HOBBS MUNICIPAL SCHOOLS  
P.O. Box 1030  
Hobbs, New Mexico 88241

INVITATION TO BID

SUBJECT: Nutritional Service: Food, Non-Food and Fresh Produce

BID NUMBER: 1920-13

BID ISSUED: May 23, 2020

BID DUE DATE/TIME: June 15, 2020 @ 10:00 a.m.

PLACE OF OPENING: Hobbs Municipal Schools /Attention: Jessica Munoz Alvarado  
Administration Office – Room #129  
1515 E. Sanger Hobbs, New Mexico 88240

ACCEPTANCE OF CONDITIONS OF RFP:

NOTICE: TO BE A VALID BID, BID MUST BE SIGNED BELOW.

The purchase of materials, equipment and services by the Hobbs Municipal Schools is authorized by the Public Purchase Act of 1978. Chapter 13, Article 1-82 defines a responsible bidder in these words: “Responsible Bidder means a bidder who submits a responsive bid, and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services, construction or items of tangible personal property described in the Request for Proposal.

The undersigned certifies that he/she has read and understood the following general conditions of bidding, and that the firm represented accepts the conditions and submits the attached bid proposal in full compliance with the General Bid Conditions and the applicable Bid Specifications.

COMPANY ___________________________ SIGNATURE_________________________

ADDRESS ___________________________ NAME (PRINT)_______________________

_____________________________ TITLE _________________________________

TELEPHONE ________________________ DATE _____________________________
GENERAL CONDITIONS

1. The Hobbs Board of Education reserves the right to accept or reject any or all Bids and to waive all technicalities.

2. Sealed Bids: All bids must be submitted in a sealed envelope and shall not be considered if they are not received by the Procurement Officer at the time specified for the bid opening in the advertisement for bid.

3. Brand Names: Bidder must specify the brand name, model description, size and name of manufacturer on each bid item.

4. Term of payment – net 30 days after satisfactory delivery.

5. No Bid’s will be accepted which do not quote firm prices. Prices quoted as of the delivery date will not be accepted. If a discrepancy arises between the unit and extended total prices, the unit price shall govern.

6. Bidder may quote on any or all of the items on the Proposal Form. The products will be ordered on an “as needed basis”.

7. The Hobbs Municipal Schools may select any or all items from any bid. The school district reserves the right to make multiple awards as necessary for adequate services.

8. Pursuant to Section 13-1-191, NMSA, 1978, no bonus or premiums will be accepted or considered in awarding bids or as a result of the purchase of any items.

9. Pursuant to Section 13-1-102, NMSA, 1978, facsimile bids will not be accepted or considered in awarding a bid.

10. It is the bidder's responsibility to deliver the bid at the proper time to the place designated for the bid opening.

11. Any bidder, offeror or contactor who is aggrieved in connection with procurement may protest to the central purchasing office. The protest shall be submitted in writing within 15 calendar days after the facts or occurrences giving rise thereto.

12. Bid’s will be accepted at the Hobbs Schools Administration Office – Business Office Room #129 until June 15th, 2020 at 10:00 a.m.

13. To expedite identification of the bid envelopes and to insure bid security, place the enclosed label on the lower left corner of the bid envelope. If you do not have the label, please write the bid # and attention Jessica Munoz Alvarado on the outside of the bid visible for proper delivery.

14. This BID will be submitted to the Hobbs Board of Education on Tuesday, June 23rd, 2020.
GENERAL CONDITIONS

15. The Hobbs Municipal Schools Nutritional Services Department is seeking bids for Food, Non-Food and fresh produce for the day to day production of their department.

16. Bid prices must remain in effect from July 1st, 2020 through June 30th, 2021.

17. Questions concerning this BID are to be directed to Jessica Munoz Alvarado, Chief Procurement Officer, at (575) 433-0100.

18. In accepting any order which might result from this BID, bidder certifies that the prices are the lowest offered any comparable customer, and the District will be given the benefit of any lower prices or price decreases during the term of the contract.

