



City of Round Rock, Texas
Purchasing Division
221 East Main Street
Round Rock, Texas 78664-5299
www.roundrocktexas.gov

INVITATION FOR BID (IFB)

**PRINTED BUSINESS CARDS, ENVELOPES AND
LETTERHEAD**

SOLICITATION NUMBER 17-027

October 2017

PRINTED BUSINESS CARDS, ENVELOPES, AND LETTERHEAD

PART I GENERAL REQUIREMENTS

- PURPOSE:** The City of Round Rock, herein after “the City” seeks a bid from firms experienced in all goods, labor, and services necessary to provide printing services of business cards, envelopes, and letterhead for the City of Round Rock.
- SOLCITATION PACKET:** **This solicitation packet is comprised of the following:**

Description	Index
Part I – General Requirements	Pages 2 - 5
Part II – Definitions, Standard Terms and Conditions and Insurance Requirements	Page 5
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- AUTHORIZED PURCHASING CONTACT:** For questions or clarification of specifications, you may contact:

Oscar Wise, CTCM
Purchasing Technician
Purchasing Division
City of Round Rock
Phone: 512-218-5456
E-mail: Owise@roundrocktexas.gov

Or

Yvonne Hopkins, CTPM
Purchaser
Purchasing Division
City of Round Rock
Phone: 512-218-3228
E-mail: yhopkins@roundrocktexas.gov

The individuals listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to

solicitation opening without written approval of the City of Round Rock through the Purchasing Department.

4. **SCHEDULE OF EVENTS:** It is the City's intention to follow the solicitation timeline below.

EVENT	DATE
Solicitation released	October 9, 2017
Deadline for submission of questions	October 17, 2017 @ 5:00 PM, CST
City responses to questions or addendums	October 23, 2017 @ 5:00 PM, CST
Deadline for submission of responses	October 30, 2017 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing to the "Authorized Purchasing Contact" by 5:00 PM, CST on the due date noted above. A copy of all questions submitted and the City's responses to the questions shall be posted on the City's web page as an addendum at: <https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>

The City reserves the right to modify the Schedule of Events dates. Notice of date change(s) will be posted to the City's website at: <https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>.

5. **SOLICITATION UPDATES:** Bidders shall be responsible for monitoring the City's website at <https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

6. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on the due date noted in PART I, Section 4 – Schedule of Events. Mail or hand deliver sealed responses to:

City of Round Rock
Attn: Oscar Wise
Purchasing Department
221 E. Main Street
Round Rock, Texas 78664-5299

- 6.1 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "DO NOT OPEN".
- 6.2 Facsimile or electronically transmitted responses are not acceptable.
- 6.3 Responses cannot be altered or amended after opening.
- 6.4 No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 6.5 The City will not be bound by any oral statement or offer made contrary to the written specifications.
- 6.6 Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

7. **BIDDER RESPONSE REQUIREMENTS:** The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Bidders are encouraged to carefully read the entire solicitation.

Bidders shall submit one (1) evident signed "Original" and two (3) copies of the response requirements including any required attachments and one (1) electronic copy of the IFB response on a flash drive. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

For your bid to be responsive, the attachments identified below must be submitted with your proposal.

Attachment A: BID SHEET: The bid response shall be submitted on itemized, signed Bid Sheet provided in the solicitation packet. Failure to complete and sign the bid sheet may result in disqualification. If there is a conflict between the unit price and extended price, the unit price will take precedence. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

Attachment B: REFERENCE SHEET: Provide the name, address, telephone number and E-MAIL of at least three (3) valid Municipal, Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.

Attachment C: ADDENDUM ACKNOWLEDGEMENT FORM: Provide signed copy of the Addendum Acknowledgement Form or a signed copy of each issued addendum with bid upon submission.

8. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- 8.1 Purchase price;
- 8.2 Reputation of Respondent and of Respondent's goods and services;
- 8.3 Quality of the Respondent's goods and services;
- 8.4 The extent to which the goods and services meet the City's needs;
- 8.5 Respondent's past performance with the City;
- 8.6 The total long-term cost to the City to acquire the Respondent's goods or services;
- 8.7 Any relevant criteria specifically listed in the solicitation.

Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information.

9. **CONFIDENTIALITY OF CONTENT:** As stated in Section 16 of City of Round Rock Purchasing Definitions, Standard Terms and Conditions, all documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances

- 9.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
- 9.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

10. **CERTIFICATE OF INTERESTED PARTIES:** Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 "Certificate of Interested Parties" that is signed and

notarized for a contract award requiring council authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution. Link to Texas Ethics Commission Webpage:https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

PART II

DEFINITIONS, STANDARD TERMS AND CONDITONS AND INSURANCE REQUIREMENTS

1. **DEFINITIONS, STANDARD TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Bidder agrees that the City's Definitions, Standard Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of Bidders to stay apprised of changes. The City's Definitions, Standard Terms and Conditions can be viewed and downloaded from the City's website at: <https://www.roundrocktexas.gov/departments/purchasing/>

2. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth in Standard Insurance Requirements. The City's Standard Insurance Requirements document can be viewed and downloaded from the City's website at: <https://www.roundrocktexas.gov/departments/purchasing/> **OR** Insurance does not apply to this solicitation.

PART III

SUPPLEMENTAL TERMS AND CONDITONS

1. **AGREEMENT TERM:** The term of the awarded agreement shall begin from date of award and shall remain in effect for sixty (60) months.

2. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
 - 2.1 Be firms, corporations, individuals or partnerships normally engaged in providing business cards, envelopes and letterhead as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;

 - 2.2 Provide all labor, supplies and materials required to satisfactorily perform the services as specified herein and own or acquire at no cost to the City all construction aids, appliances, and equipment Respondent deems necessary and maintain sole responsibility for the maintenance and repair of Respondent's vehicles, equipment, tools and all associated costs. The City shall not be responsible for any Respondent's tools, equipment or materials lost or damaged during the performance of the services specified herein;

 - 2.3 Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process.

3. **SAFETY:** The City reserves the right to remove any employee from City property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations. The Respondent shall:

- 3.1 Ensure that all employees comply with all Occupational Safety and Health Administration (OSHA), State and City safety and occupational health standards and other applicable federal, state, and local health, safety, and environmental laws ordinances, rules and regulations in the performance of these services;
 - 3.2 Be held responsible for the safety of their employees and unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site. In case of conflict, the most stringent safety requirement shall govern;
 - 3.3 Indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines penalties and liability of every kind arising from the breach of the Successful Respondents' obligations under this paragraph.
4. **WORKFORCE:** Successful Respondent shall:
 - 4.1 Ensure Respondent's employees perform the services in a timely, professional and efficient manner;
 - 4.2 Ensure Respondent's employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent's employee;
 - 4.3 Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.
5. **PRICING:** The Bidder shall determine and submit a fixed cost for the work and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds and risk management. No separate line item charges shall be permitted for either response or invoice purposes.
6. **PRICE INCREASE:** Contract prices for business cards, envelopes, and letterhead shall remain firm throughout the initial twelve (12) month term of the contract. A price increase to the agreement may be considered on the anniversary date of the Contract each year and shall be equal to the consumer price index for that year, but at no time can the increase be greater than 15% for any single line item.
 - 6.1 **Consumer Price Index (CPI):** Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average (January through June OR July through December); and each (January through June OR July through December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi/>.
 - 6.2 **Procedure to Request Increase:**
 - 6.2.1 Mail the written price increase request with the rate detail comparison and comprehensive calculation and any supporting documentation to the designated City Contract Specialist a minimum of 45 days prior to the annual Contract anniversary date. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:

**City of Round Rock
Purchasing Department
Attn: Contract Specialist
221 East Main Street
Round Rock, TX 79664-5299**

6.2.2 Upon receipt of the request, the City reserves the right to either, accept the escalation and make change to the purchase order within 30 days of the request, negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.

7. PERFORMANCE REVIEW: The City reserves the right to review the awarded respondents' performance anytime during the contract term.

8. ACCEPTANCE/INSPECTION: Acceptance inspection should not take more than five (5) working days. The awarded respondent will be notified within the time frame if the services delivered are not in full compliance with the specifications. In the event the services are not performed to the satisfaction of the City; the vendor shall agree to reperform services to specification at no additional cost to the City. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere and the vendor may be charged liquidated damages.

