



NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

Information for Proposal

**Recreational Service & Concession Operators in
the National Capital Region**

March 19, 2021

**Recreational Service & Concession Operators Proposal
2021- 2022**

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Introduction

The National Capital Commission (NCC) is the principal steward of Canada's capital region, and manages an extensive portfolio of strategically located land assets, including urban greenspaces and picturesque waterfronts connected by over 600 kilometers of Capital Pathway networks.

The NCC is currently soliciting proposals from local Recreational Service & Concession Operators to provide animation to four targeted sites in the National Capital Region (NCR) for a one (1) year agreement to operate, with a one (1) year extension option at the sole discretion of the NCC. Recreational Service & Concession Operators may also suggest alternative locations not previously outlined in this Proposal for consideration at the discretion of the NCC. The intent of this Proposal is to animate key sites and connect the public with the natural beauty and resources the NCR has to offer.

Sites for recreational and concession service operations will be situated at pre-determined locations that compliment surrounding landscapes and NCC initiatives. These locations are as follows: Leamy Lake, Hog's Back Pavilion, Deschênes Rapids, and Blair Road Boat Launch. Proponents may suggest alternative locations for consideration, however, the NCC offers no guarantee of site availability and each suggested site will be subject to NCC approval.

Preference will be given to Operators who complement existing NCC initiatives and who can exemplify experience and success in running similar operations.

Operators will have until April 30th, 2021, 1:00pm EST to submit their proposals for the four (4) prescribed sites outlined in this RFP.

There will be an open and ongoing call for perspective operators to submit proposals for recreational and concession service operations at alternative locations, not previously identified in this RFP, of either a temporary (seasonal) or permanent nature. Please note that all alternative locations submitted for consideration and review will for subject to NCC approval, and the NCC offers no assurances of site availability. Proposals will be reviewed and evaluated upon receipt to determine compatibility with NCC mandate and proposed land use.

Proponents are asked to submit a proposal of no more than ten (10) pages in their preferred language of French or English, in which they are asked to identify which proposed site(s) they are interested in pursuing and outline plans for successful operation.

Interpretation

In the information for proposal, words importing the singular include the plural and vice versa, words importing gender include all genders and words importing persons include corporations and vice versa. All capitalized terms in this proposal documentation shall have the meaning given to such terms in the Concession Agreement, unless the context otherwise requires.

Definitions

Agent: means, Inside Edge Properties Limited.

Gross Revenue: means:

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1. The entire amount of the sale price, whether for cash or otherwise, of all sales (including rentals, barter or leasing) of merchandise and services and of all other receipts whatsoever in respect of all business conducted from the Leased Premises, although orders may be filled elsewhere;
2. All rental income from banking machines and any other vending machine from which rental income is derived;
3. All sales by any sub-tenant, concessionaire, operator, licensee, vending machine, coin operated machine or otherwise in the Leased Premises;
4. Any insurance, damaged goods claims, warranty or other proceeds received in lieu of income that would otherwise be included in Gross Revenue;
5. All deposits given on merchandise and services purchased from the Leased Premises and not refunded to purchasers; (vi) the selling price of all gift certificates;
6. All display fees, slotting allowances, promotional considerations, rebates or other payments received by the Tenant to stock, promote or advertise any product; and
7. All other receipts and receivables whatsoever (including all interest, installment and finance charges) from all business conducted in the Leased Premises.

Each sale upon an installment or credit basis will be included and treated as a sale for the full price in the month in which the sale is made, regardless of whether or when the Tenant receives payment. No deduction is allowed for uncollected or uncollectible credit accounts. Transactions through an internet website of the Tenant or an affiliate of the Tenant, where the sales are generated through a computer terminal located within the Leased Premises or are fulfilled from the Leased Premises, will be included in Gross Revenue. Refunds which relate to a sale made through a computer terminal located within the Leased Premises or fulfilled from the Leased Premises will be deducted from Gross Revenue only to the extent the sale was previously included in Gross Revenue.

Concession Agreement: means, a contract by which conveys the Leased Premises to another for a specified Term.

Leased Premises: means, those four (4) premises described, identified and marked on Schedule "A" or alternative site(s) approved by NCC. The Landlord reserves the right in its unfettered discretion to adjust the location, configuration and size of the Leased Premises.

