

**CITY OF RICHMOND HILL, GEORGIA  
REQUEST FOR PROPOSAL**

**RFP NO. 052526-001  
PURCHASE OF A CLASS A FIRE ENGINE**

**ISSUED DATE: MAY 27, 2026  
DATE DUE: JUNE 30, 2026, at 11:00 AM (ET)**

**You are invited to submit a proposal to the City of Richmond Hill (GA) for a Class A Fire Engine.**

Attached hereto are the general conditions, technical specifications, and submittal format.

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from The City of Richmond Hill. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal.

Submittals are to be sealed, marked with the vendor or proposer's name and address and labeled: **“City of Richmond Hill Fire Engine Purchase”** and mailed **or** hand delivered to:

Mailed Responses:                    Mr. Derrick Cowart, Finance Director  
    City of Richmond Hill, Georgia  
    PO Box 250  
    Richmond Hill, Georgia 31324

Hand Delivered Responses:    Mr. Derrick Cowart, Finance Director  
    City of Richmond Hill, Georgia  
    40 Richard Davis Drive  
    City Hall  
    Richmond Hill, Georgia 31324

Responses to the RFP will be accepted until 11:00 a.m. (ET) on June 30, 2026.

**Electronic submissions will not be accepted.**

The City of Richmond Hill reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the City.

All questions about this RFP and submission requirements must be directed in writing and received no later than Tuesday, June 16, 2026 at 11:00 a.m. (ET) to Brendon Greene, Fire Chief via email at [bgreene@richmondhill-ga.gov](mailto:bgreene@richmondhill-ga.gov). No responses will be given to questions submitted after that time.

Any unauthorized contact shall not be responded to and may result in the disqualification of the responder's submittal. Answers to questions submitted will be communicated to respondents via addendum to the RFP and will be posted on the City's website. Proposers are responsible for checking the City's website for any addendums. Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the City will issue a written addendum to document approved changes.

**DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Proposal Package or are required to be submitted with the proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION.

**COMPANY NAME:** \_\_\_\_\_

REQUIRED	COMPLETED	ITEM DESCRIPTION
		INSTRUCTIONS TO PROPOSERS
		GENERAL TERMS, CONDITIONS AND EXCEPTIONS
<b>X</b>		PROPOSAL SUMMARY
		SURETY REQUIREMENTS
		PERFORMANCE BOND
		PAYMENT BOND
<b>X</b>		CERTIFICATE OF INSURANCE
<b>X</b>		W-9
		LEGAL NOTICE
<b>X</b>		EXCEPTIONS TO SPECIFICATIONS
<b>X</b>		DRUG FREE WORKPLACE CERTIFICATION
<b>X</b>		PROMISE OF NON-DISCRIMINATION STATEMENT
<b>X</b>		CONTRACTOR AFFIDAVIT & AGREEMENT (E-VERIFY)
<b>X</b>		DISCLOSURE OF RESPONSIBILITY STATEMENT
<b>X</b>		SUBCONTRACTOR AFFIDAVIT & AGREEMENT (if applicable)
<b>X</b>		FIRMS CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
<b>X</b>		AFFIDAVIT REGARDING LOBBYING

**ACKNOWLEDGE RECEIPT OF ADDENDUM(S)** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL**

## **GENERAL INSTRUCTIONS**

### **Proposal Format**

The proposal shall be prepared simply and shall be straightforward and concise. It should also adhere strictly to the proven capabilities of the Respondent to meet the requirements set forth in the Request for Proposals. A Letter of Interest shall be included in the Proposal. This letter will summarize the Respondent's understanding of the Scope of Work and commitment to perform the work in a timely manner. The letter should name all persons authorized to make representations for the Respondent, including the titles, addresses, and telephone numbers of such persons. An authorized agent of the Respondent must sign the letter. The letter should not exceed two pages in length.

### **RFP Cost**

All costs incurred in the preparation and presentation of responses to the RFP shall be completely absorbed by the respondent. All documents submitted as part of the RFP will become property of City of Richmond Hill. Requests for specific material to be returned will be considered.

### **Binding Offer**

Each proposal shall constitute a firm offer that is binding for ninety (90) days from the date of the RFP opening, unless the proposer takes exception to this provision in writing.

### **RFP Submission**

Companies who wish to respond must submit an original and (2) copies of the proposal and one electronic copy (searchable PDF) of the proposal on a USB in sealed packages marked "City of Richmond Hill Fire Engine Purchase". Fax and e-mail responses are not acceptable. Responses to the RFP will be accepted until 11:00 a.m. (ET) on June 30, 2026.

