

Sayreville Housing for Seniors Corporation
“Gillette Manor”

**650 Washington Road
Sayreville, NJ 08872**

732-316-0177
732-721-0062 fax

REQUEST FOR PROPOSALS
for
ELEVATOR MAINTENANCE AND REPAIR SERVICES
at
GILLETTE MANOR

June 7, 2017

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Request for Proposals
ELEVATOR MAINTENANCE AND REPAIR SERVICES

INTRODUCTION

The Sayreville Housing for Seniors Corporation (SHSC) is accepting proposals from qualified elevator maintenance and repair service contractors to perform the monthly maintenance on the SHSC's two hydraulic elevators at Gillette Manor, 650 Washington Road, Sayreville, NJ (100 units in a six story high rise). The contractor shall provide costs for the monthly maintenance, five year load test and labor rates per the bid proposal form attached herein.

PROPOSAL SUBMISSION

Proposals must be received by the SHSC on or before 2:00 PM on Wednesday, June 7, 2017 and may be emailed to Alycia@SayrevilleHA.org, faxed to 732-721-0062 or delivered to:

Sayreville Housing for Seniors Corporation
Attention: Alycia Brown
650 Washington Road
Sayreville, NJ 08872
"Proposals for Elevator Contractor"

Proposals are to minimally include:

1. The Proposal form (attached herein).
2. A minimum of three references.
3. Business Registration Certificate.
4. Qualification Questionnaire (attached herein)

NOTICE-REQUEST FOR PROPOSALS

The Sayreville Housing for Seniors Corporation (SHSC) is accepting proposals for a qualified Elevator Contractor for the monthly elevator maintenance and as-needed repairs of the two hydraulic elevators at Gillette Manor, a six story apartment complex located at 650 Washington Road, Sayreville, NJ for a two-year period with the option to renew for two additional 12 month periods at the same prices. Proposals will be received by mail, fax or email until 2:00 PM on Wednesday, June 7, 2017, prevailing time, at the same location. All requirements for the work and for submitting an offer are described in the written Request for Proposals (RFP) which may be downloaded from www.SayrevilleHA.org. The SHSC invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all offers or to waive any informalities in this solicitation.

**Form of Contract (SAMPLE-DO NOT SUBMIT)
For Elevator Maintenance and Repair Services Contractor**

This **AGREEMENT** made this ____ day of _____ in the year ____ by and between

(Name of Contractor)

(Address)

hereinafter called the "Contractor," and the

Sayreville Senior for Housing Corporation

‘Gillette Manor’

650 Washington Road, Sayreville, NJ 08872

hereinafter called the "SHSC".

WITNESSETH that the Contractor and the SHSC for the consideration stated herein mutually agree as follows:

Article 1. Statement of Services. The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required for the monthly maintenance and as-needed repair services for the two hydraulic elevators at Gillette Manor in Sayreville, NJ.

Article 2. Term of Contract. This contract shall extend for a period of two years, July 1, 2017 through June 30, 2019. The contract shall be renewable for two additional twelve month periods at the sole option of the SHSC at the same rates stated in Article 5 below.

Article 3. Performance of Work. The SHSC shall have the sole right and discretion to order work under his contract. The SHSC reserves the right to award work of a similar nature, through other procurement methods, to other contractors if it is in the best interest of the SHSC to do so. Work shall be performed by the Contractor on an as-needed basis and the SHSC makes no representation as to the amount of work that may be required during the contract period. The SHSC shall perform the monthly maintenance on both elevators and shall submit a checklist of work performed as per the technical specifications which are included herein by reference and made a part hereof.

Article 4. Contract Price and Payments. The contract price shall be _____ dollars (\$____) per year, payable in installments of _____ dollars (\$____) per month. The SHSC shall make payment upon completion of all required work by the Contractor, to include the filing of all required reports and records, and the presentation of an invoice. Payment shall be due within 30 days of receipt of the invoice by the SHSC.

