



Redevelopment Authority of Allegheny County

Request for Proposals

Lead Paint Inspection/ Risk Assessment and Clearance Examination Services for the Allegheny Lead Safe Homes Program

December 2016

Redevelopment Authority of Allegheny County

One Chatham Center, Suite 900

112 Washington Place

Pittsburgh, PA 15219

OBJECTIVE

The Redevelopment Authority of Allegheny County (“RAAC”) hereby solicits and requests proposals (“the Proposal”) from organizations (“the Firm”) to supply Lead Paint Inspections/Risk Assessments for up to 230 residential housing units including Clearance Examination services for up to 175 residential housing units undergoing lead hazard control. The firm will also be responsible for providing up to 100 Healthy Home assessments. The intent of this Request for Proposals (RFP) is to define the general specifications for the professional services required by RAAC and to set guidelines for selection. The purpose of this RFP is to solicit meaningful Proposals so that RAAC may select, from among a range of proposals; the Proposal(s), which best meets its needs and requirements. It is further desired that the solicitation process will ensure competitive pricing. RAAC intends to hire more than one Firm to complete the services outlined in this Proposal. Although RAAC will be hiring more than one Firm, once a Firm is assigned a housing unit, RAAC’s intent is to keep that firm on that property through completion.

RAAC desires to enter into an arrangement with more than one Firm(s) who exhibits a proven track record and demonstrated success in undertaking these types of project related services and administration. The Firm(s) must be willing to work County-wide, including the City of Pittsburgh.

INTRODUCTION

The Allegheny Lead Safe Homes Program is a new program that is funded under a HUD Office of Lead Hazard Control and Healthy Homes grant. The \$3 million Lead Hazard Reduction Demonstration grant was awarded to Allegheny County Economic Development (ACED) to perform lead paint abatement and remediation in 175 homes over 3 years. An additional \$400,000 was awarded to ACED to perform Healthy Home repairs in some of the houses where lead paint abatement and remediation will be performed. RAAC is a sub grantee to ACED.

RAAC hereby solicits and requests proposals for two types of assessments. The firm will be responsible for providing Lead Paint Inspection/Risk Assessments services for up to 230 residential housing units, Clearance Examination for up to 175 residential housing units, and Healthy Home Assessments for up to 100 of those residential housing units.

Lead Paint Inspection/Risk Assessments Including Clearance Examination

The firm will be responsible for providing Lead Paint Inspection/Risk Assessments services for up to 230 residential housing units including Clearance Examination for up to 175 residential housing units. These units will be located throughout Allegheny County and will be a combination of owner-occupied and rental units that are occupied at the time of inspection. Housing units to undergo grant-funded Lead Paint Inspection/Risk Assessments and Clearance Examination will be identified through grant partners and staff throughout the duration of the grant. A maximum of 24-hour turn-around time for all Clearance Examination samples is required, unless specifically authorized by a RAAC representative to allow for a slower delivery. Firms should be prepared to complete soil testing and water testing. Lead Paint Inspection/Risk Assessment and Clearance Examination services are sought on behalf of RAAC in its administrative role in Allegheny County Department of Economic Development’s Lead Hazard Reduction Demonstration Grant, awarded by HUD’s Office of Healthy Homes and Lead Hazard Control. Services will be needed and will be assigned by staff on a per-unit basis between the first quarter of 2017 through the first quarter of 2020.

Healthy Home Assessments

The firm will be responsible for providing Healthy Home Assessments services for up to 100 residential housing units. Healthy Home assessments will only be completed in units undergoing lead hazard control work. Grant partners and staff will determine which units will receive a Healthy Home Assessment. In addition, the firm would be required to attend a 2-day training to become certified in the Healthy Homes Rating System (“HHRS”). The firm is responsible for sending all the necessary staff to attend the training. The training will be at no cost to the firm.

The HHRS is a system that rates 29 hazards for their potential to harm residents (not a standard) and enables those risks to be removed or minimized. The HHRS addresses all the key issues that affect health and safety due to conditions in the home. The HHRS provides an analysis of just how hazardous a dwelling is and provides evidence and statistical information to assist assessors in making their judgments. The inspection process is a risk-based assessment and considers the effect on occupant health of any hazards in the property. Hazards are rated according to how serious they are and the effect they are having, or could have, on the occupants, that is, “the effect of the defect”. The basic principle is that the property should be safe and healthy for occupation. More information on the HHRS can be found on HUD’s website: https://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/hhrs.

