



**City of O'Fallon**  
**Concession Beverages Service**  
**Request for Proposals #24-091**

**CITY OF O'FALLON, MISSOURI**

**REQUEST FOR PROPOSALS**

**RFP NUMBER 24-091**

**Concession Beverages Service**

**November 1, 2024**

INCLUDED ARE:

Proposal Instructions

Terms and Conditions

Scope of Work/Services

Proposal Form

Affidavits (Worker Eligibility, Anti-Collusion)

**CITY OF O’FALLON, MISSOURI**

**PROPOSAL INSTRUCTIONS**

**PURPOSE**

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified companies capable of providing concession beverages for the City of O’Fallon.

This RFP provides prospective companies with sufficient information to enable them to prepare and submit proposals for consideration by the City of O’Fallon (City) to satisfy the needs as outlined in the scope of work.

**SCHEDULE OF ACTIVITIES**

Release and advertisement of RFP:	November 1, 2024
Deadline for submission of questions:	November 6, 2024, at 12:00 P.M. CST
Proposal submission deadline:	November 20, 2024, at 12:00 P.M. CST

**PROPOSAL SUBMISSION**

Sealed proposals must be received by the City of O’Fallon, Missouri; Purchasing Office, 100 North Main Street; O’Fallon, Missouri 63366 prior to November 20, 2024, at 12:00 P.M. (prevailing central time). Each proposal shall consist of one original (identified as such) and one electronic copy on flash/thumb drive of the complete proposal. The file submitted on flash/thumb drive shall include all attachments and signatures, where applicable.

It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Office, prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt of proposals will not be opened or considered.

Proposals will be opened and evaluated in private by City staff. A public opening will not be held.

To make delivery of proposals for this project, the delivery vendor or bidder may hand deliver the proposal during City Hall hours of Monday – Friday 8:30 am – 4:30 pm. Mailed proposals are accepted with regular mail service each day.

Proposals must be clearly identified as a proposal for the City of O’Fallon, Missouri “**RFP # 24-091 Concession Beverages Service**” and shall show such information on the outside of the proposal packet. Proposals will not be accepted by facsimile or email transmittal. *Do not staple or submit bid in any type of binder; binder clips are acceptable.*

**QUESTIONS**

All questions must be submitted in writing to Christine Grabin, Purchasing Agent, no later than 12:00 P.M. (CST) on November 6, 2024, via email [CGrabin@ofallonmo.gov](mailto:CGrabin@ofallonmo.gov). The City will only respond, via addendum, by the end of day on November 8, 2024 to questions from Respondents. Answers to questions will only be distributed via addendum and posted on our website [https://www.ofallonmo.gov/services/business\\_services/bid\\_opportunities.php](https://www.ofallonmo.gov/services/business_services/bid_opportunities.php)

**AMENDMENTS TO RFP**

In the event it should be necessary to revise any portion of this RFP, addenda will be provided to all proposers who received the original RFP from the City of O’Fallon. This does not relieve the submitting company the responsibility of regularly checking the City website listed below for

updates regarding any addenda associated with this proposal request. Addenda are available on our website at: [https://www.ofallonmo.gov/services/business\\_services/bid\\_opportunities.php](https://www.ofallonmo.gov/services/business_services/bid_opportunities.php)  
If you received this RFP by means other than the bid system, you must furnish your company name, address, and telephone number to the Purchasing Agent identified in the Proposal Instructions section in order to receive any addendum to this RFP. Proposers shall acknowledge receipt of each addendum issued in the space provided on the RFP form.

END OF PROPOSAL INSTRUCTIONS

## CITY OF O'FALLON, MISSOURI

### TERMS AND CONDITIONS

#### **QUALIFICATIONS:**

All companies shall be licensed, insured, and bonded and shall furnish satisfactory evidence to the City that they have previously performed/provided the types of services as specified below.

#### **LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES:**

Firm shall conform to all rules, regulations, ordinances, laws, or directives set forth by the City of O'Fallon and/or the State of Missouri.

#### **LAW GOVERNING:**

All State of Missouri and/or Federal Laws shall be hereby specifically made a part of this contract as set forth herein.

