



PREQUALIFICATION OF PROSPECTIVE BIDDERS

STANDARD FORM OF QUESTIONNAIRE AND FINANCIAL STATEMENT

*CONFIDENTIAL
NOT OPEN TO PUBLIC INSPECTION*

The Trustees of The California State University will not issue bid proposal packages to bidders that have not prequalified with The California State University. In order to prequalify to bid with The California State University, the bidder shall return this fully completed questionnaire *at least ten business days* prior to the bid opening to the address indicated in item no. 2 on page 1 of these forms. The Trustees may, at their sole discretion, require further prequalification (technical or otherwise) for certain projects, and will inform contractors by specifying the application of additional special prequalification requirements in the Notice to Contractors.

[Form No. 703.11 consists of the cover page plus ten pages.]

PREQUALIFICATION OF PROSPECTIVE BIDDERS INFORMATION FOR APPLICANTS

1. **REQUIRED PREQUALIFICATION OF BIDDERS:** The California Public Contract Code has directed the Trustees of The California State University (referred to as Trustees) as follows:

10760. The Trustees may require, and on contracts the estimated cost of which exceeds the value of a minor capital outlay project for which, pursuant to the first paragraph of Section 10108, the services of the Department of General Services are not required and a state agency or department is authorized to carry out its own project, the Trustees shall require, from prospective bidders, answers to questions contained in a standard form of questionnaire and financial statement, including a complete statement of the prospective bidder's financial ability and experience in performing public works projects. When completed, the bidder shall verify under oath the questionnaire and financial statement in the manner in which pleadings in civil actions are verified.

10761. The Trustees shall adopt and apply a uniform system of rating bidders, utilizing the standard questionnaires and financial statements, in respect to the size of the contracts upon which each bidder is qualified to bid.

10763. *The questionnaires and financial statements are not public records and are not open to public inspection.*

The law further provides that the Trustees furnish to each bidder a standard proposal form, which, when filled out and executed, may be submitted as the bid. Bids not presented on forms so furnished shall be disregarded. The Trustees shall not furnish proposal forms to any person who is required to submit and has not submitted application for prequalification and been prequalified for at least one day prior to the date fixed for publicly opening sealed bids. Note: The current maximum value of a minor capital outlay project is \$600,000 per Public Contract Code Section 10108.

2. **TRUSTEES' PREQUALIFICATION PROCEDURES:** Prospective bidders on The California State University construction projects, the estimated cost of which exceeds \$600,000, shall complete the prequalification application, Form No. 703.11, and submit to Prequalification Coordinator, at the following address. Please mark envelope CONFIDENTIAL, and mail to:

The California State University, Chancellor's Office
Capital Planning, Design and Construction, Attention: Prequalification Coordinator
401 Golden Shore, Long Beach, CA 90802-4210

Note: You can reach the Prequalification Coordinator by telephone, (562) 951-4114, or by email at cocm@calstate.edu. Form No. 703.11 is available on the Internet at <http://www.calstate.edu/cpdc/cm/forms/#prequal>. At this time, electronic submittals are not allowed.

Submit only one copy of Form No. 703.11. For those contractors intending to bid a project, submit the prequalification application at least 10 business days prior to bid opening. Those contractors wishing to renew their expiring prequalification shall submit their application at least 10 business days prior to expiration of their prequalification. A new and current submittal will be required each year. The Trustees may specifically request a new statement, in which case, the contractor must comply within thirty days, or the rating on file may, at the discretion of the Trustees, be considered expired. A contractor may also file new statements at more frequent intervals if there is substantial change in its financial status, and a new rating based on the latest statements may be issued. In addition to these prequalification requirements, certain projects may require an additional special and/or technical prequalification. This requirement will be identified in the project documents.

Joint Venture: If two or more contractors wish to bid a project as a joint venture:

- a. All firms involved must separately submit an application for prequalification at least 10 business days prior to bid opening, and be prequalified one day prior to bid opening.
- b. The firms must also submit an Affidavit of Joint Venture to the Trustees timely so the joint venture is prequalified one day prior to the bid date. Submit the Affidavit of Joint Venture form to the office that is distributing bid documents.
- c. Only one contractor rating, or the combination of contractor ratings, shall meet the project's advertised cost.
- d. The joint venture must have the required license in the name of the Joint Venture at the time of award.
- e. If attendance at the project's prebid job walk is mandatory, only one of the firms in the joint venture needs to attend.

3. **PERIOD OF PREQUALIFICATION:** A contractor's prequalification statement is valid until the financial information shown in the statements on file is a maximum of 15 months old. The Trustees normally honor the rating until the financial statement is 15 months old to enable contractors an opportunity to submit new annual statements. The Trustees reserve the right to

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INFORMATION FOR APPLICANTS (CONTINUED)

reject statements in which the financial information is more than six months old. Complete all applicable portions of the form, and attach schedules if the space provided does not suffice. Contractor's failure to provide the requested information may result in a reduced rating or disqualification.

4. **CORRECT AFFIDAVIT:** The correct affidavit on page 10 must be completely executed. In doing so, the contractor certifies and declares under penalty of perjury under California State Laws that the information submitted is true and correct. *The Trustees require a wet signature on this affidavit.*

5. **ACCOUNTANT'S CERTIFICATE:** *The certificate of a licensed accountant will be required in all cases.* A suggested form of certificate for both an audit and a review is included on page 7, and may be used if appropriate. It is acceptable, however, for the accountant to submit a certificate in the accountant's own words, including such qualifications as may be necessary in view of the scope of this assignment; provided that such qualifications shall not be so extensive as to nullify the value of the statement or its usefulness to the State of California. Note: a compilation does not meet the financial standard, and may result in disqualification or a very low rating.

Working capital and net worth is an important factor in determining the bidding capacity of a contractor; and the accountant will perform a valuable service for the client and also assist the Trustees if he/she will furnish, by supplementary schedules or as a part of the certificate, any information not specifically called for by the statement which in the accountant's opinion might properly be taken into consideration. In the event that the contractor's job income and expenditures are accounted on a completed contract basis, and the balance sheet includes an item reflecting the excess of costs to date over billings to date, or vice versa, the elements of "Accumulated Costs" and "Billing to Date" must be shown in support of the balance sheet item.

6. **PREQUALIFICATION FORMULAE:** *Maximum prequalification ratings by the Trustees are based on ten times working capital, subject to adjustment upon consideration of experience and performance factors.* Working capital may be augmented by submission of a Line of Credit form. A Line of Credit form will not be considered at a value higher than working capital. Particular attention is called to the fact the certificate of the certified public accountant or public accountant must express an unqualified opinion or a qualified opinion that does not negate an opinion on the statements as a whole in order to receive a "ten times working capital" qualification. Note: statements with a negative quick asset amount may not be augmented. Reference checks on listed qualifying project experience will be done. Evaluations of non-responsible performance or false claims will result in failure to meet the standard for prequalification.

7. **REVIEW AND PREQUALIFICATION:** The Trustees' Prequalification Coordinator, as identified in Item 2, shall review the standard form of questionnaire, the financial statement, and the performance of the prospective bidder on other construction projects of The California State University, along with other public works projects and private sector construction projects over \$600,000. The Prequalification Coordinator shall then determine the size of contracts upon which the bidder is qualified to bid. A bidder prequalified by the Prequalification Coordinator in Capital Planning, Design and Construction pursuant to this procedure may bid on California State University projects within the limits expressed in the prequalification for the time period specified in the prequalification. Periodically separate, project specific prequalification requirements may also be imposed.

At least three of firm's references will be selected randomly, and reference checks done. The reference contacts will be asked to rate your firm's performance in several areas of their contract with a rating of 1-5, 5 is best. Of three project references, an average rating of at least '3' is required for prequalification. An overall rating of '2' or more, but less than '3' on any single project could result in a lower prequalification rating, and in this case, the Trustees will check at least two additional references. No non-responsible evaluations or reports of false claims (or an overall rating of less than '2') shall be accepted.

8. **REVISION, DISQUALIFICATION OR TERMINATION OF PREQUALIFICATION:** A prospective bidder that has been prequalified by the Department of Capital Planning, Design and Construction may be disqualified or may have the prequalification limited, suspended, deferred, or rescinded by the Department prior to expiration of the time period specified in the prequalification, after provision of notice of the proposed action to the prospective bidder and an opportunity for a hearing.

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INFORMATION FOR APPLICANTS (CONTINUED)

The hearing so provided shall be an informal process conducted by an individual appointed by The California State University's Executive Vice Chancellor/Chief Financial Officer (or delegate). At the hearing the proposed action and reasons therefor shall be presented and an opportunity given the prospective bidder to ask questions, submit information, and present reasons in opposition to the proposed action. A decision concerning prequalification of the prospective bidder shall be rendered by the individual appointed to conduct the hearing, and shall be mailed to the prospective bidder within 10 days of the conclusion of the hearing.

INSTRUCTIONS FOR COMPLETION OF PAGES 4 AND 5:

If you are bidding a project, indicate the project name and campus in the box at the top of page 4.

1. Name of Firm: Use same name as licensed in California.
Contact Person: Name of person who completed the prequalification submittal.
2. Address: Use address appropriate for contracting purposes. If firm contracts from more than one office in California, then attach the additional address(es). Prequalification notices will be sent to headquarters office for each firm.
4. Types of Licenses: Include all valid California licenses and certifications.
5. Provide name of bonding company, contact, telephone number, the bonding company rating, and the bonding capacity per project and overall or aggregate. Additionally, provide a current letter from the bonding company, addressed to the Trustees, that states the firm's bonding capacity, both on a single project basis and on an aggregate basis. Further, indicate whether claims have ever been made against the surety, and explain these claims.
6. Officers or Principals of firm: List names of officers of the firm. *One of these must sign the certification on page 10.*
- 7-8. Suspension from Project: If applicable, include brief explanation if a principal of your firm has had license suspended, or if your firm has ever been suspended from a project.
9. Denied Prequalification or Disqualification from Bidding: If applicable, include a brief explanation if your firm has ever been denied prequalification or was disqualified from bidding on a public works project.
10. Claims and Litigation on Public Works: If applicable, include a brief explanation and results of each claim and/or litigation your firm brought against a public works owner; highlight any such action against the California State University.
11. Claims and Litigation against firm: If applicable, include a brief explanation and results of each claim and/or litigation filed against your firm on a public works project. Highlight any such action brought by The California State University.
12. Experience record of staff: Indicate name, position and number of years' experience. Additional sheets/resumes may be attached.
13. Construction and cost of construction completed within the past five years by firm for all individual contracts (both public works and private sector) over \$600,000, and all CSU work performed in the past seven years: Additional pages may be attached. Type, size, and reference are an important part of evaluation. For the references, include the contact person (must be current), and current email address, phone and fax numbers. Highlight the largest individual public works projects completed in the past five years and any projects performed for The California State University.
Note: at least three of firm's references will be selected at random, and reference checks will be done. The reference contacts will be asked to rate your firm's performance in several areas of their contract with a rating of 1-5, 5 is best. Of three project references, an average rating of at least '3' is required for prequalification. An overall rating of '2' or more, but less than '3' on any single project could result in a lower prequalification rating, and in this case, the Trustees will check at least two additional references. No evaluations of non-responsible or reports of false claims (or an overall rating of '1') shall be made.
14. Safety Qualifications: Provide the Average Lost Workday Incident Rates and Average Recordable Incident Rates in the spaces provided, using data from the past three years. Also provide the most recent Experience Modification Rate in the space provided. The minimum acceptable standard for these indices, as stated on page 5, must be met in order for a prospective bidder to be prequalified. *Prospective bidder shall also indicate the workers' compensation insurance carrier information at the bottom of page 5, and submit copies of OSHA form no. 300, Log of Work-Related Injuries and Illnesses, and OSHA form no. 300A, Annual Summary of Work-Related Injuries and Illnesses, for the past three years. Prospective bidder shall also provide proof of workers' compensation insurance.*

If you are submitting this application because you want to bid a project, indicate the project name and campus here.

Project Name _____

Campus _____

PREQUALIFICATION OF PROSPECTIVE BIDDERS

CONTRACTOR'S STATEMENTS OF EXPERIENCE

1. Name of firm: _____
 Contact: _____ Email Address for Contact Person: _____
2. Mailing address of firm: _____
 Physical address of firm, if different from mailing: _____
 Telephone No. (area code) (_____) _____ Fax No. (area code) (_____) _____
 Company Web Site URL: _____
3. State of organization: _____ Date established: _____
4. California state license no.: _____ Types of valid California contracting licenses: _____
5. Bonding company: _____ Bonding Co. Rating: _____
 Contact: _____ Telephone No. (_____) _____ Current capacity: \$ _____
 Provide letter from bonding company addressed to Trustees confirming bonding capacity on a per project basis and on an aggregate basis. Have claims ever been made against surety? _____ If Yes, attach statement of explanation.
6. Officers or Principals of firm: _____

7. Have Principals ever had licenses *suspended*? If Yes, attach explanation. _____
8. Has firm ever been *suspended* from a project? If Yes, attach explanation. _____
9. Has firm ever been denied prequalification or disqualified from bidding public works? _____ If Yes, attach explanation.
10. In the past five years, has your firm filed a claim on a public works project? Yes _____ No _____
 Litigation? Yes _____ No _____ If Yes, attach a brief explanation and results of each claim and/or litigation.
11. In the past five years, has a claim been filed against your firm on a public works project? Yes _____ No _____
 Litigation? Yes _____ No _____ If Yes, attach a brief explanation and results of each claim and/or litigation.
12. Experience record of staff (include name, position and years experience):

13. Provide the following information for all public works and private sector construction projects completed within the past five years for individual contracts over \$600,000, and all projects performed for The California State University in the past seven years. **Names and references must be current and verifiable.** Attach additional sheets that contain **all** the information. List projects in chronological order, most recently completed project first.
 - Name of Project and Location
 - Total Value of Construction (include contract award amount and total change orders)
 - Completion Date
 - Owner of Project
 - Owner Reference (Include contact name, current email address, phone no., and fax no.)

PREQUALIFICATION OF PROSPECTIVE BIDDERS

CONTRACTOR'S STATEMENTS OF EXPERIENCE (CONTINUED)

14. SAFETY QUALIFICATION: Provide the Average Lost Workday Incident Rates, Average Recordable Incident Rates and most recent Experience Modification Rate in the spaces provided on this page. In addition, the prospective bidder is required to submit proof of workers compensation insurance and complete copies of OSHA form no. 300 and form no. 300A under item 5 of this section.

The Average Lost Workday Incident Rate (LWIR) and the Average Recordable Incident Rate (RIR) are requested for evaluation of the safety history relating to the prospective bidder's construction operations only. Home office staff labor hours and the corresponding injury and illness figures for home office staff shall not be included in the calculation of these rates. Similar information for parent companies, subsidiaries, or other company divisions not directly engaging in construction activities shall not be considered in these rate calculations. All data used in the calculations shall be specific to the contracting entity listed on page 4; inclusion of data from major subcontractors or other sub-tier contractors is not acceptable.

The Experience Modification Rate (EMR) is established by the Contractor's workers' compensation insurance carrier, and is based on the Contractor's loss history. Prospective bidders are to provide their Intrastate EMR, which is used for evaluation of contractors in the State of California. Provide all requested information in the spaces provided.

Basis of Prequalification: The LWIR and RIR are assigned a maximum of 20 points each, EMR 10 points maximum, and those scores decrease as the rate increases. For example: an LWIR that equals 0 will receive a score of 20, and one that is greater than or equal to 9.5 will score 0; an RIR that is less than 1.0 will receive a score of 20, and one that is greater than 19.9 will score 0; an EMR that is .5 or less will score 10, and one that is greater than 1.4 will score 0 points. **An overall score of 25 points is required; failure to achieve an overall score of 25 points will result in denial of your firm's prequalification application.**

Important Note: Small firms that have less than ten employees and report an average Total Employee Hours Worked that is less than 20,000 hours, are not required to report recordable incidents and lost workday incidents for their firms herein. Instead, these firms shall submit their most current year of Intrastate EMR or a copy of their workers' compensation insurance carrier's documentation of their most current year of Intrastate EMR, and must have an EMR of 1.00 or less to prequalify with the Trustees.

1. Average Lost Workday Incident Rate (LWIR). Calculate your firm's LWIR for the past three (3) complete years. The lost workday information is listed on your OSHA form nos. 300 and 300A and is available from your workers' comp. insurance carrier.

$$LWIR = \frac{\text{Total number of lost workday incidents} \times 200,000}{\text{Total employee hours worked}}$$

Year	# of Lost Workday Incidents	Total Employee Hours Worked	Lost Workday Incident Rate
1-20_____			
2-20_____			
3-20_____			
Total			

2. Average Recordable Incident Rate (RIR). Calculate your firm's RIR for the past three (3) complete years. The Incident Rate information is listed on your OSHA form nos. 300 and 300A and is available from your workers' comp. insurance carrier.

$$RIR = \frac{\text{Total number of recordable incidents} \times 200,000}{\text{Total employee hours worked}}$$

Year	# of Recordable Incidents	Total Employee Hours Worked	Recordable Incident Rate
1-20_____			
2-20_____			
3-20_____			
Total			

3. Experience Modification Rate (EMR).

Enter your firm's EMR for the most recent year (this information is provided by your workers' comp. insurance carrier).

Year	EMR
20_____	

Is Your Firm Self-Insured in California? <input type="checkbox"/> No <input type="checkbox"/> Yes Self-Insured No. _____

*Attach certification.

4. Name of Workers' Comp. Insurance Carrier(s): _____

Agent Name: _____ Telephone No.: _____

5. In addition to the information provided above, submit proof of workers' compensation insurance along with copies of your firm's OSHA No. 300, Log of Work-Related Injuries and Illnesses, and OSHA form no. 300A, Annual Summary of Work-Related Injuries and Illnesses, covering the past three (3) years.

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CONTRACTOR'S FINANCIAL STATEMENT
(The certificate of a licensed Accountant must be attached.
Complete report prepared by Accountant may be substituted.)

STATEMENT DATE: _____

ASSETS

Current Assets

1. Free and unrestricted, cash on hand	\$	
2. Notes receivable.....		
3. Accounts receivable from completed contracts.....		
4. Sums earned on incomplete contracts.....		
5. Other accounts receivable.....		
6. Advances to construction joint ventures.....		
7. Material in stock not included in Item 4		
8. Negotiable securities		
9. Other current assets.....		
Subtotal of Current Assets.....	\$	

Fixed and Other Assets

10. Real Estate.....	\$	
11. Construction Plant and Equipment.....		
12. Furniture and Fixtures		
13. Investments on a non-current nature		
14. Other non-current assets		
Subtotal of Fixed and Other Assets	\$	
Total Assets	\$	

LIABILITIES

Current Liabilities

15. Notes payable, exclusive of equipment obligations and real estate encumbrances	\$	
16. Accounts payable		
17. Other current liabilities		
Total Current Liabilities	\$	

Other Liabilities and Reserves

18. Real estate encumbrances	\$	
19. Equipment obligations secured by equipment.....		
20. Other non-current liabilities		
21. Reserves		
Subtotal of Other Liabilities and Reserves.....	\$	

Capital and Surplus

22. Capital stock, paid up	\$	
23. Surplus (or net worth).....		
Subtotal of Capital and Surplus	\$	
Total Liabilities and Capital	\$	

Contingent Liabilities

24. Liabilities of notes receivable, discounted or sold	\$	
25. Liability on accounts receivable pledged, assigned, or sold.....		
26. Liability as a bondsman.....		
27. Liability as guarantor on contracts or on accounts of others		
28. Other contingent liabilities		
Total of Contingent Liability.....	\$	
Total Liabilities	\$	

PREQUALIFICATION OF PROSPECTIVE BIDDERS

CERTIFICATE OF LICENSED ACCOUNTANT

(Certification prepared, signed and included in report prepared by Accountant may be substituted.)

1. FOR AN AUDIT OF A FINANCIAL STATEMENT, COMPLETE THIS PART.

I/we have examined the financial statement of

_____ as of _____.
(Contractor) (Date)

Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages _____ to _____ inclusive, sets forth fairly the financial condition of _____ as of _____, in conformity with generally accepted accounting principles.
(Contractor) (Date)

(Print Name of Firm) (Accountant must sign here)

(Telephone Number) (License Number/State)

2. FOR A REVIEW ONLY OF A FINANCIAL STATEMENT, COMPLETE THIS PART.

I/we have reviewed the accompanying financial statement of

_____ as of _____.
(Contractor) (Date)

The information included in the financial statement is the representation of the management of the above firm.

Based on (our) review with the exception of the matter(s) described in the following paragraph(s), (we are) not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

(Print Name of Firm) (Accountant must sign here)

(Telephone Number) (License Number/State)

Note this review consists principally of inquiries of management and appropriate analytical procedures applied to this financial data. It is substantially less in scope than an examination in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we have not expressed such an opinion.

Special note to Accountant:

The above Certificate of Accountant shall not be made by any individual who is in the regular employ of the individual, co-partnership or corporation submitting this statement; or by any individual who is a member of the firm.

PREQUALIFICATION OF PROSPECTIVE BIDDERS

LINE OF CREDIT LETTER *(Optional)*

To: Trustees of The California State University
Office of the Chancellor
Capital Planning, Design and Construction
401 Golden Shore
Long Beach, California 90802-4210

Date: _____

Attention: Prequalification Coordinator

Subject: Unqualified Line of Credit Letter

Reference is made to the prequalification of _____
(Name of Contractor)

under Section 10760 *et seq.* of the Public Contract Code to perform contracts with the Trustees of The California State University. We certify that the above contractor has been extended a unqualified line of credit not to exceed \$ _____, and that such credit will not be withdrawn or reduced without notice to the Trustees.

It is understood that this unqualified Line of Credit Letter is to be used by the Trustees solely for determining the financial resources of the said contractor during the term of his/her prequalification with the Trustees.

(Name of Bank)

Bank No. Code _____

(Address)

(City)

(Telephone)

By: _____
(Original Signature Required)

(Please type or print name and title)

PLEASE NOTE: The above form may be completed by your bank to augment your working capital. If they prefer, your bank may issue a Line of Credit Letter on their own letterhead, provided the Line of Credit Letter contains substantially the same provisions, is addressed to the Trustees of The California State University and bears an original signature.

PREQUALIFICATION OF PROSPECTIVE BIDDERS

BIDDER INTEREST QUESTIONNAIRE (optional)

The contractor's prequalification to bid projects for The California State University is valid at all twenty-three campuses. Further prequalification (technical or otherwise) may be required for certain projects.

For informational purposes only, please indicate the type of project that your firm is interested in bidding. Note that this information will not prevent prequalified contractors from bidding any project on any campus for which they are properly licensed and qualified. Also, please check each box next to all California State University locations listed below that are of interest to your firm. Doing so will enable the Prequalification Coordinator to provide your firm's name to a campus that may be looking for bidders.

Type of project firm is interested in bidding:

New Buildings

Remodel Projects

Specialty License Only, Type _____

Projects above \$ _____ only

CSU locations where firm is interested in working:



Check all that apply:

- Bakersfield
- Channel Islands
- Chico
- Dominguez Hills
- East Bay
- Fresno
- Fullerton
- Humboldt
- Long Beach
- Los Angeles
- Maritime Academy
- Monterey Bay
- Northridge
- Pomona
- Sacramento
- San Bernardino
- San Diego
- San Francisco
- San Jose
- San Luis Obispo
- San Marcos
- Sonoma
- Stanislaus

PREQUALIFICATION OF PROSPECTIVE BIDDERS CERTIFICATION

The submitter of the foregoing statements contained on this Prequalification of Prospective Bidders has read the same, and it is true to the best of the submitter's knowledge. The statements are for the purpose of inducing the Trustees to supply the submitter with bid documents, and any reference named therein is hereby authorized to supply the Trustees with any information necessary to verify the statements. Should the foregoing financial statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, submitter will refrain from further bidding on Trustees work until a revised and corrected financial statement is submitted.

By signing below, the submitter certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. The Trustees require a wet signature on this affidavit.

SIGNATURE OF AN INDIVIDUAL

Executed this _____ day of _____, _____ in the
(Day) (Month) (Year)

City of _____, County of _____

State of _____

Signature of Applicant _____

an individual, doing business as _____

SIGNATURE OF A PARTNER

Executed this _____ day of _____, _____ in the
(Day) (Month) (Year)

City of _____, County of _____

State of _____

Signature of Applicant _____

a partner of _____
(Name of Firm)

SIGNATURE OF AN OFFICER OF A CORPORATION

Executed this _____ day of _____, _____ in the
(Day) (Month) (Year)

City of _____, County of _____

State of _____

Signature of Applicant _____

an officer with the title of _____ of _____
(Title of Corporation Officer) (Corporation Name)