Request For Bid

for

 **RG BROWN THEATRE COMPLEX ROOF REPLACEMENT/REPAIRS**

by

UW Platteville Baraboo / Sauk County Campus Commission

Baraboo, Wisconsin

I. Point of contact: Stephen Schara UW Platteville Baraboo / Sauk County Maintenance Department

UW Baraboo / Sauk County

1006 Connie Road

Baraboo, WI 53913

(608) 415-1181

 stephen.schara@uwc.edu

II. Bid Due Date: Bids must be received and date stamped as received no later than 2:00 p.m.,

 Central Standard Time, Tuesday March 12, 2019.

 Faxes are not acceptable.

Bids or amendments received by UW Baraboo / Sauk County after 2:00 p.m. on March 12, 2019, regardless of postmark, will not be considered.

Public Opening of Bids will be conducted in the Executive Dining Room of Lange Center at UW Baraboo Campus, 1006 Connie Rd., Baraboo, WI 53913, on Thursday March 14, at 2:00 pm CST.

III. **ALL BIDS MUST BE ADDRESSED TO:**

**UW Platteville Baraboo / Sauk County**

**Campus Administrative Specialist Office**

**1006 Connie Road, Umhoefer Bldg Room A-206**

**Baraboo, Wisconsin 53913**

One original sealed Bid with the words **“UW Platteville Baraboo /Sauk County RG Brown Theatre Complex Roof Replacement Bid”** must be marked on the sealed envelope.

**PART ONE**

INTRODUCTION AND GENERAL INFORMATION

**1.0 INTRODUCTION**

* 1. This document constitutes a request for competitive Bids for the materials, installation and labor for all attached roof levels of the RG Brown Theatre Complex and Fine Arts Area, with option to bid additional two Penthouse roofs. The area of the adjoined James and Kathryn Hill Music center will not be included at this time.

**2.0 ORGANIZATION**

 2.1 This document, referred to as a Request For Bid (RFB), has been divided into

 the following parts for the convenience of the contractor:

 Part One - - Introduction and General Information

 Part Two - - Scope of Work and Specifications

 Part Three - - General Requirements

 Part Four - - Evaluation Information

 Part Five- - Bid Pricing and Information

**3.0 DEFINITIONS**

 3.1 For the purpose of this RFB, the entity submitting the bid will be referred to as Contractor

 and UW Platteville Baraboo/Sauk County Campus Commission will be referred to as Commission.

**4.0 BACKGROUND INFORMATION**

The RG Brown Theatre complex and Fine Arts Area at the UW Platteville Baraboo / Sauk County campus was originally constructed in 1968. The original structure consists of a 14,600+ square-foot roof over a one-story brick building. The current roof over the original building was replaced in 1994 . The current roof is approximately 25 years old and has had several patches, but is now in need of complete tear off and replacement. Two additional Penthouse structures will be bid, but as options .

**5.0 TENTATIVE SCHEDULE OF EVENTS**

 EVENT DATE TIME

 Request for Bid released February 14, 2019

 Bids Due March 12, 2019 2:00 PM

 Bids opened March 14, 2019 2:00 PM

 Contract Awarded March 21, 2019 9:00AM

 Mandatory pre-bid jobsite inspection February 28, 2019 1:00 p.m.

 Questions regarding the project may be sent to Steve Schara at stephen.schara@uwc.edu

 **\*** Responses to all questions will be e-mailed and bid contractors must provide e-mail address.

**6.0 MANDATORY PRE-BID INSPECTION**

In order to fully understand the project, there will be a mandatory pre-bid meeting at the job site, located at 1006 Connie Rd., Baraboo, Wisconsin on February 28, 2019 at 1:00 p.m. In addition, blueprints of the facility may be inspected at 1006 Connie Rd, Baraboo, Wisconsin.

**PART TWO**

SCOPE OF WORK AND SPECIFICATIONS

1. Location and Scope: Work to take place on ALL attached roof levels of the RG Brown Theatre Complex and Fine Arts area, excluding the flat roofs on the two Penthouse structures. Please also provide an optional price to replace the flat roofs on each of two Penthouse structures.
2. Specifications and Construction:

2.1: Removal of existing metal edge, curb / wall flashings, rubber membrane and ½” fiberboard down to the existing insulation. Replace any wet / damaged insulation on a time and materials basis.

2.2: Sweep roof clean of all debris.

2.3: Install ½” per foot tapered isocyanate insulation at the drain line to promote drainage, and one layer of 1.5” isocyanate insulation over deck area to increase the R-value to 27; secure with plates and screws, penetrating through all insulation into the metal deck. Install reinforced perimeter flashing strip at roof transition at edge detail.

