience and Qualifications
5. Pricing Scenario Sample, *Attachment D*

References may be contacted as part of the evaluation process.

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror.

Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

The Notice of Award shall be posted on the bulletin board for public notices in the Purchasing Office.

#### **VIII. PROPRIETARY INFORMATION**

Ownership of all data, materials and documentation originated and prepared for the County pursuant to this RFP shall belong exclusively to the Owners and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be publicly disclosed under the Virginia Freedom of Information Act; however, the offeror shall invoke the protection of this section prior to or upon submission of the data or other materials and must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of material after award is made should be stated by the offeror. Offerors should indicate on the Cover Sheet the portions of their proposal that are proprietary. Please list the page numbers and the reason(s). **Do not mark the whole proposal proprietary.**

#### **IX. POLICY REGARDING CONTACT AFTER PROPOSAL SUBMITTAL**

After the date and time established for receipt of proposals by the County, any contact, in regard to the proposal initiated by any offeror with any County official, other than the assigned Project Manager or Purchasing Office is expressly prohibited. Any unauthorized contact may be deemed grounds for disqualification of any offeror from further review.

Questions regarding this request for proposals may be directed to Deborah Merritt-Ham, Senior Buyer via fax (757) 253-6753, or email: dmerritt-ham@james-city.va.us. **All questions that are pertinent to the project will be answered in the form of an addendum which will be placed on James City County's website: <http://www.jccEgov.com/purchasing/bids.html>, and also mailed, faxed, or provided by e-mail to all recorded holders of the sealed Request for Proposals.**

#### **X. CONTRACTUAL AGREEMENT**

A contract shall be issued to the successful offeror. Termination of the contract shall be as described in the General Terms and Conditions. The negotiated fee schedule based on the Scope of Services, and terms and conditions contained herein

The offeror shall inform himself in full of the conditions relating to the performance of the contract. Failure to do so shall not relieve the successful offeror of his obligations to furnish Request for Proposals and resulting contract and to complete the Scope of Services outlined therein.

#### **XI. GENERAL TERMS AND CONDITIONS**

See Attachment A.

#### **XII. SPECIAL TERMS AND CONDITIONS**

**A. Precedence In Terms:** In the event of a conflict, the Special Terms & Conditions shall take precedence.

- B. Contractors Title To Materials:** No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any security interest, installment or sales contract or any other agreement or lien by which an interest is retained by the seller or is given to a secured party. The contractor warrants that he has clear title to all materials and supplies which he uses in the work or for which he accepts payment in whole or in part.
- C. Delivery And Storage:** It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials at the site during installation. The County will not assume any responsibility for receiving these shipments. Contractor shall check with the County and make necessary arrangements for security and storage space at the site during installation.
- D. Final Inspection:** At the conclusion of the work, the contractor shall demonstrate to the authorized County representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
- E. Warranty:** The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the County by any other clause of this solicitation. A copy of this warranty should be furnished with the proposal. At a minimum, all work shall be guaranteed by the contractor against defects resulting from the use of inferior materials, equipment, or workmanship for one (1) year from the date of final acceptance of the entire project by the County in writing.

The contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, in first class condition, and in accordance with the contract documents. The contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades. Defects discovered during the warranty period shall be corrected by the contractor to the County's satisfaction.

- F. Work Site Damages:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the County's satisfaction at the contractor's expense.

All private and public property distributed in the process of construction shall be restored to the condition existing prior to construction.

- G. Superintendence By Contractor:** The contractor shall have a competent foreman or superintendent, satisfactory to the County, on the job site at all times during the progress of the work. The contractor shall be responsible for all construction means, methods, techniques, sequences, and procedures, for coordinating all portions of the work under the contract except where otherwise specified in the contract documents, and for all safety and worker health programs and practices. The contractor shall notify the owner, in writing, of any proposed change in superintendent including the reason therefore prior to making such change.

**H. Use Of Premises And Removal Of Debris:** The contractor shall:

1. Perform his contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any contractor;
2. Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractor; and
3. Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
4. The contractor expressly undertakes, either directly or through his subcontractor(s), to effect all cutting, filling, or patching of his work required. The contractor shall not damage or endanger any portion of the work or premises, including existing improvements.

The contractor expressly undertakes, either directly or through his subcontractor(s), to clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly, and workmanlike appearance. No such refuse, rubbish, scrap material, and debris shall be left within the completed work nor buried on the building site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise as required by law.