Responses must be mailed to: Mr. Derrick Cowart, Finance Director  
City of Richmond Hill, Georgia  
PO Box 250  
Richmond Hill, Georgia 31324

Responses must be hand delivered to: Mr. Derrick Cowart, Finance Director  
City of Richmond Hill, Georgia  
40 Richard Davis Drive  
City Hall  
Richmond Hill, Georgia 31324

Requests for extension of this date will not be granted. Any late proposal will not be considered. It is the sole responsibility of the Respondent to ensure that the proposal arrives at the designated location prior to the deadline.

City reserves the right to reject any and all proposals, to waive any informality or technicality and to accept that proposal which, in the judgement of the proper officials, is in the best interest of City of Richmond Hill.

**Contact**

All questions about this RFP and submission requirements must be directed in writing to Brendon Greene, Fire Chief via email at [bgreene@richmondhill-ga.gov](mailto:bgreene@richmondhill-ga.gov).

Any unauthorized contact shall not be responded to and may result in the disqualification of the responder's submittal. Answers to questions submitted will be communicated to respondents on an addendum posted on the City's website.

**RFP Addendums**

It is the responsibility of respondents to check the City of Richmond Hill website [www.richmondhill-ga.gov](http://www.richmondhill-ga.gov) for RFP information and addendums prior to submission of the RFP.

**PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

### **How to Submit an Objection**

Objections by Proposers to this Request for Proposal (RFP) and/or these specifications shall be submitted to the City in writing. Objections may pertain to the form and/or substance of the RFP documents. Failure to object in accordance with this procedure shall constitute a waiver of any protest regarding this RFP by the Proposer.

### **Errors in Proposals**

Proposers and their authorized representatives are expected to fully inform themselves of all conditions, requirements, and specifications prior to submitting a proposal. Failure to do so shall be at the Proposer's sole risk.

### **Standards for Acceptance of Firms for Contract Award**

The City of Richmond Hill reserves the right to reject any or all proposals and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is deemed to be in the best interest of the City. The City further reserves the right to reject the proposal of any Proposer who has previously failed to properly perform or timely complete contracts of a similar nature, or where an investigation determines that the Proposer is not in a position to adequately perform the contract.

### **Proposer**

Whenever the term "Proposer" is used, it shall mean and include any person, business, firm, corporation, or other entity submitting a proposal to the City of Richmond Hill prior to the execution of a contract.

### **Responsible / Responsive Proposer**

A "Responsible Proposer" is a person or entity possessing the capability in all respects to fully and reliably perform the contract requirements. A "Responsive Proposer" is a person or entity that

has submitted a proposal conforming in all material respects to the requirements set forth in the Request for Proposal.

Whenever the terms “City” or “Owner” are used, they shall refer to the City of Richmond Hill.

### **Confidentiality of Documents**

Upon receipt by the City, all proposals shall become the property of the City without compensation to the Proposer and may be used or disposed of at the City’s discretion. The names of Respondents submitting proposals and the total proposed prices shall be publicly read aloud; however, the contents and details of the proposal documents shall remain confidential until final award of the contract or purchase order.

### **Cone of Silence**

Lobbying of Procurement Evaluation Committee members, City employees, or elected officials regarding this solicitation, Request for Proposal (RFP), or resulting contract by any Proposer, employee, agent, representative, or affiliated entity is strictly prohibited. Negative campaigning through mass media regarding current service delivery is also prohibited. Violation of this provision may result in rejection of the proposal.

### **Compliance with Laws**

The Proposer shall obtain and maintain all required licenses, permits, liability insurance, workers’ compensation insurance, and shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, and regulations during the performance of any contract with the City. Any additional requirements specifically set forth in the contract documents shall be supplemental to, and not in substitution for, this provision.

### **Debarred Firms and Pending Litigation**

Any Proposer or firm listed on any federal or State of Georgia debarment or excluded parties list shall not be considered for contract award. Proposers shall disclose any pending criminal violations, indictments, convictions, pending lawsuits, or conflicts of interest occurring within the past five (5) years. Any Proposer previously defaulting on or terminating a contract with the City shall not be considered for award.

The Proposer acknowledges that, in performing work for the City, it shall not utilize any firm that has been involved in any of the actions described above. If a firm engaged by the Proposer becomes debarred during the term of the contract, the Proposer shall immediately sever its relationship with that firm with respect to City work.

**All firms shall read and complete the Disclosure of Responsibility Statement enclosed as Attachment C and return it with their proposal response. Failure to do so may result in the proposal being deemed non-responsive.**

### **Non-Collusion**

By submitting a proposal, the respondent represents and warrants that no official or employee of the City of Richmond Hill has an interest, directly or indirectly in the proposal or in the final contract award. The respondent further understands proposals will be rejected if there is any evidence of collusion with another respondent.

