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**ABERDEENSHIRE COUNCIL**

**Invitation to Quote**

For

**Fraserburgh 2021 Heritage App and Community Engagement**

**Infrastructure Services**

**Environmental Planning Team North**

**Issued on: 29/05/18**

**Reference No: To be issued by CPS**

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**SECTION 1: GENERAL INFORMATION**

**1.1 Introduction**

**Aberdeenshire Council** (”the Council”) is responsible for providing a wide range of services to the population of Aberdeenshire. Aberdeenshire currently has a population of circa 243,000 with approximately 11,000 non-domestic and 100,000 domestic properties. There are currently 19 multi-member electoral wards with a number of Councillors in each.

**1.2**  **General Requirements**

Quotations are invited for the supply of

**Fraserburgh 2021 Heritage App and Community Engagement**

The Council’s detailed requirements are defined in Section 2: Business Requirement.

**1.3 Submission of Quotation**

Responses must be fully submitted via the PCS Portal in advance of the deadline below:

**12 noon on Monday 18th June 2018**

No hard copy submissions will be accepted, nor will submissions made via any other channel.

It is the Bidders’ responsibility to ensure their submission is fully uploaded to the portal before the deadline. Partially submitted Reponses will not be considered. Only in the event of a verified fault with the portal will late submissions be considered. As the time required to upload submissions varies due to files size etc, please allow sufficient time for this task. Should you experience any problems with the portal, please contact the PCS helpdesk as soon as possible but note that they can only assist prior to the submission deadline

All enquiries concerning this ITQ should be made via the Q&A function within the Public Contracts Scotland (PCS) web portal in advance of the deadline stated.

Bidders should note that enquiries made via any other channel will not be accepted.

The Supplier’s attention is specifically drawn to the date and time for receipt of tenders and should note that no submission received after this time shall be considered.

When returning your quotation please ensure that:

* all documentation is properly completed and enclosed with your quotation.
* the deadline by which the quotation must be returned is complied with.

**1.4 Procurement Timetable**

This procurement is intended to follow the time-line below:

|  |  |
| --- | --- |
| 1. Invitation to Quote Issued | 30 May 2018 |
| 1. Deadline for Quotation Responses | 18 June 2018 |
| 1. Quotation Evaluation | 19th June 2018 |
| 1. Contract Awarded | 22nd June 2018 |
| 1. App development to commence | w/c 25th June 2018 |
| 1. Snagging, testing, commissioning to be complete by | 14th December 2018 |
| 1. Completion by | 21st January 2018 |
| 1. Upload to relevant app stores by | 28th February 2018 |
| 1. Public event/workshop delivery | March 2018 |

Please note that the Council reserves the right to amend this timetable.

**1.5 Evaluation of Quotations**

# The Council shall accept the quotation which is most economically advantageous, i.e. a balance between cost and quality.

# Based on the information provided by suppliers, each submission will be evaluated based on the following criteria:

|  |  |
| --- | --- |
| **Evaluation Criteria** |  |
| ***Price / Cost*** | **30%** |
| ***Quality*** | **70%** |
| **Total Price/ Cost and Quality must be equal to:** | **100%** |
|  |  |
| **Quality score to be further broken down as shown below:** |  |
| Method Statement | **50%** |
| Track Record/Experience/Knowledge | **50%** |
|  | **100%** |

All criteria with the exception of price / cost, all other evaluation criteria shall be scored using the following scale of awarding marks between 0 and 4:

|  |  |
| --- | --- |
| **4** | Excellent response demonstrating clear understanding and comprehensive ability to fulfil requirements, submitting full detail how the requirements of the Council shall be achieved. |
| **3** | Response providing evidence of good understanding and compliance although limited detail provided for some areas. |
| **2** | Average response providing some indication of understanding and compliance. |
| **1** | Minimal or poor response providing little evidence of understanding or compliance. |
| **0** | Nil or inadequate response with little or no understanding of requirement or evidence of compliance. |

Price Related Scoring

Scores will be allocated as follows:

The lowest priced submission will be allocated the full points total for this section (100).

Other submission will be allocated a percentage points total, dependent on the competitiveness of tender in comparison to the lowest price submission.

