

**KETCHIKAN GATEWAY BOROUGH
INVITATION FOR BID**

**VEHICLE AND HEATING FUEL FOR KETCHIKAN
GATEWAY BOROUGH AND AUTHORIZED DESIGNEES**

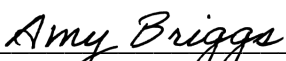
RELEASE DATE: May 13, 2022

The Ketchikan Gateway Borough (Borough) is soliciting sealed bids from qualified individuals, firms, or companies for:

**VEHICLE AND HEATING FUEL FOR KETCHIKAN
GATEWAY BOROUGH AND AUTHORIZED DESIGNEES**

Requests for the Invitation for Bids (IFB) documents may be emailed to amyb@kqbak.us or requested via telephone at 907-228-6637. The IFB documents will also be posted on the Borough's website, <http://www.kqbak.us/> Even though the IFB documents are provided online, each firm must register with the Borough by sending an email to: Amy Briggs, Procurement Officer amyb@kqbak.us Bids from unregistered bidders will not be accepted. The required email must include the firm name, address, telephone number, and fax number. No faxed or oral bids will be allowed.

Bid Submission Deadline: To be considered, a complete sealed bid package in the format requested must be received at the Office of the Borough Clerk, 1900 First Avenue, Suite 115, Ketchikan, Alaska 99901 by 2:00 PM local time, June 9, 2022.



Amy Briggs, Procurement Officer

SUBMITTALS

DEADLINE

All Bids must be received by the Borough no later than the date outlined in this IFB.

SUBMITTALS

One copy of the bid documents, including the price proposal, must be submitted in a sealed envelope or box clearly marked on the outside with the project name, and must be delivered to the address outline, and in the required format, on or before the deadline.

Each price-proposal component must be signed and dated by the person who prepares it. If that person is not authorized to bind the bidder, the price-proposal component must also be signed by a person who is authorized to bind the bidder.

Bidder's failure to submit its bid prior to the deadline will cause the bid to be disqualified. Late bids or amendments will not be opened or accepted for evaluation. Bids submitted by fax will not be accepted.

BID DOCUMENTATION FORMS

To be considered, bidders must complete, sign, and include the bid Documentation Forms provided in the IFB with submitted bids.

REQUIRED SIGNATURES

The price-bid component forms must be signed and dated by a person who is authorized to bind the bidder.

Bidders who have or would present a conflict of interest for either the bidder or the Borough's design team due to shared financial interests will not be qualified bidders on this project.

In addition to the price-bid component, the bid itself must also be signed by a person who is authorized to bind the bidder. Specifically:

- A. A bid by a corporation shall be executed in the corporate name by the president, vice-president, or other corporate officer. Evidence of authority to sign must also be provided. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- B. A bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. Evidence of authority to sign may be in the form of a copy of the partnership agreement or other reliable evidence.
- C. A bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. Such evidence may

be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.

D. A bid by an individual shall show the bidder's name and business address.

Failure to provide evidence of authority to sign on behalf of the bidder will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the bidder.

INQUIRY DEADLINE

Questions, objections, or protests relating to defects, errors, omissions regarding the project or this IFB should be submitted in writing no later than the date and time specified in this IFB. Substantive issues will be addressed in a written addendum to the IFB.

Address questions to:

Borough Procurement Officer
Amy Briggs
1900 First Avenue, Ste. 118
Ketchikan, Alaska 99901
Telephone: 907-228-6637
E-mail: amyb@kgbak.us

DELIVERY INSTRUCTIONS

Bids must be received by the Borough Clerk by the deadline specified in this IFB.

Be aware that Ketchikan is considered a remote location and, as such, mail and special deliveries by couriers to Ketchikan are commonly delayed beyond the advertised guaranteed arrival of carriers and couriers.

Bids must be delivered to:

Borough Clerk
Kacie Paxton
Ketchikan Gateway Borough
1900 First Avenue, Suite 115
Ketchikan, Alaska 99901

INSURANCE AND LEGAL REQUIREMENTS

INSURANCE

Before execution of a contract, and during the entire period of the project, the contractor shall provide the types of insurance listed below. All policies shall have a mandatory 30-day cancellation clause. The Borough shall be named as additional insured on all insurance policies except professional liability policies. Insurance certificates will be required to be submitted for review by the Borough's Procurement Officer before the Borough will issue a notice to proceed. The following insurances are required:

Workers' compensation as required by law and employer's liability coverage at a minimum of \$1,000,000. The Workers' compensation policy shall include a Waiver of Subrogation in favor of the Ketchikan Gateway Borough.