### **Protection of Resident Workers**

The City of Richmond Hill supports compliance with the Immigration and Nationality Act (INA), including provisions regarding employment eligibility verification and nondiscrimination. Employers may hire only individuals legally authorized to work in the United States. The Contractor shall verify the identity and employment eligibility of all persons hired, including completion of Form I-9, Employment Eligibility Verification.

The Contractor shall establish and maintain procedures to ensure that no services or products provided under the contract are performed or manufactured by workers who are not legally authorized to work in the United States.

### **Immigration Compliance**

Effective July 1, 2009, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) requires all employers, contractors, and subcontractors entering into contracts for public work to participate in the federal E-Verify program and execute the required affidavit confirming such participation.

E-Verify is a no-cost federal employment verification system used to confirm employment eligibility. Affidavit forms are enclosed with this solicitation. Additional information regarding E-Verify may be obtained from the following resources:

- Georgia Department of Labor: [Georgia Department of Labor](#)
- U.S. Citizenship and Immigration Services: [USCIS E-Verify Information](#)

**All firms shall read and complete the E-Verify Affidavit enclosed as Attachment D and return it with their proposal response. Failure to do so may result in the proposal being deemed non-responsive.**

### **Qualification & Award Basis**

City of Richmond Hill reserves the right to accept or reject any and all proposals or any parts of a proposal wherein its judgment, it will be in the best interest of the City; waive any technicalities/informalities in the RFP document and proposal process; and to qualify and award any or all of this contract in any manner in which the City of Richmond Hill, acting in the sole and exclusive exercise of its discretion, deems to be in the City of Richmond Hill's best interest. Cost will not be the sole factor in the selection process. If no acceptable proposal is

received, the City of Richmond Hill also reserves the right to re-solicit proposals, at its sole discretion.

### **References**

Submission of a response authorizes City of Richmond Hill to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the City of Richmond Hill.

## **GENERAL TERMS, CONDITIONS AND EXCEPTIONS**

### **SPECIFICATIONS**

Any obvious error or omission in specifications shall not inure to the benefit of the Proposer but shall put the Proposer on notice to inquire of or identify the same to the City. Whenever herein mentioned is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, ASTM regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.

### **COMPLETENESS**

All information required by the request for proposal must be completed and submitted to constitute a qualifying proposal.

### **PRICES TO BE FIRM**

Proposer accepts all terms and conditions set forth in this request for proposal. This proposal will remain subject to acceptance for ninety (90) days after the proposal opening, or for such longer period of time that Proposer may agree to in writing upon request of City.

### **MULTIPLE PROPOSALS**

No Proposer will be allowed to submit more than one offer. Any alternative proposal must be brought to the City's attention prior to the question deadline submitted in writing.

## **LIABILITY PROVISIONS**

Where Firms are required to enter or go into The City of Richmond Hill property to take measurements or gather other information in order to prepare the proposal as requested by the City, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless The City of Richmond Hill from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with The City of Richmond Hill.

## **AWARD OF CONTRACT**

The contract, if awarded, will be awarded to the proposer responsible whose proposal will be most advantageous to The City of Richmond Hill, price and other factors considered. The City of Richmond Hill will make the decision as to which proposal best serves the interest of the city. The successful respondent will be expected to execute a contract within 30 days of the notice of the award.

## **ASSIGNMENT**

The successful Proposer shall not assign or transfer any interest in the contract without the written consent of the City.

## **COST TO PREPARE**

The city assumes no responsibility or obligation to the Firms and will make no payment for any costs associated with the preparation or submission of the proposal.

## **PROCUREMENT PROTESTS**

Objections and protests to any portion of the procurement process or actions of the city staff may be filed with the city for review and resolution.

## **INSURANCE PROVISIONS**

The selected Proposer shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or

in connection with the performance of the work hereunder by the Proposer, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the proposal. Contract work will not proceed unless The City of Richmond Hill has in their possession a current Certificate of Insurance. The City of Richmond Hill invokes the defense of sovereign immunity. The City is not to be included as an additional insured on insurance contracts. **Failure to maintain insurance as described below will result in termination of the contract.**

**A. General Information that shall appear on a Certificate of Insurance:**

- i. Name of Producer (Contractor's insurance Broker/Agent).
- ii. Companies affording coverage (there may be several).
- iii. Name and address of the Insured (this should be the Company or Parent of the firm The City of Richmond Hill is contracting with).
- iv. Summary of all current insurance for the insured (includes effective dates of coverage).
- v. Brief description of operations to be performed, the specific job to be performed, or contract number.
- vi. Certificate Holder (This is to always include The City of Richmond Hill).

