

Baldwin-Whitehall School District

Request for Proposal

BHS Wireless Network Upgrade



Table of Contents

[1.0 - INTRODUCTION](#)

[2.0 - SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL](#)

[3.0 - E-RATE REQUIREMENTS](#)

[4.0 - CONDITIONS, CONTRACT AND BILLING](#)

[5.0 - INFORMATION TO BE INCLUDED WITH BID DOCUMENTS](#)

[EVALUATION](#)

[APPENDIX A](#)

[BID PROPOSAL FORM FOR](#)

[DEVIATIONS FORM](#)

[NONCOLLUSIVE AFFIDAVIT](#)

**REQUEST FOR BIDS FOR WIRELESS NETWORK
INTERNAL CONNECTIONS EQUIPMENT AND/OR SERVICES AND RELATED MAINTENANCE**

Response Deadline: February 21, 2025 AT NOON eastern standard time

1.0 INTRODUCTION

- 1.1 Baldwin-Whitehall School District issues this Request for Proposals ("RFP") for network wireless access points including installation. The District intends to apply for discounts on the equipment/services listed in this RFP through the federal E-Rate program. Several criteria and restrictions pertinent to the E-Rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

1.2 Issuing Officers and Technical Contacts for Questions and Information

Brian Durica
Technology Manager
Baldwin-Whitehall School District
bdurica@bwschools.net

David Green
Network Administrator
Baldwin-Whitehall School District
dgreen@bwschools.net

Prospective vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officers and correspondence should be made via email. Although there is no due date for questions, the District encourages prospective vendors to submit any questions they may have as soon as possible. Questions should include "E-Rate BHS Wireless Network Equipment RFP" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

- 1.3 One complete hard copy must be **delivered** to the Baldwin-Whitehall School District, Business Office, at 4900 Curry Drive, Pittsburgh, PA 15236 on or before noon E.S.T. on February 21, 2025. In addition, an electronic copy must be **e-mailed** to the Issuing Officer on or before noon E.S.T. on February 21, 2025. Both copies must be identical and be labeled, "E-Rate BHS Wireless Network Equipment RFP'." All required vendor information, certifications and attachments must be included with the proposal.
- 1.4 The District will review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply. The District reserves the right to ask clarifying questions of the vendors and to request best and final offers upon review of initial proposals. The price of E-Rate eligible services will be most heavily weighted in the review of proposals.
- 1.5 The successful bidder will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend the award via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified via email.

- 1.6 All personnel that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 151 Fingerprints, and Act 114 Child Abuse History Clearance.

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District's locations.

- 1.7 The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which the District is not exempt or that is imposed or assessed by the vendor, as required in Appendix A.

- 1.8 This project is subject to the Pennsylvania Prevailing Wage regulations which requires the weekly submittal of Prevailing Wage Certifications. For more information regarding the statutory requirements, go to the state website at <http://www.portal.state.pa.us/>.

- 1.9 Reasons for Disqualification of Proposals

If any of the following conditions occur, the vendor's proposal is automatically disqualified from being evaluated.

- 1.9.1 The vendor's proposal is submitted after the deadline of 12:00 pm Eastern time on February 21, 2025.
- 1.9.2 The vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.
- 1.9.3 The vendor is not authorized to do business in Pennsylvania.
- 1.9.4 The vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.
- 1.9.5 The vendor does not have an E-Rate SPIN number.
- 1.9.6 The vendor cannot provide all equipment and services listed in Appendix A unless otherwise noted in this RFP that separate contracts may be awarded for subsets of equipment and/or services.
- 1.9.7 Failure to complete and notarize the required non-collusion affidavit.