19. The District reserves the right to terminate the services of the successful bidder by issuing thirty (30) days written notice of termination to the bidder. The District reserves the right to again request bid/quotes from any other interested parties at any time. District may issue a written notice to the Vendor for acting or failing to act in any of the following:

   a. Providing material that does not meet the specifications of the contract;
   b. Failing to adequately perform the services set forth in the scope of work, specifications or contact;
   c. Failing to complete required work or furnish required material within a reasonable amount of time;
   d. Failing to make progress in performance of the contract and/or giving District reason to believe that Vendor will not or cannot perform the requirements of the contract;
   e. Fails to observe any or all of the terms and conditions of the contract.
   f. Any other conditions that, in the opinion of the District warrants such action.

   Upon receipt of a written notice, Vendor will have ten (10) days to provide a satisfactory response to the District. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, material, work, documents, data, and reports prepared by Vendor under the contact will become the property of the District on demand.

20. Licensing/Inspections: Bidder must meet all Federal, State and County Health Requirements and all Federal, State, and County Licensing Requirements. A current, satisfactory EID Permit must be submitted with the proposal, for the proposal to be considered.

21. Title and Indemnification: Ownership of all food items shall remain with the Bidder
GENERAL CONDITIONS

until delivery is accepted by the District. Bidder agrees to hold harmless, defend, and to indemnify the District, its officers, agents and employees from every claim, demand or liability which may be made by reason of any injury to person or property sustained by any pupil, employee or other person in any cafeteria of the District

caused by any act, neglect, default or omission of said vendor upon or in connection with the sale and consumption of food contemplated herein; Bidder, at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings that may be brought or instituted against the District in any such action, suit or legal proceedings or result thereof.

22. In the event any article to be sold or delivered there under is covered by any patent, copyright, trade-mark, or application thereof, the seller will indemnify and hold harmless the School District from any and all losses, cost, expenses, and legal fees on account of any claims, legal actions or judgments, on account of manufacture, sale, or use of such articles in violation, infringement or the like, of rights under such patent, copyright, trade-mark, or application.

23. Time and Performance: Bidder shall not perform any work under this agreement until Bidder receives written confirmation of acceptance of the proposal by the District.

24. No employee of the District shall have a direct financial interest in any contract with the successful vendor, nor shall an employee have a direct financial interest in the sale to the District of any land, equipment, supplies, and materials or service. Any violation of this will render the contract void, unless such contract or sale is approved by the Board after full disclosure.

25. Any vendor failing to honor a bid submitted or delivering items not meeting specifications may be removed from the bid list for a period of two (2) years. Items delivered not as specified on the award, will by the responsibility of the vendor to pick up and credit the School District at no expense to the District.

26. Insurance: On contract award, the Vendor will, at its own expense, purchase and maintain insurance that will protect it from claims that may arise out of or as a result from its activities under this contract, where those activities are performed by it, by any subcontractor, by anyone directly or indirectly employed by any of the vendors or by anyone for whose acts the Vendor may be liable during the entire performance period of this contract. The Vendor must furnish a Certificate of Insurance to the District prior to official award. If policy changes occur during the life of the contract, it is the Contractor’s responsibility to provide updated proof of coverage to the District procurement officer.

a. Bidders will submit proof of coverage under the Workman’s Compensation Insurance as required by the Labor Laws and New Mexico Statues.
GENERAL CONDITIONS

b. Bidders will submit a certificate of general liability insurance for personal injury, occupational disease, sickness or death, and property damage. Insurance will include “occurrence” claim provisions. Minimum acceptable coverage is $1,000,000.00 combined single limit for bodily injury and property damage, or $750,000.00 bodily injury and $250,000.00 property damage (each occurrence). The Offeror will name District and the District Member as co-insured up to the limits of the Tort Claim Act. Additional punitive damages liability to $500,000 will be provided naming District as co-insured.

c. Comprehensive Vehicle Liability Insurance, for the both owned and non-owned vehicles, shall be one million dollars ($1,000,000) per occurrence combined single limit for both personal injury and property damage.

27. Delivery times will be established, based on schedules set forth by Nutritional Services.

Successful bidders must deliver food on time due to set lunch schedules. **No Exceptions.**

If food arrives after scheduled time, the delivery **may not be accepted,** and the District will not be liable for purchase of the product, or any charges that might be levied by the bidder from the attempted delivery of late product.