2.4: Fully adhere a Firestone 60 mil. low-sloped, fire-rated rubber roof membrane, extending up walls and over edges. Flash all seams, curbs, penetrations, pitch pockets, and corners per manufacturer specifications.

2.5: Install aluminum termination bar at wall details. Shop-fabricate and install 24-guage, prefinished metal edge; flash with 5” cover tape.

2.6 Make alterations to penthouse door opening curbs along with door alterations as needed .

2.7: Caulk all needed areas and joints for tight/waterproof seals.

2.8: Clean up and haul away all debris.

2.9: Using the same criteria above, please provide optional prices for the replacement of the flat roofs over the north and south Penthouse structures.

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**PART THREE**

GENERAL REQUIREMENTS

**STANDARD TERMS AND CONDITIONS (REQUESTS FOR BID)**

**1.0 SPECIFICATIONS:** The listed specifications are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Sauk County shall be the sole judge of equivalency. Bidders are cautioned to avoid proposing alternates to the specifications that may result in rejection of their bid.

**2.0 DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the bidder's letterhead, signed, and attached to the request. In the absence of such statement, the Bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidders shall be held liable for injury resulting from any deviation.

**3.0 QUALITY:** If supplies are furnished, unless otherwise indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by Commission.

**4.0 QUANTITIES:** The quantities shown on this request are based on estimated needs. The Commission reserves the right to increase or decrease quantities to meet actual needs.

**5.0 PRICING:** Unit prices shown on the Bid or contract shall be the prices per unit of sales (e.g., gal., cs., dos., ea., etc.,) as stated on the request or contract. Prices shall be firm.

**6.0 ACCEPTANCE-REJECTION:** Commission reserves the right to accept or reject any or all Bids, to waive any technicality in any Bid submitted, and to accept any part of a Bid as deemed to be in the best interests of Commission.

 6.1 Bids MUST be date stamped by Campus Administrative Specialist’s Office on or before the date and time that the Bid is due. Bids dated and time stamped in another office will be rejected. Receipt of a Bid by the mail system does not constitute receipt of a Bid by the Campus Administrative Specialist’s office. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

 6.2 Bids shall be submitted on company letterhead and signed by an officer of the company. Mark sealed envelope: **“UW Platteville Baraboo /Sauk County RG Brown Theatre Complex Roof Replacement Bid”**

**7.0 METHOD OF AWARD:** Award shall be made to the lowest responsible, responsive bidder conforming to the specifications, terms, and conditions, unless otherwise specified. Commission reserves the right to award based upon the evaluation of the Bids, which the Commission deems to be in its best interest.

**8.0 ORDERING:** Purchase order shall be placed directly to the contractor by an authorized agency. No other purchase orders are authorized.

**9.0 PAYMENT TERMS AND INVOICING:** Commission normally will pay properly submitted contractor invoices within forty-five (45) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with the contract.

**10.0 TAXES:** Commission and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax as described below which is excepted by State Statutes.

 10.1 Commission, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel, and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. Commission may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

**11.0 ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

**12.0 GUARANTEED DELIVERY:** Failure of the contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.

**13.0 APPLICABLE LAW:** The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work of its conduct. The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin.

**14.0 ASSIGNMENT:** No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of Commission.

**15.0 SUBCONTRACTORS:** If sub-Contractors are planned to be used, this must be clearly explained in the Bid. Awarded contractor(s) will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title, or interest in the contract to any person, vendor(s) or other organization without prior written consent of the Commission. No subcontract shall, under any circumstances, relieve the contractor of liability and obligation under this contract. The awarded contractor shall be fully responsible for the acts, errors, and omission of subcontractor(s).

**16.0 NONDISCRIMINATION:** The contractor agrees, in accordance with Sec. 111.321, Wis. Stats. not to discriminate against any person, whether an applicant or recipient of services, an employee, or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The contractor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation. Failure to comply with these Terms and Conditions may result in the contractor being debarred, termination of the contract and/or withholding of payment.

**17.0 SAFETY REQUIREMENTS:** All employer practices, employee practices, materials, equipment, and supplies provided to Commission must comply fully with all safety requirements as set forth by the Wisconsin Department of Safety and Professional Services and all applicable OSHA Standards. The contractor shall comply with the County’s worksite rules. Contractor shall comply, train, and accept exclusive responsibility for its employees while on County property.

**18.0 HOLD HARMLESS:** The contractor shall bear the full and complete responsibility for all risk of damage of premises, equipment, procedure or money resulting from any cause whatsoever and shall not penalize the Commission for any losses incurred.

