

**SPECIFICATIONS**  
**FOR**  
**CITY OF PLAINFIELD**  
**UNION COUNTY, NEW JERSEY**  
**MINOR HOUSING REHABILITATION SERVICES**  
**UNDER THE SAFE HOUSING AND**  
**TRANSPORTATION PROGRAM (SHTP)**



**REQUEST FOR PROPOSALS**

**AI RESTAINO**  
**DIRECTOR**  
**COMMUNITY DEVELOPMENT**

**PLAINFIELD  
REQUEST FOR PROPOSALS  
MINOR HOUSING REHABILITATION SERVICES**

THE CITY OF PLAINFIELD IS SEEKING PROPOSALS AND STATEMENTS OF QUALIFICATIONS FROM FIRMS WITH EXPERIENCE IN PROVIDING MINOR HOUSING REHABILITATION SERVICES UNDER THE SAFE HOUSING AND TRANSPORTATION PROGRAM (SHTP), WHICH IS FUNDED THROUGH THE UNION COUNTY DIVISION ON AGING. THE CITY WILL RECEIVE SEALED BIDS FOR **MINOR HOUSING REHABILITATION SERVICES**. ALL AS SHOWN ON DRAWINGS AND DETAILED IN THESE SPECIFICATIONS, UNTIL 11:00 A.M. PREVAILING LOCAL TIME ON **WEDNESDAY, APRIL 16, 2008, AT THE PURCHASING DIVISION, 515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY 07061**, AT WHICH TIME AND PLACE ALL BIDS WILL BE PUBLICLY OPENED AND READ ALOUD.

THE ABOVE CONTRACT SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE CONTRACT DOCUMENTS, INCLUDING ANY TECHNICAL SPECIFICATIONS WHICH ARE ON FILE WITH **THE CITY PURCHASING AGENT, 515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY, 07061**.

ATTENTION IS CALLED TO THE FACT THAT NOT LESS THAN THE MINIMUM SALARIES AND WAGES AS SET FORTH IN THE CONTRACT DOCUMENTS MUST BE PAID ON THIS PROJECT AND THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF THEIR RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.

BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 AS WELL AS THE AFFIRMATIVE ACTION REQUIREMENTS OF THE CITY OF PLAINFIELD. SUCH REQUIREMENTS ARE INCLUDED IN THE BID DOCUMENTS.

THE CITY OF PLAINFIELD RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE DEFECTS OR INFORMALITIES IN BIDS, OR TO ACCEPT ANY BID AS IT SHALL DEEM FOR THE BEST INTEREST OF THE CITY OF PLAINFIELD, NEW JERSEY.

BIDS MAY BE HELD BY THE CITY FOR A PERIOD NOT TO EXCEED SIXTY (60) CALENDAR DAYS FROM THE DATE OF OPENING OF THE BIDS FOR THE PURPOSE OF REVIEWING THE BIDS AND INVESTIGATING THE QUALIFICATIONS OF THE BIDDERS PRIOR TO AWARDING OF THE CONTRACT.

BE ADVISED THAT FEDERAL FUNDS THROUGH THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANTS ARE BEING UTILIZED IN THIS PROJECT. BY VIRTUE OF EXECUTIVE ORDER #34 (1976) VENDORS CURRENTLY SUSPENDED, DEBARRED, OR DISQUALIFIED ARE EXCLUDED FROM PARTICIPATION ON THIS PROJECT.

**DAVID SPAULDING  
A/PURCHASING AGENT  
CITY OF PLAINFIELD N.J.**

**REQUEST FOR PROPOSALS  
MINOR HOUSING REHABILITATION SERVICES**

**FOR THE  
SAFE HOUSING AND TRANSPORTATION PROGRAM (SHTP)  
CITY OF PLAINFIELD  
UNION COUNTY, NJ**

**SCOPE OF SERVICES**

The City of Plainfield is seeking proposals and statements of qualifications from firms with experience in providing minor housing rehabilitation services under the Safe Housing and Transportation Program (SHTP), which is funded through the Union County Division on Aging.

The scope of work for a contract period of about eight (8) months, to begin on or about May 1, 2008, and ending no later than December 31, 2008, shall incorporate the following services, as directed by the City:

- I. The following further delineates the day to day functions of the SHTP program:
- A written scope of work will be developed after consultation between the eligible homeowner, the City and the contractor. A list of eligible homeowners will be developed by and be the sole responsibility of the City based upon criteria provided by the Union County Division on Aging.
  - Based upon a written scope of work provide minor electrical improvements, including but not limited to: existing outlet replacement or repair, existing light switch replacement or repair, light fixture replacement or repair, run new electrical lines and the installation of new outlets or switches at existing locations.
  - Based upon a written scope of work provide minor plumbing improvements, including but not limited to: repair leaks in sinks, drains, toilets or tubs/showers, repair clogged sinks, drains, toilets or tubs/showers, install faucets, toilets or tubs.
  - Based upon a written scope of work provide minor home improvements, including but not limited to: painting, spackling, sanding, repair or install interior or exterior railings, repair or replace windows or doors, repair or replace door knobs, kitchen cabinet adjustments, gutter/leader cleaning or repair, interior or exterior stair repair and address handicap accessibility deficiencies.
  - All materials needed to successfully complete a scope of work will be reimbursed from the City at a rate of ten percent (10%) above the invoiced price of the item. Selected firms must provide proof of purchase and an invoice for each item they are seeking reimbursement for.