Firms will be required to attend the 2-day training and become certified in the HHRS. The training will be held in early March 2017 in the Pittsburgh area. Firms will be required to use the HHRS to complete Healthy Home assessments in up to 100 units. RAAC will determine what method the Firms use to rate each hazard. Firms are expected to complete the HHRS assessment at the same time as the Lead Paint Inspection/Risk Assessment.

Firms will be required to complete Healthy Home Assessments in up to 100 units and provide a report including, but not limited to, the following deliverables:

- Unit demographics
- Assessor detail
- Date, reason, and program
- Key definitions, terms, and summary of process
- Summary of all 29 hazards and recommendations

Accordingly, RAAC invites firms to submit documentation of the qualifications and expertise they would utilize to perform the requested tasks. This information, as well as other information provided to RAAC in your response, will serve as the basis for selection and negotiations.

Final responsibility for the selection of a firm rests with RAAC. The firm will be engaged to undertake the agreed-to scope of services, and agreement will be reached on the project strategy, schedule, and other related matters once the firm has been selected.

WORK REQUESTED

RAAC intends to hire more than one Firm to complete the services outlined in this Proposal. Although RAAC will be hiring more than one Firm, once a Firm is assigned a housing unit, RAAC’s intent is to keep that firm on that property through completion. The Firm(s) selected as a result of this RFP process shall be expected to provide the following services, including, but not be limited to:

1. Conduct up to two hundred and thirty (230) combination paint inspection/risk assessments, including a full report and a minimum of the following testing methods: X-Ray Fluoresce Readings, Dust Samples and Soil Samples for all properties that are identified as Lead Hazard

Reduction Demonstration Grant program participants. All applicable HUD, EPA, State, local and other appropriate regulations and guidelines must be followed;

2. Conduct up to one hundred (100) Healthy Home Assessments in homes where Lead Paint Inspection/Risk Assessment services have been scheduled. It is expected that the firm will complete both the Healthy Home Assessment and the Lead Paint Inspection/Risk Assessment at the same time.
3. Conduct up to one hundred seventy-five (175) post-abatement visual and environmental clearance examinations for lead hazard control work completed. All applicable HUD, EPA, State, local and other appropriate regulations and guidelines must be followed;
4. The laboratory used for analysis of samples must be accredited by the National Lead Laboratory Accreditation Program (NLLAP) and meet any appropriate state and local regulations;
5. A maximum of 24-hour turn-around time for all Clearance Examination samples is required, unless specifically authorized by a RAAC representative to allow for a slower delivery;
6. Maintain excellent communication with Allegheny Lead Safe Homes Grant staff and the community;
7. Participate in grant-program feedback forums as request by RAAC, which on average might be on a quarterly basis.

Once RAAC selects a firm, it will take up to 60 days to provide the selected entity with a contract. The successful firm(s) should be prepared to start work on the project at its earliest opportunity but at least within 45 days of selection.

MINIMUM EXPECTATIONS

Because this job involves involvement with tenants, landlords and homeowners, including entering their private residences, a certain level of professionalism is required. While performing Allegheny Lead Safe Homes Program work, you are required to represent RAAC in a professional manner at all times.

If selected, the Firm(s) will be required to comply with prompt timelines for completing all work assigned, as stated in the contract.

The Firm must perform all Services in accordance with all applicable Federal, State, and local laws and regulations and Program guidelines, including but not limited to HUD's Notice of Funding Availability (<http://portal.hud.gov/hudportal/documents/huddoc?id=2016lhrdnofa.pdf>), policy guidance (http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/pg) including the Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (https://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/hudguidelines/), and Program policies, procedures, and work plans.

If selected, the Firm will be required to provide evidence of the types and levels of insurance carried by the offeror including Professional and/or General Liability, Workers Compensation, and Automobile Insurance.