Leasehold Improvements: means:

1. All improvements, fixtures, installations, alterations and additions from time to time made, erected or installed to or in the Leased Premises, in addition to, beyond or replacing the base building standards, including millwork and affixed wall units, doors, hardware, light fixtures, carpeting and other applied floor finishes, and heating, ventilating and air conditioning equipment and other building services;
2. Alterations, improvements and equipment made or installed for the exclusive benefit of the Tenant elsewhere in the project;

Landlord: means, the National Capital Commission and its Agent.

Operating Costs: means, in respect of any fiscal year the total of all costs, expenses and amounts, incurred or accrued in that fiscal year for or with respect to ownership, management, operation, administration, maintenance, repair, upkeep, insurance, supervision, decoration, cleaning and upgrading of the Leased Premises and the determination and allocation of such costs, expenses and amounts, whether incurred or accrued by or on behalf of the Landlord or by or on behalf of the Landlord's Agent including, without limitation and without duplication:

- a) The cost of providing and maintaining security, landscaping, gardening, recycling, snow and refuse removal;

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- b) The cost of all insurance required to operate the Leased Premises; and
- c) The rental or lease cost of all rented or leased equipment acquired for the operation or maintenance of the Leased Premises.

Tenant: means, the selected Proponent for a Leased Premises.

Confidentiality

1. All documentation and information obtained by the Proponent, the Proponent's business partners, representatives, and other third parties associated with the Proponent in respect of this proposal, are the property of Landlord, and must be treated as confidential and must not be used for any purpose other than for responding to this proposal and for fulfilling any subsequent agreement with the Landlord. Upon the request, all such documentation and information, and copies thereof, must be returned to the Landlord.
2. Proponents shall not disclose, without the Landlord's prior written approval, any details pertaining to their proposal, and/or the selection process in whole or in part to any business partners, representatives, or other third parties associated with the Proponent in respect of this proposal except to such of them to whom disclosure is necessary in connection with this proposal and who have agreed to be bound by the obligations of confidentiality under this proposal. Proponents shall not issue a news release or other public announcement pertaining to details of their proposal, this proposal and/or the selection process without the Landlord's prior written approval.
3. Proponents must ensure that the Proponent, the Proponent's business partners, representatives, and other third parties associated with the Proponent in respect of this proposal do not disclose or publicize at any time any of the information provided to it by The Landlord or its Agent, or any of the information obtained in connection with this proposal without the prior written consent of the Landlord.
4. Any violation of this provision will result in the rejection of the Proponent's proposal and disqualification from further participation in this proposal process.

Examination of Documents

By submitting a proposal, the Proponent agrees they have ascertained the extent of its obligations under this proposal and any resulting agreement, by calculation and by examination of the documents concerning this proposal. The Proponent shall not, under any pretense whatsoever, make any claim because of errors or omissions that may exist in the documents and drawings associated with this proposal.

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Concession Agreement Authority

All enquiries and questions regarding this proposal and the completion of a proposal must be directed, in writing, to the following Concession Agreement authority:

Ryan Aubertin, Leasing Manager
Inside Edge Properties
464 Bank Street, Suite 200, Ottawa, Ontario K2P 1Z3
Telephone: (343) 803 3496
Email: raubertin@ieproperties.com

Questions will be answered to the best of the Concession Agreement Authority's ability, knowledge and as quickly as possible. However, there is no obligation to respond to any questions. Questions and their answers will be provided to all Proponents who have been invited to submit a proposal.

In accordance with COVID-19 health and safety protocol, proposals shall be submitted via electronic copy directed to the above Concession Agreement Authority.

All Concessionaires who wish to submit a proposal for any of the four (4) identified sites must contact the above email address - raubertin@ieproperties.com, no later than April 30th, 2021 at 1:00:00 pm (EST Zone). Please ensure email receipt is provided by Concession Agreement Authority, confirming receipt of proposal.

Proposal for alternative operating locations can be submitted to raubertin@ieproperties.com on an ongoing basis, without deadline.

Preparing the Proposal

1. The Proponent must comply with all mandatory requirements;
2. The Proponent must demonstrate its understanding of, and its ability to meet the requirements set out in the proposal information document; and
3. The proposal should completely and thoroughly address each element of the requirement as described in the proposal information document.

