



Bid Specifications

Project:

Lawn Mowing and Landscape Maintenance

Mandatory pre-bid meeting:

Tuesday, February 20, 2018, 10:00 A.M.

Bid opening:

Tuesday, February 27, 2018, 10:00 A.M.

Location:

Village Hall 25 E. State St., North Aurora, IL 60542

Contact:

Brian Richter, Streets Superintendent, 630.281.0779



Advertisement for Bids

The Village of North Aurora will receive sealed bids for Lawn Mowing and Landscape Maintenance of right of ways and Village owned properties. The bids will be received at the North Aurora Village Hall, 25 East State Street, North Aurora, Illinois 60542 until 10:00 a.m. local time on Tuesday, February 27, 2018. At this time and date, the bids will be publicly opened and read aloud. All bids must be addressed as follows:

SEALED BID

Contractor Name

Contractor Address

Re: Lawn Mowing and Landscape Maintenance

Village of North Aurora

Attn: John Laskowski

Director of Public Works

25 East State Street

North Aurora, IL 60542

The bid packet can be downloaded, free of charge, at the Village's website <http://northaurora.org/government/rfp-rfq-bidding.aspx> or can be picked up at 25 East State Street, North Aurora, IL 60542 beginning Tuesday January 23, 2018. **There will be a Mandatory Pre-Bid meeting held on Tuesday, February 20, 2018 at 10:00 a.m. at the North Aurora Village Hall. All bidders will need to be in attendance in order to bid on this project.**

Each bid must be accompanied by a Bid Guarantee in the form of a Bid Bond from a company with an A-1 best rating, or a cashier's check in the amount of five percent (5%) of the total bid and made payable to the Village of North Aurora, 25 East State Street, North Aurora, Illinois, 60542. The Village of North Aurora reserves the right to reject any or all bids and to waive irregularities and informalities in the bids received.

Please contact Brian Richter at 630.281.0779 if you have any questions.



Village of North Aurora Bidding Specifications for Lawn Mowing and Landscape Maintenance

Description of Work

This project will include the mowing and maintenance of rights of way and Village owned properties within the municipal boundaries. The contractor will be responsible to provide the necessary supervision, labor, materials and equipment to safely provide lawn mowing and landscape maintenance services to the Village of North Aurora at the frequency and locations identified in these specifications. This includes the inspection of the areas to be maintained in advance of mowing operations, and the collection and removal of debris. Lawn Mowing and Landscape Maintenance shall be completed in an attractive, professional, and workmanlike manner. Interested firms shall complete and return all forms in this packet with the bid proposal.

Scope of Works

Mowing will generally be confined to public rights of way adjacent roadways and public grounds but will include mowing in other areas as directed by the Village. Lawn maintenance will include the following services: power edging, application of weed killer, weeding, mulching, sweeping or blowing sidewalks free from grass clippings, and the collection and removal of debris from all mowing locations. The SPECIAL SERVICE AREAS (SSA) areas shall have one application of weed killer and fertilizer treatment throughout the mowing and maintenance season.

Mulching at all locations in this contract will be completed annually to a depth of 3 inches in these areas. If Subdivision Monument Signs are present, the contract will include weeding and mulching around the area. The mulch material used for this operation shall be hardwood dyed mulch.

At the beginning of each season, and before each cutting, all debris will be collected, removed, and disposed of from all turf areas prior to mowing by the contractor. Mowing of turf will be performed and completed at according to the **Schedule of Prices** contained within this document. Each season will consist of approximately 30 weeks. Weather permitting the contractor should try to schedule the lawn mowing and landscape maintenance on the same day each week. Times of mowing may increase or decrease in dry or wet periods by direction of Public Works Director or designee.

Mowing turf will be as needed to maintain the required height of 2 to 3-1/2 inches. Clippings will be recycled back into the lawn area, a second mow will be required to recycle the clippings at no cost to the Village if they become unsightly. Turf areas to be mowed between the height of 2 to 3-1/2 inches depending on weather and season. Weekly hand or power trimming of grass around obstructions will be performed each cutting. This will include but not limited to, turf areas adjacent to trees, sign posts, light posts, buildings, fences, and pavement edges. Power edging will be required 3 times a year around curb and sidewalk areas. In the

spring, maintenance to be completed at Village Hall, Riverfront Park, and North Aurora Police Station will include edging, trimming of bushes and mulching in the spring around all plants. In addition to this initial maintenance, bushes shall be trimmed one additional time midway through the 30 week schedule. Weed killer along with weed and feed shall be applied 3 times per year. Notification of these applications shall be provided to the Public Works Director or his designee 24 hours in advance of the application operation. All chemical applications shall be performed by licensed individuals.

