

REQUEST FOR SEALED PROPOSALS  
FOR  
URBAN TREE INVENTORY

Borough of West Cape May  
732 Broadway  
West Cape May  
New Jersey, 08204

Proposal acceptance & opening date:

Thursday September 10, 2020

## INFORMATION TO RESPONDENTS

### **Submission of Proposals**

All proposals must be submitted in sealed envelopes bearing on the outside the name of the proposer and address. Proposals must be addressed to the attention of:

Mayor and Commissioners of the Borough of West Cape May

732 Broadway

West Cape May, NJ 08204

All proposals shall include the following fully completed and executed documents: Non-

Collusion Affidavit. Affirmative Action Compliance Statement. American with Disabilities Acknowledgment Statement and Stockholder Disclosure Certification. Proof of Qualifications. Proof of insurance.

### **Proposals Forwarded through the Mail**

Must contain the following statement on the envelope:

"THIS IS A SEALED PROPOSAL AND SHALL NOT BE OPENED AND READ UNTIL THURSDAY SEPTEMBER 10, 2020 AT 10AM BY THE PURCHASING AGENT OR HIS DESIGNEE."

The Borough will not assume the responsibility for proposals not delivered in person prior to the opening.

### **Receipt of Proposals**

All proposals must be received before or at the time and date specified above. No proposals will be received after the specified time.

### **Reservations**

The Borough reserves the right to reject any or all proposals, to waive technicalities, to request re-submission, and to award proposals as the Commission deems will best serve the interest of the Borough.

## **TREE INVENTORY CONSULTANT**

Any persons or firms interested in providing professional services to the Borough of West Cape May ("Borough") as defined in the New Jersey Statutes, N.J.S.A. 40A:11-2(6).

### **A. Qualifications**

1. The successful tree professional shall be experienced in collecting field data and preparing detailed tree inventories in the State of New Jersey. The forestry professional should be either a New Jersey Approved Forester, a NJ Licensed Tree Expert, a Society of American Foresters Certified Forester, an International Society of Arboriculture Certified Arborist or other professional who abides by the current forestry best management practices and arboricultural industry standards. ISA TRAQ trained professionals are preferred for the tree risk assessment component of this work.

### **B. Duties**

The Borough of West Cape May is seeking proposals from individuals and firms interested in providing a public tree inventory. This project has been funded in part with a grant from the NJ Urban & Community Forestry Program. The data will be used to prioritize tree management activities throughout the Borough.

1. The intent of the Borough is to award a contract to conduct a tree inventory which will include an estimated 1,000 trees and planting sites within the public right -of-way (ROW), and other public properties designated by the Borough. This request for proposals (RFP) outlines the minimum acceptable requirements for a comprehensive boroughwide street tree inventory for the Borough of West Cape May. One firm must perform all tasks required for the inventory projects; no sub-contracted consulting firms shall be permitted.
2. Proposals must include the performance of a complete, public tree inventory of approximately 1,000 trees and sites located on various public properties. The inventory must locate, identify and assess each tree and provide maintenance and planting data in electronic format.
3. The inventory must be performed using GPS equipment or other GIS-compatible data collection hardware.
4. All tree inventory data shall be available in Microsoft Excel, Access and ESRI shapefile formats, and the i-Tree program or a proprietary software system. All geospatial data shall be delivered in an ESRI-compatible Shapefile or file geodatabase in the New Jersey State Plane Coordinate System.
5. The awarded shall provide a full metadata reference for all delivered data. All accompanying metadata shall be compiled to the current standard endorsed by the Federal Geographic Data Committee (FGDC). The Borough of West Cape May will own any data collected. All data must be provided to the NJ Forest Service per funding requirements.
6. Train certain Borough employees on the tree inventory software for the purpose of conducting and maintaining the inventory, which may include a creation of a work plan.
7. Prepare, and if requested present at a public meeting, a summary report for Mayor and Commissioners to explain the project and its results.