**B. Limits of Insurance:**

- i. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- ii. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and ensures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.

**C. Special Requirements:**

- i. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.

- ii. **Extended Reporting Periods:** The Contractor shall provide the City with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- iii. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- iv. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the City.
- v. **Proof of Insurance:** The City of Richmond Hill shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the City before services are rendered. The Contractor must ensure Certificate of insurance are updated for the entire term of the contract.
- vi. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five-year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- vii. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by The City of Richmond Hill.
- viii. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the city. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the City, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

## **INDEMNIFICATION**

The Proposer agrees to protect, defend, indemnify, and hold harmless The City of Richmond Hill, its council, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the Proposer or its sub Firms. The Proposer's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of

any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. Proposer further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless The City of Richmond Hill, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the PROPOSER or his subcontractors or anyone directly or indirectly employed by any of them.

The Proposer's obligation to indemnify The City of Richmond Hill under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the Proposer.

#### **COMPLIANCE WITH SPECIFICATION – TERMS AND CONDITIONS**

The Request for proposal, Legal Advertisement, General Conditions and Instructions to Firms, Specifications, Special Conditions, Proposer's Proposal, Addendum, and/or any other pertinent documents form a part of the Firms proposal or proposal and by reference are made a part hereof.

#### **STATEMENT OF DISCLOSURE**

All Proposers must provide a statement of disclosure which will allow the City to evaluate possible conflicts of interest.

#### **Interests of Public Officials**

The Proposer warrants for itself and any subcontractor that no elected or appointed official or employee of the City of Richmond Hill, Georgia, has any interest in their proposal or the proceeds of any contract/agreement which may result thereof. In the event that an elected or appointed official or employee acquires any interest in any contract/agreement which may result from this proposal, or the proceeds thereof, the Proposer agrees to disclose such interest to the City immediately by submitting a written notice. For breach or violation of this clause, the City may annul any contract/ agreement resulting from this proposal without liability, terminate any contract/agreement resulting from this proposal for default, or take other remedial

measures. “*Interest*” as used herein means direct or indirect pecuniary or material benefit accruing to an appointed official or employee as a result of a matter which is or which is expected to become the subject of an official action by or with the city, except for such actions which, by their terms and by the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. The term “*interest*” shall not include any remote interest. For purposes of this proposal, an appointed official or employee shall be deemed to have an interest in the affairs of: (1) his or her family; (2) any business entity in which the appointed official or employee is a member, officer, director, employee, or prospective employee; and (3) any business entity as to which the stock, legal Ownership, or beneficial Ownership of an appointed official or employee is in excess of five percent of the total stock or total legal and beneficial Ownership, or which is controlled or owned directly or indirectly by the appointed official or employee. *Remote interest* as used herein means the interest of (1) a volunteer director, officer, or employee of a nonprofit corporation; (2) a holder of less than 5 percent of the legal or beneficial Ownership of the total shares of a business.

#### **SIGNED RESPONSE CONSIDERED AN OFFER**

The signed proposal shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the City or their designee. In case of a default on the part of the Proposer after such acceptance, The City of Richmond Hill may take such action as it deems appropriate, including legal action for damages or lack of required performance.

#### **PROPOSAL DEADLINE**

The response to this request for proposal must be received by the City Hall no later than 11:00 A.M. (ET), June 30, 2026. Any proposal received after the time stipulated will be rejected and returned unopened to the proponent. It is emphasized that late proposals will be rejected

For good and sufficient reason, up to 24 hours before the advertised deadline, the City may extend the response schedule. An addendum will be issued setting forth the new date and time.

### **WITHDRAWAL OF PROPOSAL**

Any proposal submitted before the deadline may be withdrawn by a written request received by the city before the time fixed for receipt of proposals.

Withdrawal of any proposal will not prejudice the right of a proponent to submit a new or amended proposal as long as The City of Richmond Hill receives it by the deadline as provided herein.

### **REJECTING PROPOSALS**

The City reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of The City of Richmond Hill. Similarly, the city is not bound to accept the lowest dollar proposal if the offer is not considered in the City's best interest.

### **QUESTIONS**

Any questions pertaining to this request for proposal **MUST** be made in writing and received no later than 11:00 A.M. (ET), June 16, 2026. No responses will be given to questions received after that time. Questions must be emailed to [bgreene@richmondhill-ga.gov](mailto:bgreene@richmondhill-ga.gov) .