2.0 SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL

Equipment Purchase and Equipment Warranties

- 2.1 Included in this proposal is Appendix A which itemizes the quantity, model and description of each component or service included in this procurement. Proposals must include Appendix A, completed in the exact format as Appendix A with all required information, showing per unit prices and percentage of E-Rate eligibility for each component.
- 2.2 An equipment manufacturer and product number may be listed in Appendix A, but the District will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Appendix A list and is compatible, as well as interoperable, with the District's existing network equipment that is listed in Appendix A. Should a vendor wish to include equipment manufactured by a different company, they must complete the Deviations Form and add three new columns to Appendix A to the right of the original equipment name, showing alternative equipment name, manufacturer and part number. Vendors that propose other manufacturer's products are required to submit project specifications and document that the equipment is compatible and interoperable with the District's existing equipment.
- 2.3 Proposals must include a description of the manufacturer's equipment warranty for each component listed in Appendix A in the appropriate column. Descriptions should be specific and include the number of years covered by the warranty. E-Rate rules allow for a 3-year manufacturer's warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.
- 2.4 Appendix A also may request pricing on separate basic maintenance services which should have a separate cost.
- 2.5 Proposals are required to be a turn-key, comprehensive solution that addresses all requirements set forth in Appendix A.
- 2.6 The vendor must complete all work with its company employees. Subcontracting of work on this project is not permitted.
- 2.7 Prices quoted must include the cost for all normal operating and reference manuals and all connecting cables required for installation of the equipment. Power cords shall be included in the cost of the equipment.
- 2.8 The vendor will provide a site survey, designed sitemaps with approximate access point locations and will be the property of Baldwin-Whitehall School District. These will be provided digitally and provided as part of the bid. While the bulk of the RFP is for already existing locations, the additional locations require a vendor to create a coverage plan for these locations. These areas include: Stadium field, Visitor Concession Stand, Rear of stadium (coverage of baseball/softball fields), Home Concession Stand, and Locker rooms. A mandatory walkthrough is required on February 7, 2025 at 10 AM at Baldwin High School, 4653 Clairton Blvd., Pittsburgh, PA 15236. Check-in will be with security in the front of the building.
- 2.9 The vendor will be responsible for the removal of the existing access points and ceiling grid mounting clips. The vendor will also be responsible for removing packaging material from the building to the dumpster location(s).
- 2.10 Any additional network runs will utilize plenum rated CAT6A cable, run to the location with a service loop of at least 10 feet of cable (unless determined prior), terminated to a network jack, and enclosed in a network biscuit jack above the ceiling tile, terminated in a CAT6A patch panel on the rack (provided by the vendor if not already existing), tested with a network

testing tool confirming to be within CAT6A Standards. Both the patch panel side and the Access Point side must have a patch cable provided. Patch panel side patch cable must be a one (1) foot CAT 6A patch cable and Access Point side must be at least a five (5) foot CAT 6A patch cable.

- 2.11 The vendor will properly install new internal access points utilizing ceiling grid clips provided by the manufacturer for the new device. New external access points will be installed properly with directional antennas where applicable. External access points will have the cable through a cable gland to prohibit water from entering the port.
- 2.12 The vendor will verify the new access points will connect at 1Gbps speed and will verify building coverage. This will also include outdoor access points providing adequate coverage in the defined area and additional access points beyond the contracted amount if necessary will be sole responsibility of the vendor. Additionally connectivity with point-to-point link will be verified to provide 1Gbps minimum throughput.
- 2.13 The vendor will provide an avenue to handle DOA products if any are deemed defective without district interaction during the installation process.
- 2.14 The vendors will collect the replaced access points and utilize the shipping boxes of the new access points box them and label quantities and models on the outside of the boxes. The boxes will be placed in the server room of the building where the access point was located.

3.0 E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-Rate program and be willing to include such requirements in the vendor's contract:

- 3.1 The vendor must agree to submit to the SLD a completed Form 473 prior to July 1 of each calendar year. This form is available on the SLD's website at www.usac.org/sl in the Forms section.
- 3.2 Discounted Bills: Should the District so choose, the vendor must agree to provide discounted bills to the District which reflect the net charges due to the District after E-Rate discounts have been reflected (also known as the "non-discount" amount). The vendor will then invoice USAC using the Form 474 SPI form for the E-Rate discount amount. The vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, the vendor understands and agrees that District will NOT be liable to the vendor and the vendor shall have no recourse against the District for any discounted amount that the vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, the vendor understands and agrees that District shall not be liable to the vendor and the vendor shall have no recourse against the District for any discounted amount that the vendor submits to USAC for payment if the vendor is at fault for USAC's refusal to pay. If the District's actions or failure to act are responsible for the non-payment of the vendor's invoice with USAC, the District shall not be liable to the vendor and the vendor shall have no recourse against the District for the amount at issue until both the District and the vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.
- 3.3 Reimbursement Option: Should the District choose to pay for any equipment or services in full, the vendor must agree to promptly process the District's E-Rate reimbursement forms that the District will submit to the SLD in order to receive the E-Rate funds. The vendor also must agree that upon its receipt of the District's E-Rate reimbursement, the vendor will, in turn, remit full E-Rate reimbursement to the District. This procedure is required because the SLD does not permit the E-Rate reimbursement check to be mailed directly to the District for FY 2025.

- 3.4 The vendor must separately itemize the cost of E-Rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, the vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.
- 3.5 If the vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District's ability to continue to receive the benefit of E-Rate funding, the vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District's ability in any way to receive the benefit of E-Rate funding, subject to any investigation of wrongdoing.
- 3.6 The vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to the vendor's services to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the District.
- 3.7 In addition to the foregoing, the vendor must maintain and enforce an internal E-Rate audit process that ensures that the vendor complies with all E-Rate program rules and regulations. This process must include the following:
- Where labor is involved, maintaining detailed, signed individual timesheets
 - Ensuring that ineligible charges are not submitted to USAC
 - Invoicing to USAC that is consistent with the contract and the District's Form 471
 - Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
 - Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
 - When E-Rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
 - Documenting that E-Rate funded services were provided within the allowable contract period and program year
 - Charging proper FRN(s)
 - Ensuring that invoices and USAC forms are submitted to the District in a timely manner
 - Ensuring that USAC forms are filled out completely, accurately and on time
 - Ensuring that Forms 472 are signed/dated by the vendor's representative in a timely manner
 - Maintaining a fixed asset list of E-Rate supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.
 - The vendor will properly label E-Rate hardware per E-Rate Guidelines including: Funding year, FRN #, and District Friendly Name for Device.

4.0 CONDITIONS, CONTRACT AND BILLING

- 4.1 The District reserves the right to:
- Amend, modify, cancel this RFP or not award any contract;
 - Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
 - Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.

- District intends to award a single contract for all equipment/services in Appendix A; however the District reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
- Negotiate terms and conditions to meet requirements consistent with this RFP.
- Request providers to clarify any part of their bid documents.

4.2 Timeline for Purchase of Equipment

The purchase of equipment will be contingent upon E-Rate approval and a Notice to Proceed or Purchase Order by the District after E-Rate approval has been received.

4.3 Equipment Substitution

If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the District to provide the information necessary to obtain SLD's approval of a service substitution request.

4.4 Lowest Corresponding Price

Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-Rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, and Section 54.500(f). Service providers cannot charge E-Rate applicants a price above the LCP for E-Rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

4.5 The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-Rate "program year" or an extended service end date for an E-Rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.

4.6 The vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-Rate funding. The vendor must include the following information on all invoices to the District for E-Rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number ("FRN")
- Vendor SPIN
- Detailed description of services performed and materials supplied that matches District's contract specifications and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on vendor's letterhead or on a vendor-generated form
- Proper E-Rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

5.0 INFORMATION TO BE INCLUDED WITH BID DOCUMENTS

In addition to the other information required to be provided, the vendor also will include with their proposal responses to the following questions:

