

**INCORPORATED VILLAGE OF
GREENPORT, NEW YORK**



REQUEST FOR PROPOSALS

for

ELECTRIC, SEWER AND WATER RATE STUDY

MAYOR

GEORGE W. HUBBARD, JR.

TRUSTEES

**JACK MARTILOTTA, DEPUTY MAYOR
PETER CLARKE**

**MARY BESS PHILLIPS
JULIA ROBINS**

Paul J. Pallas, P.E. – Village Administrator

Sylvia Lazzari Pirillo, RMC – Village Clerk

Stephen Gaffga – Interim Village Treasurer

Joseph W. Prokop, Esq. – Village Attorney

**BOARD OF TRUSTEES
VILLAGE OF GREENPORT
SOLICITATION OF PROPOSALS
ELECTRIC, SEWER AND WATER RATE STUDY**

PLEASE TAKE NOTICE that the Board of Trustees of the Incorporated Village of Greenport is soliciting sealed Proposals for: **ELECTRIC, SEWER AND WATER RATE STUDY**. The intent of the study is to independently assess and evaluate the Village of Greenport's existing electric, water and sewer rates and provide recommendations for rates and rate structures. The broad objective of the study is to recommend rates that adequately fund all three utility operations, capital costs, and bonded debt while minimizing rates to the greatest degree possible.

The Village of Greenport will accept sealed proposals only at the Office of the Village Clerk, Greenport Village Hall, 236 Third Street, Greenport, New York 11944, during the regular business hours of 8:30 a.m. to 4:30 p.m. from **Thursday, September 15, 2022** until **10:30 a.m. on Thursday, October 13, 2022**, at which time all timely received sealed proposals will be opened. Proposals received after that date and time will be considered noncompliant and rejected.

GENERAL DESCRIPTION OF WORK: The Village of Greenport is REQUESTING PROPOSALS FROM QUALIFIED UTILITY RATE CONSULTANTS TO CONDUCT A COMPREHENSIVE ELECTRIC, WATER AND SEWER RATE STUDY. The intent of the study is to independently assess and evaluate the Village of Greenport's existing electric, water and sewer rates and provide recommendations for rates and rate structures. The broad objective of the study is to recommend rates that adequately fund all three utility operations, capital costs, and bonded debt while minimizing rates to the greatest degree possible.

Copies of Proposal and Contract Documents may be obtained on or after **Thursday, September 15, 2022**, at the Office of the Village Clerk, Greenport Village Hall, 236 Third Street, Greenport, New York 11944, and are available on the official Village of Greenport website: www.villageofgreenport.org. Each interested party appearing and requesting a printed set of Contract Documents will be required to pay a nonrefundable fee of FIFTY DOLLARS (\$50.00) payable to the Village of Greenport.

Proposals must be filed in accordance with the specifications of the Village of Greenport and Municipal Law Section 103. Proposals should indicate on the outside of the sealed envelope:

ELECTRIC, SEWER AND WATER RATE STUDY

Proposals must be either hand-delivered to the Village Hall as indicated or sent by overnight mail to be received no later than **10:30 a.m. on Thursday, October 13, 2022**.

The Village of Greenport reserves the right to reject all proposals or to waive any irregularity in a proposal and further reserves the right to accept the lowest responding proposal that is deemed to be in the best interest of the Village of Greenport.

The work performed under this contract is subject to the prevailing wage requirements of the New York State Labor Law. The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages proposals for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit proposals and contracts from such entities with respect to the Contract noticed herein.

Village Clerk Sylvia Pirillo, RMC / Village of Greenport

NOTICE TO PROPOSERS

SEALED BIDS ONLY will be received by the Board of Trustees of the Village of Greenport at the Greenport Village Hall, 236 Third Street, Greenport, New York 11944, during the regular Village business hours of 8:30 a.m. until 4:30 p.m. on **Thursday, September 15, 2022** until 10:30 a.m. on **Thursday, October 13, 2022**, at which time all properly received sealed bids will be publicly opened and read aloud. The Contract will be awarded as soon thereafter as practical and as the Mayor and Board of Trustees so determine; for:

"ELECTRIC, SEWER AND WATER RATE STUDY"

Bid and Contract Documents, including Plans and Specifications, may be obtained and examined at office of the Village Clerk at the Greenport Village Hall during regular business hours Monday through Friday, beginning on **Thursday, September 15, 2022** or by electronic mail. Each interested party appearing and requesting a printed set of Contract Documents will be required to pay a nonrefundable fee of FIFTY DOLLARS (\$50.00) payable to the Village of Greenport.

Each Bid submitted with respect to this Contract must be accompanied by a non-collusion statement pursuant to Section 103 of the General Municipal Law.

No Bid shall be considered by the Board of Trustees of the Village of Greenport that is submitted by any contractor, person or entity that is in arrears to the Village of Greenport, or that is in default as surety or otherwise upon any obligation to the Village of Greenport. No Bid will be considered that is submitted by any contractor, person or entity whose performance of any previous contract with the Village has been unsatisfactory in the opinion of the Board of Trustees, and any contractor, person or entity whose performance has been unsatisfactory shall not be deemed to be a responsible proposer.

The Village of Greenport reserves the right to reject any and all Bids received, to waive informalities and to increase, decrease, or omit any portions of the Contract Specifications. Subject to the foregoing, the Village of Greenport will award the Contract to the proposer which in the opinion of the Board of Trustees is the lowest responsible proposer qualified by past experience to satisfactorily perform the work required by the Contract and furnishing the required security.

The successful Proposer must maintain Worker Compensation Insurance within the statutory limits, Automobile Liability Insurance, and Property Damage and General Liability Insurance Policy with limits of \$ 1,000,000 each occurrence and \$ 2,000,000 aggregate, for the benefit of the successful Proposer and naming the Village of Greenport as additional insured and provide the Village with copies of the insurance policies with the copies of the Contracts that have been executed by the successful Proposer as required policies.