***The only official answer or position of The City of Richmond Hill will be the one stated in writing.***

### **GEORGIA OPEN RECORDS ACT**

The responses will become part of the City's official files without any obligation on the City's part. Ownership of all data, materials and documentation prepared for and submitted to the City of Richmond Hill in response to a solicitation, regardless of type, shall belong exclusively to City and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law. Responses to RFP's shall be held confidential from all parties other than the City until after the contract is awarded by the City. The Proposer and their proposal price in response to the RFP will be read aloud at public proposal openings. After Proposal Tabulations, the RFP shall be available for public viewing. The City of Richmond Hill

shall not be held accountable if material from responses is obtained without the written consent of the Proposer by parties other than the City, at any time during the solicitation evaluation process.

#### **GEORGIA TRADE SECRET ACT of 1990**

In the event a Proposer/Proposer submits **trade secret information** to the City, the information must be clearly labeled as a Trade Secret. The City will maintain the confidentiality of such trade secrets to the extent provided by law.

#### **METHOD OF SELECTION**

The City of Richmond Hill will evaluate all proposals submitted to the RFP. Proposers must meet all technical requirements, or such proposals will be disqualified as being non-responsive.

Proposals deemed to be incomplete as they pertain to substance and content may be returned without further consideration. An award, if made, will be made to the responsible Proposer whose Proposal is most advantageous to The City of Richmond Hill, taking into consideration experience, qualifications, management, pricing, warranties and other factors set forth in this Request for Proposal (RFP). The city will not use any other factors or criteria in the evaluation of the Proposals received.

#### **CONTRACT**

The successful Proposer shall not commence work under this request for proposal until a written contract is awarded by the City. If the successful Proposer does commence any work or delivers items prior to receiving an executed contractor, he does so at his own risk.

#### **TERMINATION OF CONTRACT**

The City of Richmond Hill has the right to terminate any contract. The Proposer shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a Proposer fails to fulfill any of its obligations hereunder, the City may, by giving written notice to the Proposer at issue, terminate the agreement with said Proposer for such default. If this agreement is so terminated, the Proposer shall be paid only for work satisfactorily completed.

## **CHANGES**

In the event a contract is awarded, the City may, with prior Council approval, make changes at any time during the contract period within the general scope of the contract and its technical provisions. If any such change causes any increase or decrease in the Proposer's cost of performing any part of the contract, an equitable adjustment shall be made in the contract prices, or in the time of performance, or in both. A written memorandum of such adjustments shall be made prior to any changes in contract pricing schedules.

## **PAYMENTS**

Payment of invoices will be made within the time frame specified in the contract resulting from this request for proposal.

The proposer will be paid the agreed upon compensation upon satisfactory delivery of the products or completion of the work as more fully described in the contract documents.

Upon completion of the work, the Proposer will provide the City with an affidavit certifying all suppliers, persons or businesses employed by the Proposer for the work performed for the City have been paid in full.

The City of Richmond Hill is a tax-exempt entity. Every contractor, Proposer, business or person under contract with The City of Richmond Hill is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to The City of Richmond Hill by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

## **SERVICES REQUESTED**

### **Background**

City of Richmond Hill (Georgia) is a local municipal government within Bryan County and is part of the Savannah MSA. The City operates under the strong mayor form of government, with the governing Board consisting of a Mayor and four city council members, serving separate districts, and elected to staggered four-year terms. The City's Fire Department consists of 3 Fire Stations and a staff of forty (40) which serves a population of approximately 18,000. The City's current ISO Rating is Three (3).

### **Purpose of Request**

City of Richmond Hill is seeking proposals to purchase a fire engine. The specifications below address the specific requirements together with certain details as to finish, material preferences, equipment and appliances with which the successful proposer must conform. The proposer shall bear the responsibility of insuring that the elements contained within the specifications are sound, safety conscious, and functional. This apparatus shall meet all current guidelines as established for fire apparatus by the Department of Transportation and the National Fire Protection Association; RFPs that are not fully compliant with NFPA 1901-2016 will not be considered.

### **Specific Requirements**

The manufacturer of the apparatus shall have an operating factory adequate and devoted to the manufacture of the vehicle herein specified. The intent of this section is to ensure single source responsibility for all equipment proposed by the proposer.

It is not the intent of these specifications to call for an unusual or experimental vehicle. Such proposals are not acceptable. Therefore, as proof of the ability to manufacture vehicles of the type called for in these specifications, the proposer must be able to show that they have manufactured at least ten vehicles of the "type" specified herein within the last two years. These specifications shall serve as a base specification and are not meant to

prevent a manufacturer from exceeding this specification as a part of their normal construction process.

The proposer shall supply a list of **ten** agencies that have purchased similar vehicles. This list will contain the name, contact number, and purchase date of the vehicle.