The sum to be used is 100 \* LP/P where P is the submission price and LP is the Lowest Price (for example, a bidder submitting a price 10% higher than the lowest price will receive 91 points).

Price and non-price related sections will be totalled up and weighted as appropriate to produce a final score for each bidder.

Experience/Knowledge will be scored (1-5) on the basis of previous relevant work by the bidder, the staff allocated to undertake the contract and the knowledge on design and technology used.

**1.6 Freedom of Information**

Bidders should be aware that whilst the Council shall use its best endeavours to hold confidential any information provided in the Response submitted, this shall be subject to the Council’s obligations under law, including the Freedom of Information (Scotland) Act 2002 (“FOISA”).

If a Bidder considers that any of the information submitted in the Response should not be disclosed because of its sensitivity, then this should be stated, together with the reason for considering it sensitive. The Council will then consult with the Bidder in considering any request received under FOISA before replying to such a request. In addition, the Council will agree a schedule of confidential or otherwise sensitive matters with the successful Bidder. This schedule shall be attached to any contract which may flow from this process.

**1.7 Preparation of Offer**

The Council shall not be liable for any costs incurred by any Supplier(s) in the preparation and submission of their quote. All costs shall be the responsibility of the Supplier(s) to meet.

* 1. **Validation and Evaluation of Quotes**

The evaluation of the tender submissions shall be carried out in accordance with the evaluation process.

Prior to this evaluation there shall be a number of checks carried out on the quote to ensure that a valid submission has been submitted.

Where the Council believes the offer or any part of the offer to be abnormally low, the Supplier may be requested to evidence and substantiate such offer or part of.

All supplementary information shall be checked for submission. Failure to submit supplementary information requested may result in the submission being declared invalid and being removed from the evaluation process.

1.9 Terms of ITQ Process

The Council may treat a Bidder as ineligible to qualify for evaluation if the Bidder’s response is incomplete, not in the specified format or is not received by the stipulated date.

It should be noted that the Council reserves the right at its discretion to request further relevant information to expand or clarify the answers contained in the Response received from any Bidder.

Bidders must notify the Council in writing if any change in the information submitted as part of a Response at any time during the process. Any change which shall be considered material by the Council in the identity or control of a Bidder, or in the eligibility of the Bidder, happening after the Bidder shall have submitted its Response may lead to its disqualification unless the change is approved by the Council.

The Council reserves the right to make judgement upon whether the Bidder is unable to comply with any mandatory requirement and in such instances the Bidder’s response may be deemed invalid and disqualified from the evaluation process.

This ITQ must be treated as private and confidential. You must not disclose that you have been invited to quote or release details of the ITQ, other than on an ‘in confidence’ basis to those who have a legitimate need to know or those of your professional advisors whom you need to consult for the purpose of preparing the Response.

The Council reserves the right to make changes of a drafting nature to the ITQ, which must be accepted without reservation.

If the Council needs to make more substantial alterations to the ITQ, then it shall have the right to price the changes, using your own submitted prices, applying them on a *quantum meruit* basis. Should the revised price structure not be agreed by you, then you may withdraw. The Responses shall be submitted on the basis that the offer contained therein shall remain in force for a minimum of 120 days from the date fixed for the submission of Responses.

In issuing this ITQ, the Council is in no way committed to contracting with you for the provision of the Services. The Council reserves the right to cancel the process at any stage without explanation. Under no circumstances will the Council or any of its advisors be liable for any costs or expenses incurred by Bidders during this bidding process.

The Council reserves the right to be able to call for bonds, warranties, or guarantees as it considers necessary.

* 1. **Conditions of Contract**

Bidders should note that the Conditions of Contract attached as a separate document constitute the Contract to follow hereon and represent the basis on which the Council is prepared to contract for satisfaction of the requirements as described within this document **and as such, they are non-negotiable.**

Bidders should also note that the Council shall only contract with any party under Scots Law.

**1.11 Insurances**

The successful Bidder must hold (or be willing to arrange the following insurances throughout the duration of any contract with the Council:

* Employers Liability Insurance to the value of £5,000,000 (for each and every occurrence)

**1.12 Payment Options**

Payment shall be made 30 days after the submission of a correctly prepared and adequately supported invoice.