Commercial general liability insurance, not excluding explosion, contractual liability or product/completed operation liability insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate.

Comprehensive automobile liability, bodily injury and property damage, including all owned, hired and non-owned, automobile - \$1,000,000 per each accident.

LABOR AND WAGE RATES

Bidders must comply with all Federal and State of Alaska Department of Labor and Workforce Development Labor Laws and Wage Rates as specified in AS 36.05.010 and AS 36.10 as applicable.

LICENSES AND REGISTRATION

Before execution of a contract, the successful bidder must have a current State of Alaska business license; must have a current sales tax registration on file with the Borough, and must be in good standing in terms of sales tax, property tax, and all other taxes, fees, and monies due to the Borough.

COMPLIANCE WITH LAWS

The Contractor shall observe and abide by all applicable federal laws, regulations, ordinances and other rules of the State of Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed, and further agrees to indemnify and save the Borough harmless from any and all liability or penalty which may be imposed or asserted by reason of the Contractor's failure or alleged failure to observe and abide thereby.

BIDDER CERTIFIES

The bidder certifies that any and all prices which may be charged under the terms of this bid request do not and will not violate any existing federal, state, or municipal laws or regulations concerning price discrimination and/or price fixing. The bidder agrees to indemnify, exonerate, and hold harmless the Borough from liability for such violation now and throughout the term of the contract.

BIDDER RESPONSIBLE

It is the responsibility of the Bidder to investigate and acquaint themselves with the conditions relating to the work and labor, including (if required) site visits, soil sampling, or other tests.

REJECTION OF BIDS

The Borough reserves the right to reject any or all bids. The Borough also reserves the right to reject any bid which is non-responsive, incomplete, obscure or irregular; any bid which omits any one or more items on which the bids are required; any bid in which unit prices are unbalanced in the opinion of the Borough; and any bidder who previously failed to perform properly or to complete on time contracts of any nature.

ADDENDA ACKNOWLEDGMENTS

Addenda must be acknowledged in order for the bid to be deemed responsive. Addenda may also be acknowledged by written or facsimile notice to (907) 228-6697, provided such notice is received two (2) hours prior to the date and time set for receipt of bids, and, provided further, a written confirmation of the acknowledgment is mailed or shipped via overnight services to the Borough prior to the bid closing time.

WRITTEN WORDS

In the case of a difference between written words and figures, the amount stated in written words shall govern. In the case of a difference between a unit price and the extended price, the unit price shall govern.

MODIFICATIONS

Bids may be modified by written or facsimile notice to (907) 228-6697, provided such modifications are received prior to the date and time set for receipt of bids, and, provided further, a written confirmation of the modification is mailed or shipped via overnight service to the Borough prior to the bid closing time. The modification should not reveal the proposal price, but should provide the addition or subtraction (or other modification) so that the final price or terms will not be known to the Borough until the sealed price documentation is opened.

WITHDRAWAL OF BIDS

Bids may be withdrawn only by written or facsimile notice to (907) 228-6697, provided such notice is received prior to the date and time set for receipt of bids, and, provided further, a written confirmation of the withdrawal is mailed or shipped via overnight service to the Borough prior to the bid closing time. Notice of withdrawals received after the bid opening will not be considered.

BID CANCELLATION

The Borough reserves the right to cancel the procurement, IFB, or award without liability to the Bidder, except return of the bid security, at any time before the Agreement has been fully signed by all parties, including the Borough.

BID PROTEST

An aggrieved bidder may file a bid protest within five (5) working days after the Notice of Intent to Award the contract is emailed.

PROJECT OVERVIEW

PROJECT

The purpose of this bid is to provide heating and vehicle fuel to the Ketchikan Gateway Borough, Ketchikan Gateway Borough School District, and designated contractors listed below in Scope of Work.

PROJECT SCHEDULE

Note: the project schedule may be modified after the closing date.