The SHSC shall pay the contractor for services not covered under the monthly maintenance agreement, or Extra Work, an hourly rate of _____ dollars and ____ cents (\$____.____) per hour. Materials used shall be billed at the contractor’s cost plus a mark-up of ____% (not to exceed 10%). All such extra work shall not be performed without a written work order issued to the contractor.

In the event a load test needs to be performed on any elevator, the SHSC shall pay the contractor a flat rate of _____ dollars and ____ cents (\$____.____) per elevator.

Travel time is included in all of the above fees. No separate travel time shall be paid by the SHSC.

Article 5. Insurance. Before performing any work, the Contractor shall furnish the SHSC with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

1. Workers’ Compensation, in accordance with New Jersey Workers' Compensation laws.

2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence to protect the Contractor and the SHSC against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract, and the extended reporting period may not be less than five years following the completion date of the Contract.
3. Automobile Liability on owned on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.00 per occurrence.

All Insurance shall be carried with companies which are financially responsible and admitted to do business in the State of New Jersey. If any such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the SHSC. All certificates of insurance, as evidence of coverage, shall provide that no coverage maybe canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the SHSC.

Article 6. New Jersey Business Registration Requirements. The contractor shall provide to the SHSC proof of the contractor's business registration with the New Jersey Division of Taxation. A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c.34 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

Article 7. Contract Documents. Contract Documents shall consist of the following component parts:

1. This instrument;
2. Request for Proposals dated 6/7/17;
3. Proposal submitted by the contractor dated 6/7/17.

This instrument together with the document enumerated in this Article form the Contract, and they are fully a part of the Contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of the Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in this Article 8 shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first above written.

In the presence of:

_____ by _____
 (Name)
 (Title)
 (Company Name)
 (Phone Number)

In the presence of:

_____ by _____
 Douglas G. Dzema, PHM
 Executive Director
 Sayreville Senior for Housing Corporation

**Proposal Form
Elevator Maintenance and Repair Services Contractor**

Proposal for: Elevator Maintenance and Repair Services

TO: Sayreville Housing for Seniors Corporation
650 Washington Road, Sayreville, NJ

FROM:

Company Name of Bidder

Street Address

City, State - Zip Code

Contact Name / Telephone Number / Fax Number

Email Address / Federal ID#

1. The undersigned, having read the specifications and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, services, equipment and related items to complete all work for elevator maintenance and repair services at Gillette Manor in accordance therewith at the following annual fixed price:

_____ dollars and _____ cents (\$_____.__) payable in
twelve monthly installments of _____ dollars and _____ cents (\$_____.__).

Extra Work shall be billed at the following Elevator Technician rates:

Standard rate: _____ dollars and _____ cents (\$_____.__) per hour

Premium rate: _____ dollars and _____ cents (\$_____.__) per hour

2. Materials used shall be billed at the contractor's cost plus a mark-up of _____% (not to exceed 10%).

3. In the event a load test needs to be performed on either elevator, the SHSC shall pay the contractor a flat rate of _____ dollars and _____ cents (\$_____.__) per elevator.

4. In submitting this proposal, it is understood that the SHSC reserves the right to reject any and all offers. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

Signature of Offeror - Title

Date

Sayreville Housing for Seniors Corporation

Technical Specifications

for

Maintenance and Service of Two Elevators

at

**Gillette Manor
650 Washington Road
Sayreville, NJ**

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Section 1: Schedule of Elevators

<u>Address</u>	<u>Number of Cars</u>	<u>Make</u>	<u>Type</u>	<u>Operation</u>
Gillette Manor 650 Washington Rd. Sayreville, NJ	2	Otis	Direct Hydraulic	Auto/P.B. 2500/6

Section 2: Scope of Work

A. The Contractor shall maintain the elevator machinery and equipment in proper and safe operating condition, on the terms and conditions hereinafter set forth. This shall include but not be limited to checking, lubricating, adjusting, repairing, replacing and such parts as are necessary or required due to ordinary wear and tear of normal operation on the automatic push-button passenger elevators listed above, and to make service calls when necessary. The services rendered by the Contractor shall be performed by trained personnel directly employed and supervised by the Contractor. Parts that need replacing that are not part of the scheduled maintenance portion of these specifications shall be considered Extra Work and shall be billed on a time and material basis. The contractor shall submit an estimate for the necessary repairs and complete the work after such work has been pre-authorized by the SHSC.