PROPOSAL SUBMISSION

All interested firms must attend a mandatory pre-bid meeting in order to be eligible to submit proposals. The pre-bid meeting will take place on Tuesday, January 10 at 3:00 pm at the address listed below:

Allegheny County Economic Development
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

The deadline for submitting a proposal in response to this RFP is January 27, 2017 at 4:00 p.m. Responses to the RFP that are not received in the RAAC office prior to the time and date specified will be considered late. **LATE RESPONSES WILL NOT BE CONSIDERED.**

Proposals, as well as requests for additional information or clarification (in written form only) concerning the RFP, shall be submitted to:

Julie Collins
Redevelopment Authority of Allegheny County
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219
Fax: 412-350-3723
Email: Julie.Collins@alleghenycounty.us

To be considered, a firm shall submit a complete response to this RFP. RAAC encourages quality submittals that are compatible with local rules and regulations. Submittals shall be comprehensive, straightforward, and accurate, and shall contain a concise delineation of the firm's capability to deliver the proposed activities.

The firm shall submit one (1) original and one (1) copy of all documents required as part of the RFP. Submissions must be hand delivered or delivered by postal or delivery service by the time indicated below; e-mail or electronic delivery will not be accepted.

It is the Firm's sole responsibility to read and interpret this RFP and the written instructions contained herein.

Questions about the RFP may be submitted, in written form only, to Julie Collins at Julie.Collins@alleghenycounty.us. Any questions must be submitted on or before **January 13, 2017**. Questions and answers, if substantive, will be sent to each party who received copies of the RFP provided that each party provides its name and e-mail address to Julie Collins at Julie.Collins@alleghenycounty.us. It is the responsibility of all parties submitting responses to the RFP to make inquiry as to the issuance of any questions and answers and to ascertain that all issued questions and answers have been received prior to submitting a Proposal.

Addenda to the RFP, if issued, will be sent to each party who received copies of the RFP provided that each party provides its name and e-mail address to Julie Collins at Julie.Collins@alleghenycounty.us. It is the responsibility of all parties submitting responses to the RFP to make inquiry as to the Addenda issued and to ascertain that all Addenda have been received prior to submitting a Proposal. All such Addenda shall become part of the RFP documents, and all respondents shall be bound by such Addenda, whether or not received by the respondents.

PROPOSAL REQUIREMENTS

In order to facilitate review by RAAC, please submit the proposal in keeping with the following format.

1. Letter of Transmittal

1. Legal name, address, and status of the Firm, along with the names and addresses of the individual principals with authority to legally bind the Firm;
2. Name, title, address, telephone, fax number, and e-mail address of the contact for the Firm;
3. Acknowledgement of receipt of any and all amendments to this RFP;

2. Overview of the Firm

1. A concise description of the Firm including organizational structure, subsidiary companies, identification of principals or parent companies, length of time in business, office locations, number of personnel and workload over the past year;
2. The abilities, qualifications, and experience of all "key" personnel whom would be assigned to provide the services;
3. Copies of:
 - a) The Firm's certification to perform risk assessments
 - b) The Firm's State/EPA certification/license.
 - c) Documentation of successful completion of XRF-manufacturer's training for each individual performing risk assessment services.
 - d) Proof of National Lead Laboratory Accreditation Program (NLLAP) certification for the laboratory utilized by the Firm, or analytical laboratory EPA recognition (e.g., NLLAP or ELLAP), and licensing, if applicable.
 - e) The Firm's radiation safety license or registration issued by the State of Pennsylvania, or the US Nuclear Regulatory Commission.
4. A listing of other contracts under which services similar in scope, size, and/or discipline to the required services were performed over the last three years;
5. A detailed statement of the Firm's understanding of the requirements with a plan giving as much detail as is practical explaining how the requirements will be accomplished and how the work will be performed, refer to "Work Requested" for specific services requested. This statement must include proposed timetables and hours required to accomplish each task. Timetables should also reflect your firm's projected response time to assigned projects for both lead paint inspections/risk assessments and clearance examinations;
6. Other relevant information: this may include management techniques, cost control methods and experience, cost estimating track record and schedule compliance;
7. Please provide 1-2 sample reports with all case-specific information covered or deleted;
8. Please provide 3 professional references;