5. The contractor expressly undertakes, either directly or through his subcontractor(s), before final payment, to remove all surplus material, false work, temporary structures, including foundations thereof, plants of any description and debris of every nature resulting from his operations and to put the site in a neat, orderly condition; to thoroughly clean and leave reasonably dust free all finished surfaces including all equipment, piping, etc. If a contractor fails to clean up at the completion of the work, the owner may do so and charge for costs thereof to the contractor.

**I. Safety**

In accordance with generally accepted construction practices, and the requirements for OSHA, the Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work. The requirement will apply continuously and not be limited to normal working hours. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

**J. Work Performance:** The Contractor shall perform the work in accordance with manufacturer's recommendations and specifications.

**K. Contractor's Insurance**

1. The Contractor shall purchase and maintain during the life of this contract such Comprehensive General Liability Insurance including product and completed operations liability insurance as will provide protection from Contractor's performance of the Work and Contractor's other obligations under the contract documents, whether such performance is by Contractor, or by subcontractor, by anyone directly or indirectly employed by any of

them, or by anyone for whose acts any of them may be liable and shall otherwise bear responsibility therefore. The Contractor further agrees that all limits will be made available which are excess of the amounts below:

A. Workers Compensation and Employers Liability

Coverage A - Statutory  
Coverage B - \$100,000/\$100,000/\$500,000

A broad form of all states endorsement should be attached.

B. Commercial General Liability Including Contractual and Completed Operations.

Limit of Liability \$1,000,000 Per Occurrence

C. Commercial Auto Liability Including Hired and Non-Owned Car Liability Coverage

Limit of Liability \$1,000,000 Per Occurrence

The Contractor shall purchase and maintain during the life of this Contract such commercial automobile liability insurance including employer's non-ownership liability and hired car liability insurance to protect him and any subcontractors performing work covered by this Contract from claims for damages, whether such operations be by him or any subcontractor, or by anyone directly or indirectly employed by either of them.

D. Excess Liability

Contractors have the option of meeting the insurance requirements above with a single primary policy or by providing evidence of an excess policy that, in addition to the primary policy, provides the coverage and meets the limit requirements of the coverage as specified in A, B, & C.

E. Self Insured Retentions, Deductibles and Aggregate Limits

All self insured retentions, deductibles and aggregate limits on any required insurance must be disclosed and approved by the James City County Risk Management Director.

2. The Contractor shall file with the Owner, as herein before required, satisfactory proof of acceptable insurance coverage. Such proof shall, unless otherwise required by the Owner, consist of the following:

A. Certificates of insurance on the insurance carrier's standard form indicating all policies required by law and the Contract documents. Certificates of insurance shall be furnished in a number of copies equal to the number of counterparts of the Contract documents executed. Contractor shall notify Owner immediately if Contractor receives notification of non-renewal or cancellation.

3. James City County and James City Service Authority shall be named as an Additional Insured on the Commercial General Liability per ISO 2010 on a primary basis. James City County's or James City Service Authority's Commercial General Liability shall not contribute in any loss payment insured under the Contractor's Commercial General Liability policy.

**L. Contractor Responsibilities:** Employees of the contractor must be able to work within a public setting without creating a disruption and conform to all policies, rules and regulations. Contractor shall require that their employees to be courteous at all times, not to use loud or profane language, and to work as quietly as possible. Contractor shall require that its employees shall not trespass, loiter, cross property to adjoining premises, or tamper with property not covered by the contract resulting from this solicitation.

It is the contractor's responsibility to have equipment of suitable type, and in proper condition to operate and maintain uninterrupted schedules.

It is the contractor's responsibility to follow schedules and instructions provided by designated County contacts.

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

**M. Preventive Maintenance:** The contractor shall provide necessary preventive maintenance, required testing and inspection, calibration and/or other work necessary to maintain the equipment in complete operational condition during the warranty period. The Contract should be able to provide a 4 hour response time to service system

**N. Labeling of Hazardous Substances:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by Section 1261 of Title 15 of the United States Code (U.S.C.) or "Pesticides" as defined in Section 136 of Title 7 of the United States Code, then the bidder/offeree, by submitting his bid/proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the bidder/offeree does not violate any of the prohibitions of Title 15 U.S.C. Section 1263 or Title 7 U.S.C. Section 136.