It is understood that the Bidder will deliver uniform products in insulated containers, ready to serve, per bid price. All products must be delivered in containers bearing the bidders **Nationally Recognized, Brand Name Logo** so it will be easily identifiable as coming from the bidder's establishment. All hot food will be 145° or more upon delivery. Food will be tested at random by use of temperature probe. If food does not meet requirements, it will not be accepted and the District will not be liable for payment of any charges levied for the food or its delivery by the bidder.

Bidder will be directly responsible for errors in shipping or product quality (through credit of product) that is unacceptable to District service standards as determined by the site food service manager.
HOBBS MUNICIPAL SCHOOLS DISTRICT
SPECIFICATIONS

BID # 1920-13 FOOD OPEN DATE: JUNE 15, 2020 @ 10:00 a.m.

All bids must be submitted on the attached excel spreadsheet labeled “Food Bid” which will have to be saved to and submitted on CD-R (Compact Disc-Recordable) media or flash drive. The CD-R or Flash drive will be the official bid document. Be sure to fill in the vendor information at the beginning of the spreadsheet. One 8 ½ x 11” paper hard copies must be submitted as backup.

OPEN END BID PRICES will prevail through July 1st, 2020 through June 30th, 2021, unless terminated earlier by a 30-day written notice.

- No substitutions of any kind without prior approval from Sonya Moore – Nutritional Services Director

Due to market changes, if it becomes necessary to increase the price, a letter from the Manufacturer must be submitted, 30 days prior to any changes, stating the reason for the price increase; therein HMS reserves the right to cancel the agreement and re-bid the product(s).

All deliveries will be stacked and rotated on pallets in storeroom, walk – in coolers and freezers. All deliveries will be FOB.

Nutritional Services (Food, Fresh Produce) Warehouse (Non-Food)
1225 E Sanger 2200 E Sanger

ALL DELIVERIES MUST BE MADE BETWEEN 7:00AM – 2:00PM M-F.... NO EXCEPTIONS

Any order delivered after 2:00 p.m. will be refused. If you cannot deliver at or before 2:00pm, please DO NOT BID. A performance bond may be required on successful bidders not complying with the 2:00 pm deadline.

Please name brand names when applicable and submit any data available to assist us in evaluating the bid (Bid all units as specified). Nutritional fact labels with a list of ingredients for each food product must be printed and accompany the bid. The label must have the “line item number” it is for on the label and must be in order of the bid to be considered.

The Buy American provision defines “domestic commodity or product” as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S. For foods that are unprocessed, agricultural commodities must be domestic, and for foods that are processed, they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume as determined by the SFA. Products from Guam,
American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are considered domestic products under this provision as these products are from the territories of the U.S.

All products, including fresh produce, must be produced within the USDA procurement guidelines. All products must be Made in America, or Grown in America, and include supporting documentation, except when items are NOT grown in America. Example, Bananas and Pineapples.

There are limited exceptions to the Buy American provision which allow for the purchase of foods not meeting the “domestic” standard as described above (i.e., “non-domestic”) in circumstances when use of domestic foods is truly not practicable. These exceptions, as determined by the SFA, are:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

Please refer to 7 CFR 210.2 for full definitions and USDA-FNS memo SP-24-2016 Compliance with and Enforcement of the Buy American Provision in the National School Breakfast and Lunch Program for additional information.

It is essential that all purchases of agricultural commodities and food products comply with this statutory.

**COUNTRY OF ORIGIN OF FOOD ITEM BEING BID MUST BE STATED.** Items may be rejected if not an American Product.

The **Buy American Certification** page (10) must be completed, signed and returned with sealed bids for all Fruits and Vegetables (canned, dried, fresh or bagged) listed on the bid.

*Items marked with an asterisk will need to be a “stocked” item if awarded.*

Contact Jessica Alvarado with any questions or clarifications.

alvaradoj@hobbsschools.net
Phone 575-433-0100 Ext: 3043
Buy American Certification for the Hobbs Nutritional Service Bids

I certify that the products listed below were processed in the U.S. and contain over 51% of its agricultural food component, by weight or volume, from the U.S. The specific percentage of domestic agricultural food component appears in the chart below:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Manufacturer’s Code</th>
<th>Specific Percentage of U.S. Content</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the products listed below are not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality and contain <51% domestic product. The countries of origin for non-domestic product are listed below:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Manufacturer’s Code</th>
<th>Imported Product</th>
<th>Country(s) of Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the accuracy of the information provided above:

<table>
<thead>
<tr>
<th>Manufacturer Name:</th>
<th>Manufacturer Representative:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BID # 1920-13 NON - FOOD

OPEN DATE: JUNE 15, 2020 @ 10:00 a.m.

