NOTICE TO BIDDERS

Notice is hereby given that the City of The Village, Oklahoma will receive sealed bids in the office of the City Clerk, 2304 Manchester Dr., The Village, OK., until 2:00 p.m. CST on April 17, 2020, for

MOWING AND LAWN MAINTENANCE SERVICE

Bids shall be sealed and marked "MOWING BID". Bids will be opened and read aloud at The Village City Hall on April 17, 2020, at 2:00 p.m.

Bids shall be made in accordance with the Notice to Bidders and Bidding Documents which are on file and available for examination at the Office of the City Clerk and are made part of this notice as though fully set forth herein and a copy of which may be obtained at City Hall or online at:


Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays, and holidays, before the time set for opening of bids, as well as bids received after the time set for the opening of bids, will not be considered and will be returned unopened.

A Non-Collusion Affidavit and a Business Relationship Affidavit shall accompany the sealed proposal.

The Bidder shall only use the City of The Village Bid Form and affidavits or photocopies thereof. All forms must be signed and all affidavits sworn to and notarized. All bids shall be typewritten or in ink.

The City Council of the City of The Village reserves the right to reject any or all bids and reserves the right to waive immaterial defects and irregularities.

For additional bidding information contact: The Village City Manager 529-0000.

ATTEST:

________________________
CITY CLERK
PROPOSAL TO THE CITY OF THE VILLAGE FOR MOWING, FERTILIZATION & WEED CONTROL SERVICES FOR VARIOUS CITY PROPERTIES.

1. **General:** The City of The Village would like to invite your company to bid on services required by the City of The Village. The successful bidder will be awarded a contract for a period of three (3) years beginning on July 1, 2020 and ending June 30, 2023. Annual renewal of the contract shall be required as provided by applicable state law. The award, however, will not obligate the City of The Village in any way to use any of the services bid herein or to renew the contract for any renewal term. In addition, the City shall not be liable for damages to bidder in the event a contract is not renewed for any of the successive annual terms provided for herein.

2. **Award:**
   
a. A contract will be awarded to one or more vendors by item or groups of items whose bid(s) is (are) considered the lowest responsible bid, as determined by City of The Village. In determining the lowest responsible bid, the following elements will be considered: Whether the bidder involved:

   i. Maintains a permanent place of business;

   ii. Has adequate plant equipment to do the work properly and expeditiously;

   iii. Has a suitable financial status to meet obligations incident to the work; and

   iv. Has appropriate technical experience. To aid in determining the lowest responsible bid, each bidder shall include, with his bid, a list of equipment and employees.

b. Work orders will be issued during the contract period to cover mowing requirements as they arise on an "as needed basis". The City shall determine what constitutes “as needed”.

3. **Proposal organization/Submittal.**

   a. All proposals must be in the Office of the City Manager for the City of The Village, 2304 Manchester Drive, The Village, OK 73120 no later than 2:00 PM, April 17, 2020.
b. Proposals are to be an original and hard copy. Facsimile proposals will not be accepted. Only proposals using this form are acceptable. Use pen and ink or typewriter when filling out this proposal. Initial all corrections using pen and ink.

c. All pricing and/or percentages (%) are to be indicated on the pricing portion of the proposal. If proposal is "All or None", so state.

d. The quantities stated are approximate only and each bidder shall make an independent estimate of the quantities required and calculate the unit price for each item accordingly. Payment will be based on actual completed work.

e. Failure to provide the information required or failure to complete the proposal form(s) may be grounds for rejecting the proposal.

f. All proposals must be signed and accompanied with notarized Non-Collusion and Business Relationship affidavits.

4. Bond/Insurance or Other Required Documents:

a. The contractor shall be responsible for all violations of the law for any cause in connection with the work caused by the contractor.

b. The successful vendor(s) shall submit current Certificates of Insurance within fifteen (15) days of date of award, as follows:

1. **Compensation Insurance.** The Contractor shall procure and shall maintain during the life of this Contract, worker's compensation insurance as required by applicable state law for all of his employees to be engaged in work at the site of the work under this Contract. In case any class of employee engaged in work on the project under this Contract is not protected under the worker's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of each of his employees as are not otherwise protected. In addition to the above, the Contractor will include $300,000.00 of employer's liability under his worker's compensation.

2. **Contractor's Comprehensive General Liability and Property Damage Insurance.** The Contractor shall obtain a Commercial General Liability and Property Damage Insurance Policy which is in an amount equal to the limit found in 51 O.S. § 154 A, as
amended to wit:

a. Twenty-Five Thousand Dollars ($25,000.00) for any claim or claimant who has more than one claim for loss of property arising out of a single accident or occurrence.

b. One Hundred Thousand Dollars ($100,000.00) to any claimant for his claim for any other loss arising out of a single accident or occurrence.

c. One Million Dollars ($1,000,000.00) for any number of claims arising out of a single occurrence or accident.

Contractor shall have the City named as an additional insured under said General Liability and Property Damages Insurance policies.

3. **Automobile Insurance.** The Contractor shall furnish and maintain at his own expense comprehensive automobile liability insurance covering the use of all owned, non-owned, or hired automobiles. The limits shall not be less than:

   a. Bodily injury including death resulting there from: $100,000.00 each person, $1,000,000.00 each occurrence.

   b. Property damage $100,000.00 each occurrence.

Contractor shall have the City named as an additional insured under said Automobile Insurance policies.

Required Insurance Certificates must be on file with the City before beginning any project.

5. **Customer References**

   a. Provide the names and phone numbers of three (3) accounts for which you have provided goods or services similar to those specified.

      1. Company Name: ____________________________

         Contact: ____________________________

         Phone #:______________________________
2. Company Name: _________________________  
   Contact: ________________________________  
   Phone #:________________________________

3. Company Name: _________________________  
   Contact: ________________________________  
   Phone #:________________________________

6. Rights Reserved by City:

   a. The City of The Village and its designees reserve the right:
      
      • To determine whether a bidder is responsible and has the ability and 
        resources to perform the contract in full and to comply with the 
        specifications.
      
      • To reject any or all proposal in whole or in part.
      
      • To waive informalities, minor irregularities or substitute items as 
        deemed in the best interest of the City,
      
      • To solicit new proposals.

7. Specifications, Proposal Offer and Contract Documents:

   a. Specifications for Mowing Services are separated by section. Bidders may 
      submit proposals for individual sections or for the entire scope of 
      services. Proposals shall provide for furnishing all equipment, materials 
      and labor for “Mowing Services” as specified in individual projects. 
      Mowing season begins approximately the first day of April and runs until 
      grass goes dormant due to first killing frost, which is approximately the 
      first day of November.

   b. The Contractor shall at all times employ sufficient labor for prosecuting 
      the classes of work to full completion in the manner and time required by 
      these specifications. All workers shall have sufficient skill and experience 
      to perform properly the work assigned to them. Any person employed by 
      the Contractor or by any subcontractor who does not perform his work in 
      a proper and skillful manner, whose conduct is disruptive, abusive, or 
      impedes the progress of the work shall, at the written request of the City,
be removed forthwith by the Contractor or subcontractor and such person shall not return to the project without the approval of the City. Should the Contractor or subcontractor fail to remove such person or persons or fail to furnish suitable and sufficient personnel for the proper prosecution of the work, the City may suspend the work by written notice, but the time to complete the project(s) as set forth in the specifications shall not be suspended or extended.

c. The Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work. All structures and improvements damaged by the Contractor, his employees, subcontractors, or agents, shall be restored to a condition as good as when he entered upon the work.

d. In the operation of hauling salvage and/or waste material, either inside or outside of a project area, the contractor shall avoid the loss or dropping of material from trucks or hauling vehicles. In the event spilling or dropping of loose material from the hauling vehicle does occur due to his operation, it is the responsibility of the contractor to pick up, maintain and otherwise clean all waste material from the streets and sidewalks or right-of-way on the haul route. The contractor shall defend, indemnify and hold harmless The City of The Village from any and all liability for any accidents occurring because of his hauling operations.

e. Each bidder by making his proposal represents that he has visited the site(s) and familiarized himself with all the conditions under which the work is to be performed. No extra compensation will be allowed because of any matters or things concerning which the bidder did not inform himself of before bidding.

f. Each bidder by making his proposal represents that he has read and understands the proposal documents. The bidder shall include in his proposal prices any and all costs necessary to complete the work in accordance with the requirements of the documents.

8. Various Properties:

a. The properties to be mowed pursuant to this bid are listed below. City parks shall be mowed "as needed", which is on average, every seven (7) days. Mowing height shall be determined by seasonal weather condition, higher in hot, dry times and lower in wet, cooler times. Bagging is not required; however removal of excess clippings will be necessary. String line trimming will be required around obstacles, shrubbery, trees and street curbs. Edging of walkways shall be necessary every other mowing.
Litter removal shall be necessary before each mowing. To schedule a site visit contact Larry Walton at (405) 751-4933.

b. Exhibit A describes the areas to be mowed by the successful bidder and is attached hereto as if made a part of these specifications. Exhibit A also serves as a formal bid sheet that must be submitted by each bidder.

c. Exhibit B describes the properties where contractor will provide weed control and fertilization and describes the desired Maintenance Schedule. Exhibit B also serves as a formal bid sheet that must be submitted by each bidder.

d. The successful bidder will be required to execute a contract as provided in Exhibit C, which is attached hereto as if made a part of these specifications.
NON-COLLUSION AFFIDAVIT TO ACCOMPANY BID

STATE OF ___________________________

COUNTY OF ___________________________

__________________________, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the Bidder to submit the attached bid. Affiant further states that the Bidder has not been party to any collusion among Bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or with any City official or employee as to quantity, quality or price in the prospective Contract, or other terms of said prospective Contract or in any discussions between Bidders and any City official concerning exchange of money or other thing of value for special consideration in the letting of a Contract.

_______________________________

Subscribed and sworn to before me this ___ day of ___________, 20__.  

_______________________________
Notary  

My Commission Expires:  

_______________________________
BUSINESS RELATIONSHIP AFFIDAVIT TO ACCOMPANY BID

STATE OF __________________ )
       ) ss.
COUNTY OF _________________ )

___________________________________________, of lawful age, being first duly
sworn, on oath says that (s)he is the agent authorized by the bidder to submit the
attached bid. Affiant further states that the nature of any partnership, joint venture, or
other business relationship presently in effect or which existed within one (1) year prior
to the date of this statement with any other party to the project as follows:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Affiant further states that any such business relationship presently in effect or which
existed within one (1) year prior to the date of this statement between any officer or
director of the bidding company and any officer or director or any other party to the
project is as follows:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Affiant further states that the names of all persons having any such business
relationships and the positions they hold with their respective companies or firms are as
follows:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(If none of the business relationships hereinabove mentioned exist, affiant should so
state.)

________________________________________________________________________

Subscribed and sworn to before me this __________ day of ______________________,
2017.

____________________________________
Notary Public

My Commission Expires: ____________________
## EXHIBIT A

### PARKS & PUBLIC SPACE

<table>
<thead>
<tr>
<th></th>
<th>1st Year FY 2020-21</th>
<th>2nd Year FY 2021-22</th>
<th>3rd Year FY 2022-23</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7-1-2020 to 6-30-2021 PER MOWING</td>
<td>7-1-2021 to 6-30-2022 PER MOWING</td>
<td>7-1-2022 to 6-30-2022 PER MOWING</td>
</tr>
<tr>
<td>Bumpass Park</td>
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<tr>
<td>Duffner Park</td>
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<td>Meeker Park</td>
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<tr>
<td>Johnston Park</td>
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<td>Harrison Park</td>
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<td>Wayne Schooley Park</td>
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<tr>
<td>Masonic Park</td>
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<tr>
<td>Power Plant Site (2 acre next to City Hall)</td>
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### Rights-of Ways

<table>
<thead>
<tr>
<th>Rights-of Ways</th>
<th>1st Year FY 2020-21</th>
<th>2nd Year FY 2021-22</th>
<th>3rd Year FY 2022-23</th>
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<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Lakeshore/Britton - 197' x 96'</td>
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<td></td>
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<tr>
<td>Surry Place - 145' x 15'</td>
<td></td>
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<tr>
<td>Village Drive - 199' x 30'</td>
<td></td>
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<tr>
<td>Dublin Road - 389' x 14'</td>
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<tr>
<td>Britton Road - 1500 Block 110' x 12'</td>
<td></td>
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<tr>
<td>Hefner Road - 2295' x 25'</td>
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<tr>
<td>Pennsylvania - 10200 Block 267' x 22'</td>
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<tr>
<td>Pennsylvania - 10800 Block 288' x 25'</td>
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<tr>
<td>Vineyard Blvd - 1100' x 11', 306' x 20', 61' x 57'</td>
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<tr>
<td>Finley Drive - West of Village Drive, South Side 20' x 400'</td>
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</table>

### Ditches

<table>
<thead>
<tr>
<th>Ditches</th>
<th>1st Year FY 2020-21</th>
<th>2nd Year FY 2021-22</th>
<th>3rd Year FY 2022-23</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Old Walmart - 857' x 112', 241' x 44'</td>
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<tr>
<td>Meeker - 252' x 30', 1134' x 30'</td>
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<tr>
<td>YMCA - 130' X 34', 224' X 25', 193' X 39, 392' X 26'</td>
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<tr>
<td>Village Drive - 1203' X 30', 2009' X 15'</td>
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<tr>
<td>Whitehaven - N of Ridgeview 346' X 35', 569' X 27'</td>
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<tr>
<td>Whitehaven - S of Ridgeview 185' X 16', 143' X 20', 654' X 35</td>
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<td></td>
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<tr>
<td>Hefner/Sunrise - 825' X 41', 133' X 62'</td>
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</tbody>
</table>

### Abatements - Per Residential Lot

<table>
<thead>
<tr>
<th>Abatements - Per Residential Lot</th>
<th>1st Year FY 2020-21</th>
<th>2nd Year FY 2021-22</th>
<th>3rd Year FY 2022-23</th>
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### TOTAL PER MOWING

<table>
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<tr>
<th>TOTAL PER MOWING</th>
<th>1st Year FY 2020-21</th>
<th>2nd Year FY 2021-22</th>
<th>3rd Year FY 2022-23</th>
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**Signature ____________________________ Date _____________**
## EXHIBIT B - WEED CONTROL & FERTILIZATION MAINTENANCE SCHEDULE & BID SHEET

<table>
<thead>
<tr>
<th>Maintenance Schedule</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weed Control Pre-Emergent</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>X</td>
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<tr>
<td>Fertilizer Slow Release</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fertilizer Quick Release</td>
<td></td>
<td></td>
<td>x</td>
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</tbody>
</table>

- Weed Control Pre-Emergent March - Crabgrass (BALAN® or Equivalent)
- Weed Control Pre-Emergent September - Broadleaf (PORTAIT® or Equivalent)
- Slow Release Fertilizer Apply 1 Pound of Actual Nitrogen Per 1000 Square Foot
- Quick Release Fertilizer Apply 2 - 3/4 Pound of Actual Nitrogen Per 1000 Square Foot
This contract made and entered into this ____ of _____ 2020 by and between the City of The Village, a municipal corporation hereinafter referred to as "City" and ___________________________, referred to as "Contractor."

WHEREAS, the Contractor did on the 17th Day of April, 2020 submit a proposal pursuant to a Notice for Request for Proposals to mow various parks, rights-of-ways and ditches within the City of The Village, and to perform such other work as may be incidental thereto, for a period from July 1, 2020 through June 30, 2023.

NOW, THEREFORE, in consideration of the following mutual agreements and covenants herein contained, it is understood and agreed by and between Contractor and City that:

I. GENERAL:

1. This contract shall be for a term of thirty-six (36) months commencing on the 1st day of July 2020, through the 30th day of June 2023; provided however, that said contract shall be subject to annual renewal by The Village City Council as provided by State law.

2. Contractor agrees that the renewal of this contract for any fiscal year for any subsequent term of this contract shall be at the sole option of the City as provided by state law. City agrees to notify contractor of its intent not to renew for any fiscal year of the subsequent terms no later than sixty days (60) before June 30 of any year.

3. In the event that the City exercises its right to not renew this contract for any fiscal year in the subsequent terms, Contractor agrees that the City shall not be liable for any claims, suits or actions for damages of whatever kind or character brought by Contractor against the City, its officers or employees.

4. The Contractor covenants and agrees to mow specified parks and properties within the City of The Village pursuant to contractor's proposal and the terms of this contract.

5. The above referenced proposal is expressly made a part of this contract by reference as though fully set out verbatim herein.

6. The City agrees to pay and the Contractor agrees to accept, in full consideration for the performance of the Contractor's obligations, compensation to be computed in accordance with the rate table attached as Exhibit A hereto and made a part of this contract.
II. SERVICE TO BE PROVIDED:

1. The Contractor shall provide all equipment, materials and labor for mowing services rendered pursuant to this contract.

2. Contractor shall remove trash and debris from areas to be mowed before mowing.

3. Contractor shall mow in a safe, professional manner the areas specified in Exhibit A.

4. Contractor shall trim around all buildings, structures, equipment, trees, etc., located in the areas specified in Exhibit A.

5. Contractor shall edge sidewalks, curbs, and gutters on or adjacent to the areas specified in Exhibit A.

6. The Contractor shall not litter public or private property while collecting and/or removing grass clippings and/or trash and shall clean-up any spilled clippings or trash immediately. All waste hauled by Contractor shall be so contained, tied or enclosed that leaking, soiling or blowing are prevented.

7. Contractor shall dispose of all grass clippings and trash removed from the areas specified in Exhibit A at Contractor's sole expense. Disposal sites must be legally empowered to accept refuse for disposal and must meet all Federal, state and local licensing and operating requirements.

8. Contractor shall provide weed control and fertilization of specified areas according to the specifications provided in Exhibit B.

III. CONTRACTOR'S OPERATIONS:

1. The mowing season shall begin approximately April 1 of each year and shall extend until the grass goes dormant due to frost.

2. Contractor shall not commence mowing any location before 6:00 a.m. or continue operations past sunset.

3. Contractor shall obtain a weekly work order from the Public Works Director indicating the areas which are to be mowed over the course of the next week, or as soon as reasonably possible thereafter. Contractor shall not perform any mowing unless indicated by such work order.
4. Contractor shall provide and maintain a sufficient number of vehicles, equipment, tools and personnel to fulfill the obligations of this contract. All workers shall have sufficient skill and experience to properly perform the work assigned to them.

5. Contractor's vehicles and other equipment shall be clearly identified as belonging to Contractor and must be kept in good repair, appearance and in a safe condition at all times.

6. Employees driving/operating Contractor's vehicles shall at all times possess a valid commercial vehicle operator’s license of the State of Oklahoma.

7. Upon request of the City, Contractor agrees to remove any employee or subcontractor who does not perform his work in a proper and skillful manner and/or whose conduct is disruptive, abusive, or impedes the progress of the work.

8. Contractor's employees, officers, agents, and subcontractors shall, at no time, identify themselves or in any way represent themselves as being employees or agents of the City of The Village.

9. Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons and property during the performance of the work.

10. Contractor shall take care not to damage city equipment, structures, trees, shrubs and other improvements on the property where work is done. All structures and improvements damaged by the Contractor, his employees, subcontractors, or agents, shall be restored to a condition as good as when entered upon the work.

11. Contractor, as an employer, shall take affirmative action not to discriminate based on race, religion, color, sex, national origin or disability.

12. Contractor shall keep and maintain records of all services rendered and charges therefore, and the Public Works Director shall have the right to inspect and review said records that in any way pertain to the payments due Contractor and/or to the contractor's contractual obligations.

13. Contractor shall not make any changes in service without the prior approval of the City.
IV. DISCONTINUANCE OF SERVICE:

1. If Contractor fails to provide the services required by this contract in a manner satisfactory to the City, the City may terminate this contract by giving Contractor ten (10) days' written notice of the City's intention to terminate the contract.

V. CONTRACTOR'S COMPENSATION:

1. Contractor shall bill the City for services rendered on approximately the 12th and the 25th of every month for service performed since the last billing period.

2. Contractor's statement shall include the following:
   a. A list of all locations serviced for the period billed;
   b. The day the locations were serviced;
   c. The amount charged for servicing each location.
   d. The amount charged for any extra work authorized in advance by the City.

3. City shall pay Contractor for services billed within thirty (30) days following the receipt of a bill.

4. Said billing and payment shall be based on the process and schedules set forth in the rate table attached as Exhibit A.

5. The Director of Public Works shall investigate all reported billing discrepancies and confirm or deny those discrepancies to ensure that the City is billed accurately and that the City may pay the Contractor for actual services rendered.

VI. CONTRACTOR'S BONDING AND INSURANCE REQUIREMENTS.

1. Contractor shall procure and maintain in full force and effect for the period covered by this Contract, full worker's compensation insurance in accordance with the laws of the State of Oklahoma to protect itself and the City of The Village against liability under the worker's compensation and occupation disease statutes of the State of Oklahoma.
2. A current certificate showing the Contractor has, in force and effect, the previously mentioned insurance shall be maintained on file with the City Clerk of the City of The Village.

3. Contractor shall procure and maintain in full force and effect for the period covered by this contract, a policy or policies under a comprehensive form to insure contractual and vehicular liability as well as operations other than vehicular with coverage not less than $300,000.00 each person, $500,000.00 each accident bodily injury liability and $300,000.00 each accident for property damage, and $1,000,000.00 in excess liability coverage. This policy or policies shall also protect the City of The Village, its officers, agents and employees as additional insureds. A current certificate(s) showing that the Contractor has in force and effect, such insurance shall be maintained on file with the City Clerk of City of The Village.

VII. MODIFICATION:

1. This contract constitutes the entire agreement and understanding between the parties hereto, and shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by both parties hereto.

2. Contractor shall not assign this contract to another party, company, partnership or corporation without specific approval in writing from the City.

3. Contractor shall conform to all laws, ordinances, rules and regulations applicable to this contract.

4. Nothing contained herein shall prohibit the City from using its own equipment and personnel, or the services of another contractor to perform the mowing of properties provided for herein whenever deemed necessary and appropriate by the City.

5. Contractor shall indemnify, save and hold harmless the City, its officers, employees and agents from all claims, suits or actions of whatever kind or character made upon or brought against the City, their officers, employees or agents, for or on account of any injuries or damage received or sustained by any party or parties by or from the negligent acts of said contractor or its servants, agents, employees and subcontractors, in doing the work and rendering the services herein contracted for, or by or in consequence of any negligence in operations or any improper equipment or material used, or by or on account of any negligent act or omission of contractor or servants, agents, employees or subcontractors; and also from all claims of damage for infringement of any patent in fulfilling this contract. This indemnity shall
include reasonable attorney's fees and costs and all other costs and expenses incurred in the defense of any suit.

6. The Contractor expressly understands and agrees that he (it) is an independent Contractor and he (it) is not an employee of the City and that the City is not to provide Worker's Compensation, health or accident insurance, general liability insurance or any other form of insurance coverage of any kind which would cover the Contractor or employees if any, in and under the terms of the Agreement.

7. Contractor shall pay all just claims due for the payment of all employees and mechanics for labor that shall be performed, for the payment of all material and equipment furnished, and for the payment of material, equipment and facilities rented which is actually used or rented in the performance of this contract.

8. This contract shall be governed by the laws of the State of Oklahoma both as to interpretation and performance.

IN WITNESS WHEREOF, we, the contracting parties, by our duly authorized agents, hereto affix our signature and seals at The Village, Oklahoma, and this _____ day of _____________.2020.

CITY OF THE VILLAGE
A MUNICIPAL CORPORATION

By__________________________
Mayor

Attest:

__________________________
City Clerk

__________________________
CONTRACTOR

By__________________________
President

Attest:

__________________________
Secretary