Submission of Proposal

It is the sole responsibility of the Proponent to:

1. Return a digitally signed original of the proposal;
2. Return completed and signed Schedule "B" - Leased Premises Form;
3. Direct its proposal to the Concession Agreement Authority;
4. Ensure that the Proponent's full legal name and contact information are clearly visible on the proposal;
5. Provide a comprehensive and sufficiently detailed proposal, including all requested details that will permit a complete evaluation; and
6. Deliver their proposal in the appropriate manner and time to the Concession Agreement Authority.

Proposals received on or before the stipulated closing date and time will become the property of Landlord. All proposals will be treated as confidential until opened.

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Legal Name

Proposals shall clearly indicate the complete legal name, address and telephone number of the Proponent. Proposals shall be signed above the typed or printed name of the signatory and title of the signatory. The signatory shall have the authority to bind the Proponent to the submitted proposal.

Revision of Proposal

Changes to proposals after their submission to the Landlord are prohibited.

Reserve Rights

1. For the purpose of evaluating the proposals, the Landlord is not obligated to do any one or all of the following:
 - a) To seek clarification of or confirm any information or data provided by the Proponent;
 - b) To contact any reference provided by the Proponent; and
 - c) To interview the Proponent and/or any person proposed by the Proponent.
2. The Landlord reserves the right to accept or reject any and/or all proposals; to waive irregularities and technicalities; to enter into negotiations with Proponents on any or all aspects of their proposal, request a resubmission; and to cancel and/or re-issue this proposal at its sole and absolute discretion. Any response received may or may not be rejected by the Landlord depending on available competition and requirements of the Landlord. The Landlord reserves the right to negotiate with the sole responsive Proponent to ensure best value.
3. There is no obligation on the part of the Landlord to award the Leased Premises to the highest scored Proponent and reserves the right to award an agreement in a negotiated agreement, which is most advantageous, and in the best interests of the Landlord. The Landlord shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and the Landlord's decision shall be final. The Landlord also reserves the right to investigate, as deemed necessary, the ability of any Proponent to operate the Leased Premises. The Proponent shall provide information to the Landlord that it deems necessary to make this determination. The Landlord reserves the right to subsequently modify the Concession Agreement based on the Proponent's performance and/or the Landlord's needs.
4. The Proponent agrees that the exercise of any right described herein shall be without liability on the part of the Landlord for any damage or claim brought by a Proponent because of same nor shall the Proponent seek any recourse of any kind against Landlord because of same.

Limitation of Liability

The Landlord does not accept any responsibility for any verbal information or advice or any errors or omissions, which may be contained in this document or any documentation, disclosed or otherwise provided by or with information for proposal document. The Landlord does not make any representations or warranties, either express or implied, with respect to the completeness or accuracy

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of this information for proposal document and any supporting documentation, or any information or opinion contained herein. Any use, or reliance on the information for the proposal or on any information or opinion contained herein, or documentation disclosed or otherwise provided by or with this document, is at the risk of the Proponent, and the Landlord shall not be liable for any action, cost, loss, damage, injury and/or liability whatsoever incurred by any person arising out of the same. The Proponent is responsible for obtaining its own independent legal, accounting, engineering and other advice with respect to their proposal.

Awarding of Agreement

The Landlord assumes that the Proponent has read the information for proposal document. If a Concession Agreement is awarded to the Proponent as a result of their submission to this information for proposal document, the resulting Concession Agreement will consist of the terms and conditions detailed in the proposal, however it is the intent of the Landlord to allow for some flexibility with respect to said terms and conditions in order to arrive at a mutually agreeable Concession Agreement. It is not the intent of Landlord to allow for new or significantly altered terms and conditions. If a Concession Agreement cannot be negotiated with the highest ranked Proponent, the Landlord reserves the right to terminate negotiations with that Proponent and enter into negotiations for the conclusion of a Concession Agreement with the next highest ranked Proponent or not enter into an agreement with any of the Proponents.

The Landlord shall not be obligated to any Proponent in any manner until a Concession Agreement has been duly executed.

General Information

Proposed Term of Concession Agreement

The intent is for the Concession Agreement to run for a one (1) year period commencing on June 1, 2021 (the “Commencement Date”) and ending on October 15, 2021, with an optional extension of one (1) additional year (June 1, 2022 – October 15, 2022); all of which shall pertain to any of the four (4) sites identified in this RFP.