**O. Material Safety Data Sheets:** Material Safety Data Sheets and descriptive literature shall be provided for each chemical and/or compound offered.

**P. Items Included:** Contractor shall supply all equipment, labor, supervision, material, deliveries and incidentals required to perform the work as described. Contractor shall patch or repair any damage to walls or other surrounding surfaces so as to leave them in the condition found, including paint touch-up, sealing of holes, patching, etc.

**S. New Equipment**

Unless otherwise expressly stated in this solicitation, any equipment furnished under the contract shall be new, unused equipment.

**T. Contractual Agreement**

A contract shall be issued to the successful offeror. Termination of the contract shall be as described in the General Terms and Conditions. Depending upon the dollar threshold per job, James City County will utilize a Purchase Order or Purchasing Card based upon the negotiated Scope of Services, and terms and conditions contained herein.

The offeror shall inform himself in full of the conditions relating to the performance of the contract. Failure to do so shall not relieve the successful offeror of his obligations to furnish Request for Proposals and resulting contract and to complete the Scope of Services outlined therein.

**ATTACHMENT C**  
**SAMPLE MISCELLANEOUS INTERIOR AND EXTERIOR SIGNAGE CONTRACT**  
**CONTRACT NUMBER \_\_\_\_\_**

This AGREEMENT, dated this \_\_\_\_\_, by and between **JAMES CITY COUNTY** (a COUNTY organized and existing under the laws of the State of Virginia); and \_\_\_\_\_ (an individual trading under the above name), hereinafter called the **CONTRACTOR**.

WITNESSETH: The Owner and Contractor, for the consideration stated herein, agree as follows:

Scope of Work:

The Contractor shall perform all required work and shall provide and furnish all labor, materials, necessary tools, expendable equipment, utility and transportation service required to furnish and install required signage in strict accordance with the Plans and Specifications as referenced in **12-4993 Request for Proposals**, including any and all Addenda, and in strict compliance with the Contract Documents hereinafter enumerated.

It is understood and agreed that said labor, materials, tools, equipment and service shall be furnished and said work performed and completed under the direction and supervision of the Contractor and subject to the approval of the Owner or its authorized representative.

**Time of Performance**

The services of the Contractor are to commence on the date entered above and will continue until \_\_\_\_\_ .

If James City County elects to exercise the option to renew the maintenance contract for an additional year, subsequent renewal shall not exceed the percentage change from the previous 12 months based on the most recent available data for the Consumer Price Index (CPI-U), Table 10, Selected Local Areas, Washington, DC-MD-VA. Continuation of the contract shall be subject to allocation of funds for the work by the County Board of Supervisors.

Contract Price:

The Owner shall pay the Contractor as just compensation for the performance of this Contract, subject to any addition or deductions as provided in the Contract Documents, the unit and lump sum price per project as negotiated.

CONTRACTOR

JAMES CITY COUNTY

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT D (see PDF File @)**

**PRICE PROPOSAL SCENARIO**

**FOR: Request for Proposals 12-4993;  
MISCELLANEOUS SIGNAGE**

The undersigned hereby proposes to furnish all labor, equipment, and materials necessary to perform and complete the following items of work in accordance with this SEALED Request for Proposals and all of the Contract Documents.

New County Logo: The primary colors are **300**, **187** and **336**. The secondary color when at all possible is to be used as a background color whether it is on flags, signage, County vehicles or clothing. It is to be matched to Pantone **468** (beige).

James City County Sign, 48" x 36" sign w/ 6 x 6 posts

- Option 1: 1 1/2" urethane composite board sandblasted  
1-sided \_\_\_\_\_ two-sided \_\_\_\_\_
- Option 2: 1 1/2" urethane composite board routed  
One-sided \_\_\_\_\_ two-sided \_\_\_\_\_
- Option 3: 1 1/8" PVC Routed sign )  
One-sided \_\_\_\_\_ two-sided \_\_\_\_\_
- Option 4: Aluminum Sign  
One-sided \_\_\_\_\_ two-sided \_\_\_\_\_

Estimated Installation Cost: \_\_\_\_\_

My signature on this solicitation constitutes certification that I or my designated representative have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the County. By my signature on this solicitation, I certify that this firm/individual is properly licensed for providing the goods/services specified.

Legal Name of Person, Persons, or Corporation \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_