All bids must be submitted on the attached excel spreadsheet labeled “Food Bid” which will have to be saved to and submitted on CD-R (Compact Disc-Recordable) media or flash drive. The CD-R or Flash drive will be the official bid document. Be sure to fill in the vendor information at the beginning of the spreadsheet. One 8 ½ x 11” paper hard copies must be submitted as backup.

OPEN END BID PRICES will prevail through July 1st, 2020 through June 30th, 2021, unless terminated earlier by a 30-day written notice.

- No substitutions of any kind without prior approval from Sonya Moore – Nutritional Services Director

Due to market changes, if it becomes necessary to increase the price, a letter from the Manufacturer must be submitted, 30 days prior to any changes, stating the reason for the price increase; therein HMS reserves the right to cancel the agreement and re-bid the product(s).

All deliveries will be stacked and rotated on pallets in storeroom, walk – in coolers and freezers. All deliveries will be FOB.

Nutritional Services (Food, Fresh Produce) Warehouse (Non-Food)
1225 E Sanger 2200 E Sanger

ALL DELIVERIES MUST BE MADE BETWEEN 7:00AM – 2:00PM M-F.…. NO EXCEPTIONS

Any order delivered after 2:00 p.m. will be refused. If you cannot deliver at or before 2:00pm, please DO NOT BID. A performance bond may be required on successful bidders not complying with the 2:00 pm deadline.

Please name brand names when applicable and submit any data available to assist us in evaluating the bid (Bid all units as specified).

The Agriculture Appropriations Act for Fiscal Year -“Buy American” Provision of the Law: Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to the maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP. The legislation defines “domestic commodity or product” as one that is produced and/or processed in the United States substantially using domestic agricultural commodities. “Substantially” means
that 51% of the final processed products consist of agricultural commodities that are grown in the United States.

It is essential that all purchases of agricultural commodities and food products comply with this statutory.

**COUNTRY OF ORIGIN OF FOOD ITEM BEING BID MUST BE STATED.** Items could be rejected if not an American Product.

Contact Jessica Alvarado with any questions or clarifications.

alvaradoj@hobbsschools.net
Phone 575-433-0100 Ext: 3043
1920-13

HOBBS MUNICIPAL SCHOOLS DISTRICT
SPECIFICATIONS

BID # 1920-13 FRESH PRODUCE

OPEN DATE: JUNE 15, 2020 @ 10:00 a.m.

All bids must be submitted on the attached excel spreadsheet labeled “Food Bid” which will have to be saved to and submitted on CD-R (Compact Disc-Recordable) media or flash drive. **The CD-R or Flash drive will be the official bid document.** Be sure to fill in the vendor information at the beginning of the spreadsheet. **One 8 ½ x 11” paper hard copies must be submitted as backup.**

OPEN END BID PRICES will prevail through **July 1st, 2020 through June 30th, 2021**, unless terminated earlier by a 30-day written notice.

- **No substitutions of any kind without prior approval from Sonya Moore – Nutritional Services Director**

Hobbs Schools recognizes that produce can and does experience rapid fluctuations. It is assumed that the bidder will be aware of normal market trends, shortages, seasonal variations etc. and will price his/her quotation accordingly for the month.

In the Event of an emergency circumstances (such as freezes), which dramatically disrupt the availability and/or pricing of a significant portion of the supply, Hobbs Schools must be notified immediately. Written notice or email to Moores@hobbsschools.net shall be furnished to Sonya Moore, Food Service Director. Unless the Director of Food Services determine otherwise, Hobbs Schools will replace all orders for the item in question with something more readily available and less expensive, for example: Apples for oranges, etc. If item is a staple, for example: Lettuce, a price variance will be acceptable for all bidders and award will be re-evaluated.