#### **NON-DISCRIMINATING:**

The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

Firm shall comply with Section 285.525 – 285.550 RSMo regarding enrollment in a federal work authorization program. **A signed, notarized affidavit (attached) and supporting documentation affirming enrollment in a federal work authorization program must be submitted with proposal. Failure to comply with this provision may result in rejection of proposal.**

#### **E-VERIFY:**

Company shall be E-Verify compliant and shall provide documentation to support this requirement within the proposal including the memorandum of understanding (MOU) and the electronic signature page completed in its entirety.

#### **METHOD OF AWARD / SELECTION:**

The proposals will be evaluated by the City. A response summary of proposals will be available by contacting Christine Grabin, Purchasing Agent. The response summary will only include the names of the companies that submitted proposals that were delivered by the required RFP submittal date and time. Until award of the contract, the Responses shall be held in confidence and will not be available for public review.

#### **TERMS/CANCELLATION AND DAMAGES:**

This contract may be terminated by either or both parties upon thirty (30) days written notice or upon mutual agreement of both parties.

If the City, because of the Vendor's breach, terminates this Contract, the City shall have the right to purchase service elsewhere and to charge the Vendor with any additional cost incurred.

Notwithstanding the above, the Vendor shall not be relieved of any liability to the City for damages sustained by the City by virtue of any breach of this contract by the Vendor and the City may withhold any payments to the Vendor until such time as the amount of such damages due the City from the Vendor shall be determined.

## **AWARD REQUIREMENTS:**

Once the City is prepared to award the contract to the selected company, the company will need to provide the following documents to the City.

- Signed contract agreement
- Current certificate of insurance

Once all of these items are received and fully executed, then the City will issue the Notice to Proceed.

It is the desire of the City to award a single contract for the entire scope of services outlined in this request for proposals. All proposals are subject to staff analysis. The City of O'Fallon reserves the right to accept or reject any and all proposals received.

## **CONTACT WITH CITY OF O'FALLON PERSONNEL:**

As specified above, all contact with the City should be channeled through the Purchasing Agent. No contact with other City employees, officials, or City Council members is to be made by responding proposers throughout the entire process.

## **RESPONSE MATERIAL OWNERSHIP:**

All proposals become the property of the City of O'Fallon, Missouri upon receipt and will only be returned to the proposer at the City's option. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP. Disqualification of a proposal does not eliminate this right.

## **PROPRIETARY INFORMATION:**

All material submitted in response to this RFP will become public record and will be subject to inspection after an Intent to Award notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request and approval by the City Clerk. Neither cost or pricing information nor a total proposal will be considered proprietary.

## **CONFIDENTIALITY:**

The Vendor agrees that it will not permit the disclosure or duplication of any information received from the City or stored on City systems unless such disclosure or duplication is specifically authorized in writing by the City, or as required by law.

The City agrees that it will not disclose or duplicate any information designated in advance by the Vendor as "Confidential/Proprietary" information to any person (other than City personnel who must have access to such information) unless such duplication, use or disclosure is specifically authorized in writing by the Vendor or is required by law. The term "Confidential/Proprietary" does not include ideas, techniques, or concepts that are in the public domain.

## **EVALUATION RIGHTS:**

The City reserves the right to: a) reject any or all proposals, or to make no award, b) require modifications to initial proposals, c) make partial or multiple awards, or d) further negotiate costs submitted in proposals. The City reserves the right to award the contract in any manner deemed in the best interest of its citizens.

**REJECTION OF PROPOSALS:**

The City of O’Fallon, Missouri reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the City to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exception to the Scope of Work must be identified in the proposal.

**INCURRING COSTS:**

The City of O’Fallon, Missouri shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

**SUBMISSION OF PROPOSALS AND SUPPLEMENTAL MATERIALS:**

Proposals shall be submitted to the Purchasing Office. If supplemental materials are required or requested, then they must be submitted to the Purchasing Office as part of the proposal. Supplemental materials will not be accepted after the proposals have been opened, unless requested by the Purchasing Office. Submission or distribution by the company of unsolicited supplemental materials to City employees or Officials may result in rejection of the proposal.

**DISCRIMINATION POLICY:**

The City of O’Fallon advises the public that it does not discriminate against any person on account of race, color, religion, creed, sex, age, ancestry, or national origin, and that such nondiscrimination is extended to procurement of materials and/or the provision of municipal services.