Terms of Concession Agreements pertaining to alternative locations will vary upon the nature of the operation.

The Landlord shall have the right, in its unfettered discretion, to extend the Concession Agreement for successive periods, and adjust the Commencement Date.

Design

Site design and layout are prescribed in Schedule “A” below. The Tenant will operate Leased Premises in accordance with the prescribed site layout, and any and all alternations to site will be subject to NCC approval.

All on-site infrastructure must be provided at the Proponent’s own cost and expense. All vendor supplied infrastructure, including but not limited to shipping containers, storage units, kiosks, and food trucks, will be subject to NCC approval. NCC reserves the rights to call for the alternation and/or removal of any infrastructure.

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Permits

The Tenant will apply for any licenses related to the operation of the Leased Premises. Including, but not limited to: Business Licence, liquor license, public health inspections, and food safety inspections.

Net Concession Agreement

It is intended that the Concession Agreement be absolutely net to the Landlord. The Landlord shall be entitled to receive the full amount of the rent in all circumstances. The Tenant shall make all payments required to be made by it under this Concession Agreement as and when due without any prior demand therefore and without deduction, abatement, set-off or compensation. The Tenant shall be responsible for all costs or obligations with regard to the Leased Premises and except for those matters which are the responsibility of the Landlord pursuant to an express provision of this Concession Agreement. Without limiting the generality of the foregoing, in those instances in which a matter is stated to be the responsibility of the Tenant, such responsibility shall include the responsibility for all related costs and expenses.

Use of the Concession Leased Premises

The Tenant will operate and conduct its operation on the Leased Premises in a good and business-like manner so as to comply with all requirements of health authorities and of provincial, municipal and federal authorities and using good management practices and in this regard, the Tenant shall:

1. Maintain, renew and replace its fixtures in or on the Leased Premises so that they will be suitable for the operation of the Tenant's business;
2. Continuously, actively and diligently operate its business in the whole of the Leased Premises, in an up-to-date, first class and reputable manner befitting a facility of the nature of the Leased Premises;
3. Maintain on the Leased Premises a complete stock of merchandise so that there will be produced by the Tenant's business in the Leased Premises the maximum amount of sales;
4. Keep display windows neatly dressed. Display windows and illuminated signs (if any) will be kept illuminated by the Tenant during normal business hours. The Tenant shall not place, hang, display or affix goods and/or signage to the interior or exterior glazing without the Landlord's prior written consent;
5. Keep the Leased Premises, all signage, canopies and awnings and any sidewalks and other areas adjacent to the Leased Premises clean and free of refuse, and other obstructions, and shall comply with any laws governing the condition or cleanliness of the Leased Premises; and
6. Receive the prior approval in writing from the Landlord for all construction hoarding and signage identifying a construction or a reconstruction project.

Official Languages

The Tenant shall ensure that all goods, services and information made available, visible or provided to the public and customers will be provided in both official languages of Canada.

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Percentage Rent

1. Percentage rent is payable in monthly installments in arrears;
2. On or before the 15th day of the second and each succeeding calendar month during the term and of the month following the end of the Term, the Tenant shall deliver to the Landlord a written statement in a form acceptable to the Landlord certified to be correct by the Tenant showing in reasonable detail the Gross Revenue in the immediately preceding month; and
3. The Landlord is entitled at any time and from time to time to have all or any of the accounting records and procedures of the Tenant, and/or any other person affecting the determination of Gross Revenue, audited or examined by an independent practising qualified accountant or expert designated by the Landlord.

Concession Agreement

The Landlord shall prepare the Concession Agreement to be entered between the Landlord and the selected Proponent, based on the Landlord's standard form and with the specific terms of the proposal incorporated therein. The selected Proponent shall execute and return the Concession Agreement to the Landlord within ten (10) days of receiving it. The Concession Agreement shall not conflict with any of the terms of the Proponent's proposal, but the selected Proponent acknowledges that the terms will be considerably elaborated upon in the Concession Agreement.

Evaluation of Proposal

Part 1: Proposal

In no more than ten (10) pages, provide a proposal that addresses the below requirements in the following order with clearly defined headings:

Operational Experience

Demonstrate the capability of operating a recreational and or concession services operation. Provide examples of current successful locations/businesses, understanding of supply chains and logistics, and day-to-day operation of a business.