3. Completion of the attached Allegheny County CDBG forms:

1. Department of Economic Development – PL3/PL4 – Award Verification for Prime/ Subcontractors & Suppliers
2. Agreement Between Operating Agency/Prime/Subcontractor

4. Cost Schedule/Estimate

1. Proposals shall include a budget for completing each component which must include hourly rates for the key personnel performing the work plus a budget for all other direct and indirect expenses. Provide any necessary supporting documentation, which may be necessary to support the pricing provided. An itemization of specific elements of cost and profit to be realized by proposer may be requested;
2. Complete the attached Pricing Sheet, which reflects a per-unit cost for an 8 room-equivalent home. All RFP’s must include a per-unit price schedule for both Lead Paint Inspection/Risk Assessments AND Clearance Examinations as well as Healthy Home Assessments. We are not yet sure if testing for lead in water is an eligible expense, however please provide pricing. Proposals shall be firm and the rates set forth therein will not be subject to increase by the proposer for a period of at least 120 days from the date of proposal opening. All pricing may be subject to downward negotiation;
3. Complete and return the enclosed forms, including (1) Award Verification for Prime/ Subcontractors & Suppliers and (2) Agreement Between Operating Agency/Prime/Subcontractor;
4. Reference any assumptions or exceptions made to establish the pricing provided.

5. Healthy Home Assessment Testing Firms

1. Please complete the attached form providing information which 29 hazards as identified in the HHRS you believe will require additional testing. If you believe additional testing is necessary, please specify if your firm is able to complete the testing in-house. If you will need to hire any outside firms to complete any of the testing listed, please provide the name of the firm (s) you would anticipate hiring. Bid pricing should not include any additional testing that is determined necessary.

EVALUATION CRITERIA

The following criteria in each proposal will be considered in evaluating firms for potential selection.

1. Experience

- Demonstrated experience in performing work and/or services as identified in “Work Requested”;
- Demonstrated experience in meeting deadlines and working with quick client turnaround times;
- Evidence of the firm's ability to perform the services, as indicated by profiles of the principals' and staffs' professional and technical competence;
- Demonstrated knowledge of Federal, State, and local code and regulation relative to the work

2. Qualification of:

Project Team Members (including credentials);
Overall Supervision

3. Cost Estimate Breakdown

Completed attached pricing sheet;
Cost breakdown for each professional service needed to complete this activity;
Overall Budget – Estimated total of all costs combined

4. Minority/Women/Disabled Business Enterprise (M/W/DBE/VOSB) Participation

ACED has established a goal of having thirteen percent (13%) MBE participation and two percent (2%) WBE participation for all projects funded by ACED. Proposals should indicate a commitment to meet or exceed ACED's goals.

ACED has established a goal of having five percent (5%) participation by Veteran-Owned Small Businesses (VOSBs) in all contracts for goods and services which utilize funds provided by or through the ACED. Proposals should indicate a commitment to meet or exceed ACED's goals.

REVIEW AND SELECTION PROCESS

RAAC will review all submittals to identify those that in its judgment are most qualified and advantageous for its purposes. The review may include a request for additional information, interviews, and negotiations with submitting Firms. RAAC may also request more detailed project information, including but not limited to conceptual designs, the Firm's financial information, and project pro forma. All such input obtained will be used to determine which submittal is most appropriate for working toward an Agreement that is suitable for all parties.

RAAC intends to make a decision based upon information in the response to the RFP submitted by the firm, investigation of projects and/or programs completed by the firm, performance in previous undertakings, and other pertinent factors. The selected firm will be chosen on the basis of the firm's qualifications, experience, and capabilities to undertake, complete, and manage the project, as well as the cost that is proposed. RAAC will make a determination after reviewing proposals as to whether it will request interviews of candidates.

RAAC expressly reserves the right, in its sole discretion, to: (1) select a Proposal(s) that best meets the evaluation criteria and is most responsive to RAAC's objectives; (2) accept or reject any and all Proposals, in whole or in part, for any reason or no reason whatsoever; (3) alter, change or modify in any way the selection process or this RFP, at any time and without notice; (4) postpone or cancel the selection process for its own convenience at any time and without notice; (5) waive any defects, irregularities or nonconformities contained in any submitted proposals or responses to this RFP; (6) disregard all non-conforming, non-responsive or conditional proposals or responses to this RFP; (7) waive any submission requirements contained within this RFP or otherwise; (8) terminate this RFP at any time, without notice; and/or (9) issue a new RFP with respect to the Properties at any time.