**SECTION 2: STATEMENT OF REQUIREMENTS**

The purpose of this Invitation to Quote (“ITQ”) is to invite quotes for the provision of Development of the Fraserburgh 2021 Heritage Trail Augmented Reality application (‘the app’) in accordance with the requirements detailed in this document.

Bidders are invited to make a submission in accordance with the instructions detailed in this document (the “Response”).

Details of exact requirement:

# Introduction

## The Development and production of an Interpretive Multimedia app (‘the app’) is laid down in the development proposals for Fraserburgh 2021 THI/CARS Fraserburgh Town Centre Conservation Area.

## The purpose of this document is to specify the requirements for the Fraserburgh 2021 Heritage app.

## The app, which should be downloadable on to a smartphone or tablet, will explore the history and heritage of the conservation area of Fraserburgh, developing content which is engaging, informative and which will be suitable for a range of audiences, either resident or visiting the town.

## The app will add value to an identified Tourist Conservation Area Trail Map, which has been developed by Fraserburgh Development Trust’s Project, ‘Stories, Stones and Bones’, funded directly by the Heritage Lottery Fund.

## The app will focus on around 12 identified key route points in the Conservation Area trail.

## This Project is required by our Funders (Heritage Lottery Fund, Historic Environment Scotland) to meet the following outcomes:

* “To provide school students with a better understanding of the built and cultural heritage of the conservation area.
* To provide visitors with a deeper understanding of the conservation area’s history and will be encouraged to interact with it.
* To provide a multi-modal experience which is accessible to those who are, and are not, tech-savvy, as well as making the heritage accessible in a number of different languages.
* To provide opportunity of retention in the town of visitors and to work closely with organisations such as Visit Aberdeenshire and Discover Fraserburgh to achieve this.
* To provide interpretation of the built and cultural heritage of Fraserburgh in an innovative way.
* To work in partnership with a variety of organisations in a joined up holistic project which allows a series of heritage trails, maps and an app to be developed by all ages of the community for the community.”

# Scope of Services

## The successful contractor will:

## Develop, produce and setup for download an Interpretive app, suitable for smartphone or tablet, which will explore the history and heritage of the conservation area of Fraserburgh, presenting content in a manner which is engaging, informative and which will be suitable for a range of audiences, either resident or visiting the town.

## Draw on existing material supplied by the local authority in conjunction with the secondary school and Development Trust – photography, video, voice-overs, sound tracks, scripts and narratives, to inform and be included in the app. Translation of text into other languages will, where necessary, be procured from Aberdeenshire Council’s translation services.

## Undertake 3D scanning of the built environment at selected points along the route in order to produce interpretive material in the form of virtual or augmented reality content.

## Design and undertake a programme of community engagement work, fitting in or collaborating with local events, schools or groups in order to promote awareness and understanding of the historic environment of the Conservation Area.

## Design the trigger marker and design 13 interpretive plaques to be sited at the 12 selected points on the route, plus start/finish point.

## Upload the app to the relevant app stores

## Co-host a launch event for the app in Fraserburgh and run a public workshop demonstrating the app to visitors and local residents.

## Design and produce a permanent exhibition facility for additional changing displays of visual and interpretive material generated during the process.

# Development & Production

The successful Contractor will:

## Attend start-up commissioning meeting with Fraserburgh 2021 Team.

## Nominate main point of contact to manage the delivery and production.

## Make site visits to undertake review of route and position of AR markers on the trail.

## Produce marker designs, screen layouts, interface mock-ups, story boards and test programs along with any other items deemed necessary to help convey the app development for approval (in electronic and hard copies). All items are to be issued for approval, allowing a minimum 15 working days within production programme for Aberdeenshire Council to approve/comment.

## Liaise with Fraserburgh 2021 Team and other nominated contractors and suppliers throughout the procurement, development and implementation to ensure seamless integration of all works, that they are safe, fit for purpose and suitable for display and comply with access legislation.

## Facilitate studio and site visits by members of the Fraserburgh 2021 team as appropriate to inspect progress.

## Attend and report at key points to provide updates if appropriate and/or issue short monthly reports and work-in-progress documentation.