### **Completion Inspection**

Once the unit reaches 100% completion City of Richmond Hill will be notified and arrangements for an inspection confirmed. This inspection will be completed by three representatives from City of Richmond Hill. If this inspection takes place more than 300 miles from City of Richmond Hill then transportation will be by air. Lodging and meals shall be included.

### **Approval Drawings**

Drawings shall be returned with the submission and shall depict the apparatus showing views of the right, left, front, rear, and top. This drawing shall list exact compartment dimensions, wheelbase lengths, over all vehicle length and height, and show where trays, tool boards, and fixed equipment are mounted.

### **Training**

The successful proposer shall provide training for all designated operators upon delivery of the apparatus. This training will be conducted on two consecutive days, once for each shift. This training shall be conducted on site at City of Richmond Hill with the actual apparatus purchased.

### **Warranty**

All proposers shall state the length and terms of warranty of the completed apparatus. The listing shall be broken down to include the apparatus body, chassis, paint, electrical and any

additional equipment added. A minimum 3-year warranty on proposers manufactured components.

**State Delivery Time**

The proposer shall state the days required for delivery of the apparatus, in the space provided on the Pricing Sheet.

**Mechanical Service**

Each proposer shall supply, with their proposal, detailed information on the proposer's ability to perform routine and emergency service on the apparatus after delivery. Detailed information shall be provided on service facilities, personnel, service vehicles, and the type and nature of repair work the proposer is able to provide. Proposer shall state the number of miles from the Purchaser's facility to the nearest fully staffed repair facility operated by the proposer. It is the intent of the Purchaser to assure that parts and service are readily available for the equipment specified. Successful proposer guarantees they can return a call for service within 48 hours. Service capabilities will be one of the criteria for award of this contract.

## **Minimum Requirements**

Height: no taller than 9 feet, 9 inches

Width: no wider than 11 feet, 6 inches to include mirrors

Proposers must provide these measurements. This apparatus must meet the 2024 NFPA Standard and 2027 Emissions Standard.

## **Cab & Chassis Requirements**

- Custom Cab: Aluminum or Stainless Steel, four-door, fully enclosed, minimum 10 inch raised roof from centerline to rear, with electric-over-hydraulic tilt for engine access. Interior should be gray or black.
- Two Wheel Drive
- Engine: PACCAR MX-13 510 HP
- Transmission: Allison 3000 EVS
- Fuel Tank: Minimum 50 gallons
- Heat/AC: Factory installed sufficient to heat and cool cab
- Batteries: 2024 NFPA Standard
- Steering: Full power
- Mirrors: Chrome or aluminum heated remote-controlled mirrors with convex
- Tires: Front: Highway steering tread rated at 75 mph with proper load rating. Rear: All season traction rated at 75 mph with proper load rating.
- Wheels: Front/Rear sized appropriately for the specified loading of water/foam, body and equipment. Painted with lug nut covers and axle covers to be included.
- Suspension: Axles/Brakes/Suspension sized appropriately for the specified loading of water/foam, body and equipment. Shock absorbers as appropriate for this application.
- Air Horns: Dual stutter air horns, controlled by foot switches. Switches mounted in the cab floor, one on driver's side, one on officer's side. Air horns to be punched into the front bumper and supplied by the OEM compressor and air storage tank.

- High Idle: A high idle system will be installed and controlled via switch mounted in the cab. The system will increase the engine speed to a preset RPM for increased alternator output.
- Seating: All seating shall be high back style, gray or black, of a material suited for the application and equipped with three-point belts.
  - Driver seat shall be air ride.
  - 4 seats including the driver and officer. Officer and 2 rear seats shall SCBA seats. SCBA bracket to meet current NFPA standard.
- Cab Dome Lighting: LED with Red/White option.
- Battery Charger: There shall be a minimum 20 AMP minimum charger installed and connected directly to an auto-eject shoreline plug.
- Air Inlet/Outlet: (1) One inlet and (1) one outlet shall be provided in the area of the driver's door.
- Back-up Alarm: An electronic back-up alarm shall be supplied. This alarm shall sound a minimum of 97 dB and wired to engage when the transmission of the unit is in reverse.
- Hand Hold Bars: There shall be hand hold bars to comply with NFPA standard
- The front bumper shall be a single piece unit with punch-outs for the electronic siren speaker, the "Q" siren and air horns. Pedestal mounting of the electronic siren speaker or mechanical siren will not be accepted due to sound encroachment in the cab or vibration.
- Front Bumper Extension: It shall be extended minimum 18" with hose well that can accommodate minimum 150' of 1.75" hose and nozzle with securing straps or lid.