INSTRUCTIONS TO PROPOSERS

ELECTRIC, SEWER AND WATER RATE STUDY

1. RECEIPT AND OPENING OF BIDS

Pursuant to Village Board Resolution, the Village of Greenport invites bids on the forms herein provided for "**ELECTRIC, SEWER AND WATER RATE STUDY**" at the time, date and place indicated in the Invitation to Bid.

2. FORM, PREPARATION AND PRESENTATION OF PROPOSAL

In submitting the bid, the bid sheets furnished are to be filled in but not detached from the Contract Form. In no case is the Contract Form to be filled in or signed by the Proposer. The complete bid for this work shall be enclosed in a sealed envelope properly endorsed. All blank spaces for bid prices must be filled in, in ink, in both words and figures, with a total or gross sum for which the bid is itemized on the bid form. In case of discrepancy between the unit price and total amount bid for any item, the unit price, as expressed in words, shall govern. Any Bid, submission or proposal that contains any omissions, erasures, alterations, additions or items not called for in the itemized proposal, or that contains irregularities of any kind, may be deemed by the Board of Trustees to be nonconforming or nonresponsive and to constitute sufficient cause for rejection of that Bid.

3. QUALIFICATION OF PROPOSERS

- A) Forms for qualification of proposers, giving evidence of sufficient facilities, equipment, experience and financial ability to insure completion of the work will be provided, and the three lowest proposers shall be prepared to file at the option of the Village said form, properly filled.
- B) Information contained in any statement of financial ability shall be not more than thirty days old at the time of submission. If a financial statement is already on file with the Village Clerk, a new one need not be submitted provided the information contained therein is not more than thirty days old at the time of the opening of bids and provided the Contractor has not materially changed since submission of said statement.

4. REJECTION OF BIDS

- A) The Village Board reserves the right to reject any bid if the evidence submitted in the qualifications statement or an investigation of such proposer fails to satisfy the Village Board that such proposer is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.
- B) The Village Board reserves the right to reject any and all bids, in whole or in part, to waive any information in any or all bids, and to accept the responsive bid or part thereof which it deems most favorable to the Village after all bids have been examined and / or checked. No bid shall be withdrawn for a period of sixty (60) days after being publicly opened and read aloud.

5. PROPOSER'S RESPONSIBILITY

- A) The bid shall include the complete cost of furnishing all materials, labor and equipment necessary to perform the work in accordance with this bid, including all other expenses incidental thereto.
- B) Proposer must examine this bid and the existing facilities and exercise their own judgment as to the nature and amount of the whole of the work to be done, and for the bid prices, must assume all risks of variance by whomsoever made in computation or statement of amounts or quantities necessary to fully complete the work in strict compliance with the Contract Documents.
- C) The Proposer shall assume all risks and responsibility and shall complete the work in whatever material and under whatever conditions he/she may encounter or create, without extra cost to the Village.
- D) No plea of ignorance or misunderstanding of conditions that exist or that may hereafter exist, or of conditions or difficulties that may be encountered in the execution or the work under this contract, as a result of failure to make the necessary examinations and investigations, will be to fulfill in every detail all of the requirements of the Contract Documents, or will be accepted as a basis for any claims whatsoever for extra compensation, or for extension of time.

6. CONSTRUCTION TERMS AND CONDITIONS

The successful proposer is warned that the work specified in the Conditions of Contract, together with the Information for Proposers, Form of Bid, Specifications and instructions of the Village Administrator or his duly authorized representative will be rigidly enforced.

7. FOREIGN CONTRACTORS

Foreign Contractors must comply with the provisions of Articles 9A and 16 of the Tax Law, as amended, prior to submission of a bid for the performance of this work. The certificate of the New York State Tax commission to the effect that all taxes have been paid by the foreign contractor shall be conclusive proof of the payment of taxes. The term "foreign contractor" as used in this subdivision means in the case of an individual, a person who is a legal resident of another state or foreign country; and in the case of a foreign corporation, one organized under the laws of a state other than the State of New York.

8. LIEN LAW

Attention of all persons submitting bids is specifically called to the provisions of Section 25, Subdivision 5, Section 25A and 25B of the Lien Law, as amended, in relation to funds being received by a contractor for a public improvement declared to constitute trust funds in the hands of such contractor to be applied first to the payment of certain claims. The payment requisition shall be accompanied by an affidavit of compliance with the Lien Law.

9. SUBCONTRACTORS AND ASSIGNMENT

The successful may not subcontract or assign their rights or responsibilities under this bid without the prior written approval of the Village Administrator.

10. ADDENDA AND INTERPRETATIONS

Every request for information or interpretations of the Contract Documents or Drawings must be addressed in writing to Sylvia Pirillo, RMC, Village of Greenport, 236 Third Street, Greenport, New York, 11944, or via e-mail to: spirillo@greenportvillage.org and to be given any consideration, must be received at least five (5) business days prior to the date fixed for the opening of bids. Any such interpretations or supplemental instructions will be in the form of written addenda, and will be mailed to all perspective proposers. The failure of any proposer to receive any such addenda will not relieve the proposers of any obligation under this bid as submitted. Any addenda so issued shall become part of the Contract Documents.

11. LIQUIDATED DAMAGES

Liquidated damages in the amount set forth in the Conditions of Contract attached hereto may be assessed for each consecutive calendar day of delay not excusable as provided in the Contract Documents.