- 5.1 Provide a description of the nature and scope of your firm's business endeavors, including history of the company.
- 5.2 Provide a description of your firm's previous and ongoing relationship, if any, with the District.
- 5.3 Provide proof that the vendor is authorized to do business in Pennsylvania.
- 5.4 Provide the names and contact information of at least 5 current Pennsylvania K-12 clients of similar size to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- 5.5 Provide a description of the firm's experience with the federal E-Rate program.
- 5.6 Provide federal Tax ID Number, E-Rate SPIN Number, and FCC Registration Number (FCCRN).
- 5.7 Provide certification that the vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification that the vendor's principals are presently debarred, suspended, proposed for debarment, and declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the vendor is unable to certify to any of the Statements in this certification, the vendor shall attach an explanation to their offer.
- 5.8 Provide contact name and contact information for a person authorized to discuss terms and conditions.
- 5.9 Provide contact name and contact information where questions related to the proposal can be directed with a statement certifying that this person (or his/her authorized representative) will be available in January 2025– April 2025 in order to assist with the completion of the District's E-Rate applications, as requested.
- 5.10 Provide a copy of terms and conditions for the proposed contract.
- 5.11 Pennsylvania Right-to-Know Law

The vendors are required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. The vendor must provide one copy of its redacted proposal with all proprietary information omitted. District intends to comply with the Pennsylvania Right- to-Know law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-Rate regulations, the price of the winning bid is not confidential information.

6.0 EVALUATION

In accordance with applicable state law, 24 P.S. Section 8-807.1, the District is required to select the proposal of the “lowest responsible bidder” in the event that the District decides to award a contract.

In order for a bidder to be eligible to be considered a “responsible” bidder, the bidder must comply with the following:

- 6.1 Submit a timely bid and non-collusion affidavit in conjunction with not be disqualified under Section 1.8.
- 6.2 The proposal must include all of the required information in Section 5.
- 6.3 Information submitted in response to Section 5.5 must confirm the bidder is familiar with and experienced with the federal E-Rate program.
- 6.4 A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the requirements of Section 2.2.

APPENDIX A

LIST OF EQUIPMENT AND SERVICES

All applicable taxes, fees, shipping and surcharges from which the District is not exempt or that is imposed or assessed by the vendor must be shown below or they will not be paid by the District.

Equivalent Products: An equipment manufacturer and product number may be listed in Appendix A, but the District will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Appendix A list and is compatible, as well as interoperable, with the District's existing network equipment that is listed in Appendix A. Should a vendor choose to include equipment manufactured by a different company, that manufacturer must have been in the industry of producing switches for at least 5 years. Also, if a different manufacturer is proposed, then the bidder must add three new columns to Appendix A to the right of the original equipment name, showing alternative equipment name, manufacturer and part number. Vendors that propose other manufacturer's products are required to submit project specifications and document that the equipment is compatible and interoperable with the District's existing equipment.

Compatibility: Although functionally equivalent may be submitted for consideration, the equipment listed below must be interoperable and compatible with the District's existing network equipment.

Quantities: Quantities have been based on current hardware additional access points and licenses might be required with the site survey suggesting additional equipment. Additional access points and licenses would be at the same per item cost listed in the bid.

1. Base Bid - Replacement of internal APs and outdated stadium outdoor APs
 - a. Quantity 176, Meraki Cloud licenses 5 year
 - b. Quantity 174, Meraki MR56 AP - MR56-HW
 - c. Quantity 2, Meraki MR86 AP - MR86-HW
 - d. Quantity 4, Meraki Dual-Band Sector Antenna - MA-ANT-27
2. Bid Option - Base Bid and Additional External APs
 - a. Includes Base Bid and the following
 - i. Add quantity 6, Meraki Cloud licenses 5 year
 - ii. Add quantity 6, Meraki MR86 AP - MR86-HW
 - iii. Add quantity 12, Meraki Dual-Band Patch Antenna - MA-ANT-25 or appropriate antenna
 - iv. Add quantity 1, OS6465-P6, Alcatel-Lucent Hardened switch (located at our visitor concession stand)

Baldwin-Whitehall School District
**BID PROPOSAL FORM FOR
INTERNAL CONNECTIONS PROJECT**

The undersigned bidder certifies to having read every page of this proposal, offers to furnish as specified, and to perform all incidental work considered herein to the Baldwin-Whitehall School District in exact accordance with the proposal at the prices stated.

Any deviation from specifications shall be disclosed on the deviation form provided.