### **Alternate Proposal**

Proposers must provide an alternate proposal to replace custom cab with a 4-door commercial cab. All other provisions for Cab and Chassis remain the same.

### **Apparatus Body Requirements**

- These specifications require a Stainless Steel or Aluminum Rescue Style body. All

ladders, pike poles shall be mounted in a tunnel inside the body.

- Hard suction may be stored on exterior rack or tray
- The exterior of the body shall be equipped with an extruded aluminum or stainless steel rub rail. Corners shall be covered with a 90 degree piece of material to join intersecting rails.
- Body to have anodized aluminum roll-up compartment doors, satin finish, with integrated drip pan.
- 2 - Hose Bed Dividers
- LED step lighting as required per current NFPA standard.
- Deck Gun piping to top of apparatus in dunnage area.
- Zico wheel chocks and horizontal holder
- Ladder storage in a tunnel compartment accessible from the rear apparatus body. Ladder and accessory storage for 24' extension, 14' roof, 10' folding, and 2-10' pike poles.

### **Compartments**

- Compartments should consist of L1, L2, L3, Rear 1, R1, R2, R3. There shall be a minimum of 159 cubic feet.
- L1, L3, R1, R3 shall all have upper adjustable shelves
- L1, L3, Rear 1, R1, R3 shall have lower pullout tray.
- L2 needs to have a tool board.
- LED lighting is required and shall be controlled by a door switch or vendor's standard. Lighting inside the compartments shall not interfere with equipment stored in the compartments. The shelving shall not interfere with lighting.

### **SCBA Air Cylinder Storage**

A minimum of four (4) air cylinder storage compartments shall be provided and located in the wheel wells.

### **Lighting & Emergency Warning Package**

- Whelen LED emergency lighting package to meet minimum current NFPA lighting standard.
- One (1) electronic 100 watt siren. Speaker mounted behind front bumper.
- One (1) "Q" siren. Recess mounted into front bumper.
- One (1) Roto-Ray on the front.

### **Fire Pump**

- The fire pump shall be Hale or Waterous, minimum 1500 GPM single stage.
- The pump must have appropriate pressure relief valve/governor.
- This pump shall meet all NFPA requirements and testing documentation shall accompany on truck delivery.
- Discharges and Intakes
  - Intakes
    - must have dual 6" steamer intakes, 1 driver and 1 officer side, 1-2.5" driver side
  - Discharges
    - 1 1.75" front bumper
    - 1 2.5" driver side
    - 1 2.5" passenger side
    - 1 2.5" or greater passenger side
    - 2 2.5" rear discharges
    - 3 1.75" crosslay
    - 1 3" deck gun discharge
    - 6" discharge passenger side
- All gauges and control valves to operate from the left pump panel. All 2.5" discharges to have individual gauges on the left pump panel.
- Tank fill and tank-to-pump valves sized as per minimum NFPA requirements.

- Foam System:
  - Foam System: eductor style piping. **Water Tank/Foam Tank**

A water tank shall be included and meet all provisions of the NFPA. These provisions have, but are not limited to, overflow from fill, proper venting, meet minimum flows to fire pump, etc. This tank shall be a poly type of construction and shall have a lifetime warranty. **Water tank size is 1000 gallons/ Foam tank size is 20 gallons minimum.**

#### **Water Tank/Foam Tank Level Indicator**

LED Display, indicating tank levels of full,  $\frac{3}{4}$ ,  $\frac{1}{2}$ ,  $\frac{1}{4}$ , and empty with associated flash patterns to aid the operator. Indicator to be located on the left panel.

#### **Cab & Body Paint/ Rear Body Striping**

All surfaces shall be prepped and treated to protect from failures in the painted surface. The use of sealer/primer, base coat and clear coat shall meet current standards for body painting. The cab shall be painted **GRAY OVER RED**. The paint break line is the lower windshield line. The apparatus body shall be **ALL RED**. The rear chevron striping shall be provided in compliance with NFPA. 6" alternating "A" style, RED/Yellow stripes.

Lettering will be:

Front Bumper: ENG4INE

Front grill: American Flag

Front above grill: Richmond Hill

Left and Right Front Cab Door: Richmond Hill Fire Maltese Cross logo

Left and Right Rear Cab Door: ENG4INE

Right side between front and rear door: Plaque thanking Mayor and Council

Right and left side above compartments: City of Richmond Hill

Rear SPLOST picture

### **Evaluation Procedures**

An evaluation team will evaluate proposals submitted. Each proposal will be evaluated for full compliance with the RFP instructions to the Respondent and the requirements set forth within the RFP document. Proposals will be evaluated on criteria will include

1. Compliance with specifications detailed in RFP.
2. Warranties included
3. Estimated delivery date
4. Price

## PROPOSAL SUMMARY

### Price

Custom cab, rescue body, meeting all requirements in RFP: \_\_\_\_\_

### Alternate Price

Commercial cab, rescue body, meeting all requirements in RFP: \_\_\_\_\_

NOTE: The above-proposal prices shall include all charges, including preparation, delivery, or any other costs.