12. EXEMPTION FROM SALES AND US TAXES

In accordance with Chapter 513 of the laws of 1974 adopted by the New York State Legislature, amending section 1115 (a) of the tax law, specifically paragraphs 15 and 16, political subdivisions, as described in subdivision (a) paragraph (L) of section 116 of the tax laws, of the State of New York are exempt from the payment of sales and use taxes imposed on tangible personal property within the limitations specified in tax law 115 (a) (15) and (16).

(15) Tangible personal property sold to a contractor, subcontractor or repairman for use in erecting structure or building of an organization described in subdivision (a) of section 116, or adding to, altering or improving real property, property or land of such an organization, as the terms real property, property and land are defined in the real property tax law; provided, however, no exemption shall exist under this paragraph unless such tangible personal property is to become an integral component part of such structure, building or real property.

(16) Tangible personal property sold to a contractor or repairman for use in maintaining. Servicing or repairing real property, or land of an organization described in subdivision (a) of section 116, as the terms real property, property or land are defined in the real property tax law; provided, however, no exemption shall exist under this paragraph unless such tangible personal property is to become an integral component part of such structure, building or real property.

Contractors entering into a contract with the Village of Greenport shall be exempt from payment of sales and use tax as described above. Procedures and forms are available to the contractor direct from the Instructions and Interpretations Unit, State of New York, Department of Taxation and Finance, State Campus. Albany, New York, 12227.

13. METHOD OF AWARD

All bids will be compared based on the lowest bid price(s) submitted for the work to be done in addition to the qualifications of the proposer. Proposer may be requested to submit additional information such as references, financial information or other items deemed relevant by the Board.

14. TIME FOR COMPLETION

The bidder, when submitting a bid, must be prepared to commence work not later than ten (10) calendar days after signing the Contract unless the Village shall authorize a delay. The time for completion of all of the work contemplated under this contract shall be February 14, 2023.

15. PAYMENTS

Proposer shall be paid by the Village within forty-five (45) days after complete and proper submittal of required invoices consistent with the terms and conditions of the Contract. Proposer must submit certified payrolls confirming compliance with the New York State Labor Law prevailing wage requirements.

16. LABOR LAW

The Contractor and each and every subcontractor performing work at the site of the project to which this contract relates shall comply with the applicable provisions of the Labor Law, as amended, of the State of New York.

17. WAGE RATES

The rates of wages determined by the New York State Industrial Commissioner pursuant to the Labor Law (Article 8), which are to be paid on this project, have been ordered from the Labor Commission. Proposers may download the latest copy of the applicable wage rates for this project from the NYSDOL web site. A copy of the current wage rate schedule is attached as Exhibit C.

18. INSURANCE REQUIRED BY THE VILLAGE OF GREENPORT

The successful proposer will be required to procure and pay for the following types of insurance, in accordance with the provisions of the Conditions of Contract:

- (a) Workers' Compensation Insurance
 - (b) Public Liability and Property Damage (\$ 1 million / \$ 5 million)
 - (c) Coverage for all vehicles, (\$ 1 million / \$ 5 million)
- The Village shall be named as additional insured and the original policies shall be filed with the Village Clerk.

19. EQUAL EMPLOYMENT OPPORTUNITY

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital/financial

status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirements. The Village of Greenport encourages bids for public contracts and public contracts with the Village of Greenport and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport will solicit bids and contracts from such entities with respect to the public work noticed herein.

20. LETTER OF TRANSMITTAL

The required Letter of Transmittal shall contain the name, address and telephone number of the Proposer and shall contain wording to the effect that attached is a completed Bid proposal for **ELECTRIC, SEWER AND WATER RATE STUDY** including those items required to be completed in the Bid Specifications and all related Addenda.

21. SCOPE OF WORK

GENERAL DESCRIPTION OF WORK: The Village of Greenport is REQUESTING PROPOSALS FROM QUALIFIED UTILITY RATE CONSULTANTS TO CONDUCT A COMPREHENSIVE ELECTRIC, WATER AND SEWER RATE STUDY. The intent of the study is to independently assess and evaluate the Village of Greenport's existing electric, water and sewer rates and provide recommendations for rates and rate structures. The broad objective of the study is to recommend rates that adequately fund all three utility operations, capital costs, and bonded debt while minimizing rates to the greatest degree possible.

INTRODUCTION

The Incorporated Village of Greenport, New York is requesting proposals from qualified utility rate consultants to conduct a comprehensive electric, water and sewer rate study. The intent of the study is to independently assess and evaluate the Village of Greenport's existing electric, water and sewer rates and provide recommendations for rates and rate structures. The broad objective of the study is to recommend rates that adequately fund all three utility operations, capital costs, and bonded debt while minimizing rates to the greatest degree possible.

The study will be based on a comprehensive review of the Village of Greenport's electric, water and sewer funds and budgets, customer classes, current usage data, and any other information deemed necessary.

To be considered, four (4) copies of a proposal in a sealed envelope must be received by Sylvia Pirillo, RMC, Village Clerk, Incorporated Village of Greenport, at Greenport Village Hall, 236 Third Street, Greenport, New York, 11944 by 10:30 a.m. on Thursday, October 13, 2022. Proposals should indicate on the outside of the sealed envelope:

ELECTRIC, SEWER AND WATER RATE STUDY

The Village reserves the right to refuse or reject any or all proposals submitted. Proposals submitted will be evaluated by the Village Board, Village Administrator, Village Clerk, Village Treasurer, and Village Attorney.

During the evaluation process, the Village reserves the right, where it may serve the Village's best interests, to request additional information or clarifications from the proposers. At the discretion of the Village, firms submitting proposals may be requested to make an oral presentation as part of the evaluation process, or following the completion of the evaluation process.

The Village reserves the right to retain all proposals submitted and to use any ideas in a proposal and any information contained therein, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the selected responder.

It is anticipated that the selection of a firm will be completed by November 28, 2022.