- II. Services shall be provided in accordance with the City of Plainfield's and all other applicable federal, State and local codes and energy conservation measures. The selected firm represents that he is familiar with the Housing Quality Standards (HQS) of the U.S. Department of Housing and Urban Development and the National Building Code (BOCA). If awarded a contract to perform these services, the firm must also become familiar with the City of Plainfield's Property Maintenance Code and when applicable apply for and receive a construction permit.
- IV. It is anticipated that a minimum of twenty (20) dwelling units, primarily single-family (one to three unit dwellings) owner-occupied residences, will be addressed under the contract. A not to exceed average of \$500 per unit will be expended on construction hard costs. The funding source is the 2008 Safe Housing and Transportation Program.
- V. The selected firm and the City of Plainfield, (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 there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the selected firm agrees that the performance shall be in strict compliance with the Act. In the event that the selected firm, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the selected firm shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The selected firm 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 selected firm 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 selected firm 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 selected firm 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 selected firm 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 selected firm 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 selected firm pursuant to this contract will not relieve the selected firm 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 selected firm, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the selected firm expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the selected firm's obligations assumed in this Agreement, nor shall they be construed to relieve the selected firm 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.

- VI. All proposals must meet equal employment opportunity requirements, pursuant to N.J.S.A. 10:5-31 et seq., as amended and N.J.A.C. 17:27-5.2. During the performance of this contract, the selected firm agrees as follows:

The selected firm 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 selected firm 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 selected firm 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 selected firm or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the selected firm, 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 selected firm 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 selected firm's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The selected firm 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 selected firm 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 selected firm 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.

The selected firm 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 selected firm 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 selected firm 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 selected firm 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.

- VII. The consultant must submit the following with his/her proposal:
1. Evidence of experience in construction rehabilitation programs, especially HUD programs involving moderate rehabilitation;
  2. Names and phone numbers of three references for similar work performed;
  3. Provide an hourly fee for the cost of undertaking the program (see RFP packet for the applicable form).
  4. Provide a copy of firms Business Registration or Public Works Certificate.
- VIII. Selection Criteria: A contract award will be recommended for the most responsible firm whose proposal is deemed most advantageous to the program having the greatest rating points as follows:
1. Experience in construction rehabilitation program, particularly with moderate rehabilitation under HUD.
  2. Quality of past performance.
  3. Capacity to perform the volume and type of services indicated for a contract period to begin on or about May 2008.
  4. Price.
- XI. All proposals must include positive responses to all the requirements contained within this request.
- X. All proposals shall be submitted to Mr. David Spaulding, Office of Purchasing, City of Plainfield, 515 Watchung Avenue, Plainfield, NJ 07060, no later than **11:00 AM, Wednesday April 16, 2008**. No proposals shall be accepted after this deadline. No oral or FAX transmissions will be accepted. Incomplete proposals will be deemed non-responsive.

Any questions or inquiries shall be directed to Office of Purchasing during regular business hours (9:00 AM to 5:00 PM) at (908) 226-2568.

The City of Plainfield reserves the right to reject any or all proposals or to waive any informalities in the proposals.

David Spaulding  
Office of Purchasing  
City of Plainfield

**BID DOCUMENT CHECKLIST\***  
**CITY OF PLAINFIELD**  
**FOR THE**  
**SAFE HOUSING AND TRANSPORTATION PROGRAM (SHTP)**  
**CITY OF PLAINFIELD**  
**UNION COUNTY, NJ**

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Bid Proposal Form	
<input checked="" type="checkbox"/>	References, provided by bidder	
<input checked="" type="checkbox"/>	Status of Present Contracts, provided by bidder	
<input type="checkbox"/>	Equipment Certification	
<input type="checkbox"/>	Bid Guarantee (with Power of Attorney for full amount of <i>Bid</i> Bond)	
<input type="checkbox"/>	Public Works Contractor Certificate	
<input type="checkbox"/>	Consent of Surety (with Power of Attorney for full amount of Bid Price)	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	
<input type="checkbox"/>	Prevailing Wage	
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	Proof of Business Registration	
<input checked="" type="checkbox"/>	Proof of Liability Insurance	
<input checked="" type="checkbox"/>	Receipt of Addenda	

\*This form must not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

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

The contractor and the \_City of Plainfield\_\_\_\_\_, (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. S121 01 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 there unto, 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.

**City of Plainfield  
NON-COLLUSION AFFIDAVIT**

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

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (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 \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid  
entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)  
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  
(name of contracting unit)  
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

\_\_\_\_\_, 2 \_\_\_\_\_

(Type or print name of affiant under signature)

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

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

(Seal)

**City of Plainfield  
STOCKHOLDER DISCLOSURE CERTIFICATION**

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

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

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

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

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

Stockholders:

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

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

(Notary Public)

\_\_\_\_\_  
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

**City of Plainfield**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

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

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

**City of Plainfield  
BID PROPOSAL FORM**

\_\_\_\_\_  
Safe Housing and Transportation Program

\_\_\_\_\_  
(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof:

\_\_\_\_\_  
Hourly Amount in words

\$ \_\_\_\_\_  
Hourly Amount in numbers

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Federal I.D. # or Social Security #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Type or Print Name

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

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail address

**City of Plainfield**  
**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the selected firm is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the selected firm in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said selected firm fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_