

City of Coquitlam

Request for Proposals

RFP No. 22-058

Boilers & Domestic Hot Water Tanks/On-Demand Systems

TABLE OF CONTENTS

DEFINITIONS	4
1 INSTRUCTIONS TO PROPONENTS	5
1.1 Purpose	5
1.2 Proposal Submission.....	5
1.3 Instructions to Proponents	5
1.4 Non-Mandatory Site Visit.....	5
1.5 RCMP Security Check.....	5
1.6 Prices.....	5
1.7 Requested Departures.....	6
1.8 Evaluation Criteria	6
1.9 Eligibility	7
1.10 Term of Agreement.....	8
2 GENERAL CONDITIONS OF CONTRACT	9
2.1 Terms and Conditions of Contract.....	9
3 SCOPE OF SERVICES.....	10
3.1 Scope.....	10
3.2 Preventative Maintenance (PM) Inspections	10
3.3 Systems	12
3.4 Contractor Field Reports.....	12
3.5 Equipment, Materials and Workmanship.....	12
3.6 Service Requests	12

Appendix A - Boiler Equipment Inventory & Price Worksheet

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 22-058</p> <p align="center">Boilers & Domestic Hot Water Tanks/On-Demand Systems</p>
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for maintenance and repair services for Boilers & Domestic Hot Water Tanks/On-Demand Systems .
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Thursday, November 10, 2022</p>
Instructions for Proposal Submission	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3060 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca
Addenda	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“City” “Owner” means City of Coquitlam;

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the Work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Boilers & Domestic Hot Water Tanks/On-Demand Systems**. Refer to **Section 3, Scope of Services**, and **Appendix A - Boiler Equipment Inventory & Price Worksheet** for further details.

1.2 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.3 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.4 Non-Mandatory Site Visit

A non-mandatory site visit is scheduled for:

NON-MANDATORY SITE VISIT	
DATES:	Thursday, October 20, 2022.
LOCATION:	City Centre Aquatic Complex 1210 Pinetree Way, Coquitlam BC **Proponents are to meet outside the main entrance doors**
TIME:	10:00 AM PST

1.5 RCMP Security Check

RCMP Security Check will be required on all Contractors once the project is awarded. All of the Contractors personnel working on site must obtain a security check in order to perform the Work. Contractor will provide a list of all employees who will be working on site along with a copy of their drivers' license. No personnel shall perform the Work at the Public Safety Buildings without obtaining a RCMP security check. Any approved subcontractors must meet these requirements as well.

RCMP security will be present at all times for the duration of Work within their building. No photographs will be allowed to be taken inside the building.

1.6 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling,

insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.7 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them.

1.8 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Technical	30
Financial and Value Added	40
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References
- Staff qualifications and experience
- Sub-contractors

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance program
- Risk factors
- Site Safety
- Disposal and recycling
- Response time
- Sample field report
- Minimum hours

Financial and Value Added

- Preventative maintenance prices and labour rates

- Vehicle Rates (if applicable)
- Mark up rates
- Value Added / Sustainable benefits

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.9 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions – Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.10 Term of Agreement

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3 SCOPE OF SERVICES

3.1 Scope

The City requires qualified, experienced companies to provide labour, equipment, materials, fuel, transportation, overhead and all that is required for the Maintenance and Repair Services for **Boilers & Domestic Hot Water Tanks/On-Demand Systems** (the “Work”).

The scope of services includes the provision of scheduled preventative maintenance as well as corrective maintenance (repair services) including emergency response at various City of Coquitlam Facilities. Services may include but are not limited to:

- a) Is responsible for maintaining the assets to a high standard of performance.
- b) Provide supervision, labour, tools, materials, equipment, transportation, permits and licenses.
- c) Is responsible to assign a qualified foreman/supervisor to oversee the inspection of the assets to ensure that equipment is in conformance with the plans, specifications, and special requirements of the Original Equipment Manufacturer (OEM).
- d) The assigned technician must report to designated City staff, keeping the City apprised of status of work being done (e.g. date/time/and delays.)
- e) Test all safety devices and governors when and where applicable.
- f) Assist the City in maintaining the equipment asset lists.
- g) Refer to **Appendix A - Boiler Equipment Inventory & Price Worksheet**

Additional sites and equipment may be added onto this contract. The Contractor shall submit a price proposal to the City, which if approved through cost review, will be added to the contract by the City.

3.2 Preventative Maintenance (PM) Inspections

a) Boilers / On Demand / Domestic Hot Water Systems Inspection / Service

I. PM – Annual – Major Boiler / On Demand / Domestic Hot Water – Inspection and Service:

- Inspect boiler and controls to make sure they are operating correctly and safely.
- Check boiler for corrosion and leaks.
- Remove boiler casing to check the functioning of its main components.
- Gas pressure check to ensure boiler is operating at the correct gas pressure.
- Flue gas / combustion test to ensure boiler operating efficiency.
- Boiler’s parts to be cleaned as required. (Major PM only).
- Boiler’s casing to be put back on and properly sealed.
- Provide a checklist (Service Report) of the relevant information for the operation and safety of boiler.

II. Visual Check of Domestic Hot Water systems > pressure vessels / exchangers / valves.

PM – Annual – Minor Boiler / On Demand / Domestic Hot Water – Inspection and Service:

- The minor PM encompasses the operation and safety checks of the Major PM, with elimination of deep cleaning.
- The City requests that a spare hot surface igniter or thermal coupler be stored on site as required.