 Contractor shall indemnify, hold harmless, and defend Sauk County, its officers, boards, commissions, agents and employees from any and all liability, claims, demands, losses (including, but not limited to, property damage, bodily injury and loss of life), costs, expenses or damages which Sauk County, its officers, employees, agents, boards, or commissions may sustain, incur or be required to pay by reason of contractor furnishing goods or services required to be provided pursuant to this contract where such liability is founded upon or grows out of acts or omissions of any agents or employees of the contractor. Nothing contained herein shall require contractor to defend or indemnify the County for losses, damages, injuries or death arising out of the negligence of the County, its agents or employees. The obligations of contractor under this paragraph shall survive the expiration or termination of the contract or agreement.

**19.0 INSURANCE RESPONSIBILITY:** The contractor performing services for Commission shall:

 19.1 Maintain workers compensation insurance, as required by Wisconsin Statutes, for all employees engaged in the work. $100,000 each accident

 19.2 Maintain general liability and owners and contractors protection in the following amounts. Commission shall be named as an additional named insured:

 **General Liability**:

 General Aggregate $1,000,000.00

 Products-Comp/Op Agg $1,000,000.00

 Personal & Adv. Injury $1,000,000.00

 Each Occurrence $1,000,000.00

 **Automobile:** (Combined single limit) $1,000,000.00

 **Excess Liability:**  (Umbrella) $5,000,000.00. (Each occurrence and aggregate.)

 19.3 Provide policy, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of the agreement/contract indicating that Commission is an additional named insured on public liability, professional liability and property damage insurance required above.

 19.4 Provide insurance certificates indicating required coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the contract.

**20.0 CANCELLATION:** Commission reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the contractor to comply with the terms, conditions, and specifications of this contract.

**21.0 TERMINATION FOR CONVENIENCE:** Commission reserves the right to terminate this contract for convenience upon 120 days notice.

**22.0 DATE OF COMPLETION**: Time is of the essence and Contractor shall complete the project according to the schedule submitted with the bid. The parties recognize that if the work is not completed by August 23, 2019 the Commission will suffer financial loss. The parties also recognize that it is difficult to determine damages for such loss and agree to liquidated damages in the amount of $250 per day.

**23.0 TERMINATION FOR DEFAULT:** Commission reserves the right to terminate this contract for default if, after twenty days written notice to cure default, contractor fails to satisfactorily cure the default.

**24.0 AUDIT:** During the term of the contract, the contractor shall, upon the request of the Commission, make available at reasonable times and places, such information as may be required for the purpose of auditing submitted bills for the service provided under the contract.

**25.0 INDEPENDENT CONTRACTOR STATUS:** None of the officers, employees, or agents of the contractor are employees of UW Platteville Baraboo/Sauk County, Sauk County, or City of Baraboo, for any purpose, including but not limited to compensation, fringe benefits, or insurance coverage.

**26.0 PUBLIC RECORDS ACCESS:** It is the intention of the Commission to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.

 26.1 Bid openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.

 26.2 If awarded this contract, Contractor shall assist Commission in complying with any open records request made under Wisconsin Law if the document.

**27.0 PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within a request must be clearly stated in the Bid itself. Proprietary information submitted in response to a request will be handled in accordance with applicable Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the contractor's responsibility to defend the determination in the event of an appeal or litigation.

 27.1 Data contained in a Bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the Commission.

 27.2 Any material submitted by the contractor in response to this request that the contractor considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified. Bid prices cannot be held confidential.

**28.0 DISCLOSURE:** If a public official (s. 19.42, Wis. Stats.), a member of the public official's immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars ($3,000.00) within a twelve (12) month period, this contract is voidable by the Commission unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract.

28.1 Submission of a bid constitutes bidder’s certification that no financial or personal relationship exists between the bidder and any County official or employee except as specially set forth in writing attached to and made part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract. See Sauk County Code of Ordinances Chapter 36, Code of Ethics.

**29.0 MATERIAL SAFETY DATA SHEET:** If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

**30.0 LIST OF SUBCONTRACTORS:** Bidder agrees, to the extent practicable, to maintain a list of all subcontractors, suppliers, and service providers performing, furnishing, or procuring labor, services, materials, plans, or specifications under the contract.

**31.0 RECORDKEEPING AND RECORD RETENTION - PUBLIC WORKS CONTRACTS:** The successful bidder on a public works contract shall establish and maintain adequate payroll records for all labor utilized as well as records for expenditures relating to all sub-contracts and suppliers. All records must be kept in accordance with generally accepted accounting procedures. The County shall have the right to audit, review, examine, copy, and transcribe any such records or documents. The contractor will retain all documents applicable to a contract for a period of not less than five (5) years after final payment is made.

**32.0 RECORDKEEPING AND RECORD RETENTION - COST REIMBURSEMENT CONTRACTS:** Where payment to a contractor is based on the contractor’s costs, contractor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The County contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from a bid/proposal held by the contractor. The contractor will retain all documents applicable to the contract for a period of not less than five (5) years after final payment is made.