**WAIVER:**

The City reserves the right to waive any variances from the original RFP in cases where the variances are considered to be in the best interest of the City.

**INSURANCE:**

The firm or company that is awarded a contract shall maintain during the life of the agreement and furnish to the City the appropriate Professional Liability, Commercial General Liability, and Workers Compensation insurance certificates listing the City of O’Fallon as an “Additional Insured” during the Term of the Agreement, and a copy of such “Additional Insured” endorsement must accompany the certificate.

**INDEMNITY:**

The Vendor shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Vendor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise.

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the City, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Vendor shall likewise be liable for the cost, fees and expenses incurred in the City's or the Vendor's defense of any such claims, actions, or suits.

**PAYMENT TERMS AND CONDITIONS:**

The City's payment terms are Net 30 days. The City is exempt from Missouri sales and use taxes and will not pay taxes for any product or service. A copy of the City's tax-exempt certificate shall be presented to the firm or company that is awarded a contract.

**Inquiries concerning this Request for Proposals shall be directed to:**

Christine Grabin  
Purchasing Agent  
City of O'Fallon, Missouri  
100 North Main Street  
O'Fallon, Missouri  
Phone: (636) 379-5527  
[CGrabin@ofallonmo.gov](mailto:CGrabin@ofallonmo.gov)

END OF TERMS AND CONDITIONS

## **CITY OF O’FALLON, MISSOURI**

### **RFP NUMBER 24-091**

#### **SCOPE OF SERVICES**

The City of O’Fallon, Missouri, is soliciting sealed proposals from qualified companies to furnish, deliver, and/or install for the City, Concession Beverage Services. The term of the agreement is for a three-year period for the calendar years of 2025, 2026, and 2027 with an option to renew for two (2) additional one (1) year periods. Items and services for this proposal are FOB City Concession Stands and other facilities located in O’Fallon, Missouri.

It is estimated the annual gross sales for the City concession Stands will be in excess of three hundred thousand dollars (\$300,000) annually, however the City does not represent or guarantee the annual gross sales will reach any specified amount.

#### **CONCESSION BEVERAGE SERVICES:**

“Concession Beverage Services” means the providing of beverage services and possibly recyclable products as described in this request, provided that the City may, in its sole discretion, select one Bidder to provide beverage services and one Bidder to provide recyclable products. Recyclable products should be plastic with recyclable numbers 1, 2, 3, 4, 5, and 7. Please note that #6 recyclables will not be recognized.

#### **OPERATION OF CITY CONCESSION STANDS:**

The City Concession Stands will be open on a daily basis in conjunction with scheduled activities.

The Renaud Center (“RC”) is a year-round operation. The RC concession stand is open 3 – 7 pm/weekdays and 11 am – 5 pm/weekends.

Alligator Creek Aquatic Center is a seasonal facility, and the Alligator Creek concession stand operates from Memorial Day weekend through Labor Day from 12 – 6 pm/daily.

The Ozzie Smith Sports Complex and Westhoff Park concession stands operate from the last two weeks of March through the last week of October from 5 – 10 pm/weeknights and 8 am – 10 pm/weekends.

The Sports Park Concession Stands operates from the first week of April through the second week of June and the last week of August through the first week of November from 8 am – 3 pm/Saturdays.

#### **SPECIAL EVENTS:**

The City of O’Fallon Parks and Recreation Department also manages various special events during the year. Please note that this agreement will not prohibit outside food and beverage vendors from providing other beverages at special events.

#### **HERITAGE AND FREEDOM FEST:**

Bid must also include the donation of 40 or more cases of soft drinks for Heritage and Freedom Fest. Company will receive event marketing valued at the cost of the in-kind donation. Exact product and marketing inclusions to be determined with event staff on an annual basis.

**USE OF EQUIPMENT:**

All equipment required for the providing of Concession Beverage Services, including but not limited to, premix fountain machines, one- and two-door coolers, and vending equipment shall be included in the prices quoted.