### C. Scope of Tree Inventory Work

Firms shall inventory various trees located on the public rights-of-way and other public properties as designated by the Borough. At a minimum, the information collected for each tree shall include:

1. **Location-** Identify the location of each tree. All street tree locations should be organized by sequential tree site number and road name, block side, area and GPS coordinates. An X and Y location will be generated for each site.
2. **Species-** Trees are identified by genus and species using both botanical and common names and by cultivars where appropriate.
3. **Trunk Diameter-** Diameter is measured to the nearest inch in one-inch increments at 4 Y, feet above the ground, or diameter-breast-height (DBH). Record as a single value, ranges will not be accepted.
4. **Functional and Structural Condition** - The general conditions of each tree is rated according to the following categories adapted from the International Society of Arboriculture's rating system:
  - Good
  - Fair
  - Poor
  - Dead
  - Not Applicable
5. **Primary Maintenance Need** - The following primary maintenance needs will be determined based on ANSI A3000 standard specifications:
  - Train -A pruning recommendation to improve structure, health and vigor of a young tree. This will correct structural flaws and make the tree more aesthetically pleasing.
  - Thin - A selective removal of live branches to evenly distribute crown weight and to reduce density. The intention of this pruning is to reduce wind resistance, reduce snow and ice loads, and to increase light penetration.
  - Raise - The removal of lower branches from the crown to eliminate obstructions or clearance issues. The majority of these cuts will be made at the tree trunk.
  - Clean - A crown cleaning to remove dead, diseased, damaged, poorly attached, or crossing branches to increase longevity and reduce failures.
  - Remove - The complete removal of a dead or dying tree that has no potential of improving with maintenance.
  - Stump removal- This category indicates a stump that should be removed. Any stump in the public right -of-way or on borough property over 2 inches from ground level to be specified for removal.
  - Plant- A site well suited for a new planting and recommend species size at maturity.

6. **Maintenance Priority-All** of the primary maintenance needs will be prioritized to the severity of the recommendation. The following descriptions will be used.

- Young - This describes a young or newly planted tree that will probably not need immediate attention to increase longevity.
- Routine - This maintenance recommendation should be part of a cyclical pruning program.
- Immediate - Recommend maintenance should be conducted as soon as possible to ensure the health of this tree and to reduce risk.
- Critical - Maintenance needs to be conducted without delay. This tree is a concern to public safety.

7. **Hardscape Damage-** The presence of sidewalk or curb damage with one inch or more of rise or separation most likely caused by roots of inventoried trees is recorded.

8. **Wires** - The presence of high voltage overhead utilities and any utility conflicts will be noted.

9. **Risk Assessment** - A qualitative risk assessment will be performed and used to prioritize maintenance needs within the inventoried tree population. The specified time period for the risk assessment is one year.

10. **Upload** - pictures and links when helpful.

11. **Observations-** General observations warranting recognition include, but are not limited to the following:

- *Grate/Guard*
- *Remove Hardware*
- *Poor Location*
- *Mulched Improperly*
- *Planted Improperly*
- *Trimmed Improperly*
- *Pest Problem*
- *Mechanical Damage*
- *Cavity/Decay*
- *Poor Roots*

12. **Additional Notes** - Additional information of possible importance is noted here; visible ground level utility equipment, hardscape materials and others as the Borough directs.  
13. **Date of survey and name of inspector.**

## **QUALITY CONTROL**

1. In addition to computerized quality checks and control, a senior inventory arborist must be on site regularly to field-check the data collected by other staff to assure the adherence to Borough work specifications and national industry standards.
2. The Borough may further test the accuracy of the contractor's GPS and GIS equipment and mapping capabilities of staff by requiring the awarded to collect location on known reference points in the Borough.
3. The awarded must assure the Borough that if any errant tree site location is detected, that is due to operator error or equipment malfunctions, the correction responsibility belongs to the consulting firm and will be promptly remedied.