B. Where repairs are required with respect to elevators, the Contractor shall assess what is necessary to restore and maintain such elevators in a safe operating condition and provide an estimate to the SHSC for approval. All equipment shall be repaired and maintained strictly in accordance with the terms of these specifications. Repairs and maintenance to parts that have been replaced or repaired shall be maintained strictly in accordance with the specifications.

C. After the award of this Contract, the Contractor shall furnish to the SHSC for approval, a maintenance check list in a form suitable for monthly submission to the SHSC.

D. The Contractor shall be responsible for correcting violations and complying with requirements of all applicable public agencies having jurisdiction or the SHSC's insurer, provided that such violations shall not have been placed or requirement made prior to the date of this Contract and provided that the violation or requirement does not necessitate any additions or changes to the present elevator equipment or parts, or its method of operation. Requirements of public agencies shall include, but shall not be limited to, periodic testing, witnessing of tests and properly reporting same to the SHSC, including correction of defects by the Contractor.

E. The Contractor shall provide all labor, materials, transportation, equipment and necessary appurtenances to maintain, service and repair the three elevators specified herein. The Contractor shall be responsible for making scheduled and emergency service calls and for providing as nearly uninterrupted elevator service as possible during the term of this Contract. It is the Contractor's responsibility to maintain optimum efficiency and safety of the elevators by timely replacement of any parts which show excessive wear and approaching failure upon approval by the SHSC.

F. In addition, the Contractor shall perform certain work on a routine basis as specifically stated herein.

G. During the normal course of preventive maintenance work, the Contractor shall be responsible for maintaining all light fixtures, including bulb replacements in the elevator machine rooms, elevator pits, top and bottom of elevators.

Section 3: Codes

A. All work done and material furnished shall be in strict accordance with all laws and with the latest rules and regulations of all State, Municipal and other agencies having jurisdiction over such matters.

B. The Contractor shall prepare and submit to such agencies, for their approval, all applications required by them, and shall obtain all necessary certificates of compliance issued by such agencies and deliver same to the SHSC.

Section 4: Periodic Maintenance

A. The Contractor shall make regularly scheduled visits to perform work hereinafter described and shall also perform any additional maintenance work if part of the equipment manufacturer's standard recommendations. In the tabulation which follows, periodic checking, inspection and other responsibilities of the Contractor are set forth.

NOTE: The terms "check" or "inspect" in this list both mean also clean, clear, repair, replace, adjust, lubricate or replenish lubricant if necessary.

<u>Time Interval</u>	<u>Item Covered</u>	<u>Contractor's Work</u>
Semi-monthly	Motor Room	Sweep and dust machine room. Blow out, dust or wipe motor windings, governor jaws, sheaves and coils. Wipe and dust off exposed surface of entire mechanism.
Semi-monthly	Motor and Motor Generator	Check lubrication. Check brushes and holders. Check commutators. Check rotor and armature clearance.
Semi-monthly	Brake	Check shoes and springs. Check pulley and fastenings. Check electrical connections and operation. Lubricate and check brake pins for proper fit. Check application of brake and clearance. Check and clean brake coils. Check brake coil insulation.
Semi-monthly	Hatch Door	Check and lubricate tracks and rollers. Check self-closing feature. Check door gibs.
Semi-monthly	Gear Box	Check oil level. Check for oil leaks. Check stuffing box. Check lubrication. Check gear for wear. Check thrust bearing. Check oil temperature, consistence of lubricant and for gear cutting flakes.