Any damage to the contractors' equipment and any damage occurring from lawn mowers or other equipment will be the responsibility of the contractors for repair and replacement.

Equipment and Vehicles

The equipment and vehicles used by the contractor shall be in good repair and made available to inspection by the Village upon request. All equipment should have the necessary safety features to complete the mowing. Individuals performing the work shall have adequate training and personal protection equipment to safely complete work outlined in the scope above. All vehicles shall be clearly labeled with the contractor's name.

Locations

All lawn mowing locations have been described in a list and illustrated on maps, both are contained within these specifications. Included in the list is the approximate acreage. The Contractor is responsible for visiting all the areas as certain areas have steep slopes and rough terrain. The numbered descriptions below correspond to the table in the **Schedule of Prices**. The maps attached in **Exhibit A** further clarify the locations of the proposed work.

If the Contractor deviates from the established mowing schedule the Contractor is required to contact the Village of North Aurora 24 hours before each day's work begins.

1,2,3,4,5,&6. Waterford Retention Pond #1 & #2 (SSA 4) (Exhibit page 8)

Waterford Oaks Subdivision located on the west side of North Aurora west of Randall Road and north of Oak Street, between Forest Ridge Rd. to the west and the creek to the east. There are (2) Retention pond areas to be mowed, also south of the sidewalk to Oak St. and are outline in the attachment along with (3) Islands, Alexander Ct., Spring Ct., and White Oak Ct.

7.&8. Timber Oaks Pond #1 & #2 / Alexandra Ct, Spring Ct, White Oak Ct. Landscape Islands (SSA 8) (Exhibit pages 4-5)

Timber Oaks Subdivision is north of Oak St. on the north side of the road between Fox Valley Veterinary Clinic to the west and Newpostolic Church to the east. Mowing areas include (2) retention ponds, the first is just west of the Newpostolic Church, the other is located between 214 Wildwood and 339 Wildwood. There are also (2) Monument sign areas at Timber Oaks and Oak that is included in the mowing as well.

9.Banbury Ct. Retention Pond (SSA 9) (Exhibit page 3)

Pine Creek III Subdivision is north on Banbury Rd. from Butterfield Rd. The area to be mowed is a retention pond across from 310 Banbury Rd.

10. & 11. 313/401 Juniper & 402/406 Magnolia (SSA # 11) (Exhibit pages 6-7)

Willow Lakes Subdivision is located off Acorn or off Randall Rd. at Dogwood. The first area to be mowed is between 313 and 401 Juniper, the second is located between 402 and 406 Magnolia.

12. Village Hall/Riverfront Park and Features (Exhibit page 22)

This shall include the mowing of all turf areas on the property and in the right of way. Maintenance shall include a spring and fall clean-up for Village Hall and Riverfront Park including the removal of leaves, dead vegetation, and debris accumulating over time.

Landscape maintenance shall be performed as outlined by facility below:

Village Hall

This shall include the mowing of all turf areas on the property and in the right of ways. Landscape maintenance will include:

- 1) furnishing and placing mulch one time in the spring,
- 2) trimming bushes twice during the mowing season,
- 3) provide application of weed and feed of all turf areas twice during the mowing season,
- 4) weekly weeding of landscaped areas.

Riverfront Park

1) Gazebo/Scenic Overlook

Furnish and place mulch one time in spring

Trim Bushes twice per season, possible extra trimming may be requested due to special events.

Pressure wash structures every four weeks.

2) Water Wonders (Artificial Water Feature)

On weekly basis weed areas around the stream, remove invasive from the mulched beds, and weed all areas around rocks. Clear leaves, twigs and other debris from narrow spots in the steam (above and below waterfalls and through the tunnel). Most debris gathers at the bottom of the steam where the water falls back into the cistern – this especially needs to be kept clean. As needed, hand rake or pull out large clumps of algae.

On a monthly basis treat stream with approved algaecide. Treatments may increase as a result of weather conditions and may require treatment every 2 weeks as directed.

3) Rain Garden

Remove invasive weeds on a weekly basis.

13. Police Department (Exhibit page28)

This shall include the mowing of all turf areas on the property and in the right of ways. Landscape maintenance will include:

- 1) furnishing and placing mulch one time in the spring,
- 2) trimming bushes twice during the mowing season,
- 3) provide application of weed and feed of all turf areas twice during the mowing season,
- 4) weekly weeding of landscaped areas

Maintenance shall also include a spring and fall clean-up including the removal of leaves, dead vegetation, and debris accumulating over time.

14. Sharon Lane (Exhibit page 11)

Mow turf areas located on vacant property. See exhibit for property boundaries.

15. Welcome Sign Route 25 (Exhibit page 10)

Mow the turf surrounding the landscaped area of the sign. Mulch the landscaped area immediately around the sign once in the spring and weed this area weekly. See exhibits for exact locations and maintenance required.

16. Stone Avenue (Exhibit page 12)

Mowing of the west right of way of Stone Avenue at on the property located at the southwest corner of the "T" intersection of Stone Avenue and Butterfield Road. See exhibit for property boundaries.

17. Automall Water Tower (Exhibit page 14)

Mow the pie shaped parcel of land surrounding the water tower. See exhibit for property boundaries.

18. 2101 Tanner Road (Salt Dome West Side of Town) (Exhibit page 16)

This includes the mowing of all turf areas, one weed and feed application, and mulching of the trees one time in the spring.

19. Hart Road (Exhibit page 18)

Mowing the west right of way beginning just south of Hartfield and continuing north to the Village boundary.

20. Banbury Road (Exhibit page 19)

Mow the west roadside ditch line from the edge of pavement to the bottom of ditch approximately 4 feet and variable in width. See exhibits for exact locations and maintenance required.

21. Butterfield Road (Exhibit pages 20,21)

Mow between frontage road & Butterfield Road from Laurel to Hickory and Butterfield east of Pinecreek Drive between sidewalk and Butterfield Road.

22. Grant Street (Exhibit page 34)

Mow the east right of way variable width from State Street (Route 56) south to Grant railroad crossing.

23. Monroe Street (Exhibit page 25)

Mowing from State St. just pass the guardrail on the east side of the street about 4' wide.

24. NE corner State (56) & Lincolnway (Aurora-Batavia)/Route 31/ Community Sign (Exhibit page 26)

Mow the entire turf area on this property. In the landscaped area surrounding the community sign perform weeding and landscaping weekly, furnish and place mulch once during the season, and apply weed and feed in the spring.

25. Lincolnway (Aurora-Batavia/Route 31) (See Exhibit page 27)

Mow under the Com-Ed high power lines on the east side of Lincolnway approximately 15' behind back of curb, and on the west side cut approximately 15' behind back of curb. See exhibits for exact locations and maintenance required. Mowing will also include the 3 islands at the toll way entrance off I-88.

26. Lincolnway & Interstate 88 (Exhibit pages 29,30,31)

Mowing will begin just south at the I-88 Bridge on the west side of Lincolnway (Rt. 31) and continue to the entrance to Tinseltown. Also the right of way approximately 15' behind the curb to back of curb closest to Tinseltown. A small section on the east side of Lincolnway, north of the IDOT service entrance up to the I-88 overpass. Mowing will also include the 3 islands at the toll way entrance off I-88. See exhibits for exact locations and maintenance required.

27. Evergreen Drive (Exhibit page 32)

East right of way from Sullivan Rd. to Dart Container (approximately 3' to 4' off roadway).

28. Airport Road (Exhibit page 33)

Starting at the east end curve on the south side of the road cut from roadway to fence and west to the driveway at Pentair.

29. Kingswood Drive (Exhibit page 34)

Mowing rights of way between Willow Way and Cherrytree cutting from the roadway to the Com-Ed poles.

30. Willow Way (Exhibit pages 35,36)

Mowing, Oak Street to the Kingswood south end by the golf course. The south end will be cut from the residents/park to the east and to the sidewalk to the west.

31. Oak Street (Exhibit Pages 37,38,39,45,58,59)

Begin mowing east and west right of ways and islands starting at Orchard Road and continuing east to Timber Oaks Drive. See exhibits for exact locations and maintenance required.

32. Mooseheart Road (Exhibit Page 40)

Mow the island east of the intersection of Randall and Mooseheart.

33. Orchard Road (Exhibit pages 41,56,57,60,61)

Begin mowing islands (6 total) at Interstate 88 continuing north and northeast to Randall Road.

34. Randall Road (Exhibit pages 42-50)

Beginning south of Mooseheart Road, including east and west right of ways, islands, and guard rail areas and continuing south until the north side of the Interstate 88 overpass. See exhibits for exact locations and maintenance required.

35. Orchard Gateway (Exhibit pages 16,49,51-55)

Mowing will start at Randall and Orchard Gateway on the north side cutting approximately 5' behind back of curb. Mow around light, electric, and phone boxes and hydrants. On the south side start at the car dealers east boundary line and cut to Towne Center Dr. and start again at the easterly driveway of the warehouse and cut to Randall Road. All grass islands also are included in this area.

36. Deerpath Road (Exhibit pages 62-64)

Mowing of east and west right of ways beginning at Tanner Road continuing north just south of Mooseheart Road. See exhibits for exact locations and maintenance required.

Frequency and Schedule

Weather permitting the contract shall begin each year the first day of April. Clean-up should occur during the first 2 weeks of April. This includes removal of debris from right of way areas mowed in this contract. Mowing and Landscape Maintenance will continue for 30 weeks thereafter. Services will begin in the second week and end in the second full week of November. The frequency which each area is to be mowed has been noted on the list and map included in these documents. Depending on weather and special events, the frequency which locations are to be mowed could increase or decrease in frequency.

Site Visit

The contractor is must visit the site locations to understand job site conditions. Some areas have steep slopes in ditch lines, other areas have rough terrain and could inhibit the efficiency of the operation.

Additions and Deletions

The Village of North Aurora reserves the right to add or delete new locations to the contract within reason. Contract additions and deletions will be compensated based on the frequency and area to be mowed.

Time of Completion

The project will conclude November 10, 2018 or when ground becomes frozen, whichever occurs first. An extension in time must be requested in writing and approved by the Public Works Director or designee.

Contractor Registration

The contractor will be required to register as a contractor in the Village of North Aurora. This requires the contractor to complete the "Application for Contract Registration" and pay the \$150.00 fee. This form can be found on the Village of North Aurora website at the following address:

<http://northaurora.org/pdf/Building%20Dept/2017.05.04%20CONTRACTOR%20REGISTRATION.pdf>

The form can be picked up in the Village of North Aurora Building Department located at 25 E. State Street, North Aurora, IL 60542

References

A minimum of 3 current references must be provided. Telephone numbers and contact names for each reference shall be provided. It is preferred that references are from municipalities or other governmental agencies.

Bid Bond

If the bidder's proposal for the project is equal to or greater than \$10,000, a bid bond or certified check in the amount of five percent (5%) of the bidder's proposal will be required. No bid bond will be required if the proposal for the project is less than \$10,000.

Performance Bond

No additional bonds shall be required if the proposal for the project is less than \$25,000. If the bidder's proposal for the project is equal to or greater than \$25,000 then a performance bond shall be furnished to the Village and shall become binding upon the parties upon the execution of the contract and the acceptance of the bid.

The performance bond shall be satisfactory to the Village, executed by Surety Company authorized to do business in the state or otherwise secured in a matter satisfactory to the Village, in an amount equal to 100% of the price specified.

Insurance Requirements:

The Contractor will be required to meet our standard insurance requirements. Unless otherwise specified the Contractor shall, before commencing work hereunder, procure and thereafter maintain policies of insurance satisfactory to the Village of North Aurora. The contractor shall supply a certificate of insurance with the Village of North Aurora an additionally named insured in the following minimum amounts with specific coverage which includes underground, explosion, and collapse.

Property Damage	\$1,000,000 (each accident)
Bodily Injury	\$ 500,000 (each person) \$1,000,000 (each accident)
Workmen's Compensation Insurance:	All Liability imposed Workmen's Compensations stature
Employer's Liability Insurance	\$100,000
Contractual Liability Insurance	\$500,000
Completed Operations Insurance	\$500,000
Owned, Hired and non-Ownership Vehicle Bodily Injury and Property Damaged to the Following Limits	
Bodily injury, including accidental death	\$ 500,000 (each person) \$1,000,000 (each accident)
Property damage	\$1,000,000 (each accident)

Instructions for Schedule of Prices.

Complete the below table by placing the total cost you propose for mowing and maintenance on each of the Sub-Total lines. At the bottom of the table, carry forward the total for each SSA and the Public Property and calculate the sum of all of the sub-totals. Place this sum on the line that reads "GRAND TOTAL COST". This is sum should be transferred and written in part II or the **Proposal**.

Schedule of Prices

SSA 4

No.	Locations	Description	Mowing Frequency	Weeding Landscape Beds	Mulching Landscape Areas	Weed & Feed Applications	Page Number in Exhibit A
1	Waterford Retention Pond #1	SSA 4	1/ week			1X	8
2	Waterford Retention Pond #2	SSA 4	1/ week			1X	8
3	Alexandra Court Landscape Island	SSA 4	1/ week			1X	8
4	Spring Court Landscape Island	SSA 4	1/ week			1X	8
5	White Oak Ct (East) Landscape Island	SSA 4	1/ week			1X	8
6	White Oak Ct (West) Landscape Island	SSA 4	1/ week			1X	8

**Sub-Total
Cost SSA 4** \$ _____

SSA 8

No.	Locations	Description	Mowing Frequency	Weeding Landscape Beds	Mulching Landscape Areas	Weed & Feed Applications	Page Number in Exhibit A
7	Timber Oaks Pond #1	SSA 8	1/ week			1X	5
8	Timber Oaks #2	SSA 8	1/ week			1X	4

**Sub-Total
Cost SSA 8** \$ _____

SSA 9

No.	Locations	Description	Mowing Frequency	Weeding Landscape Beds	Mulching Landscape Areas	Weed & Feed Applications	Page Number in Exhibit A
9	Banbury Retention Pond	SSA 9	1/ week			1X	3

**Sub-Total
Cost SSA 9** \$ _____

SSA 11

No.	Locations	Description	Mowing Frequency	Weeding Landscape Beds	Mulching Landscape Areas	Weed & Feed Applications	Page Number in Exhibit A
10	313/401 Juniper	SSA 11	1/ week			1X	6
11	402/406 Magnolia	SSA 11	1/ week			1X	7

**Sub-Total
Cost SSA 11** \$ _____

Public Property

No.	Locations	Description	Mowing Frequency	Weeding Landscape Beds	Mulching Landscape Areas	Weed & Feed Applications	Page Number in Exhibit A
12	Village Hall/Riverfront Park and Features	Public Facility	1/ week	X	1X	2X	22
13	Police Department	Public Facility	1/ week	X	1X	2X	28
14	Sharon Lane	Vacant Lot	1/ week				11
15	Welcome Sign Route 25	Monument Sign	1/ week	X	1X		10
16	Stone Avenue	Parkway/ r.o.w.	1/10 days				12
17	Automall Water Tower	Public Facility	1/ week				14
18	2101 Tanner Drive (Salt Dome West Side of Town)	Public Facility	1/ week		1X	1X	16
19	Hart Road	Parkway/ r.o.w.	1/ week				18

20	Banbury Road	Parkway/ r.o.w.	1/ 4 weeks				19
21	Butterfield Road	Parkway/ r.o.w.	1/ week				20,21
22	Grant Street	Parkway/ r.o.w.	1/ 10 days				23,24
23	Monroe Street	Parkway/ r.o.w.	1/ 2 weeks				25
24	NE corner of State (56) & Lincolnway (Aurora- Batavia)/ Route (31)/ Community Sign	Vacant Lot	1/ week	X	1X	1X	26
25	Lincolnway (Aurora- Batavia/Route 31)	Parkway/ r.o.w.	1/ 2 weeks	X	1X		27
26	Lincolnway & Interstate 88	Parkway /r.o.w.	1/ week				29,30,31
27	Evergreen Drive	Parkway/ r.o.w.	1 /2 weeks				32
28	Airport Road	Parkway/ r.o.w.	1/ week				33
29	Kingswood Drive	Parkway/ r.o.w.	1/ week				34
30	Willow Way	Parkway/ r.o.w.	1/ week				35,36
31	Oak Street	Parkway/ r.o.w./ islands	1/ week				37,38,39,4558,5 9
32	Mooseheart Road	Island	1/ 10 days				40
33	Orchard Road	Islands	1/ 10 days				41,56,57,6061
34	Randall Road	Parkway/ r.o.w.	1/ week				42,43,44,4546,4 7,48,4950
35	Orchard Gateway	Parkway/ r.o.w./ islands	1/10 days				16,49,51,5253,5 4,55
36	Deerpath Road	Parkway/ r.o.w.	1/ 10 days				62,63,64

**Sub-Total
Cost Public
Property \$**

**Schedule of Prices
(Continued)**

Sub-Total Cost SSA 4	\$	+
Sub-Total Cost SSA 8	\$	+
Sub-Total Cost SSA 9	\$	+
Sub-Total Cost SSA 11	\$	+
Sub-Total Cost Public Property	\$	
GRAND TOTAL COST	\$	

X = Same Frequency as Mowing

1X = One Time Per Season

2X = Two Times Per Season

Proposal

The contract shall be deemed as being awarded when formal notice shall have been duly served upon the intended awardee by an officer of the Village of North Aurora duly authorized to give such notice.
Bid will be awarded to lowest responsible total base bid amount, pending compliance with instruction to bidder's document.

I. Bidding company contact information

Company name: _____

Company address: _____

Contact name: _____

Contact address: _____

Contact phone #: _____

Contact email: _____

II. Lawn Mowing and Maintenance

I have read the scope provided in this bid document along with all associated appendices and agree to perform all of the work identified to successfully complete the lawn mowing and maintenance for the locations identified in the Schedule of Prices for the not to exceed amount of:

Lawn Mowing and Maintenance lump sum bid in words (total cost carried forward from schedule of prices):

Lawn Mowing and Maintenance lump sum bid in figures (total cost carried forward from schedule of prices):

\$ _____

I _____ verify that I am authorized to
(print name)

provide the above pricing on behalf of _____
(company name)

And will hold the above pricing for a period of 90 days from the date of the bid opening.

Signature

Date

Contractor's Certification

In compliance with P.A. 85-1295-Illinois Revised Statute, Chapter 31, Section 33E-11, and applicable local ordinances.

Print Name:

Contractor _____ Corporation _____

Individual _____ Partnership _____

As part of his/her bid on the above sole-referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code of 1961, as amended.

Date: _____

Contractor By: _____

Title: _____

(State of Illinois) SS County of _____

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that

_____ appeared before me this day in person and, being first duly sworn an oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed.

Dated: _____

Notary Public: _____

List of Subcontractors and Suppliers

The sub-contractors and suppliers listed below will be involved in this contract work in the assignments listed. We understand that any deviation from this list must be requested and approved in writing ten (10) days before the start of the work that is involved.

Failure to complete this list may result in rejection of bid

Legal name, current telephone number and address of all subcontractors must be included.

Sub-Contractors

Work Assignment

Suppliers

Material

Contractor Bid Agreement

To: The Village of North Aurora
25 E. State Street
North Aurora, IL 60542

The undersigned bidder, in compliance with your advertisement for bids for work as specified, and related documents prepared by or at the direction of the Village of North Aurora, Owner, and having examined the locations and being familiar with all conditions surrounding the Work, including availability of labor and material, does hereby proposed to furnish materials, labor, equipment and services and pay for same and shall perform all work required for the completion of the Project, in accordance with the contract documents and at the price stated.

Bidder certifies this bid to be for the project described in the Instruction to Bidders document and to be in accordance with plans, specifications and contract documents, including the invitation for bids.

In no event shall any delays or extensions of time be construed as cause or justification for payment of extra compensation to the contractor. Any claims for an increase of the contract time shall be made in writing to the Village within seven (7) days of the cause.

Signed: _____

Print Name: _____

Title: _____

Date: _____

(State of Illinois) SS County of _____

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn an oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed.

Dated: _____

Notary Public: _____