## Be required to submit specific and detailed risk assessments and method statements prior to undertaking engagement processes or on-site work.

## Ensure all works by staff and sub-contractors are being undertaken in accordance to approved method statements and risk assessments.

## Ensure cost control throughout the app development and production phases, once tender price and scope of works has been agreed. Following successful appointment it may be necessary in consultation with the Fraserburgh 2021 team, to value engineer and negotiate in order to successfully delivery the works to budget.

## Identify any specific items in the scope of works which will require long lead-in times in order to ensure development, production and installation dates are met.

## Be expected to work to a programme agreed with the project manager and work closely with the Fraserburgh 2021 Team. See outline programme below.

## Candidates are asked to submit a breakdown quotation for the works as further outlined below.

## Copyright for designs will (as per the attached terms and conditions) rest with Aberdeenshire Council.

## An allowance of up to £35K has been allocated for developing and commissioning the interpretive app and exhibition material including upload and installation of software on to Council hardware (computers, projectors, screens etc.

# Commissioning & Handover

The successful Contractor will:

## On completion notify Aberdeenshire Council and set up commissioning and handover process.

## Facilitate and monitor this with Aberdeenshire Council agreeing suitable measures in the event of any snags identified. Make any necessary amendments within 15 working days of notification and agree further review. Upon satisfactory commissioning, issue certificate of completion.

## On handover and commissioning, copy of all as-installed app along with a training and maintenance manual in electronic and hard copy should be provided to Aberdeenshire Council for future reference. Copies of all code, content files, certification and relevant admin passwords for app should also be supplied.

## Provide a minimum of a 1 year warranty/ defect period on app and exhibition software.

## Any defects notified are to be made good at no extra cost within 15 working days of notification (or within such shorter or longer period as is agreed as being reasonable with regard to the nature of the defect and its effect on the public’s understanding of the conservation area). In the case of any defects which having been made good, the relevant maintenance period will apply to the remedial works in full from the date of making good.

## All invoices are to be submitted for works completed or for a value of the works completed.

## The successful Contractor and all of the work force undertaking engagement processes will require valid Basic Disclosure Scotland certificates.

## Upon appointment the successful contractor will be expected to provide a detailed programme working with the other nominated contractors to ensure the project is completed within the time frame indicated.

If you are interested in being considered for this contract, please submit the following within this document:

A written proposal outlining your methodology and approach to the project. (40%).

A fixed price for the development, production and commissioning of the works (30%). This should clearly state the overall fee for provision of the app with a breakdown of all associated costs.

Statement of any exclusions from tender submission

A CV outlining the skills and experience of individuals relevant to this scope of works along with contact details and references from three relevant projects completed within the last two years (30%).

Statement of availability to undertake the works within the timescales outlined above.

**Contract Management**

Bidders must be able to provide a suitably qualified and experienced successful Contract Manager, who will be the primary point of contact between the Bidder and the Council.

**Responsibility for Sub-Contractors**

In the event that the successful Bidder sub-contracts any of the performance of any contract following from this process then that Bidder must take full responsibility for and act as prime contractor in relation to all sub-contractors who form part of the delivery of the contract. The prime Contractor must specify, and be ready to apply, contingency measures to cover the Council in the event of a sub-contractor’s non-performance or failure.

**Liaison**

Throughout the performance of any contract following from this process, the successful Bidder’s Contract Manager will communicate regularly and to an agreed schedule with Alison Simpson, Fraserburgh 2021 Engagement Officer in order to sign off elements for inclusion in the app., review progress and timescales for local visits, liaison with other contractors and launch event.

**Performance Review**

The Contract Manager will monitor and review the quality of the Services provided and will meet (by skype or in person) with the Council each month during the contract.

The Contract Manager will supply in their monthly report details of work done since the last review meeting and action taken in respect of any matter, together with a breakdown of time spent on the Council’s work and a note of its costs.

For the purposes of the monthly review meeting, performance measures shall be established by the Bidder of all aspects of the service provisions. These measures shall be agreed by both parties and will be refined by mutual agreement at the review meetings.