- IFB Issued: May 13, 2022
- Deadline for questions, objections, or protests relating to defects, errors, omissions regarding the project or this IFB Noon / May 27, 2022
- IFB closing date: 2:00p.m. June 9, 2022
- Notice of Intent to Award: June 9, 2022
- Approval of Contract Award by Assembly: June 20, 2022

SCOPE OF WORK

The Contractor must furnish vehicle fuel and heating fuel to the Ketchikan Gateway Borough (Borough), Ketchikan Gateway Borough School District (School District), Rendezvous Senior Day Services, Inc., Catholic Community Services, Inc. and Southeast Alaska Independent Living.

All entities provided for in the Invitation to Bid are exempt from all Federal, State and Local taxes.

All fuel provided to the Borough, School District, Rendezvous Senior Day Services, Inc., Catholic Community Services, Inc. and Southeast Alaska Independent Living will be invoiced in such a manner that fuel costs can be coded to the appropriate entity.

The Contractor will provide a monthly report of gallons of fuel pumped per vehicle and a monthly report of gallons of fuel delivered per property location.

The term of the contract will provide service for fiscal year 2022, ending June 30, 2023, with an option for the Borough to renew the agreement for up to an additional four (4) years. The renewal option shall be solely at the discretion of the Borough and are subject to appropriation.

Bid price consists of the amount over the price of Oil Price Information Service (OPIS) in effect at the time fuel oil is furnished and/or delivered. OPIS is defined as the average range price for vehicle diesel and gasoline, at Seattle, FOB terminal. However, the bid price must include all delivery and handling charges to Ketchikan, Alaska.

The Oil Price Information Service (OPIS) that must be used is the OPIS Benchmark Report (Seattle Rack Average).

The Oil Price Information Service (OPIS) that must be used is the OPIS West Coast Spot Market.

Proposed changes to the bid price (cost above OPIS) must be submitted by the Contractor to the Borough no less than 60 days prior to the end of the current fiscal year. Any changes to the original bid price must be approved by the Borough Assembly prior to renewal of the contract. Should the Assembly fail to ratify a price change the Contractor will be obligated to provide the fuel at the most recently Assembly-approved price until the expiration of the current fiscal year.

The Contractor will email the OPIS prices on a weekly basis to both the Borough and the School District. Contact information, provided below.

Borough Fax: 907-228-6698
 e-mail: apinvoice@kgbak.us
 lhenp@kgbak.us

School District Fax: 907-247-3823
 e-mail: katie.parrott@k21schools.org
 colleen.castle@k21schools.org

Contractor must include in the weekly OPIS pricing, a breakdown of OPIS pricing per each fuel service delivered, and fully loaded rate for the week.

Sample of weekly OPIS pricing log:

Product	Location	Price Reference Rack Average	Reference Date	OPIS Price	Contract Price	Total Price
ULSD2	Delivered Heating Oil	OPSI Seattle	4/14/2022	4.0866	0.28	4.3666
DFHS1	Delivered Heating Oil	OPIS Seattle	4/14/2022	4.4390	0.28	4.7190
ULSD2	Delivered Vehicle Diesel	OPIS Seattle	4/14/2022	4.0866	0.44	4.5266
Unleaded	Delivered Heating	OPIS Seattle	4/14/2022	3.5789	0.44	4.0189
ULSD2	Card Reader Vehicle Diesel	OPIS Seattle	4/14/2022	4.0866	0.44	4.5266
Unleaded	Card Reader Vehicle Gasoline	OPIS Seattle	4/14/2022	3.5789	0.44	4.0189

The following description of the work/specifications is as follows and should be used when figuring cost on the Price Proposal Form:

Table 1. Vehicle Fuel - Delivered: Automotive Diesel and Automotive Gasoline to be supplied by delivery to the Ketchikan Gateway Borough.

A. The amount of fuel (gallons) listed below are for the purpose of assisting the contractor in arriving at a bid figure and are not final as to the amounts that actually may be required during an annual period. The contractor must be prepared to have available and/or deliver more or less fuel as required at the bid price.

Ketchikan Gateway Borough. Fuel to be delivered to the following:

- Ketchikan International Airport Maintenance Shop: (gasoline)
located at 1000 Airport Terminal Drive, Gravina Island 8,000 gallons

Note: The Contractor will be responsible for all applicable ferry fares for transportation of fuel trucks to and from the Ketchikan International Airport. Special security clearance will be needed to fulfill Airport deliveries.