Semi-monthly	Sheave (Drive)	<ul style="list-style-type: none"> Check for groove wear. Check alignment. Check for bearing wear. Check bearing lubrication.
Semi-monthly	Governor	<ul style="list-style-type: none"> Check lubrication. Check weights and springs for freedom of movement. Check alignment of cable on sheave. Check switches and contacts.
Semi-monthly	Control Panels and Selectors	<ul style="list-style-type: none"> Check contacts and carbons. Check contacts for compression and timing. Check overload relays. Check for loose connections. Check for frayed leads Check mechanical operations.
Semi-monthly	Car Doors	<ul style="list-style-type: none"> Check distance of opening between car strike post and edge of door (Maximum: 1½") Check bumpers. Check bottom guides and alignment. Check car door threshold sills and sill mounted safety block. Check and lubricate tracks and rollers. Check removable guide shoes and safety "Z" bar guide.
Semi-monthly	Car Door Operator	<ul style="list-style-type: none"> Check motor and lubrication. Check chain and linkages for alignment and tension. Check stop clearance.
Semi-monthly	Hall Buttons	<ul style="list-style-type: none"> Check plate screws. Check bottoming of buttons and operation.
Semi-monthly	Car Buttons	<ul style="list-style-type: none"> Check buttons. Check plate screws. Check emergency alarms. Check stop switch. Check key switches
Monthly	Car Top	<ul style="list-style-type: none"> Clean top of car. Check light fixtures and bulbs.
Monthly	Hoist Ropes	<ul style="list-style-type: none"> Visual inspection for wear and broken wires. Inspect thimble rods and springs.
Monthly	Governor Ropes	<ul style="list-style-type: none"> Visual inspection for wear and broken wires and socket connections. Check cable alignment.

Monthly	Pits	Sweep pits and remove all rubbish, trash paper and other foreign matter. Check light fixture and switches. Check pit stop switches.
Monthly	Alarm Bells	Check car, pit and exterior alarm bells.
Semi-annually	Safety Switch	Check electrical and mechanical operations.
Semi-annually	Hatch Switches	Check rollers and arms. Check for level stops. Check stop switch (Final). Check control switches and devices. Check automatic slow-down devices and switches.
Semi-annually	Interlock Switch and Locks	Check rollers, electrical operation and latches. Clean and lubricate.
Semi-annually	Car and Counterweight Roller Guides	Check adjustment and wear. Check for tension. Check for flats. Check for springs.
Semi-annually	Main Machine	Gauge sheave groove for wear.
Semi-annually	Governor Control Panel	Clean Check and tighten all terminal connections.
Semi-annually	Hoist Rope	Check tension and equalizer.
Semi-annually	Traveling Cable	Check worn spots, tape and shellac. Check fastening at junction box.
Semi-annually	Pits.	Check buffers and counterweight clearance. Check stop switch. Check buffer oil level. Check light fixture and switches.
Semi-annually	Car Safety	Check for free operation and lubricate. Check safety tiller rope. Check safety plank switch.
Semi-annually	Car	Tighten brace rods, nuts, bolts, and screws, car top, crosshead, platform and steady plates. Check panel reinforcement for proper stiffness. Check mirror and alarm bells.

Semi-annually	Motor and Motor Generator	Check brushes, brush holders and commutators. Check rotor and armature clearances
Semi-annually	Motor Room	Check fuses, ratings. Check knife switch and fuse clips.
Annually	Brake	Clean brake cores and sleeves and lubricate as recommended by manufacturer. Clean brake coils. Check brake coil insulation
Annually	Control Board	Check resistance tubes. Check transformers. Check rectifiers. Tighten all terminal lugs. Check Overloads
Annually	Limit Switches (Final)	Check car and counterweight for run-by clearance. Check fastenings to rails. Check contacts (they must open before buffers are fully compressed). The above check shall also be made whenever hoist cables are renewed, or shortened. When final limits are moved, they shall be through-bolted to rails
Annually	Interlocks	Inspect all internal parts. Check door interlock keepers.
Annually	Iron Work	Check all shaft iron work with regard to rust and paint. Inspect hatch side of doors and bucks.
Annually	Rails	Remove fuzz and clean rails. Check bracket bolts. Check beams. Check vanes and brackets.
Annually	Main Machine	Drain, wash and refill all motor sleeves, bearings and gear cases. Check gears for clearances and wear.