A. STUDY OBJECTIVES

1. Provide a comparison of current and future electric, water and sewer system costs (operations, capital improvements, bonded debt) against corresponding and appropriate industry benchmarks.
2. Recommend baseline rates and rate structures required to fund electric, water and sewer systems and consider annual inflationary, indexed adjustments to rates needed to maintain each utility.
3. Recommend ways of communicating utility system costs, including recommendations for restructuring utility bill format.

B. STUDY REQUIREMENTS

The study is to be performed in conformance with the following:

1. The recommended rate structures shall be based on cost of service and shall be sufficient to meet the current and future revenue requirements of the Village of Greenport.
2. The study shall recommend rate structures that consider and make provisions for the following factors:
 - a. Current and future cost of providing electric, water and sewer service in accordance with established and anticipated standards and regulations.
 - b. Projected demands
 - c. Any planned facility upgrades.
 - d. Funding requirements for all current long-term liabilities and debt obligations (bond and loans).
 - e. The electric rate study must take into account the impact of potential customer-side renewable energy installations.
 - f. The sewer rate study must take into account any ongoing and planned sewer system expansions.
3. The recommended rate structures shall provide direct identification of revenues appropriated to major funded activities and infrastructure.

4. The recommended rate structures shall be consistent with currently existing industry practice for utility rate making in New York State. For the electric utility, the rate structure must conform to the Village's electric utility regulatory agency, namely the New York Power Authority.
5. The study shall provide at least two recommended rate alternatives for each utility based upon standard rate practice (increasing block rates, decreasing block rate, etc.) that meet the criteria above. The consultant will make a recommendation as to which alternatives best meet the criteria. All water and sewer alternatives shall assume a "minimum plus consumption" format.
6. The benefits of any proposed modifications shall be weighed against the financial impacts on ratepayers.
7. Justifications for any special classes of customers (e.g. – seasonal) under the recommended rate structure shall be demonstrated.
8. The recommended rate structure shall result in no decrease in stability of the revenue stream, as compared to the current structure. Consideration should be given to funding depreciation (replacement of facilities).
9. The recommended rate structure must be deemed by the Village of Greenport to be easy to administer and understand.
10. Consideration should be given to the Village of Greenport's existing billing system's ability to handle any proposed rate structure.
11. The recommended rate structure shall be planned for at least five future years.

C. STUDY ELEMENTS

In making its rate structure recommendations, the final report shall explicitly include the following elements and analyses:

1. Current Rate Structure: Assess each current rate structure's performance as a baseline for comparing recommended changes.
2. Equity: Assess the equity of recommended electric, water and sewer rates for all types of property ownership, to include multi-family units.

3. Conservation Impacts: Assess the interaction between the water conservation elements of the recommended rate structure and their impacts on the ability to fund water operations as well as their impact on the economic well being of the community.
4. Sensitivity Analysis: Assess the ability of the revenue stream generated by the recommended rate structures to continue to fully fund electric, water and sewer system costs. Assessment is to include a sensitivity analysis, whereby the long term revenue generated under each alternative shall be illustrated when confronted with the impact of growth, both positive and negative.
5. Other Service Charges: Assess existing customer service fee structure and identify other potential areas for service and system charges and recommended changes.
6. Rate-payer Education/ Communication: Recommend methods for communicating utility costs, to include layout of the utility bill and how it might be used to identify actual costs of providing electric, sewer and water services under recommended rate structures. Assess ease of communication associated with each recommended rate structure.
7. Annual operating fund balance targets.
8. Annual target contingency fund balances and level of liquidity.
9. Comprehensive Summary of Recommended Rate Structure(s): Assess performance of each recommended rate structure and provide recommendations on preferred rate structure.
10. Supporting Data: Provide data supporting conclusions and observations made for each of the areas above and cite within the study.

D. SERVICES TO BE PROVIDED BY CONSULTANT

1. Conduct a review of the existing electric, water and sewer rates and status of the utility funds. Develop a general familiarity with the Village of Greenport's current existing billing system.

2. Supply a time schedule for developing the preliminary and final reports. The final report shall be delivered to the Village of Greenport no later than February 14, 2023.
3. Meet or confer with staff as needed and attend at least two (2) meetings of the Village Board of Trustees to present the interim status of the study and obtain input. (Please note that the monthly scheduled Village Board of Trustees Work Session and Regular Meetings are held in the evening).
4. Conduct analyses as required to address the scope of work.
5. Preliminary Report:
 - a) Prepare a preliminary study report and corresponding tentative rate structures.
 - b) Submit ten (10) printed copies and one electronic copy.
 - c) Present preliminary report and tentative rate structure to the Village Board of Trustees, at an in-person meeting.
6. Final Report:
 - a) Incorporate changes pursuant to comments received at first presentation.
 - b) Submit ten (10) copies, plus one electronic copy.
 - c) On removable media, provide the full report in pdf format, and additionally with spreadsheets in Excel format.
 - d) Present the final report and recommended rate structures to the Village Board of Trustees at an in-person meeting of the Village Board of Trustees.

E. SERVICES TO BE PROVIDED BY THE VILLAGE OF GREENPORT

The services to be provided by the Village of Greenport include, but are not limited to, the following items:

1. Furnish all available and/or requested reports and information, including financial reports, budgets and consumption data.
2. Provide a copy of the Eastern Sewer Study and the Western Sewer Study, proposed Sandy Beach expansion information, and the potential Southold Town low-income housing project.
3. Provide staff and engineering support and assistance as required and agreed to, in advance of the study.