Neither this RFP nor any part or aspect of the selection process shall in any way be deemed to create, constitute an offer for, or constitute an acceptance of an offer for, a binding contract or agreement of any kind between the RAAC and any Firm. If RAAC selects a Firm to provide the

services described in this RFP, and RAAC deems said Firm to be capable, experienced and prepared, RAAC may enter into an agreement or agreements with said Firm as deemed appropriate by RAAC in its sole discretion. Response to this RFP indicates the interest of Firms to be considered for such an agreement(s); however, the RAAC shall be under no obligation to enter into any binding agreement or contract with any Firm as a result of this RFP, or as a result of any subsequent negotiations or any other part or aspect of the selection process. RAAC reserves the right to terminate any and all discussions and negotiations with any Firm at any time prior to the execution of a formal, written agreement(s) between RAAC and said Firm. No legal or contractual rights or obligations between RAAC and the Firm will come into existence at any time; and no legal or contractual rights or obligations between RAAC and a Firm will come into existence unless and until a formal, written agreement(s) has been fully executed by both parties. The legal rights and obligations which will come into existence at such time shall be limited to those expressly set forth or incorporated by reference in said Agreement.

GENERAL CONDITIONS

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of RAAC and will not be returned.

The firm, by submitting a response to the RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFP, RAAC's selection of a firm with whom it enters into negotiations, RAAC's rejection of any or all responses, and any subsequent Agreement that might be entered into as a result of the Request for Proposal.

The firm, its employees, contractors, and primary subcontractors will not discriminate against or segregate any person or group of persons on any unlawful basis.

The firm selected will be required to abide by all County, State, and Federal regulations, including but not limited to providing opportunities for M/W/DBE/VOSB contracting, labor compliance, environmental reviews, and other applicable regulations.

DIVERSITY

RAAC does not discriminate on the basis of race, color, creed, religion, disability, or sexual orientation. Furthermore, minority, women, and disadvantaged business owners are encouraged to pursue business opportunities with RAAC.

For information on the M/W/DBE/VOSB Program, M/W/DBE/VOSB Certification, and How to Obtain Business within Allegheny County, contact the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise at (412) 350-4309, or review the information on the County of Allegheny web site at: <http://www.county.allegheny.pa.us/mwdbe/>.

PRICING SHEET

This pricing sheet **must** be completed for a Firm to be deemed responsive to this RFP. RAAC will evaluate Proposals received based partly on the pricing provided.

Inspection/Risk Assessment Basic Service	Price/Unit
LBPI/RAs with report and required samples (8 room-equivalent home)	
<u>Component Service</u> Cost for testing each additional room-equivalent	
<u>Component Service</u> Cost per soil sample	
<u>Component Service</u> Cost per paint chip sample	
<u>Component Service</u> Cost for water testing	
Clearance Based Service	Price/Unit
Clearance Examination/Site Visit with report (7-day turn round)	
<u>Component Service</u> Cost for each dust wipe sample with a 7-day turnaround	
<u>Faster Turnaround: 3-day turnaround</u> Additional cost per dust wipe sample	
<u>Faster Turnaround: 3-day turnaround</u> Additional cost for expedited report	
<u>Faster Turnaround: 24-hour turnaround</u> Additional cost per dust wipe sample	
<u>Faster Turnaround: 24 hour turnaround</u> Additional cost for expedited report	
Healthy Home Assessment	Price/Unit
Healthy Home Assessment with report	

Company Name

Date

Authorized Signature

HEALTHY HOME ASSESSMENT TESTING FIRMS

Please complete the spreadsheet below which lists all 29 hazards as identified in the Healthy Home Rating System. Please confirm whether or not your Firm is able to rate these hazards yourselves, or if you anticipate you will need to hire additional firms to complete the rating/testing. Please provide the name(s) of any firms you anticipate hiring for the testing listed below. You may list more than one firm for each category.