III. Boiler Checklist and Service Report:

- A sample of your Service Report / Checklist should be included with your submission.
- These are general guidelines for information to be included on a service report where applicable. Contractor may have additional information.
- Refer to **Appendix A - Boiler Equipment Inventory & Price Worksheet**
- Contractor to provide a cost per boiler “Inspection and Service” for Major and Minor PM.
- For cases where a part needs to be replaced on a malfunctioning boiler, the Contractor must review with the assigned Coordinator / Supervisor for the facility prior to proceeding. In most cases a quote will be requested.
- If quoted repairs are approved by the City, a Follow up Work Order will be issued for work outside the scope of the Preventative Maintenance.
- Should the proposed repairs exceed 50% of the cost of the boiler, a quote for replacement should also be submitted for consideration.
- Facility
- Asset Tag
- Make / Model / Serial Number
- Gas pressure
- Gas Pressure Manifold – Static / Firing
- Voltage Primary / Secondary
- Heat Exchanger Condition
- Pressure Safety – Set Port / Condition / Date Tag
- System Pressure
- LWCO (Low Water Cut Out) Test
- Flow Switch Operation Tested
- High Limit Set Point
- Operating Stat Set Point
- Pilot – Clean and Reset
- Primary Control Type (Firing Box)
- Burner Condition
- Flue Gas / Combustion Analysis (attach print out)
- Refractory Condition
- Thermo Couples Replaced
- Gauges Condition
- Ventilation Air (Clean / Dirty)
- Combustion Air (Clean / Dirty)
- Expansion Tank / Check if flooded
- Observations Noted
- Sign Log Book

3.3 Systems

Included systems are:

- Boilers
- Expansion Tanks
- Valves
- Domestic Hot Water Systems

3.4 Contractor Field Reports

A report is required to be completed by the Contractor for any Services performed. The reports shall itemize the labour type and amount of hours based upon the time of arrival and departure from the site, any materials used, any other additional charges. Provide a sample of field report.

3.5 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the Work including any amendments as they may occur during the execution of the Work.

All Work shall be performed by skilled, qualified, and experienced trade's personnel.

All workmanship and materials will be subject at any time to the inspection and approval of the City.

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) WorkSafeBC
- b) Qualified gas fitter / B ticket

3.6 Service Requests

a) Emergency Service Requests:

The Contractor shall maintain a twenty-four (24) hour emergency response service for the duration of the Agreement and have one or more qualified technicians available for after hour emergencies.

The Contractor shall respond on-site within one (1) hour to emergency requests. The Contractor must phone the City representative within fifteen (15) minutes to confirm that a timely on-site response will be made.

b) Non-Emergency Service Requests:

The Contractor shall respond to non-emergency request within twenty-four (24) hours.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 22-058

Boilers & Domestic Hot Water Tanks/On-Demand Systems

Proposals will be received on or before 2:00 pm local time on

Thursday, November 10, 2022

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3060.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1.

DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into an agreement that incorporates the City's Stand Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the succesful Proponent to complete and have the following in place before providing the Goods and Services.

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Insurance - Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii.	Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP:
iv.	Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP. This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
	Company:

Reference Information	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Name:
	Phone Number:
	Email Address:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

e) HEALTH AND SAFETY

I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

☐ Yes

☐ No

II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

☐ Yes

☐ No

III. Proponent is to state how they would address site safety requirements on this project with respect to COVID-19:

3.

TECHNICAL

a)	APPROACH and METHODOLOGY Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work.
I.	Delivery, Set-Up and Execution - Proposals should address the plan for the delivery, set up and execution of the Work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.
II.	Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.
III.	Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.
IV.	Safety - Proponent is to state how they will address safety on the Work site.
V.	Disposal and Recycling - Provide details on all disposal and recycling including location.

b) RESPONSE TIME:

Indicate Response time in hours for Emergency & non-Emergency Call outs:

Emergency Call Out:

Non-Emergency Call Out:

c) FIELD REPORTS

Proponent is to provide a sample of their field reports.

Attached to Proposal Submission:

☐ **Yes**

☐ **No**

If No, explain:

d) MINIMUM HOURS

Minimum number of hours billed per mobilization:

4.

FINANCIAL

a) LABOUR RATES - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	State Worker Type:		
ii.	Regular time (state hours): Monday to Friday	Hour	\$
iii.	Overtime (state hours): Monday to Friday	Hour	\$
iv.	Sat/Sun/Statutory Holidays	Hour	\$
v.	State Worker Type:		
vi.	Regular time (state hours): Monday to Friday	Hour	\$
vii.	Overtime (state hours): Monday to Friday	Hour	\$
viii.	Sat/Sun/Statutory Holidays	Hour	\$
ix.	Minimum Call out charge (if applicable)	Each	\$
x.	Vehicle Service Charge (if applicable)	Each	\$
xi.	Other not Listed:		\$

b) PREVENTATIVE MAINTENANCE PRICES - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST). Attach:

- **Appendix A - Boiler Equipment Inventory & Price Worksheet**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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c) Material Markup Rates

Mark-up rate on materials	%
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d) VALUE ADD

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

e) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

- i. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environmental responsibility in providing the services that would benefit the City:

- ii. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

- iii. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
6. **I/We agree** to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFP document.
7. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.