PROPOSAL SUBMITTAL

The following information is to be submitted as part of the proposal. The proposal may include single page resumes of persons to be assigned to the project. Four (4) copies of the proposal are to be provided. Other material may be attached as deemed appropriate, to include copies of rate studies performed by the applicant that most closely fit the scope of the work outlined above. The proposal is to be organized as follows:

1. Project Approach: Describe your approach to this project and any unique ideas, techniques or suggestions that will make the project proceed smoothly.
2. Experience: Describe the experience of the firm and of the individuals assigned with related projects of similar nature. Provide at least three references substantiating that the proposer has performed similar work.
3. Qualifications: Describe your firm's specific qualifications and training for this type of work.
4. Schedule: Describe your plan/schedule for completing the work.

All interested firms must submit proposals by 10:30 a.m. on Thursday, October 13, 2022.

The Village of Greenport
236 Third Street
Greenport, New York 11944
Attn: Sylvia Pirillo, RMC
Village Clerk

Proposals should be clearly marked: **"Electric, Sewer and Water Rate Study"**.

PROPOSAL FORM

VILLAGE OF GREENPORT

ELECTRIC, SEWER AND WATER RATE STUDY

Village of Greenport
236 Third Street
Greenport, New York 11944

Proposers:

The undersigned proposer has carefully examined the Contract Documents for the proposed work and will provide all necessary labor, materials, equipment and incidentals as necessary and called for by the said contract Documents in the manner prescribed therein and in said Contract, and in accordance with the requirements of the Village of Greenport at the following unit and lump sum prices:

Name of Proposer: _____

Address of Proposer: _____

EIN No: _____

Contact Phone No, _____

Contact E-Mail: _____

Signature: _____

Signed By (printed name): _____

Title: _____

Date: _____

PROPOSAL FORM (CONTINUED)

**VILLAGE OF GREENPORT
ELECTRIC, SEWER AND WATER RATE STUDY**

Name of Proposer: _____

**VILLAGE OF GREENPORT
ELECTRIC, SEWER AND WATER RATE STUDY**

GENERAL DESCRIPTION OF WORK: The Village of Greenport is REQUESTING PROPOSALS FROM QUALIFIED UTILITY RATE CONSULTANTS TO CONDUCT A COMPREHENSIVE ELECTRIC, WATER AND SEWER RATE STUDY. The intent of the study is to independently assess and evaluate the Village of Greenport's existing electric, water and sewer rates and provide recommendations for rates and rate structures. The broad objective of the study is to recommend rates that adequately fund all three utility operations, capital costs, and bonded debt while minimizing rates to the greatest degree possible.

Total Project Bid Price in Words:

Total Project Bid Price in Numerals:

NON-COLLUSION AFFIDAVIT OF PROPOSER

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

He/She/They is (owner, partner, officer, representative, or agent)

_____ of _____, the proposer that has submitted the attached bid; and

That he/she/they is fully informed respecting the preparation and contents of the attached bid, and of all pertinent circumstances respecting such bid; and

That such bid is genuine and is not a collusive or sham bid; and

That neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted; or agreed to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, or collusion, or communication, or conference with any other Proposer to fix the prices in the attached bid or of any other Proposer, or to fix any overhead, profit or cost element of the bid price or that of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Greenport, Suffolk County, New York or any other person or firm interested in the proposed Contract; and

That the prices quoted in the attached bid are fair and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer, or any of its officers, agents, representatives, owners, employees, or parties in interest, including this affiant.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____.

President

(or authorized agent of corporation)

Sworn and subscribed

to before me this _____ day of _____, 20_____.

Secretary

DISCLOSURE CERTIFICATE

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

- (1) He/She/They is (owner, partner, officer, representative, or agent) _____ of _____, the Proposer that has submitted the attached Bid; and
- (2) That the following is a complete listing of all Proposer's stockholders or partners who own ten percent (10%) or more of its stock of any class, or a listing of all partners in the partnership who own a ten percent (10%) or greater interest in the partnership, as the case may be.

	PERCENT
NAME	OWNERSHIP
ADDRESS	
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Continue on separate sheet until all stockholders/partners exceeding the 10% ownership criteria are listed.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____.

President

(or authorized agent of corporation)

Sworn and subscribed

to before me this _____ day of _____, 20_____.

Secretary

PROPOSER CERTIFICATIONS

Proposer Note: All Certificates in this Section must be completed by the Proposer and included with the Bid.

CERTIFICATE OF PROPOSER QUALIFICATIONS

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

- (1) He/She/They is (owner, partner, officer, representative, or agent) _____ of _____, the Proposer that has submitted the attached Bid; and
- (2) That the Proposer owns, leases or controls the necessary equipment required to perform the work described in the Plans, Specifications and Contract to be executed by the Proposer and the Village of Greenport, New York; and
- (3) That the Proposer is financially capable of accomplishing the work to be performed as described in the Plans, Specifications and Contract to be executed between the Proposer and the Village of Greenport, New York; and
- (4) That the Proposer is fully qualified to perform all phases of the work as described in the Plans, Specifications and Contract to be executed between the Proposer and the Village of Greenport, New York.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____.

President

(or authorized agent of corporation)

Sworn and subscribed

to before me this _____ day of _____, 20_____.

Secretary

CONFLICT OF INTEREST CERTIFICATE

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

- (1) He/She/They is (owner, partner, officer, representative, or agent) _____ of _____, the Proposer that has submitted the attached Bid; and
- (2) That no officer or employee of the Village of Greenport, New York has prior knowledge of the amount of Proposer's Bid; and
- (3) That no officer or employee of the Village of Greenport, New York has any ownership or other interest in the Proposer's business or operations; and
- (4) That no officer or employee of the Village of Greenport, New York will participate in any profits, receive any compensation, commission, gift or other reward for his services as a result of the Proposer obtaining this Contract.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____.

President

(or authorized agent of corporation)

Sworn and subscribed

to before me this _____ day of _____, 20_____.