B. Ketchikan Gateway Borough School District. Diesel fuel to be delivered to the following:

- First Student school bus facility:
located at 153 Eichner Avenue.....35,000
gallons
 - *All buses require fueling on Tuesdays and Thursdays (fueling to take place between 4:45 and 5:30p.m.), and additional fueling may be required on Friday or Saturday.*
 - *First Student personnel will move buses to the fuel truck whenever necessary. (Eliminates fuel truck from having to reposition in the yard – helps prevent spills.).*

Table 2. Heating Fuel - Delivered: Low Sulfur No. 2 and No. 1 fuel oil to be supplied to the Ketchikan Gateway Borough and School District.

The amount of fuel (gallons) listed below are for the purpose of assisting the contractor in arriving at a bid figure and are not final as to the amounts that actually may be required during an annual period. The contractor must be prepared to have available and/or deliver more or less fuel as required at the bid price. All locations, except the Airport Ferries, are to be served on a “keep-full” basis.

Tanks shall be kept at least 50% full. A penalty of \$500 per occurrence and the costs incurred to re-prime, etc. all equipment affected by such failure to deliver will be assessed

on the Contractor for each instance a tank gets to a level where the system becomes inoperable.

The Contractor must analyze how much water is in the tank by using a water finding paste or another standard method at the initial fill of the tank and at least once per quarter on all the tanks. The results must be provided to the Borough and School District as applicable.

The Contractor is required to carry absorbent pads and spill bucket with them during the fueling process. All spills must be report immediately. The Contractor is responsible for clean-up of any spills that occur and is responsible for any associated costs that may be incurred.

A. Ketchikan Gateway Borough. Fuel to be delivered to the following:

- Airport Ferries: Ken Eichner 2 and Oral Freeman 80,000 gallons

Note: The Airport ferries will be fueled one day per week at minimum.(day and time may vary.)

- Gateway Recreation Center/Gateway Aquatic Center 125,000 gallons
- Ketchikan International Airport 53,000 gallons
Terminal, Shop & Emergency Generator, Snow Removal Equipment

Note: The Contractor will be responsible for all applicable ferry fares for transportation of fuel trucks to and from the Airport. Special security clearance will be needed to fulfill Airport deliveries.

- 2721 Seventh Avenue 1,000 gallons
- 1111 Stedman (Wise Building) 3,000 gallons
- 5690 South Tongass (Fire Dept.) 3,000 gallons
- 5591 South Tongass (storage) 1,000 gallons
- Mountain Point Wastewater Treatment Facility 3,000 gallons
- 1175 Copper Ridge Lane 3,000 gallons
- 7550 North Tongass Fire Station 3,000 gallons
- 13110 North Tongass Fire Station 3,000 gallons

B. School District. Fuel to be delivered to the following:

Note: The Contractor will invoice the School District as a separate entity.

- Houghtaling Elementary 25,000 gallons
- Ketchikan High School 145,000 gallons
- 333 Schoenbar – School District Maintenance 7,500 gallons
- Point Higgins Elementary 28,000 gallons

- Revilla High School..... 9,000 gallons
- Schoenbar Middle School 28,000 gallons
- Ketchikan Charter School/TSAS 30,000 gallons
- Fawn Mountain Elementary..... 25,000 gallons
- Correspondence Facility (#1 Diesel) 2931 Baranof..... 550 gallons

Table 3. Fuel to be provided on a card reader system.

The Borough shall be provided fuel cards for its employees and vehicles that can be used at an automated fuel location that is easily accessible, must accommodate over-sized vehicles, centrally located within the city limits of Ketchikan, and available 24 hours per day, 365 days per year. The Borough estimates that combined diesel and gasoline fuel provided on a card reader system will be approximately 122,000 gallons per year.

The Borough, School District, Rendezvous Senior Day Services, Inc., Catholic Community Services, Inc. and Southeast Alaska Independent Living will all receive fuel cards, as needed, and will be invoiced as separate entities. A card system must be in place for all vehicle fuel purchases so that billing will be reflective of special cards associated with dispensing selected fuels. The Borough and School District will be invoiced in such a manner that fuel costs can be coded to the appropriate department.