Personnel

Submit information related to the qualifications and experience of its personnel who will be assigned to the Leased Premises. Submissions may include: resumes, documentation of accreditation, language capabilities and references.

Recreational Services

Submit list of goods and services being offered at the Leased Premises.

Menu

If applicable, submit a menu of the food and beverage being offered at the Concession Leased Premises. Proponents are strongly encouraged to incorporate local produce and local businesses.

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Sustainable Initiatives

Submit sustainable initiatives associated with the operation of the Leased Premises. Submission may include: energy efficiency, cleaning routines, etc.

Part 2: Percentage Rent

The Tenant shall offer a percentage of Gross Sales, plus applicable sales taxes, as rent for the Leased Premises.

Leased Premises	Interested in Leasing (Yes/No)	Percentage Rent Rate
Leamy Lake		TBD
Hogs Back Pavilion		TBD
Deschênes Rapids		TBD
Blair Road Boat Launch		TBD
ALTERNATIVE 1:		TBD
ALTERNATIVE 2:		TBD
ALTERNATIVE 3:		TBD

Note: Should a Proponent not be interested in leasing a specific site, indicate by writing “No” in the “Interested in Leasing ” column.

Proponents who are interested in leasing a specific Leased Premise should write “Yes” in the “Interested in Leasing” column.

Proponents are **NOT RESTRICTED** from pursuing more than one site. Each site will be evaluated on a per location basis based on the criteria identified above.

Proponents may suggest alternative locations for consideration, however, the NCC offers no guarantee of site availability and each suggested site will be subject to NCC approval.

Only Proponents expressing written interest in table above will be evaluated for the respective Leased Premises.

Note: Proponents to sign and date all pages of the proposal documentation and to include completed and signed Schedule “B” form.

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Schedule “A”

Leased Premises: Leamy Lake

Located on Fournier Boulevard in the Hull sector of Gatineau, Leamy Lake is accessible by vehicle (paid parking available to visitors), and to pedestrians and cyclists via the Leamy Lake Pathway around the lake’s perimeters. A true urban oasis, featuring a vacant café onsite available for operation, with additional locations designated for bike rental and/or non-motorized water sport rental operations, Leamy Lake is an excellent spot for a day trip or for outdoor sports and recreational activities.

Onsite Facilities and Amenities

- Electricity (on site; availability may vary)
- Water (on site; availability may vary)
- Location on site for Proponent supplied shipping container, kiosk, trailer, etc. Suitable locations to be reviewed with NCC representatives.
- Interior and Exterior Space available
- Parking (2 designated staff parking spots)
- Washrooms (on site)



*** Note: Proponent with highest ranked proposal will be offered a site review to confirm existing facilities and amenities being offered as part of proposed concession agreement. The proposed site map is for illustration purposes only. Confirmation of leased area will be reviewed and finalized on site based off operators’ requirements, NCC review, etc. ***