**SECTION 3: SUPPLIER INFORMATION (to be returned with submission)**

**Instructions for Bidders**

This section seeks background information about the bidder; this section is not normally evaluated, however the public body may choose not to select bidders that cannot provide basic company information.

**All personal information supplied will be treated as confidential and will be subject to the Data protection Act 1998.**

|  |  |
| --- | --- |
| **Identification** | **Answer** |
| Company Name: | [text] |
| VAT-number, if applicable: | [number] |
| D.U.N.S. number (where available): | [number] |
| Postal address Line 1: | [text] |
| Postal address Line 2: | [text] |
| Postal address Town/City: | [text] |
| Postal address Region: | [text] |
| Postal address Postcode: | [text] |
| Postal address Country: | [text] |
| Contact person or persons: | [text] |
| Telephone (including dialling code): | [number] |
| Mobile (including dialling code): | [number] |
| Email: | [number] |
| Internet address (web address) (if applicable): | [text] |
| Name of parent company (if applicable): | [text] |
| Name of ultimate parent company (if applicable): | [text] |
| Bidder Legal Status: | Sole Trader  Private Limited Company  Public Limited Company  Partnership  Other |
| If you have answered 'Other' to the above question please provide details here: | [text] |
|  |  |
| **Identification** | **Answer** |
| Please confirm the size of your organisation: | [] Micro [] Small [] Medium  [] Large |
| Is your organisation a supported business or will it provide for the performance of the contract in the context of supported employment programmes? | [] Yes [] No |
|  |  |
| **Form of participation**  (Notably as part of a group, consortium, joint venture or similar) | **Answer** |
| Is the bidder participating in the procurement procedure together with others? | [] Yes [] No |
| **If yes**: a) Please indicate the role of the bidder(s) in the group (leader, responsible for specific tasks …): | [text] |
| b) Please identify the other bidder(s) participating in the procurement procedure together: | [text] |
| c) Where applicable, name of the participating group: | [text] |

|  |  |
| --- | --- |
| **Conflict of Interest**  Bidders should be aware that any perceived conflict of interest will be investigated, and where, in the Council’s opinion, any conflict exists the bidder may be disqualified from the ITQ process. | **Answer** |
| Is the bidder aware of any conflict of interest due to its participation in the procurement procedure? | [] Yes [] No |
| **If ‘Yes’** – please provide details | [text] |
| **Has the bidder or** an undertaking related to it advised the organisation or contracting entity or otherwise been involved in the preparation of the procurement procedure? | [] Yes [] No |
| **If ‘Yes’** – please provide details | [text] |
| **Reliance** | **Answer** |
| Does the bidder rely on the capacities of other entities (subcontractors and/or consortium members) in order to meet the requirements of this ITQ? If so, please provide details. | []Yes []No |

|  |  |
| --- | --- |
|  | Please supply with regard to the undernoted insurances the information requested in respect of each. |

(a) Employers Liability Insurance Held

|  |  |
| --- | --- |
| Insurer: |  |
| Policy No: |  |
| Extent of Cover £ |  |
| Expiry Date |  |

(b) Public Liability (Third Party) Insurance held

|  |  |
| --- | --- |
| Insurer: |  |
| Policy No: |  |
| Extent of Cover £ |  |
| Expiry Date |  |

(c) Professional Indemnity Insurance held

|  |  |
| --- | --- |
| Insurer: | If required |
| Policy No: |  |
| Extent of Cover £ |  |
| Expiry Date |  |

**Data Protection and Freedom of Information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The Supplier must confirm that they adhere to the requirements of the the Data Protection Act 1998. | | | | | | | | | | |
|  |  | Yes |  |  | No |  |  |  | (tick) |  |

**SECTION 4: ITQ AWARD**

The Declaration at end of this ITQ must be **fully** completed and signed in accordance with the instructions provided. Responses will be rejected if this Section is not signed and completed as required.

Bidders must also clearly detail any points of the requirement or conditions with which they cannot comply.

Bidder’s responses must not be qualified, conditional or be accompanied by statements that could be construed as placing them on a different footing to those of other bidders.

Publicity or information brochures should not be included within your response.

**Price: 30 % of overall score**

Prices are to be submitted in Pounds Sterling and exclusive of VAT. It should be assumed that all the requirements under the specification should be included in the costing proposal.