## **FINAL REPORT**

The awarded shall prepare a final report that includes:

1. **Executive Summary**- This portion of the final report will summarize the process and key findings of the Urban Forestry Inventory.
2. **Tree Management Report** - This portion of the final report will provide a narrative and graphics, such as charts, to show inventory findings, including species diversities, condition ratings, age distribution, risk ratings, target rating. It will also provide tree management approach recommendations, including prioritizations of tree maintenance.
3. **Urban Tree Inventory Spreadsheets** - Tree inventory data spreadsheets shall be attached to the end of the report as an exhibit, and electronic files should also be provided to the NJ Forest Service per terms of the grant agreement supporting this work.

## **DELIVERABLES**

The following are required deliverables upon project completion:

1. Two (2) hard color copies and one (1) electronic PDF of final report
2. One (1) electronic copy of the Urban Tree Inventory spreadsheets in an Excel database. The Excel spreadsheet must be unlocked so the values and formulas are editable.
3. One (1) electronic copy of the Urban Tree Inventory in GIS shapefiles.
4. If a proprietary software is utilized, there must be at least one (1) year free trial of the software subscription available to the Borough of West Cape May.

### **PROJECT COMPLETION TIMELINE**

The project as described herein must be completed within four (4) months of the contract being awarded to the selected tree professional.

### **INSURANCE REQUIREMENTS**

The tree professional shall provide a Certificate of Liability Insurance to the Borough of West Cape May that shall be maintained during the life of the contract in the following amounts:

- Commercial General Liability - \$1,000,000
- Automobile Liability - \$1,000,000
- Workers Compensation & Employers Liability - \$1,000,000

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: \_\_\_\_\_

Bidder/Offeror: \_\_\_\_\_

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

**D** I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is \_\_\_\_\_ on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

**OR**

**D** I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the bidder being considered as disqualified and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

Name \_\_\_\_\_ Relationship to Bidder/Offerer \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**ADD AN ADDITIONAL ACTIVITIES ENTRY**

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that I am authorized to execute this certification on behalf of the bidder, that the New Jersey Economic Development Authority is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the information contained herein, that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Authority, permitting the Authority to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
Goods, Professional Services and General Service Contracts  
(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

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Signature & Date

**APPENDIX A**  
**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The contractor and the Borough of West Cape May, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. §12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ (name of affiant) residing in \_\_\_\_\_ (name of municipality) in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ (title or position) of the firm of \_\_\_\_\_ (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_ (title of bid proposal), and that I executed the said proposal with

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon the truth of the statements contained in said Proposal, and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

**STATEMENT OF OWNERSHIP /OWNERSHIP DISCLOSURE**  
**CERTIFICATION**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This Statement Shall Be Included with All Bid and Proposal Submissions**

**Name of Business:** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_

**Name of person completing this form:** \_\_\_\_\_

**N.J.S.A. 52:25-24.2:**

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

**Failure of the bidder or proposer to submit the required information is cause for automatic rejection of the bid or proposal**

**Part I**

**Check the box that represents the type of business organization:**

**C**sole Proprietorship (skip Parts II and III, sign and notarize at the end)

**N**on-Profit Corporation (skip Parts II and III, sign and notarize at the end)

**a** Partnership      **a** Limited Partnership      **a** Limited Liability Partnership  
**C**umited Liability Company

**a** For-profit Corporation (including Subchapters C and S or Professional Corporation)

**C**other (be **s**pecific): -----

**Part II**

**a** I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

**OR**

**a** I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

**Sign and notarize the form below, and, if necessary, complete the list below.**

(Please attach additional sheets if more space is needed):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

**Address: - - - - -**

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Name: - - - - -**

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Name: - - - - -**

Address: \_\_\_\_\_

\_\_\_\_\_

**Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:**

"To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

**D** Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

**OR**

**D** Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

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**AND**

**D** Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

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Subscribed and sworn before me this, \_\_\_\_\_ d.ay of

\_\_\_\_\_

(Notary Public)  
My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)