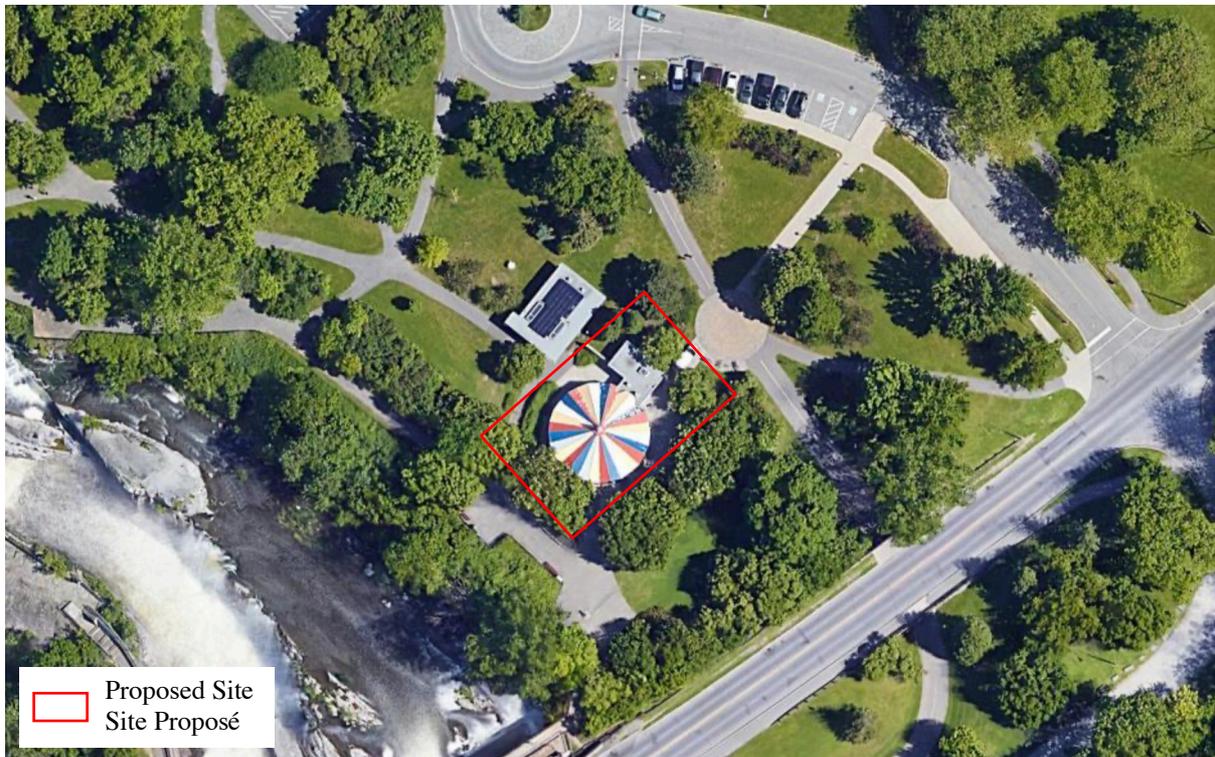
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Leased Premises: Hog's Back Pavilion

Featuring a vacant bistro onsite available for operation, Hog's Back offers scenic views of the river with a multitude of greenspaces for picnicking and spending the day outdoors. The park is intersected by Rideau River Eastern Pathway and surrounded by Rideau Canal Eastern Pathway, making this location suitable for bike rentals.

Onsite Facilities and Amenities

- Electricity (On Site)
- Water (On Site)
- Location on site for Proponent supplied shipping container, kiosk, trailer, etc. Suitable locations to be reviewed with NCC representatives.
- Interior and Exterior Space available
- Parking (On Site)
- Washrooms (On Site)



*** Note: Proponent with highest ranked proposal will be offered a site review to confirm existing facilities and amenities being offered as part of proposed concession agreement. The proposed site map is for illustration purposes only. Confirmation of leased area will be reviewed and finalized on site based off operators' requirements, NCC review, etc. ***