BID CHECKLIST

This BID Checklist is a summary of the forms and materials required as part of your firm's bid. Bidders are urged to thoroughly read the entire bid. It may be helpful to use this checklist to help ensure compliance with the submission requirements.

Place a check mark (✓) in the box next to each qualification when completed.

PROCEDURAL QUALIFICATIONS

- Bidders must be registered (company name, address, telephone number, and fax number) with the Borough Procurement Officer as indicated in this solicitation.
- Bids must be received in the Office of the Borough Clerk no later than the date and time indicated in solicitation.

FORM AND CONTENT OF BIDS

- Bids must be in a sealed envelope or box clearly marked with the name of the project on the outside of the envelope or box in order to be considered responsive.
- Bidders must list and acknowledge receipt of any Addenda issued on the Bid Documentation form by signing in the space provided.
- Bidders must fill out the Subcontractors List included in the Bid Documentation indicating the name(s) of any anticipated subcontractors for the proposed project. Use multiple pages if necessary. For portions of the work where a subcontractor will be selected by competitive bids at a later date enter the type of Work to be subcontracted followed by "To be Determined". For example: "Electrical – To Be Determined". If the use of subcontractors is not anticipated, N/A or NONE is to be written on the form.
- The Bid Documentation Forms must be signed by an individual authorized to bind the bidder. All bidders, other than individuals, must include evidence of authorization to sign on behalf of the corporation, partnership, limited liability Company, or other organization. Failure to provide evidence of authority to sign on behalf of the bidder will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the bidder.

Completion of this checklist does not guarantee that a bid will be considered to be responsive. The checklist is provided strictly as a courtesy to bidders.

**BID DOCUMENTATION FORMS
GENERAL ACKNOWLEDGMENTS**

**VEHICLE AND HEATING FUEL FOR KETCHIKAN
GATEWAY BOROUGH AND AUTHORIZED DESIGNEES**

Award of Project. The Borough shall have the right to reject this bid and such bid shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its closing.

Notice of Acceptance. Notice of acceptance and award of the project or requests for additional information may be addressed to the undersigned bidder at the business address set forth in this bid.

Minimum Standards. The required work and/or specifications attached herein shall be considered as the minimum standards acceptable to the Borough.

Bidder's Certification.

By signature on this bid documentation, the undersigned bidder certifies that:

- A. The will comply will all insurance requirements in this IFB;
- B. The bidder will comply with all applicable local, state, and federal laws, including but not limited to, wage and hour laws and non-discrimination laws;
- C. The bidder will comply with all terms and conditions set out in this IFB;
- D. The bidder's bid was independently arrived at, without collusion, under penalty of perjury; and
- E. The bid will remain open and valid for at least 60 days from the closing date of the IFB.

Receipt of Addenda. Receipt of the following Addenda to the IFB Documents is hereby acknowledged.

ADDENDA NO.	DATE OF RECEIPT OF ADDENDA	SIGNED ACKNOWLEDGMENT
1	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

(Note: Failure to acknowledge receipt of any addenda will be considered an irregularity and will result in rejection of the bid.)

BIDDER:

By: _____

Title: _____

Alaska Business License No. _____

Company/Firm Name _____

Telephone _____

Fax No. _____

Mobile No. _____

Business Address _____

Email _____

Pursuant to and in compliance with the Invitation for Bids, the undersigned bidder, being fully familiarized with all the terms of the specifications hereby proposes and agrees to deliver, within the time and in the manner stipulated in the bid for the following:

Signature of Individual Authorized to Bind the Bidder

Printed Name and Title of Individual Authorized to Bind the Bidder

Date

**KETCHIKAN GATEWAY BOROUGH
PRICE PROPOSAL FORM**

**VEHICLE AND HEATING FUEL FOR KETCHIKAN
GATEWAY BOROUGH AND AUTHORIZED DESIGNEES**

Contract Documents which are the basis for the proposal:

1. This IFB and any and all Addenda

An evaluation of bids will be based on a weighted average of last year's fuel consumption. Basis of Award will be figured by the combined total of Average Gallons x Price Per Gallon (PPG) over OPIS. Example: Average Gallons Annually 25,000 x PPG over OPIS \$0.47 = Total Average Gallons X PPG over OPIS is \$11,750. The contract will be awarded to the responsive bidder with the lowest combined dollar total for each table on an individual basis. Additive Alternate is not included in the base bid price.