9. SAMPLES – EXACT REPLICA:

9.1 The Bidder shall submit an exact replica of the goods to be provided per the specification contained herein. This sample shall be provided within five (5) working days after request by the City.

Send samples to the City at the following address:

**City of Round Rock
Purchasing Department
Attn: Contract Specialist
221 East Main Street
Round Rock, TX 79664-5299**

9.2 All products provided to the City under this solicitation will be evaluated or tested and must meet all requirements of the specification, regardless of whether all requirements are to be evaluated or tested.

9.3 Samples will be provided at no cost to the City, will be retained by the City, and may be used for use in assuring compliance with materials specifications after award. Failure to supply samples when requested shall subject the Offer to disqualification from consideration for award.

10. MATERIALS SPECIFICATIONS / DESCRIPTIVE LITERATURE:

10.1 If a solicitation refers to a Qualified Products List (QPL), Standard Products List (SPL) or a manufacturer's name and product, any Offeror offering products not referenced in the solicitation must submit as part of their Offer materials specifications/descriptive literature for the non-referenced product. Materials specifications/descriptive literature must be identified to show the item(s) in the Offer to which it applies.

10.2 Materials specifications/descriptive literature are defined as product manufacturer's catalog pages, "cut sheets" applicable tests results, or related detailed documents that specify material construction, performance parameters, and any industrial standards that are applicable such as ANSI, ASTM, ASME, SAE, NFPA, NBS, EIA, ESL, and NSA. The submitted materials specifications/descriptive literature must include the manufacturer's name and product number of the product being offered.

10.3 The failure of the materials specifications/descriptive literature to show that the product offered conforms to the requirements of the Solicitation shall result in rejection of the Offer.

10.4 Failure to submit the materials specifications/descriptive literature as part of the Offer may subject the Offer to disqualification from consideration for award.

11. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services/goods needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
12. **WORKFORCE:** Successful Respondent shall:
 - 12.1 Ensure Respondent's employees perform the services in a timely, professional and efficient manner;
 - 12.2 Ensure Respondent's employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent's employee;
 - 12.3 Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.
13. **PERMITS:** The Successful Respondent shall verify and obtain all necessary permits, licenses, and/or certificates required by federal, state and local laws, ordinances, rules or regulations for the completion of the services as specified if required for the project.
14. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/bids>.
15. **POST AWARD MEETING:** The City and Successful Bidder(s) may have a post award meeting to discuss, but not be limited to the following:
 - 15.1 The method to provide a smooth and orderly transition of services performed from the current contractor;
 - 15.2 Provide City contact(s) information for implementation of agreement.
 - 15.3 Identify specific milestones, goals and strategies to meet objectives.
16. **POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**
 - 16.1 **Contractor's point of contact:** In order to maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.
 - 16.2 **The City's designated representative:** The City's designated representative shall be:

Monique Adams
Assistant to the City Manager
Administration
Phone: 512-218-3234
E-mail: madams@roundrocktexas.gov