The pricing that the Bidder proposes must be submitted in the format detailed. The Bidder’s Pricing is requested within Section 7 of this document. **This pricing given must include delivery and must be inclusive of all expenses. The Council will accept no further claims other than the price given.**

Prices given in the Bidder’s response shall be priced in pounds sterling and shall exclude VAT.

The Council does not bind itself to accept any Bidder’s response, and where the pricing documentation permits, may accept part of a response only.

Scores will be allocated as follows:

The most financially advantageous submission will be allocated the full points total for this section (100).

Other submission will be allocated a percentage points total, dependant on the competitiveness of tender in comparison to the lowest price submission.

The sum to be used is 100 \* LP/P where P is the submission price and LP is the Lowest Price (for example, a bidder submitting a price 10% higher than the lowest price will receive 91 points).

Price and non-price related sections will be totalled up and weighted as appropriate to produce a final score for each bidder.

**Quality Evaluation 70% of overall score**

Bidders must provide evidence of Statement of approach (35%) and level of relevant experience (35%).

**SECTION 5: ITQ RESPONSE & PRICING TABLE (to be returned with submission)**

**Pricing Schedule:**

Please provide your price for providing the goods/services as stated in this Invitation to Quote. Note your attention is drawn to the fact that this must be an all-inclusive price including delivery.

**All fields in the tables in this pricing schedule must be completed. Failure to do so will result in the response being deemed invalid – and such responses will not be considered.**

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  | Amount (£ GBP) |
| 1. Pricing Relating to Site visits, Meetings |  |
| Description of work |  |
|  |  |
| 1. Pricing relating to design of app |  |
| Description of work |  |
|  |  |
| 1. Pricing Relating to Workshops/Launch Event |  |
| Description of work |  |
|  |  |
| **Total Pricing** |  |

**DECLARATION**

**After completion of the ITQ you must read and sign the section below:**

Head of Commercial & Procurement Services

Aberdeenshire Council

Woodhill House

Westburn Road

Aberdeen

AB16 5GB

Dear Sir/Madam

Having examined the Invitation to Quote (ITQ), I/We hereby offer to provide the Services in accordance with the ITQ for the sums detailed in the enclosed Response, as the same may be modified by any contract to follow hereon.

We undertake to complete the performance of the whole of the Services set out in the ITQ within the times stated therein.

We acknowledge that unless and until a formal contract is prepared and executed, this ITQ, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest, most economically advantageous or any Response you may receive.

I/We agree that my/our offer shall remain open for consideration for a minimum period of 120 days from the date fixed for the lodgement of Responses.

The essence of this procurement is that the Council shall receive bona fide competitive quotes. In recognition of this principle, we certify that this is a bona fide Response, intended to be competitive, and that we have not fixed or adjusted the amount of the Response by, or under, or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do, at any time before the hour and date specified for the return of this Response, any of the following acts:-

1.(a) Communicating to a person other than the person calling for those Responses the amount or approximate amount of the Response, except where the disclosures in confidence, of the approximate amount of the Response was necessary to obtain insurance premium quotations required for the preparation of the Response;

(b) Entering into any agreement with any other person that he shall refrain from submitting a quotation or as to the amount of any Response to be submitted;

(c) Offering or paying or giving or agreeing to pay or give, any sum or money or valuable consideration, directly or indirectly, to any person for doing or having done or causing or having caused to be done in relation to any other Response or proposed Response for the said work, any act or thing of the sort described above.

2. We further certify that the principles described in paragraph 1 (a) - (c) above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the ITQ. Any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

I/we certify that (1) the information supplied in this Response is accurate, to the best of my/our knowledge and understanding and (2) that I/we agree to be legally bound by the conditions and requirements set out in the ITQ.

**In this Response, the word “person” includes any persons and any body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SIGNED: |  | | | |
| (Print Name): |  | | | |
| (Position): |  | | | |
| On Behalf Of: |  | | | |
| Address: |  | | | |
|  |  | | | |
| Witness (Signature): |  | | | |
| Witness (Name): |  | | | |
| Dated this: |  | Day of |  | 20XX |