Bidders may bid on Table(s) 1, 2 and 3 alone or in combination; however, bidders are not required to bid on all three tables. The Borough reserves the right to accept the proposal in whole or in part. The Invitation for Bid requests prices in 6 separate categories, which are combined into 3 separate tables. The Borough intends to award a contract to the lowest bidder in each of the 3 tables. Bidders who do not submit a bid on each table, or who submit a bid which is subject to exceptions which make it non-responsive as to one or more tables, may still be determined to be responsive and be the successful bidder as to other tables.

Pursuant to and in compliance with the Invitation for Bids, the undersigned bidder, being fully familiar with all the terms of the bid specifications hereby proposes and agrees to deliver, within the time, at the place, and in the manner stipulated, fuel in the six categories, combined into 3 tables listed below.:

Table No. 1 - Delivered Vehicle Diesel and Gasoline			
Description of Fuel Combined Borough and School District	Average Gallons Annually	Price Per Gallon (PPG) over OPIS	Ave. Gallons X PPG over OPIS TOTAL
Delivered vehicle diesel	40,000		\$
Delivered vehicle gasoline	8,000		\$
		Basis of Award →	\$
Table No. 2 - Delivered Heating Oil			
Description of Fuel Combined Borough and School District	Average Gallons Annually	Price Per Gallon (PPG) over OPIS	Ave. Gallons X PPG over OPIS TOTAL
Heating Oil No. 2	572,500		\$
Heating Oil No. 1	3,550		\$

		Basis of Award →	\$
Table No. 3 - Card Reader System			
Description of Fuel Combined Borough and School District	Average Gallons Annually	Price Per Gallon (PPG) over OPIS	Ave. Gallons X PPG over OPIS TOTAL
Vehicle diesel	77,000		\$
Vehicle gasoline	45,000		\$
		Basis of Award →	\$
Additive Alternate Bid – Transit Fuel Tank			
Description of Fuel Combined Borough and School District	Average Gallons Annually	Price Per Gallon (PPG) over OPIS	Ave. Gallons X PPG over OPIS TOTAL
Vehicle Diesel	55,119		\$
Vehicle Unleaded Gasoline	1,474		\$
		Basis of Award →	\$

AUTHORIZED SIGNOR

_____ Company

_____ Date

_____ Signature and Title

_____ Printed Name

SUBCONTRACTOR LIST

SUBCONTRACTORS: The bidder may not subcontract greater than fifty percent of this project without prior written approval of the Borough. List all subcontractors who will be providing greater than 5 percent of the project work and an approximate percentage of their individual participation by discipline. Use additional copies of this form as needed.

SUBCONTRACTORS:

Company/Firm Name _____

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

Company/Firm Name _____

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

Company/Firm Name _____

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

PARTNERSHIP ACKNOWLEDGMENT (if applicable)

STATE OF _____)
FIRST JUDICIAL DISTRICT) ss.
)

On this _____ day of _____, 202__, before me appeared _____ and _____ to me personally known, who, being by me duly sworn, did say that they are the Partners of _____, a _____ (State) Partnership and that said instrument was signed on behalf of said Partnership and said partner acknowledged said instrument to be the free act and deed of said Partnership.

NOTARY PUBLIC

Notary Public, State of _____
My Commission Expires _____

(SEAL)

LIMITED LIABILITY COMPANY (LLC) ACKNOWLEDGMENT
(If applicable)

STATE OF _____)
) ss.
 FIRST JUDICIAL DISTRICT)

On this _____ day of _____, 202__, before me
 appeared _____, to me personally
 known, who, being by me duly sworn, did say that he/she is the Member of _____
 _____ a _____
 (State) Limited Liability Company and that said instrument was signed on behalf of said _
 _____ (State) Limited Liability Company and said officer acknowledged
 said instrument to be the free act and deed of said Limited Liability Company.

NOTARY PUBLIC

 Notary Public, State of _____
 My Commission Expires _____

(SEAL)

INDIVIDUAL ACKNOWLEDGMENT (If applicable)

STATE OF _____)
FIRST JUDICIAL DISTRICT) ss.
)

THIS IS TO CERTIFY that on this _____ day of _____, 202__, before me, the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn, personally appeared _____ to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.

(Seal)

NOTARY PUBLIC FOR _____
My Commission Expires: _____