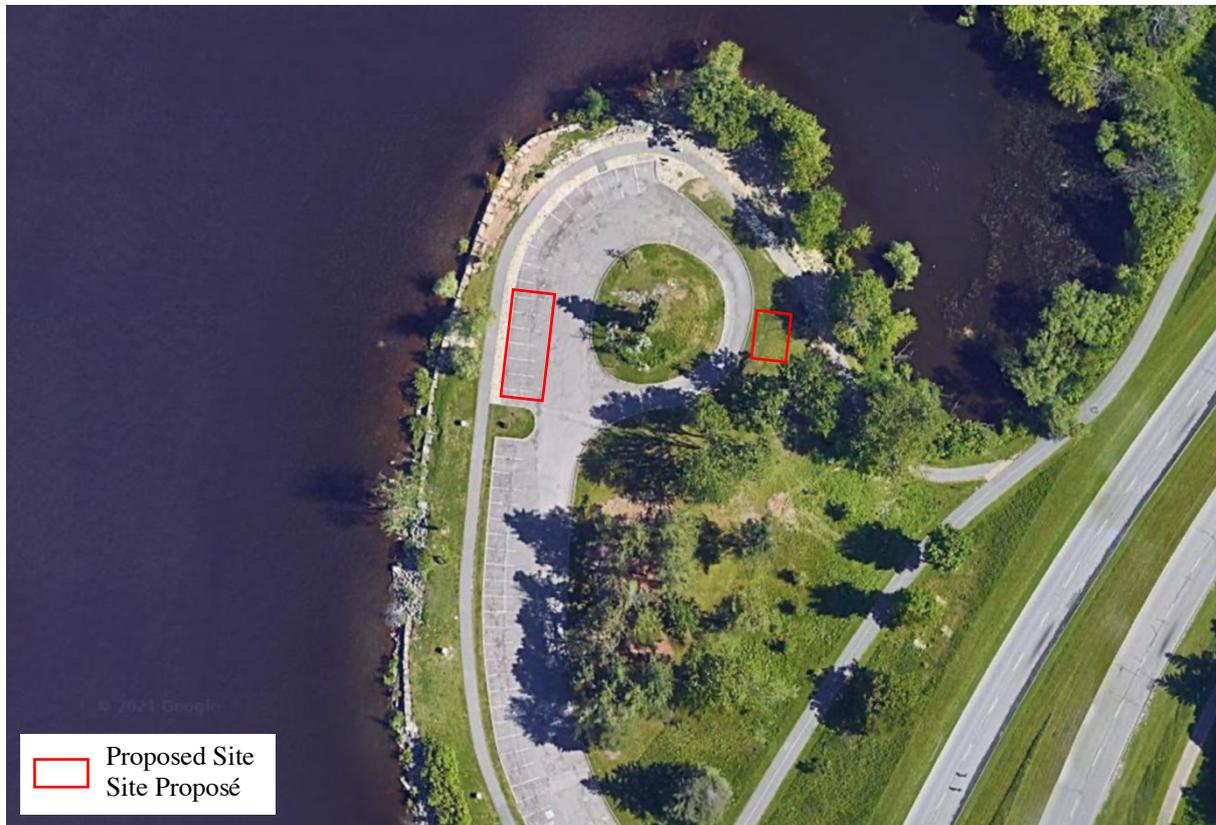
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Leased Premises: Deschênes Rapids

Just off the Sir. John A Macdonald Parkway, Deschênes Rapids is ideally located on the Ottawa River with water access points along the shoreline, intersected by the Ottawa River Pathway. The site could be ideal for food truck operators, bike rental kiosks, and/or water sport rental operations with numerous access points to the water.

Onsite Facilities and Amenities

- Electricity (not available)
- Water (not available)
- Location on site for Proponent supplied shipping container, kiosk, trailer, etc. Suitable locations to be reviewed with NCC representatives
- Parking (2 designated staff parking spots)
- Washroom (not available; option to install porta potty as needed)



*** Note: Proponent with highest ranked proposal will be offered a site review to confirm existing facilities and amenities being offered as part of proposed concession agreement. The proposed site map is for illustration purposes only. Confirmation of leased area will be reviewed and finalized on site based off operators' requirements, NCC review, etc. ***

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Leased Premises: Blair Road Boat Launch

Adjacent to the Ottawa River multi-use pathway, just north of the Sir George-Etienne Cartier Parkway (no direct access from the parkway), the newly renovated Blair Road Boat Launch provides a picturesque launching point for water based recreational activity and is ideally located for cycling rentals. The improved beach area and landscaped shoreline make the Blair Road Boat Launch a destination for outdoor exploration and family fun. The site could be ideal for food truck operators, bike rental kiosk, and/or water sport rental operations with numerous access points to the water.

Onsite Facilities and Amenities

- Electricity (not available)
- Water (not available)
- Location on site for Proponent supplied shipping container, kiosk, trailer, etc. Suitable locations to be reviewed with NCC representatives.
- Parking (2 designated staff parking spots)
- Washroom (not available; option to install porta potty as needed)



*** Note: Proponent with highest ranked proposal will be offered a site review to confirm existing facilities and amenities being offered as part of proposed concession agreement. The proposed site map is for illustration purposes only. Confirmation of leased area will be reviewed and finalized on site based off operators' requirements, NCC review, etc. ***

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**Schedule “B”
Leased Premises Form**

Leased Premises	Interested in Leasing (Yes/No)	Percentage Rent Rate
Leamy Lake		TBD
Hogs Back Pavilion		TBD
Deschênes Rapids		TBD
Blair Road Boat Launch		TBD
ALTERNATIVE 1:		TBD
ALTERNATIVE 2:		TBD
ALTERNATIVE 3:		TBD

Proponent’s Name (written): _____

Proponent’s Signature: _____

Date: _____