**SCOPE OF SERVICES**

The Vendor selected should offer their Concession Beverage Services at an affordable cost and include any additional incentives that may include, but are not limited to:

1. Merchandising boards, pricing menu boards and other promotional displays or items (such as t-shirts, water bottles, towels, etc.)
2. Radio advertising (minimum of 15 second tags)
3. Sports equipment/advertising
4. Special promotions and donations of monies (annually), product (cans and/or bottles) and services (taste testing booths at special events)
5. Recycling/trash barrels
6. Banner support and/or clocks
7. Fourth of July sponsorship (including, but not limited to, purchased product, donated product,)
8. Beverage dispensing equipment necessary to dispense products at the city locations.
9. Beverage refrigeration equipment necessary to keep products at the city locations cool.
10. Rebates payable to the City of O’Fallon for “X” amount of bottled beverage purchased/sold by case.

**RESPONSIBILITY FOR CHARGES TO THE CITY:**

The City will assume all of the following costs without charge to the Contractor:

1. Telephone (local service)
2. Utilities, heat, and water
3. Maintenance and repairs of buildings (existing electrical, plumbing and HVAC systems)
4. Painting
5. Trash and refuse disposal
6. Pest control

**FURNITURE, FIXTURES AND EQUIPMENT:**

The Vendor shall provide and maintain proper and adequate furnishing, fixtures, and equipment of the types/styles suitable to serve the public in a proper manner.

**DELIVERY**

The City requests product delivery to occur Tuesday through Thursday prior to 11am.

**TERMINATION OF AGREEMENT:**

The City may terminate the Agreement at any time during its term by giving sixty days written notice of such intent to terminate and setting forth in such notice a specific termination date. The Vendor may terminate this Agreement by giving written notice of sixty days however the Vendor may not terminate prior to the end of November of any calendar year. In the event this Agreement is terminated or is not renewed, Vendor shall continue to provide the Concession Beverage Services set forth in the Agreement to the same standard through the termination date or the end of the contract term, whichever the case. Upon termination or non-renewal, Vendor shall account to the City with respect to all matters outstanding and shall cooperate fully in an orderly transition of services with all written requests by the City.

**AMENDMENT DUE TO CHANGE IN CIRCUMSTANCES:**

In the event that the City opens new concession stands, the Agreement may, at the sole discretion of the City, be amended so as to include the additional Concession Stands.

**FINALITY:**

The Agreement with appendices constitutes the entire agreement between the parties and supersedes all prior oral representations or agreements, if any. The Agreement may not be altered or amended except by a subsequent writing signed by both parties.

**COMPLIANCE:**

The Vendor shall comply with all federal, state and local laws, ordinances, rules, and regulations relative to the performance of the Agreement and shall procure and maintain all necessary licenses and permits. The City agrees to cooperate as may be reasonably necessary in order to enable Vendor to comply with this provision.

**CONTRACTOR FURNISHED EQUIPMENT:**

Vendor furnished equipment for the performance of the Agreement shall be free of conditions which violate the Occupational Safety and Health Act or its applicable standards.

**TERMINATION - FAILURE TO PERFORM:**

In the event that the Vendor shall fail to carry out or comply with any of the covenants, conditions, and agreements as stated herein, the City may notify the Vendor of such failure or default and demand that the same be remedied within ten days; and, in the event of the failure of the Vendor to so remedy the same within said period, the City shall thereupon have the right to cancel and terminate the Agreement without further notice to the Vendor, and shall be entitled to pursue legal remedies to seek redress.

**BILLING TO THE CITY:**

The City represents that it qualifies for the sales tax exemption for local government under Missouri State Tax Law. Therefore, no sales tax applies to any Vendor invoice.

**SUPPLEMENTAL INFORMATION BEING REQUESTED:**

Please submit the following information in the format below with your proposal. Use additional sheets as necessary.

**A. Supplemental Information**

1. Name of primary contact, address and phone number.

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2. What day(s) and time(s) is the primary contact available? \_\_\_\_\_

3. Names and qualifications of employees who would be involved in this project.

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4. Provide a brief history of the company.

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5. Number of years in business and describe any name or ownership changes in the past five (5) years.

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6. Provide at least four (4) references of current or past clients for the same services being requested. Include key contact names and phone numbers for each reference.
7. Provide a detailed statement of the services and incentives provided.