Section 5: Records

A. The Contractor shall forward monthly to the SHSC copies of each of the following records:

1. Records of service calls itemizing the nature of defect, identification by manufacturer and part number of repair parts used, time arrived, time completed, date of repair, and other pertinent information.

2. The completed maintenance check list which is supplied by the SHSC. This list shall also include a written report detailing equipment, operation and maintenance deficiencies (if any) which are the SHSC's responsibility and the recommendations to correct same. The check list shall certify that the periodic maintenance services were performed.

B. The service person shall log in as directed by the SHSC on each visit under the terms of this Contract and supply the SHSC with a copy of the completed work ticket, and notify the SHSC that the car is back in service by no later than 9:00 a.m. the following day.

C. On all calls after hours, on weekends and legal holidays, the Contractor shall leave a copy of the work ticket at the SHSC office.

Section 6: Service Call Response

A. All service and repairs in connection with this Contract shall be performed during regular working hours of regular working days, except as specified below. If at any time the equipment breaks down or if any emergency occurs, the Contractor shall upon receipt of such notification respond within three hours to make repairs as hereinafter specified. All other elevator outages reported to the Contractor by 9:00 a.m. shall be restored to service during regular working hours of regular working days.

B. The schedule shall be adhered to on every day of the week, at no extra charge except as specified in Section 7 below. If the Contractor does not respond within the time limit stated above, the SHSC reserves the rights to obtain the services of others and back charge the Contractor for all costs.

Section 7: Elevator Failure Caused by Water, Fire, Explosion or Vandalism

A. In the event elevators become inoperable because of water, fire, explosion, or vandalism, resulting from causes other than the Contractor's failure to properly service equipment, the Contractor shall replace or repair the damaged equipment, and shall be compensated for this as Extra Work. For all material used for this Extra Work the Contractor shall be paid the actual cost of the material based on a certified paid bill from the manufacturer, plus 10% (or other amount agreed upon by the SHSC and the Contractor) of said cost for overhead, profit and all other cost.

B. On each order for Extra Work, as indicated above, all time shall be billed based on the hourly rates agreed upon between the SHSC and the Contractor. Standard hours shall be billed for normal working hours of Monday through Friday, 8 AM to 5PM. Premium hours shall be billed for Monday through Friday, 5PM to 8AM, Saturdays, Sundays and legal holidays. **No travel time shall be allowed.**

Section 8: Schedule and Times of Work

A. A schedule of work for normal periodic maintenance shall be provided by the Contractor to the SHSC during the first month of the Contract term. Any overtime necessary to maintain this schedule shall be the responsibility of the Contractor and shall not entitle him to additional compensation.

B. Contractor shall perform work so that no elevator shall be out of service between the hours of 4:30 p.m. and 8:00 a.m., unless authorization in writing is issued by the SHSC otherwise.

C. Cars shall not be out of service on weekends (Saturday and Sunday) or holidays, unless authorization in writing is issued by the SHSC otherwise.

D. For all non-emergency work performed pursuant to specific directions of the SHSC on overtime, the Contractor shall be paid the premium agreed upon between the SHSC and the Contractor. Overtime shall be limited to time worked other than normal working hours for the trade in question.

Section 9: Clean Up

A. All parts or items of equipment removed shall become the property of the Contractor, and he shall remove same from the premises and legally dispose of it.

B. At the end of each work day, the work site shall be left in a broom-clean condition

Section 10: Inspection and Testing

A. All work performed under this Contract shall be subject to inspection by the SHSC. If defects in material or workmanship are found, the Contractor shall be required to replace such defect at no additional cost to the SHSC within thirty days of receipt of notification.