**33.0** **LICENSURE, CERTIFICATION, AND STATUTORY REQUIREMENTS:** Contractor is responsible to comply with all statutory rules and regulations. All federal, state, and local laws, rules, and regulations governing the goods or service described in the specification will apply and will be deemed incorporated into the contract. These requirements shall be at Contractor’s expense.

**34.0 PROMOTIONAL ADVERTISING:**  Reference to or use of UW Platteville Baraboo/Sauk County Campus Commission or Sauk County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited.

The Bidder has examined and carefully prepared the Bid from the plans and specifications and has checked the same in detail before submitting the Bid to the Commission, including the Standard Terms and Conditions. The Contractor has had the opportunity to view the installation site and had obtained all necessary information to properly complete this bid, and agrees that Commission is not liable for any cost incurred by the prospective contractor in replying to this RFB.

 *(Company Name/Firm)*

 *(Company Representative)*

 *(Signature)*

STATE OF WISCONSIN )

 )ss.

SAUK COUNTY )

Personally came before me this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019, the above named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to me known to be the person who executed the foregoing instrument and acknowledge the same.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Notary Public

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Typed or Printed Name of Notary Public My Commission (expires) (is)\_\_\_\_\_\_\_\_\_\_\_

**PART FOUR**

EVALUATION INFORMATION

1.0 EVALUATION PROCESS

 1.1 The award of a contract resulting from this Request for Bid shall be based on

 The most responsible, responsive contractor in combination with the pricing, conforming to the specifications, terms, and conditions. Sauk County reserves the right to award based upon the evaluation of the bids, which the County deems to be in its best interest.

 1.2 In the event that only one Bid is received in response to this Request for

 Bid, Commission reserves the right to negotiate the terms and conditions,

 including the price, as proposed in the contractors Bid. In addition, as part of such

 negotiations, Commission reserves the right to require supporting cost, pricing and

 other data from the contractor in order to determine the reasonableness and

 acceptability of the Bid.

 1.3 Commission reserves the right to reject any and all Bids or portions thereof.

 1.4 All Contractors must provide proof of previous experience in completing similar work as it relates to the scope of work.

 1.5 All Contractors must sign and return PART THREE of this document with their Bid.

1.6 All Contractors must sign and complete PART FIVE Bid Pricing Information document with their Bid.

**PART FIVE**

**BID PRICING AND INFORMATION**

**RG Brown Theatre Complex and Fine Arts Area Roofing**

***BID OF:***

Name of Contracting Firm : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***FOR:***

**UW Platteville Baraboo / Sauk County Campus Commission**

 **Campus Administrative Specialist, Umhoefer Bldg Room A-206**

**1006 Connie Road**

**Baraboo, Wisconsin 53913**

**BASE BID**

**COST BREAKDOWN –**

|  |  |
| --- | --- |
| **SCOPE** |  |
| Remove existing roofing materials and replace with new roof as specified in RFB.  |
| **TOTAL COST** | **$** |

**I will provide all labor, equipment, and supplies to complete the services and products listed in RFB for a sum of:**

**Total** **$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars (numeric figures)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars (written)

**Per Unit Cost for Replacement of Wet / Damaged Insulation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Optional Penthouse Roof BIDS**

**COST BREAKDOWN –**

|  |  |
| --- | --- |
| **SCOPE** |  |
| West Penthouse Roof: Remove existing roofing materials and replace with new roof as specified in RFB.  |
| **West Penthouse COST** | **$** |

|  |  |
| --- | --- |
| **SCOPE** |  |
| East Penthouse Roof: Remove existing roofing materials and replace with new roof as specified in RFB.  |
| **East Penthouse COST** | **$** |

The Bidder has examined and carefully prepared the Bid from the plans and specifications and has checked the same in detail before submitting the Bid to the Commission, including the Standard Terms and Conditions. The Contractor has had the opportunity to view the installation site and had obtained all necessary information to properly complete this bid, and agrees that Commission is not liable for any cost incurred by the prospective contractor in replying to this RFB. In submitting this Bid, I agree:

1. To not withdraw my Bid for a period of 60 days after receipt of Bid.

2. To enter into and execute a contract, if awarded, on the basis of this Bid within

ten (10) days of a written Notice of Award.

 *(Company Name/Firm)*

 *(Company Representative)*

 *(Signature)*

STATE OF WISCONSIN )

 )ss.

SAUK COUNTY )

Personally came before me this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019, the above named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to me known to be the person who executed the foregoing instrument and acknowledge the same.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Notary Public

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Typed or Printed Name of Notary Public My Commission (expires) (is)\_\_\_\_\_\_\_\_\_\_\_