PROPOSER'S CERTIFICATE OF CRIMINAL NON-INVOLVEMENT

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

- (1) He/She/They is (owner, partner, officer, representative, or agent) _____ of _____, the Proposer that has submitted the attached Bid; and
- (2) That no person(s) involved directly, indirectly or beneficially in the Proposer's business (regardless of type of business), proprietorship, partnership, corporation, association or any other form of business entity, have ever been convicted of any felony.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____.

President
(or authorized agent of corporation)

Sworn and subscribed

to before me this _____ day of _____, 20_____.

Secretary

NOTE: If the above cannot be certified to, attach to this Certification a separate page stating the details in full. Give names of persons convicted for each offense, their respective position and title, nature of the offense, date thereof, court in which matter was entered and sentence imposed, if any.

ACKNOWLEDGMENT AND RECEIPT OF ADDENDA

VILLAGE OF GREENPORT

Addendum No.:

Signature of person, firm or corporation making this proposal:

(Contractor)

(Title)

P.O. Address: _____

Phone No.: _____ Dated: _____

The full names and addresses of all persons interested in the Proposal or principals are as follows:

Name	Address
_____	_____
_____	_____
_____	_____

The Village Board reserves the right to award this contract to the lowest qualified proposal and to reject and declare invalid any or all bids deemed not in the best interest of the Village.

On acceptance of this bid, the undersigned binds himself or themselves to enter into written contract with the Village no later than thirty (30) days after the date of the Notice of Award of this bid and to furnish all required security for faithful performance of the terms of said contract and the insurance as required by the conditions of Contract, and to process the work diligently so as to complete all the work required under this contract within the time frame outlined in the Bid Specifications, Paragraphs 2 and 5.

VILLAGE OF GREENPORT

STATE OF NEW YORK)
)ss:
COUNTY OF)

Subscribed and sworn to before me this _____ day of _____, _____
(Notary Public)

STATE OF NEW YORK)
)ss:
COUNTY OF)

(Signature of person who signed bid)

Subscribed and sworn to before me this _____ day of _____, _____
(Notary Public)

STATE OF NEW YORK)
)ss:
COUNTY OF)

(Signature of person who signed bid)

Subscribed and sworn to before me this _____ day of _____, _____
(Notary Public)

CERTIFICATE OF EXPERIENCE

VILLAGE OF GREENPORT

Proposer certifies of that they are in possession of all necessary licenses, permits, insurances and all other items required by applicable laws and regulations and that they have the necessary equipment, trained personnel and experience in the **ELECTRIC, SEWER AND WATER RATE STUDY** at municipal buildings of this size and type and have performed similar projects at no less than five (5) municipal / commercial locations within the past five (5) years, and that each contract has been performed successfully without incident.

Municipality	Type of Facility	Name, Tel. No. of Engineer or Municipal Contract

Name of Proposer

By _____
(Signature)

GENERAL CONDITIONS

1. TERM OF CONTRACT AND PRICE ADJUSTMENTS

Bids must be submitted for a contract term that will commence on the execution of the Contract by the Village and end on the termination of the Contract as defined therein.

2. COMMENCEMENT DATE

The work contemplated by these documents must commence on the later of November 28, 2022 or on the delivery of a signed copy of the Contract to the Contractor by the Village. Any delay in the commencement of the work must be approved in writing by the Village.

3. FEDERAL, STATE AND VILLAGE REGULATIONS

All operations conducted by the Proposer in performance of the work under the Contract must meet all Federal, State, County and Village of Greenport Safety, Environmental, Emission and Road Restriction requirements in effect on the date of commencement and throughout the life of the Contract. The Proposer covenants and agrees at all times during the effective term of the Contract to observe all applicable Federal, State, County and Village laws, ordinances and regulations.

4. SAVE HARMLESS

The Proposer agrees to indemnify, save harmless and exempt the Village, its officers, agents, servants and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney's fees incidental to any work done in the performance of the Contract arising out of a willful or negligent act or omission of the Proposer, its officers, agents, servants and employees; provided, however, that the Proposer shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and/or attorney's fees arising out of a willful or negligent act or omission of the Village, its officers, agents, servants and employees, or third parties.

5. INSURANCE

Proposer shall purchase and maintain at all times during the term of the Contract such insurance as will protect Proposer and the Village of Greenport from claims which may arise out of or result from the Proposer's operation under the Contract, whether such operations be by the Proposer or by any subcontractor, or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable. The Village of Greenport will be named as an additional insured on all insurance policies.

Minimum acceptable insurance coverages for the Contract are:

INSURANCE DESCRIPTION	LIMITS OF LIABILITY
Workers' Compensation	Statutory
Commercial General Liability	\$1,000,000
including Property Damage	per accident
Liability and Commercial	single limit
Automobile Liability	\$2,000,000 total annual

Insurance Policy naming the Village as additional insured shall contain the following obligation:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this policy is issued, and the stated coverages are in force at this time. In the event of cancellation or material change in a policy that affect the additional insured, thirty (30) days prior written notice will be given the additional insured."

Proof of Insurance (Insurance Certificate) must accompany bid.

6. NO DISCRIMINATION

Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability or marital status. Furthermore, if this is a Contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, age, creed, color, disability, sex or national origin (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) intimidate any employee hired for the performance or work under this Contract.

7. NEW YORK STATE LABOR LAW COMPLIANCE

This project is a public works contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, and neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. This project has been registered with the New York State Department of Labor as a public works project and a schedule of prevailing wages for Suffolk County is available from the New York State Department of Labor and will be provided to the Contractor with the Contract herein.

8. CERTIFICATES

The Proposer must complete all Certificates throughout the Bid Documents as a part of the Bid.