The bidding firm understands that they will be responsible for any errors made in their bid, and may withdraw their bid within 48 hours of the bid deadline.

This proposal is made with the understanding that it cannot be withdrawn.

BID (Ranges listed):

Equipment listing			DATA PROVIDED BY VENDOR			
Equipment Description	Manufacturer	Part #	Unit Cost	Extended Cost	Warranty Information	% E-Rate Eligibility
License	Meraki	LIC-ENT-1YR				
License	Meraki	LIC-ENT-5YR				
Wireless Access Point	Meraki	MR56-HW				
Wireless Access Point	Meraki	MR86-HW				
AP Antenna	Meraki	MA-ANT-25				
AP Antenna	Meraki	MA-ANT-27				
Switch	Alcatel-Lucent	OS6465-P6				

Baldwin-Whitehall School District
BID PROPOSAL FORM FOR
INTERNAL CONNECTIONS PROJECT
(PAGE 2)

SERVICE BY LOCATION (includes all required costs for cabling and for a turn-key project)

Base Bid \$ _____
(This includes but is not limited to installation, 10 CAT 6A ethernet runs including biscuits & module jacks, and configuration.)

Bid Option (Should include Base Bid cost too) \$ _____
(This includes but not limited to installation, 18 CAT 6A Cable runs including biscuits, module jacks, weatherproof seals, cable glands, faceplates, raceway and configuration) - 2 of the network jacks with faceplate in visitor concession area

TOTAL BID AMOUNT FOR EQUIPMENT AND SERVICE
BASE BID \$ _____

TOTAL BID AMOUNT FOR EQUIPMENT AND SERVICE
BID OPTION (Should include Base Bid cost too) \$ _____

BID SUBMITTED BY:

Contact person

Name of Firm

Date

Address

Address

Signature

Title

Business Telephone #

Fax # _____

Email Address

BID FORM DUE BY NOON EASTERN STANDARD TIME ON February 21, 2025

DEVIATIONS FORM

In the event that the undersigned Bidder intends to deviate from the specifications by utilizing any materials, items, treatments, finishes, warranties, etc., contrary to those listed as standard in the specifications and information herein, please provide the District with complete and detailed information. It is the responsibility of the bidder to prove that any deviation or substitution is an equal to the original, or standard in the specifications. It is the right of the District, after review, to reject any bid where it has been determined by the District that the deviation or substitution is not equal.

If no deviations are submitted, the bidder assures the buyer, The Baldwin-Whitehall School District, of full compliance with the specifications and conditions.

_____ We ARE submitting deviations

_____ We ARE NOT submitting deviations

Date_____

Company_____

Signed_____

Title_____

NONCOLLUSIVE AFFIDAVIT

STATE OF:

COUNTY OF:

_____, of lawful age, being first duly sworn according to law, deposes and says the following:

1. He is the officer or agent authorized by the bidder to submit the attached bid.
2. The Bidder (has) (has not) been convicted or found liable for any act prohibited by state or federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract within the last three years.
3. The bidder understands that if the bidder has been convicted or found liable as aforesaid, the District is not prohibited from accepting a bid from or awarding a contract to the bidder, but the conviction or finding or liability may be ground for administrative suspension or debarment in the discretion of the District under the rules and regulations of the District, or if the District has no administrative suspension or debarment regulations or procedures, the conviction or finding of liability may be a ground for consideration on the question of whether the District should decline to award a contract to the bidder on the basis of a lack of responsibility.
4. The bidder has not been a party to any collusion among bidders in restraint or of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.
5. The bidder has not been a party to any collusion with any governmental official or employee as to quantity, quality or price in the prospective contract or with respect to any other terms of prospective contract or with respect to any discussions between the bidder and any governmental official concerning exchange of money or other things of value for special consideration in the letting of contract.
6. The foregoing statements are accurate with respect to the bidder and its current or previous officers and employees.
7. The foregoing statements are true and correct to the best of the affiant's knowledge, information and belief.

Signed_____

Sworn to and subscribed
Before me, a Notary Public

On the_____day of_____20_____

Notary Public
My commission expires: