



Materials Management Department

On Behalf of:

Occupational Health and Safety Department

Toronto Catholic District School Board

80 Sheppard Avenue East

Toronto, Ontario

M2N 6E8

Chemical Waste Disposal

Request for Quotation

Reference: **Q-038-10**

Date: August 24 2010

Closing Date: September 14, 2010

Closing Time: 3:00:00 pm

RFQ Coordinator:

Tracy Assis

Senior Buyer, Materials Management Dept.

Toronto Catholic District School Board

80 Sheppard Avenue East

Toronto, Ontario

M2N 6E8

Tel: (416) 222-8282 ext. 2211

Fax: (416) 512-3440

E-mail: tracy.assis@tcdsb.org

Sealed submissions will be received at the Catholic Education Centre located at the above address before 3:00:00 p.m., local time, on September 14, 2010. They must be time-stamped and placed in the tender box located on the 4th floor in the Materials Management Department.

Late or facsimile submissions will not be accepted or considered.

STATEMENT OF WORK

The Toronto Catholic District School Board, hereinafter referred to as the "Board" requests quotations from qualified suppliers for the disposal of chemical waste inventory from nine (9) secondary schools that have accumulated chemical waste generated from science labs. The waste must be disposed of in accordance with Ontario Regulation 347 under the Environmental Protection Act. The successful vendor will be properly licensed and have a Certificate of Approval from the Ministry of Environment for the purposes of collecting, transporting and disposing of waste classes in Ontario. The must also demonstrate following the requirements outlined in the Transportation of Dangerous Goods Act. Work is to be complete by September 30th 2010.

RFQ/BID COORDINATOR

A Bid Coordinator has been assigned by the Board. All communications relating to this RFQ to the Board must be channeled through this Bid Coordinator, whose name and address appear below:

Tracy Assis
Senior Buyer
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, Ontario
M2N 6E8
Tel: (416) 222-8282 ext. 2211
Fax: (416) 512-3440
E-Mail: tracy.assis@tcdsb.org

SUBMISSIONS

Responses to include all Bid Documents must be addressed and delivered before 3:00:00 p.m., local time, on September 14, 2010 a sealed package to the following address:

Tender Box, 4th Floor, Materials Management Department
Catholic Education Centre
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, Ontario
M2N 6E8
**Reference: RFQ – Chemical Waste Disposal
T.Assis & C.Maltese**

Late submissions will not be accepted. No Facsimile transmissions will be accepted.

All submissions must be date and time stamped and placed in the tender box located on the 4th Floor in the Materials Management Department at the Catholic Education Centre.

Submissions delivered after the date and time specified will not be received or considered and will be returned unopened. Submissions delivered to an address other than as specified will not be considered. The bidder remains solely responsible for the method and timing of the delivery of the bid to the Board office noted above.

Submissions will be accepted only on the item listed. The Board reserves the right not to accept any submission. The Board reserves the right to partition contract award to several payments. The lowest price will not necessarily be accepted.

CONTRACT ADMINISTRATOR

A Contract Administrator has been assigned by the Board. All resulting actions from this RFQ will be administered by the Contract Administrator whose name and address appear below:

Corrado Maltese
Senior Manager, Occupational Health and Safety
Toronto Catholic District School Board
80 Sheppard Avenue East
Toronto, Ontario
M2N 6E8
Tel: (416) 222-8282 ext. 2665
Fax: (416) 512-4980
E-Mail: corrado.maltese@tcdsb.org

TERM OF AGREEMENT

The term of this agreement is for a period of two (2) years from date of acceptance with an option to extend for an additional year at the Board's discretion. No vendor contracts will be signed. The Request for Quote documents and the Bid Form will be the basis for the purchase agreement.

ITEM SPECIFICATIONS

Submit unit price as requested on BID FORM (Appendix A). Any inability to comply with the conditions or detail thereof must be clearly stated in the submission.

QUANTITIES

Any unit quantities if specified are estimates only and are subject to Board revision. They are provided without commitment or liability to Board.

QUESTIONS

All questions and requests for clarification must be submitted to the Bid Coordinator named in this document. Neither the Board nor its agents shall be responsible for any instructions or information given to any Bidder orally. Under no circumstances are Bidders to contact or discuss the bid with school staff.

Bidders may submit written questions to the Bid Coordinator by e-mail.

No employee or representative of the Board is authorized to amend or waive the terms of the Bid documents in any way unless the amendment or waiver is approved and signed by the Bid Coordinator.

It shall be the responsibility of each Bidder to inform itself of all aspects related to this Bid. Should any details necessary to a clear and comprehensive understanding be omitted, or any errors appear in the bid document, or should the Bidder note facts or conditions which in any way conflict with the letter or spirit of the bid documents, it shall be the responsibility of the Bidder to obtain clarification before submitting its bid. Preferred method of communication is email.

BID DOCUMENTS REQUIRED

Bidders shall promptly examine all the Bid Documents after receipt. Any errors, omissions or ambiguities discovered therein should be reported to the Bid coordinator. If necessary and time permits, Addenda may be issued to all bidders before the RFQ closing date. Unless confirmed by Addendum, bidders shall not take into consideration any instructions or answers modifying the Bid Documents.

The Bid documents required for submission shall consist of the following:

- Instructions to Bidders.
- Completed Appendix “A” Bid Form
- Completed Appendix “B”- References
- Completed Appendix “C”-General Questionnaire
- Completed Appendix “D”- Agreement to Abide
- Supporting Documentation: Suppliers Certificate of Approval
- Any addenda if issued

EVALUATION PROCESS

Bids will be evaluated based on price and service level to be provided, compliance with industry standards and ability to provide requested products/services and renewal term that represents the best value to the Board. The Board reserves the right to partition the contract award to several payments. The lowest price will not necessarily be accepted.

In cases where the Board is unable to ascertain the level of the bidder's compliance with the requirements from the bidder's response, the Board may assume the most restrictive interpretation without resorting to requesting further information and clarification from the bidder. Should the need arise, verification of responses given will be done through any means possible.

Bidders must respond to this solicitation by submitting all data required herein in order for the bid to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a bid from further consideration for award.

The BOARD reserves the right to not consider bids if any of the mandatory Bid Documents are not submitted.

Bids will be considered and evaluated, but will not be limited to the following criteria:

Evaluation Factor	Weighted Percentage
Costing structure and the overall cost for the requested service.	40%
Experience and related background of the supplier	15%
Demonstration of availability to take on this contract during the set term	10%
Ability to provide the required supporting documentation	20%
Positive References- preferably school boards- required: contact name and telephone numbers	10%
Quality, completeness and feasibility of the bid	5%
Total	100%

Submissions will be accepted only on the item listed. The Board reserves the right not to accept any submission. The Board reserves the right to partition contract award to several payments. The lowest price will not necessarily be accepted.

AWARD

The BOARD reserves the right to award this agreement to the bidder providing the best overall value to the Board.

Neither the lowest priced nor shall any bid necessarily be accepted.

In the event that a successful bidder(s) fail(s) or refuse(s) to enter into and duly execute(s) a written contract/agreement within a reasonable time, the BOARD reserves the right, at its sole discretion, to enter into contract/agreement with another vendor, not to accept any bid or to call for new bids.

CONTRACT

Successful bidders will be required to enter into a formal contract however it is expressly understood and agreed, that upon the acceptance of this bid by the Board, the said bid shall constitute a valid and binding contract. The successful bidder will be issued a purchase order.

ACCEPTANCE

A considerable delay may occur between the receipt of submissions and the announcement of awards. Submission requiring immediate acceptance by the Board may or may not be considered, at the Board's discretion.

VENDOR DEBRIEFING

Non successful bidders will have the opportunity to request a debriefing session with the RFQ Coordinator up to 60 days past the award date. Non successful vendors are to contact the RFQ Coordinator listed herein via email to schedule a meeting.

PRICES

Prices must be submitted in Canadian dollars.

PRICE PROTECTION

Prices will be to be firm for the length of the contract.

PAYMENT TERMS

Board standard terms are net 30 days. Payment will be in Canadian funds. Please indicate payment discount options available. Invoices are to be submitted to the Board's Safety Officer and to the Board's Accounting Dept. and are to include purchase order number.

TAXES

Taxes are to be excluded from all prices quoted.

IRREVOCABLE BID

The bid, once submitted, may be accepted by the Board, in whole or in part, for a period of 90 days from the Closing Date and is irrevocable during that period.

UNSATISFACTORY PERFORMANCE

If the successful bidder for any reason whatsoever fails or defaults in respect of any matter or thing which is an obligation of the Bidder under the terms of the BID and any resultant Contract, the Board may treat the Contract with the Bidder as terminated. In addition, the Board may, at its option, either:

- (a) Consider that the Bidder has withdrawn any offer made or has abandoned the Contract if a Contract has been made with the Board whereupon the Contract shall become null and void; or,
- (b) Require the Bidder to pay the Board the difference between its bid and any other bid which the Board accepts, if the latter requires a greater payout by the Board, and, in addition, to pay to the Board any costs which the Board may incur by reason of the Bidders failure or default, and further the Bidder will indemnify and save harmless the Board, its officers, employees and agents from all loss, damage, liability, cost, charge and expense whatsoever and however incurred which it, they or any of them may suffer, incur or be put to by reason of such default or failure of the Bidder.

In addition, the Board may consider disqualifying the Bidder from participation in future tenders or Bid's issued by the Board.

RELEVANT POLICIES

The Board has a number of policies which are relevant in the context of the Tender and Bid process and with which Bidders should become familiar. The following policies may be found as follows:

Purchasing Policy- <http://www.tcdsb.org/policyregister/FP01.html>
Sweatshop Free Purchasing- <http://www.tcdsb.org/policyregister/FP04.html>
Conflict of Interest-Employees- <http://www.tcdsb.org/policyregister/HM31.html>
Conflict of Interest- Trustees- <http://www.tcdsb.org/policyregister/T01.html>
Offering of Hospitality or Gifts- <http://www.tcdsb.org/policyregister/HM32.html>
Acceptance of Hospitality or Gifts- <http://www.tcdsb.org/policyregister/HM33.html>

RIGHT TO REJECT

The Board reserves the right to reject any bid whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the Board may request clarification where any Bidder's intent is unclear and may waive or request amendment where, in the opinion of the Board there is a minor irregularity or omission in the information that is to be submitted in a required document. It must be clearly understood that if there is any evidence of misleading or false information having been given, the Board may, at its sole discretion, reject the bid.

The Board reserves the right to reject a bid from a respondent who is or has been involved in litigation with the Board directly or indirectly within five (5) years immediately preceding of the issue date of this bid.

In cases where the Board is unable to ascertain the level of the Bidder's compliance with the requirements from the Bidder's response, the Board may assume the most restrictive interpretation without resorting to requesting further information and clarification from Bidders. Should the need arise; verification of responses given will be done through any means possible.

Bidders must be prepared if requested, to present evidence of experience, ability, capacity, financial resources and reputation deemed necessary by the board in the performance of the contract.

RIGHT TO CANCEL

The Board reserves the right to cancel a contract upon giving 30 days written notice, if a new Board of Trustees, elected during the term of the contract, decides that the contract should be cancelled for whatever reason.

The Board reserves the right to cancel a contract if required by Provincial Legislation.

RIGHT TO CONTRACT FOR IDENTICAL OR SIMILAR GOODS AND OR SERVICES

By entering into a Contract, the Board shall not limit its right to contract for identical or similar goods or services from any other source should the successful bidder be unable to supply the required item or service within the required time frame.

HOLD HARMLESS

The Bidder also agrees to defend, indemnify and hold harmless the Board, and it's respective Board members, employees, agents, officers and officials from and against liabilities, losses, penalties, damages and, expenses, including costs and attorney fees, arising out of all claims, liens, damages, obligations, actions, suits, judgments or settlements, or causes of action, of every kind, nature and character arising or alleged to arise out of the negligent or wilful acts or omissions of the Bidder, its officials, agents and employees and subcontractors in the performance of the Contract.

LOBBYING

The BOARD has established a prohibition on lobbying during all competitive tenders, RFPs or RFQs. The Board will designate a bid coordinator for all tenders or proposal calls to respond to all communications with respect to the call from the time of issuance, during the competitive process, and up to and including the announcement of award.

Vendors or any representatives employed or retained by them, or any unpaid representatives acting on behalf of either to promote a bid/proposal or oppose any competing bid/proposal are strictly prohibited from communicating, either verbally or in writing, with any other Board employees or elected officials from the time of issuance until the time of award.

Any vendor found to be in breach of the policy will be subject to disqualification from the particular call of future calls in the discretion of the Board.

DECLARATION

No person, firm or corporation other than the bidder has any interest in this quotation or the subject matter herein.

This submission is made by the bidder without any connection, knowledge, comparison on figures or arrangements with any other person or persons making a submission for the same work, and is in all respects fair and without collusion or fraud.

No employee of the Board is, will or has become interested, directly or indirectly, as a contracting party, partner, surety or otherwise howsoever in or in the performance of the Contract, or in the supplies, work or business in connection with the Contract or in any portion of the profits thereof, or in any of the moneys to be derived there from.

End of Instructions to Bidders

APPENDIX "A" BID FORM

Q-038-10

Chemical Waste Disposal

Work Required:

Disposal of chemical waste inventory from nine (9) secondary schools that have accumulated chemical waste generated from science labs.

Bishop Allen Academy

Chemical Name	Aprx. Quantity	No. of Containers	Type of Container
Organic/Inorganic Waste	2.5L ea	13	Plastic/glass
Organic/Inorganic Waste	0.5- 1L ea	9	Plastic/glass
Ass't Batteries	1 box	1 box	1 box
p-dichlorobenzene	0.8 kg	2	Plastic bottle
Cobalt Nitrate	0.05 kg	1	Plastic bottle
Chromium Nitrate	0.250 kg	1	Glass bottle
Nickel Sulfate	1 kg	4	Plastic bottle
Cobalt (II) Chloride	0.2 kg	2	Plastic bottle
Carbon Disulfide	0.1 L	1	Glass bottle
Nickel Nitrate	0.4 kg	1	Plastic bottle
Tert-Butyl Alcohol	0.5 L	1	Plastic bottle

Note: All containers contain chemical solutions accumulated from student experiments. Most are unknown inorganic solutions, some with metallic ions dissolved and organic matter as well.

\$ _____

Brebeuf College

Chemical Name	Aprx. Quantity	No. of Containers	Type of Container
CuSO 4(aq)	4 L	5	Plastic/glass
ZnSO 4(aq)	~2 L	1-2	Plastic/glass
Organic Waste	~2 L	1-2	Plastic/glass
AgNO 3(aq)	0.5 L	1	Glass
Conc H2SO 4(aq) Label Deterioration	1 L	1	Glass
Calcium Metal Powder	100g	1	Plastic
Chromate/Dichromate aqueous solution	2.25L	3	Glass
Petri Dish- Chromate Dichromate dry residue	<1g	2	Plastic
Unknown	3L	1	Plastic
3 Vials- Li, Na, K metal in paraffin oil	<1g	3 vials	Glass
Biological Specimens in formadehyde	4 buckets each ~2L	4 containers	Plastic marked w/X black ink

\$ _____

Cardinal Carter Academy of the Arts

Chemical Name	Aprx. Quantity	No. of Containers	Type of Container
Empty alcohol burners		14	glass
t-butyl alcohol	~100ml	1	Metal 500 ml container

kerosene	~100ml	1	2 L rusty metal container	
Activated charcoal	~500g	1	Plastic container	
Charcoal	~500g	1	Plastic bag	
Nichrome inoculating loop & handle		28		
Sodium Metal bits submerged in oil/paraffin	500 ml paraffin	1	Glass mason jar	
1.6 hexanadamine	100 g	1	Glass bottle	
Adipic Acid	100 g	1	Plastic bottle	
Ammonium Oxolate	70 g	1	Plastic bottle	
8 Hydroxy quinoline	25 g	1	Glass bottle	
Sebacic Acid	5 g	1	Glass bottle	
Anesthefly Solution	30 ml	1	Glass bottle	
Hexanes	500 ml	1	Glass bottle	
Chromotographic Solvent	15 ml	1	Glass bottle	
Iron (II) Chloride	20 g	1	Plastic bottle	
Diphenylamine	100 g	1	box	
Spent Batteries	~60	1	Zip lock bag	
Spent Hobby batteries	16	1	Cardboard box	
Calcium Carbide	500g	1	Tin can in plastic bag in a 1000ml beaker	
Metal Ions Hil Acid (etc other acids H2SO4	4 L ea	2	Plastic jugs	
Metal Ions, Acid (etc. other acids H2SO4	2 L ea	2	Plastic jugs	
Mouldy Dissection or waste	200lbs	4	Plastic Pails	\$ _____

Chaminade College School

Chemical Name	Aprx. Quantity	No. of Containers	Type of Container
Stearic Acid	250 g	1	jar
Camphor	100 g	1	jar
Alanine	100g	1	jar
Casein	200g	1	jar
Succinic Acid	100g	1	jar
Calcium Oxide	400g	1	jar
Mixture of Waste Chemicals	1 kg	1	jar

\$ _____

Loretto College School

Chemical Name	Aprx. Quantity	No. of Containers	Type of Container
Waste	4 L	1	Plastic

\$ _____

Marshall Mcluhan

Chemical Name	Aprx. Quantity	No. of Containers	Type of Container
Unknown Chemicals	21 kg	81	Clear plastic

			vials
Inorganic Chemical Waste	1.5 L	3	Sota bottles
Acatic Anhydride	10 ml	1	Sota bottles
Phenolphthalein	50 ml	1	Chemical bottle storage
Ammonium Carbonate	500 g	1	Chemical bottle storage
Hydrogen Peroxide	500 ml	1	Sota Bottle

\$ _____

Neil McNeil H.S

Chemical Name	Aprx. Quantity	No. of Containers	Type of Container
Aniline Hydrochloride	100 g	1	plastic
Antimony Powder	1000 g	2	glass
Carbon Black	1 L	1	cardboard
Carbon Black	1 L	1	cardboard
Carbon Tetrachloride	500 ml		glass
Cobalt Chloride	200 g	1	plastic
Cobalt Nitrate	800 g	2	Plastic/glass
Dichlorobenzene	300 g	1	glass
Lead Oxide	1000 g	2	
Magnesium Powder	200 g	1	plastic
Mercuric Oxide	150 g	1	glass
Nickel (II) Nitrate	100 g	1	glass
Nickel (II) Sulfate	500 g	1	glass
Nickel (II) Sulfate	500 g	1	plastic
Nickel Shot	200 g	2	plastic
Nickelous Nitrate	400 g	3	Plastic/glass
Stannic Chloride	100 g	1	glass
Stannous Chloride	500 g	1	glass
Zinc Powder	300 g	1	glass
Cobaltous Chloride			
Heavy Metal		12 L	Plastic
Lab Waste			Plastic

\$ _____

St Joseph College

Chemical Name	Aprx. Quantity	No. of Containers	Type of Container
Calcium Carbide	2 Kg	2	Glass jar
Napthalene Flake	1 Kg	2	Rusted tins
Unknown Reagents (from old lab kits)	1 L	~30	Small plastic bottles

\$ _____

St Patrick S.S

Chemical Name	Aprx. Quantity	No. of Containers	Type of Container
Soil Testing CuSO ₄ , Cu(NO ₃) ₂ , BaSO ₄ , CuC/2, Ba(NO ₃) ₂ , CaCO ₃	4L	22	Plastic
Dry Cells		6	Glass
CoC/2 in 6MHCl	100ml	1	Plastic
Biuret Reagent	200 ml	1	Plastic
Paint Thinner	500 ml	1	Plastic

Hg	Few drops	1	Plastic	\$ _____
Imaging Powder	260 g	2	Plastic	
Universal Indicator	200 ml	2	Plastic	
Black Ink	100 ml	1	Plastic	
HqN02 Cu(no3)2	12 L	3	Plastic	
Methanol	100 ml	8	Plastic	
H2S test paper	4 envelopes	4	Paper	
Sulfamic Acid	1 g	1	Plastic	
Phenylarsene oxide	100 ml	4	Plastic	
Nickel Chloride	500 g	1	Plastic	
KBr03	500 g	1	Plastic	
H2SO4 (aq)	1.5 L	1	Glass	
HCl (aq)	2.0 L	1	Glass	
Borealene	6.0 L	3	Plastic	
Total Cost:				

Additional Requirements:

(1) Provide a Certificate of Approval from the Ministry of Environment for the purposes of collecting, transporting and disposing of waste classes in Ontario.

Certificate Provided (YES / NO)

(2) Please indicate Carrier and Receiver Registration no. _____

(3) Copy of Training Certificates of employees for the Transportation of Dangerous Goods Act

(4) Ability to complete work prior to Sept 31st 2010 (YES / NO)

Quotation Signature Q-038-10 Chemical Waste Removal

Having carefully examined all of the Bid Documents for the above referenced RFQ and any applicable Addenda #'s _____ (if any issued) being collectively referred to as the RFQ Bid Documents, and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labour and/or materials and/or equipment and/or services required by the said documents for the entire work or products solicited, all in strict accordance with the RFQ Documents and by the dollar amounts quoted above.

Business Name:	Signature of Authorized Company Official:		Printed Name:
Date: DD/MM/YY	Telephone:	Fax:	E-mail:
____/____/____	() -	() -	

APPENDIX "B" REFERENCES

Q-038-10

Chemical Waste Removal

Each bidder shall provide the reference information for the last Four (4) recent comparable work provided. Failure to provide similar references may disqualify the Bidder from further consideration.

I, _____ allow the TCDSB to contact the below referenced companies to obtain reference information relating to the work as listed hereunder.

Reference #1

Company Name:
Company Address:
Contact Name:
Contact Telephone Number:
Date Services Provided (Work Undertaken):
Nature of Assignment:

Reference #2

Company Name:
Company Address:
Contact Name:
Contact Telephone Number:
Date Services Provided (Work Undertaken):
Nature of Assignment:

Reference #3

Company Name:
Company Address:
Contact Name:
Contact Telephone Number:
Date Services Provided (Work Undertaken):
Nature of Assignment:

Reference #4

Company Name:
Company Address:
Contact Name:
Contact Telephone Number:
Date Services Provided (Work Undertaken):
Nature of Assignment:

APPENDIX "C" GENERAL QUESTIONNAIRE

Q-038-10

Chemical Waste Removal

GENERAL INFORMATION

Legal Name of Business: _____

Address: _____

City/Town: _____

Prov.: _____ Postal Code: _____

Tel. No.: _____ Fax No.: _____

E-Mail: _____

Cellular No.: _____

Other Company Locations: _____

OWNERSHIP AND ORGANIZATION

Individual _____ Partnership _____ Corporation _____ Corporate Registration
Number: _____

How long in Business under present name? _____

Principal officers/shareholders: _____

Has this company stated above filed for or declared bankruptcy in the last seven years?

Yes _____ No _____

Is the company stated herein delinquent in the payment of any Debt owed to other businesses, financial institutions or any other school boards to include the Toronto Catholic District School Board?

Yes _____ No _____

Primary Point of Contact:

Name: _____

Position: _____

Telephone: _____ Cell: _____ Fax: _____

Email: _____@_____

Alternate Point of Contact:

Name: _____

Position: _____

Telephone: _____ Cell: _____ Fax: _____

Email: _____@_____

APPENDIX "D" AGREEMENT TO ABIDE

Q-038-10

Chemical Waste Removal

The Board is advising its trustees, staff and agents that the integrity of the process requires observance of the following ground rules:

1. All communications, including requests for information, between suppliers and the school Board regarding this RFQ must be between only the representatives of the Board and each supplier who have been authorized and designated for that particular purpose.
2. Apart from the communications between and among the designated representatives, there must be no communication between the school Board and any representative of the supplier, and no giving of information with respect to the RFQ, RFQ processes and the final Agreement.
3. Any and all information made available by the Board to one supplier will be made available to all.
4. Any attempt on the part of any Vendor, or any of its employees, agents, contractors or representatives to contact any persons other than the designated representatives with respect to the RFQ or any action or violation of the above requirements will be grounds for disqualification, and the Board may, at its discretion, in addition to any other rights or remedies available at law, forthwith revoke the status of the supplier, and may reject any potential or actual submission or proposal submitted by that supplier.

Suppliers must accept and agree to observe the contents of this "Agreement to Abide by the Established Process", inform their staff thereof, and ensure their compliance therewith.

This agreement must be signed by a person who has the authority to bind the supplier and be submitted with the proposal.

Certification:

_____, Accepts, and undertakes to ensure compliance with the terms of the Agreement to Abide by the Established Process.

Company Name :

Signature of the Responsible Office