9. RIGHT OF VILLAGE TO TERMINATE CONTRACT

The Village may terminate the Contract if the work to be done is abandoned by the Proposer or if the Contract is assigned without the prior written consent of the Village; or if the Proposer is adjudged bankrupt; or if a general assignment of the Proposer's assets is made for the benefit of creditors; or if a receiver is appointed for the Proposer or any of his property; or if at any time the Village determines that the work performance under the Contract is being unnecessarily delayed, or the Proposer is violating any of the material conditions of the Contract, or that the Proposer is executing the same in bad faith or otherwise not in accordance with the terms of said Contract; then, in the event any of the foregoing occurs, the Village may serve written notice upon the Proposer and his Surety of the Village's intention to terminate the Contract.

Unless within thirty (30) days after the serving of such notice a satisfactory arrangement is made for continuance, the Proposer shall be deemed in default and the Contract shall be automatically terminated, the Village may take over and prosecute the work to completion, by contract or otherwise. The Proposer and his Surety shall be liable to the Village for all damages, as well as excess costs sustained by the Village by reasons of such prosecution and completion by the Village, inclusive of any optional extensions of the contract.

In the event the Proposer shall be adjudged bankrupt and a receiver appointed or a general assignment for the benefit of creditors is made, or the Proposer is proven insolvent or fails in business, the Contract shall not be an asset of the Proposer. In the event of termination, irrespective of the reason, the Village retains the right but not the obligation to purchase the Proposer's equipment at fair market value.

10. PAYMENTS

Proposer shall be paid by the Village within forty-five (45) days after complete and proper submittal of required invoices consistent with the terms and conditions of the Contract. Proposer must submit certified payrolls confirming compliance with the New York State Labor Law prevailing wage requirements.

11. BREACH OF CONTRACT

The Contractor will be in breach of the Contract;

- A. If the contractor fails to perform or fails to perform in satisfactory manner as required in this Contract, or fails to perform within applicable Federal, State, County, Town and Village laws, regulations and ordinances, the Village shall have the right, , in addition to the penalties set forth above, to take whatever corrective action as the Village deems appropriate, including, but not limited to withholding of Contract payments, terminating the Contract or calling upon the Surety which has issued the Performance Bond or defaulting to cash bond and all interest which may have accrued from the date of the initial deposit with the Village.
- B. If the Contractor is guilty of any breach hereof, or fails to satisfy any liability to any third person arising out of the work, or becomes insolvent or bankrupt, or if his property or affairs are placed into the hands of a Receiver or Trustee or Assignee for

the benefit of Creditors or Referee or if any claim or damage or cost or expense arising directly or indirectly out of the Contractor's operations is made, caused, or incurred by, to or against the Village shall be entitled:

1. To withhold, out of monies otherwise due such sums as the Village deems necessary to protect it from loss or delays to assure the payment of just claims, damage, costs or expense, and to apply them for the Contractor's account as the Village deems best to secure such protection.
2. To take over and complete the work or any part thereof for the Contractor's account, taking possession of and using any facilities provided by the Contractor.
3. To terminate the Contract as to all or any part of the uncompleted work.
4. To exercise any appropriate right or remedy at law or in equity or upon the Contractor's surety bond.
5. No act or omission of the Village shall constitute an estoppel against the Village or a waiver of any provision of this Contract or any election to pursue exclusively any right or remedy, saving only an express written declaration to that effect, and no waiver by the Village of any breach shall constitute a waiver of any breach by the Contractor.
6. The Village, upon a substantial breach by the Contractor, may seek to provide the services to be provided by the Contractor by another source or provider as the Contract Work consists of essential services to the Village.

12. TERMINATION

- A. Termination for Cause: Failure by the Contractor to perform any of the obligations Under this Contract in good faith or breach of this Contractor shall be considered "cause" for termination of this Contract. The above shall not be considered exclusive reasons to terminate for such clause.
- B. Termination for failure to comply with GML Section 103-a: Pursuant to the provisions of Section 103-a of the General Municipal Law it is hereby provided that upon the refusal of a person when called before a grand jury to testify concerning any transaction or contract had with the State, any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract.
 1. Such person and any firm, partnership, or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency, or official thereof, for goods, work or services, for a period of five years after such refusals, and;
 2. Any and all contractors made with any municipal corporations or any public department, agency or official thereof since July 1, 1959 by such person, and by any firm partnership or corporation of which he is a member, partner, director or officer may be canceled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.
- C. Notice, Cure: in the event of a breach or default by the Contractor and an election by the Village to terminate this Contract, the Village shall send a Ten Day Notice to Cure and Intent to Terminate in accordance with the notice provisions of the Contract. The Notice shall specify the breach, and the cure, if any, that is required to be made. In the event that the Contractor fails to substantially cure as designated or there is no cure that can be made, the Village shall then on the expiration of ten days from the date of the Ten Days Notice send to the Contractor a Notice of Termination in

accordance with the notice provisions of the Contract. The Contract shall be terminated upon sending by the Village of the Notice of Termination.

- D. Uncontrollable Circumstances; Neither the Contractor nor the Village shall be liable for the failure to fulfill their responsibilities as provided for in this Contract nor for any resultant damages or financial losses if such failure is caused by a catastrophe, riot, war or governmental disorder.

13. BINDING EFFECT

The provisions, covenants and conditions in this Contract apply to bind their parties, their legal heirs, representatives, successors and permitted assignees.

14. CONTRACT AMENDMENTS AND MODIFICATION

No modification or amendment of the terms hereof shall be effective or binding upon the Village unless written and signed by the authorized representatives of the Village and the Contractor. A signed original is to be fastened to the original Contract with signed copies retained by both parties.

15. NOTICES

All communications or notices between the Contractor and the Village shall be to the Mayor and the Contractor at their respective addresses as shown on the Contract, unless amended, in writing. Any notice hereunder shall be given by certified mail, return receipt requested and regular mail addressed to the Contractor and the Village at the addresses indicated in the Bid and Contract documents.