### **Delivery and Training**

What is our expected delivery date after receipt of Notice to Proceed? \_\_\_\_\_

How many hours of training will be provided to each employee? \_\_\_\_\_

### Additional Information

Address of your service facility that is closest Richmond Hill, Georgia 31324:

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What are your payment terms?

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Your Company's Name:

---

\_\_\_\_\_  
Authorized Signer and Title

\_\_\_\_\_  
DATE



**LEGAL NOTICE**  
**REQUEST FOR PROPOSAL**

**RFP NO. 052526-001 PURCHASE OF A CLASS A FIRE ENGINE**

The City of Richmond Hill is seeking proposals from firms interested in providing a Class A Fire Engine. Sealed proposals are due by 11:00 AM (ET) June 30, 2026, and must be mailed or hand delivered to City Hall, P.O. Box 250, 40 Richard R Davis Drive, Richmond Hill, Georgia 31324.

A copy of this Request for proposal is available online at <http://www.richmondhill-ga.gov/>. For additional information please contact, Brendon Greene, Fire Chief via email: [bgreene@richmondhill-ga.gov](mailto:bgreene@richmondhill-ga.gov).

THE CITY OF RICHMOND HILL RESERVES THE RIGHT TO REJECT ANY/AND ALL PROPOSALS AND TO WAIVE ALL FORMALITIES.

"THE CITY OF RICHMOND HILL IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL PROPOSERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".

**ATTACHMENT A**

**DRUG – FREE WORKPLACE CERTIFICATION**

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE **\*\*DRUG-FREE WORKPLACE\*\***, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

\_\_\_\_\_ (CONTRACTOR)  
certifies to The City of Richmond Hill that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **CLASS A FIRE ENGINE** pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**ATTACHMENT B**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know All Men by These Presence, that I (We), \_\_\_\_\_  
Name

\_\_\_\_\_, \_\_\_\_\_  
Title Company

(herein after "Company") in consideration of the privilege to propose on the following City of Richmond Hill project for **CLASS A FIRE ENGINE** hereby consent, covenant and agree as follows:

A. No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the proposal submitted to The City of Richmond Hill or the performance of the contract resulting therefrom;

B. That it is and shall be the policy of this Company to provide equal opportunity to all businesspersons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;

C In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;

D That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with The City of Richmond Hill;

E That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;

F That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth above may constitute a material breach of contract entitling the City to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_, 20 \_\_\_\_\_

**ATTACHMENT C**

**DISCLOSURE OF RESPONSIBILITY STATEMENT**

Failure to complete and return this information will result in your offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
- 

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.
- 

3. List any convictions or civil judgments under states or federal antitrust statutes.
- 

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
- 

5. List any prior suspensions or debarments by any governmental agency.
- 

6. List of any contracts not completed on time.
- 

7. List of any penalties imposed for time delays and/or quality of materials and workmanship.
- 

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.
-

I, \_\_\_\_\_, as \_\_\_\_\_  
Name of Individual Title & Authority

Of \_\_\_\_\_, declared under oath that  
Company Name

the above statements, including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ by

\_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**ATTACHMENT D**

**CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(I)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The City of Richmond Hill has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). The contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of contractor) on behalf of THE CITY OF RICHMOND HILL has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. The subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**ATTACHMENT E**

**PROPOSER'S CERIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this Proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Richmond Hill, Board of Education of local municipality. Proposer agrees that by submitting this Proposal that Proposer will include this clause without modification in all lower tier transactions, solicitations, Proposals, contracts, and subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document. During the course of the RFP process, it is the Proposer's responsibility to notify the City if a suspension or debarment has occurred.

**Certification - the above information is true and complete to the best of my knowledge and belief.**

\_\_\_\_\_  
(Printed or Typed Name of Signatory)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

**ATTACHMENT F**

**AFFIDAVIT REGARDING LOBBYING**

Each Proposer and all proposed team members and subcontractors must sign this affidavit, and the Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to the contract award for the purpose of influencing the contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence the award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be a cause to consider your proposal non-responsive.

\_\_\_\_\_  
BY: Authorized Officer or Agent

Date \_\_\_\_\_

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_