Hazards to be rated	Additional testing required?	Able to complete in-house?	Name of firms you anticipate hiring
1. Damp and Mold growth			
2. Excess cold			
3. Excess heat			
4. Asbestos, Silica, and other MMF			
5. Biocides			
6. Carbon monoxide and fuel combustion products			
7. Lead			
8. Radiation			
9. Uncombusted fuel gas			
10. Volatile Organic Compounds			
11. Crowding and Space			
12. Entry by Intruders			
13. Lighting			
14. Noise			
15. Domestic Hygiene, Pests, and Refuse			
16. Food Safety			
17. Personal Hygiene, Sanitation and Drainage			
18. Water Supply			
19. Falls associated with Baths, etc.			

20. Falls on Level Surfaces, etc.			
21. Falling on Stairs, etc.			
22. Falling between levels			
23. Electrical Hazards			
24. Fire			
25. Flames, Hot Surfaces, etc.			
26. Collision and Entrapment			
27. Explosions			
28. Position and Operability of Amenities, etc.			
29. Structural Collapse and Falling Elements			

Company Name

Date

Authorized Signature

Allegheny County Economic Development
Federally- funded projects

Procurement Compliance / Bid Package Documents
AWARD VERIFICATION FOR PRIME/ SUBCONTRACTORS- PL3/ PL4

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED FOR ALL CONTRACTORS USED ON THE JOB.
ALL INFORMATION MUST BE FILLED IN COMPLETELY OR FORM MUST BE RESUBMITTED.

(Check One)

PL3- Award Notice for Prime Contractor _____

PL4- Award Notice for Subcontractor _____

To be filled out by Prime/ Subcontractor:

Company Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number () _____ Fax Number () _____ IRS ID # _____

Is Prime Contractor/ Subcontractor: MBE: Yes___ No___ WBE: Yes___ No___ DBE: Yes___ No___ VOSB: Yes___ No___

If your company is a MBE/ WBE/ DBE/ VOSB Company, are you currently certified with the County's Office of Minority & Women Business? Yes___ No___ Certification # _____ Expiration Date _____

Are you certified under the PAUCP? (PA Unified Certification Program) Yes___ No___

If yes, Certification # _____ Expiration Date _____

RACIAL / ETHNIC CODES: (CHECK ONE)

1. White American___ 2. Black American___ 3. Native American___ 4. Hispanic American___

5. Asian/Pacific American___ 6. Hasidic Jews___

Contractor Signature: _____ Date: _____

Print Name: _____ Title: _____

THIS PART IS TO BE FILLED OUT BY OPERATING AGENCY ONLY:

Project # _____ Actual Project Amount \$ _____

Project Name: _____ Project Location: _____

Construction Start Date: _____ Contractor Contract Award Date: _____

Contractor CDBG Contract Amount \$ _____

Contractor HOME Contract Amount \$ _____

Contractor ESG Contract Amount \$ _____

Agency Signature _____ Date _____

Print Name _____ Title _____

AGENCY / PRIME CONTRACTOR / SUBCONTRACTOR VERIFICATION

THIS FORM MUST BE SUBMITTED FOR EVERY PRIME / SUBCONTRACTOR HIRED FOR THIS FEDERALLY- FUNDED PROJECT AND SUBMITTED TO THE AGENCY. THIS FORM IS TO BE SUBMITTED 10 DAYS AFTER CONTRACT IS AWARDED.

(Agency/Prime/Subcontractor Legal Name) _____ has an agreement with
(Prime/Subcontractor Legal Name) _____ to work on the
(Project Name) _____ located in the area of _____, PA.

If awarded the contract, the above Agency/Prime Contractor/Subcontractor intends to have a binding contract with the above Prime Contractor or Subcontractor to perform the following work:

(Provide Brief Description of the Type of Work Agreed Upon)

The contract dollar amount agreed upon by both parties is \$ _____.

The CDBG amount only, verified by the Agency, is \$ _____.

Agency's Authorized Signature: _____ Date: _____

Agency's Printed Name: _____ Title: _____

Prime Contractor's Authorized Signature: _____ Date: _____

Prime Contractor's Printed Name: _____ Title: _____

Subcontractor's Authorized Signature: _____ Date: _____

Subcontractor's Printed Name: _____ Title: _____