PART IV **SPECIFICATIONS**

1. **Purpose**
The City of Round Rock requests printing services for letterhead, envelopes, and business cards.
2. **Product Printing Requirements by Department**
 - 2.1 **Police Department** – Business cards will be printed 2 sided. Business cards shall include the City of Round Rock Police department logo with employee's name, title, phone numbers, and fax numbers, etc. Printed Envelopes shall be peel strip. Envelopes shall be a Business A-10. Stock shall be 24# Sirius. Envelopes shall include the City of Round Rock logo and department names with return addresses. Letterhead is not required for PD. **(Please see Exhibit A for details.)**
 - 2.2 **Sports Center** – Business cards will be printed 2 sided. Business cards shall include the City of Round Rock logo with employee's name, title, phone numbers, and fax numbers, etc. Printed envelopes shall be a peel strip envelope. Stock shall be 24# Sirius. Envelopes shall include the City of Round Rock logo with Department name and return addresses. Letterhead is not required for the Sports Center. **(Please see Exhibit B for details.)**
 - 2.3 **Mayor's Office** – Business cards shall be printed 1 sided. Stock shall be 80# Sirius, Neenah Starwhite Cover. Envelopes are not required for the Mayor's office. Printed letterhead shall be 70# Sirius Starwhite Text. Letterhead shall include the City of Round Rock logo with header and footer. **(Please see Exhibit C for details.)**
 - 2.4 **All City Departments** – Business card stock shall be 80# Sirius, Neenah Starwhite Cover. Business cards shall include the City of Round Rock logo with employee's name, title, phone numbers, and fax numbers, etc. Printed envelopes shall be peel strip. Printed Envelopes shall be Business A-10. Stock shall be 24# Sirius, Neenah Starwhite. City departments will also require a 10 x 13 peel strip envelope. Envelopes shall include the City of Round Rock logo and Department name with return address. Printed letterhead stock shall be 70# Sirius, Neenah Starwhite Text. Letterhead shall include the City of Round Rock logo with header and footer. **(Please see Exhibit D for details.)**
 - 2.5 Business cards, envelopes and letterhead shall not be pre-printed. No shells.
3. **Contractor's Responsibilities**
Successful Respondent shall:
 - 3.1 Ensure Respondent's employees perform the services in a timely, professional and efficient manner;
 - 3.2 Ensure Respondent's employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent's employee;
 - 3.3 Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.
4. **DELIVERY REQUIREMENTS:** Respondent shall deliver the printing within seven (7) to ten (10) calendar days after receipt of the order. Delivery shall be to specified destination on Purchase Order. All deliveries shall be within the City limits.
5. **SERVICE REQUIREMENTS:** Respondent shall:
 - 5.1 Be located within a twenty five (25) mile radius of the City of Round Rock;

6. PACKAGING:

- 6.1 Envelopes - One box shall contain 500 envelopes.
- 6.2 Letterhead - One box shall contain 1,000 letterhead sheets.
- 6.3 Business Cards - shall be order in on box of 250 or one box of 500 business cards.
- 6.4 Vendor to specify any minimum order requirements for each item.

7. PRINTING SERVICES: Respondent is directed to Attachments A, B, and C and Exhibits A, B, C and D for specific guidelines to be used in the printing of business cards, envelopes, and letterhead.

- 7.1 **ARTWORK:** City shall provide successful Respondent a digital file of any necessary artwork. Successful Respondent shall provide typesetting and layout services as needed.

**ATTACHMENT A
BID SHEET**

1. **ATTACHMENT A – BID SHEET** is posted in Solicitation Documents for IFB No. 17-027 Printed Business Cards, Envelopes and Letterhead in an Excel format on the City of Round Rock website at:

<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>

- 1.1 To be considered responsive, Attachment A – Bid Sheet must be completed, signed by an authorized representative, and returned by the deadline date indicated in Part I, Section 4 – Schedule of Events.
- 1.2 The Respondent, by submitting and signing Attachment A – Bid Sheet, acknowledges that he/she has received and read the entire document packet sections defined above, including all documents incorporated by reference, and agrees to be bound by the terms therein.
- 1.3 To do business with the City of Round Rock you must be registered with the City's Vendor Database. To register, go to: <https://roundrock.munisselfservice.com/Vendors/default.aspx>.
- 1.4 By the signature affixed on Attachment A-Bid Sheet, the Respondent hereby certifies that neither the Respondent nor the entity represented by the Respondent, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the response made to any competitor or any other person engaged in such line of business."
- 1.5 The Respondent agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and the amounts shown on bid sheet.
- 1.6 The agreement or purchase order resulting from this solicitation may qualify for Inter-local or Cooperative Contracting (Piggybacking) per the terms and conditions outlined in this solicitation.

**ATTACHMENT B:
BIDDERS REFERENCE SHEET**

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ **DATE:** _____

Provide the name, address, telephone number and **E-MAIL** of at least three (3) valid Municipal, Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.

1. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: ()

2. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: ()

3. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: ()

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

**ATTACHMENT C:
ADDENDUM ACKNOWLEDGMENT FORM**

NOTE: If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

Addenda Acknowledgment: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ **Date:** _____