Hobbs Schools may or may not order all items listed on the product sheets each week nor does it guarantee to order any particular item only because it has been offered. The district will take advantage of seasonal specials and general availability as well as price.

All deliveries will be stacked and rotated on pallets in storeroom, walk-in coolers and freezers. All deliveries will be FOB:

- Nutritional Services (Food, Fresh Produce) Warehouse (Non-Food)
- 1225 E Sanger 2200 E Sanger

Submit each produce bid every Monday, before 10:00 am and make sure to include your company name on each bid.

Quality of all products shall be fresh and unspoiled, not wilted or otherwise deteriorated. All produce must have a shelf life expectancy of 5 days. Produce must be Grade 1 or better. We ask in the pricing structure to identify grade of produce. Hobbs Schools reserves the right to reject a shipment that does not meet reasonable standards of acceptable quality.
PRE-CUT PACKAGED ITEMS:
Packaged products must be processed in a facility that has a city and state license. Please submit a copy of license. All pre-cut items must be marked with weight and date packed.

In accordance with the USDA Geographic Preference Option for the Procurement of Unprocessed Agriculture Products in Child Nutrition Programs:

Hobbs School District reserves the right to buy Regionally Grown fresh produce direct from farmers, food hubs, and other small scale aggregators when product is available in support of the division’s Farm to Cafeteria efforts.

All bidders must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service. Prior to awarding a bid, the District reserves the right to request a third party inspection of bidders place of business or to take any other action necessary to determine ability to perform in accordance with the specifications, terms and conditions. The District will determine whether the evidence of ability to perform is satisfactory and will make awards only when such evidence is deemed satisfactory. The District reserves the right to reject bids where evidence submitted or investigation and evaluation indicates inability of the bidders to perform. The decision as to whether a bidder meets the qualifications stated below is at the sole discretion of the District.

ALL DELIVERIES MUST BE MADE BETWEEN 7:00AM – 2:00PM M-F.... NO EXCEPTIONS

Any order delivered after 2:00 p.m. will be refused. If you cannot deliver at or before 2:00pm, please DO NOT BID. A performance bond may be required on successful bidders not complying with the 2:00 pm deadline.

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1988 requires school food authorities (SFAs) to purchase to the maximum extent practicable, domestic commodities or products.

The Buy American provision defines “domestic commodity or product” as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S. For foods that are unprocessed, agricultural commodities must be domestic, and for foods that are processed, they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume as determined by the SFA. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are considered domestic products under this provision as these products are from the territories of the U.S.

There are limited exceptions to the Buy American provision which allow for the purchase of foods not meeting the “domestic” standard as described above (i.e., “non-domestic”) in circumstances when use of domestic foods is truly not practicable. These exceptions, as determined by the SFA, are:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

Please refer to 7 CFR 210.2 for full definitions and USDA-FNS memo SP-24-2016 Compliance with and Enforcement of the Buy American Provision in the National School Breakfast and Lunch Program for additional information.

It is essential that all purchases of agricultural commodities and food products comply with this statutory.

**COUNTRY OF ORIGIN OF PRODUCE BEING BID MUST BE STATED ON BID SHEETS.** Items may be rejected if not an American Product.

The [Buy American Certification](#) page (14) must be completed, signed and returned with sealed bids for all Fruits and Vegetables (canned, dried, fresh or bagged) listed on the bid.

Please name brand names when applicable and submit any data available to assist us in evaluating the bid (Bid all units as specified).

Contact Jessica Alvarado with any questions or clarifications.

alvaradoj@hobbsschools.net
Phone 575-433-0100 Ext: 3043
**Buy American Certification for the Hobbs Nutritional Service Bids**

I certify that the products listed below were processed in the U.S. and contain over 51% of its agricultural food component, by weight or volume, from the U.S. The specific percentage of domestic agricultural food component appears in the chart below:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Manufacturer’s Code</th>
<th>Specific Percentage of U.S. Content</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the products listed below are not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality and contain <51% domestic product. The countries of origin for non-domestic product are listed below:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Manufacturer’s Code</th>
<th>Imported Product</th>
<th>Country(s) of Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the accuracy of the information provided above:

<table>
<thead>
<tr>
<th>Manufacturer Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer Representative:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>