**B. Cost Proposal**

1. Provide a comprehensive cost proposal with a complete breakdown on individual price pages for years 2025, 2026, and 2027 respectively. Include the following in your cost proposal:
  - Boxes (bag in box, 5 gallon) – List all products offered with pricing
  - Cases (20 oz. bottles carbonated/non-carbonated, 24 per case) – List all products offered with pricing
  - Cases (12 oz. cans carbonated/non-carbonated, 24 per case) – List all products offered with pricing
  - Cases (16 oz., 12 per case) – Energy Drinks and all other products offered with pricing
  - Tanks (CO2, 20lb, per tank)
  - Possible rebates

**C. Renewal and extension**

In the event that the City of O’Fallon exercises its options to renew the contract for two (2) additional year periods pursuant to the applicable provisions outlined in this document, the Bidder shall provide below, the maximum percentages of increase or maximum percentage of decrease for each renewal period. The bidder is cautioned that the percentages shall be computed against the ORIGINAL contract prices during renewal periods. Furthermore, the Bidder is advised that the City does not automatically grant increases at the time of renewing the contract and that if an increase isn’t requested in the initial bid documents, documentation of need must be provided at the time of renewal.

1<sup>st</sup> Optional Renewal Period (Year 2028)  
 Maximum % Increase over Original Bid Price 2025: \_\_\_\_\_ %

1<sup>st</sup> Optional Renewal Period (Year 2028)  
 Maximum % Decrease over Original Bid Price 2025: \_\_\_\_\_ %

2<sup>nd</sup> Optional Renewal Period (Year 2029)  
 Maximum % Increase over Original Bid Price 2025: \_\_\_\_\_ %

2<sup>nd</sup> Optional Renewal Period (Year 2029)  
 Maximum % Decrease over Original Bid Price 2025: \_\_\_\_\_ %

**Evaluation Criteria:**

The City reserves the right to select the Vendor who best meets the “overall” needs of the City of O’Fallon based primarily on the following criteria (not listed in any order of importance):

1. Compliance with all specifications in this Request
2. Initial incentives offered by Bidder
3. Price listed for all products
4. Delivery of comprehensive commission/rebate program
5. Inclusion and maintenance agreement of equipment during contracted terms
6. Availability of Concession Beverage Services
7. Any additional products and services offered that would benefit the City
8. References

END OF SCOPE OF WORK / SERVICES

**CITY OF O’FALLON, MISSOURI**

**PROPOSAL FORM**

Signature of proposer indicates that the proposer understands and will comply with all terms and conditions and all other specifications made a part of this Request for Proposals and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Request for Proposal Number 24-091 and to all the conditions imposed herein, the undersigned offers and agrees to provide Concession Beverages services for the City of O’Fallon in accordance with the scope of services and intent of the request for proposals contained herein.

Proposal Form shall be attached to respondent’s proposal.

Indicate whether: ( ) Individual; ( ) Partnership; ( ) Corporation

Incorporated in the state of: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

CITY: \_\_\_\_\_

TITLE: \_\_\_\_\_

STATE/ZIP: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

TAX ID NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

<b>Acknowledge the receipt of addenda by initialing box below as appropriate.</b>			
<b>Addenda 1</b> _____	<b>Addenda 2</b> _____	<b>Addenda 3</b> _____	<b>Addenda 4</b> _____

**WORKER ELIGIBILITY VERIFICATION AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_,  
Affiant name

personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

• I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the City to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

• I, the Affiant, am the \_\_\_\_\_ of \_\_\_\_\_, and I am duly  
title business name  
authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

• I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the City of O’Fallon. I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

• I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by the City, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

• I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

• I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

\_\_\_\_\_  
Affiant Signature

Subscribed and sworn to before me in \_\_\_\_\_, \_\_\_\_\_, the day and year first above-written.  
city (or county) state

My commission expires:

\_\_\_\_\_  
Notary Public

*[Attach documentation of enrollment/participation in a federal work authorization program]*

**ANTI-COLLUSION STATEMENT**

**STATE OF** \_\_\_\_\_

**CITY/COUNTY OF** \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that he is

\_\_\_\_\_ *Title of Person Signing*

of \_\_\_\_\_

\_\_\_\_\_ *Name of Bidder*

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

BY \_\_\_\_\_

BY \_\_\_\_\_

BY \_\_\_\_\_

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_ *Notary Public*

My Commission Expires \_\_\_\_\_