B. Contractor shall furnish all labor, materials and equipment necessary to perform and shall perform on all elevators included in this Contract the periodic inspection and safety test required by ASME A17.1-1993, Safety Code for Elevators, as amended on the date of performance.

C. The Contractor, if requested, shall accompany Sayreville's Elevator Sub-Code Official on the semi-annual mandated inspections. All jurisdictional tests required will be performed by the Contractor and witnessed by the Elevator Sub-Code Official.

D. All inspection and testing under this contract shall be performed by or under the direct personal supervision of persons having technical knowledge and competence in the work satisfactory to the SHSC and having at least three years' experience in elevator inspection, installation or maintenance, satisfactory to the SHSC.

E. The SHSC shall be notified within 24 hours in advance of any inspections or tests, in order that it may have the option to witness such inspections or tests.

F. After applications of safeties, Contractor shall file any area of rail damaged as a result of this.

G. Any damage to SHSC property, which occurs during the performance of testing as required by specification, is assumed by the SHSC excepting:

1. Where the Contractor has not performed the required inspections in accordance with the Contract requirements.
2. Where the Contractor has improperly performed the required inspections and tests.
3. Where the resulting damages to property are directly due to the negligent acts or omissions of the Contractor or its employees.

H. Contractor shall make an entry in the SHSC's elevator log book after each elevator test. Log books will be made available to the Contractor.

I. When tests are unsatisfactory, and when defects are found, the failures and defects shall be reported immediately to the SHSC.

J. In the event an elevator fails the inspection of safety test, Contractor shall make re-inspections after corrections have been made at no added cost to the SHSC.

Section 11: Protection of Life and Property

A. Contractor shall conduct his work in such manner, and take such precautions as are required, to avoid injury to any person or damage to property of the SHSC and others. Any equipment furnished under this Contract, and any property of the SHSC damaged by the Contractor or his employees, shall be restored to its original condition or replaced without cost of the SHSC.

B. Contractor shall post a suitable sign on the lobby door of the elevator whenever any elevator is taken out of service.

Section 12: SHSC Responsibility

A. The following items will be performed by the SHSC and will not be the responsibility of the Contractor:

1. Cleaning the inside of elevator cars, except as otherwise specified.
2. Keeping the pits free of water.

Section 13: Access to Elevator Equipment

A. The Contractor shall be issued keys which will give him access to all elevator equipment. Contractor shall return all issued keys to the SHSC, upon completion of the contract.

END OF TECHNICAL SPECIFICATIONS

Qualification Questionnaire

Proposal for: Elevator Maintenance and Repair Services Contractor

Name of Offeror: _____

(a) It shall be necessary for the offeror to present evidence that he has been in business for at least 3 years in this field and can submit a suitable record of satisfactorily completing similar contracts.

How many years have you been or engaged in business under your present firm or trade name?
_____ Years.

(b) How many years has your organization been performing the work required under this contract?
_____ Years.

(c) If a corporation, answer the following:

Date of incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's Name(s): _____

(d) If a partnership, answer the following:

Date of Organization: _____

(e) If the contract is awarded to your firm, who will personally supervise the work?

(f) Are there any liens of any character filed against your company at this time? If so, specify the nature and amount of the lien.

(g) Give trade references:

(h) Give bank references:

(i) Give full information concerning all of your contracts in progress or completed within the last 3 years, whether private or government contracts.

OWNER/LOCATION	DESCRIPTION	CONTRACT AMOUNT
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State of _____

County of _____

_____ being first duly sworn deposes and says:
(Individual's Name)

THAT he is _____ of
(Owner, Officer or Partner)

(Firm Name)

and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Sayreville Housing for Seniors Corporation in verification of the recitals comprising this Statement of Offeror's Qualification; and that all answers to the foregoing questions and all statements therein contained are true and correct.

(Signature of Offeror)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

My Commission expires _____