16. RELATIONSHIP AS INDEPENDENT CONTRACTOR

The Contractor shall exist and operate as an independent contractor only and the Village shall have no obligations or responsibility with respect to the services provided or the employees or obligations of the Contractor or have any fiduciary responsibility with respect to the Contractor.

17. GOVERNING LAW AND JURISDICTION

The construction and interpretation of the terms and the conditions of this Contract shall be in accordance with the laws of the State of New York. The parties agree that any action, suit or proceeding arising out of this Contract or any transaction contemplated hereby shall be heard only in the State Courts of the State of New York located in Suffolk County.

18. NO THIRD PARTY BENEFITS

The provisions of this Contract are for the benefit of the parties only and shall not establish, of themselves, any rights or any liabilities to third parties.

19. REQUIRED PROVISIONS

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to have been inserted herein, and if through mistakes or otherwise such provision is not inserted, upon the application of either party, this Contract shall be physically amended forthwith to make such insertion.

20. WAIVER

The failure of either of the parties at any time to insist upon the strict observance of any of the provisions of this Contract, or to exercise any rights in respect hereto, or to exercise any election herein provided, shall not be construed as a waiver of such provision, right or election or in any way affect the validity of this Contract.

21. ENTIRE AGREEMENT

The Contract and all documents incorporated herein contain the entire agreement and understanding between the parties as to the subject matter hereof. This Contract may not be changed, modified, or supplemented in any way except by an instrument in writing executed by both parties.

CONTRACT

THIS CONTRACT, made this _____ day of _____, 20____ by and between the Village of Greenport, (the "Village") and _____
(the "Contractor") as follows:

WITNESSETH:

That for and in consideration of the promises and agreements herein, and the payments herein promised to be made, the parties hereto agree as follows:

FIRST: The Contractor shall perform and provide in a workmanlike manner all of the labor, and furnish and provide all of the materials, equipment, tools, and implements and will otherwise faithfully perform and complete the entire Contract Work as provided hereunder in connection with the

ELECTRIC, SEWER AND WATER RATE STUDY

as described in the Contract Documents made and prepared by the Village of Greenport, as set forth in the Contractor's Proposal/Letter of Interest dated _____, 20____ and in strict conformity with the Proposal/Letter of Interest Documents and Contract Documents and more specifically the Notice to Proposers, the Instructions for Proposers, the Proposal/Letter of Interest, and this Contract, General Terms and Conditions, and Technical Specifications, annexed and made a part hereof, which hereinafter will be collectively referred to as the "Contract Documents".

SECOND: In consideration of the Contractor performing this Contract in the manner herein stated and as provided in the Contract Documents, the Village of Greenport agrees to pay to the Contractor the sums of money mentioned in said Contract Documents in the manner and under the conditions therein provided.

THIRD: The price proposal/letter of interest shall remain in effect for twelve (12) months from the date of award.

The Village reserves the right to cancel service under this Contract upon thirty (30) days written notice to proposer.

FOURTH: The Contractor agrees that the provisions of the Contract or Contract Documents to the contrary notwithstanding, and regardless of any contingency or condition, unforeseen or otherwise, in the present or in the future, the Contractor shall not be entitled to receive any money or other consideration from the Village or any other party to this Agreement or involved in this project other than the amounts stated in the Contract Documents. The failure of the Village of Greenport to insist upon the strict performance of any of the terms, covenants, agreements, or conditions of the Contract Documents, or of any one or more of those terms or conditions or the temporary or other failure of the Village to object to the Contractor's failure to perform its obligations under this Contract and the Contract Documents, shall not be deemed to be and will not be a waiver by the Village of Greenport of any of the terms, covenants, agreements, provisions and conditions of this Contract, or the Contract Documents and the Contract and Contract Documents shall be and shall remain in full force and effect with full power and authority on the part of the Village of Greenport to enforce the provisions of the Contract and Contract Documents or cause those provisions to be enforced at any time, without prejudice to any other rights which the Village of Greenport may have against the Contractor under this Contract and the Contract Documents.

FIFTH: The Terms that are stated or used in the Contract Documents and this Contract which are defined in the General Conditions of the Contract Documents shall have the meanings that are indicated in the General Conditions of the Contract Documents.

SIXTH: Neither the Village of Greenport nor the Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part its interests under the Contract or any of the Contract Documents; and, specifically, the Contractor shall not assign any monies due or to become due without the prior written approval and consent of the Village of Greenport.

SEVENTH: The Village of Greenport and the Contractor each binds itself, its partners, successors, assigns and legal representatives of the other party hereto in respect to all covenants, agreements and obligations contained in the Contract and the Contract Documents. (The term Contract Documents by definition and agreement of the parties includes, but is not limited to, this Contract).

EIGHTH: The Contract together with all of the Contract Documents constitute the entire agreement between the Village of Greenport and the Contractor and the Contract Documents and any part thereof may only be altered, amended or repealed by a duly executed written instrument signed by both parties.

NINTH: All manufacturer warranties must be in place and in favor of the Village as owner and must be provided by the Proposer upon completion of the Contract Work. Proposer must provide a ten (10) year labor warranty in writing upon completion of the Contract Work.

IN WITNESS WHEREOF, the parties hereto have executed this Contract the day and year first above written.

(VILLAGE SEAL)

(SEAL)

Village of Greenport

By: _____

Contractor:

By: _____
Name/Title

State of New York)
) ss.:
County of Suffolk)

On the day of in the year
before me, the undersigned, personally appeared

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

(signature and office of individual taking acknowledgement)

State of New York)
County of Suffolk) ss.:

On the day of in the year
before me, the undersigned, personally appeared

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

(signature and office of individual taking acknowledgement)