

THE CITY OF JASPER

JASPER, ALABAMA



# REQUEST FOR PROPOSAL

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## JAIL COMISSARY AND INMATE BANKING SERVICES

**Derleda Abrom, Purchasing Agent**

**2/20/19**

Proposals due March 21, 2019 11:00a.m Central Time

To

The City of Jasper  
Purchasing Department  
400 19<sup>th</sup> St W  
Jasper, AL 35501

Phone: (205) 221-2100

## SUMMARY

The City of Jasper is seeking proposals from all interested providers of jail commissary and inmate account management services for the Jasper City Jail located at 1610 Alabama Avenue, Jasper, Alabama 35501. The City is particularly interested in proposals that include the use of technology to minimize the amount of staff time required to administer commissary services.

This specification defines the requirements for the design, supply, installation, maintenance and support of the system as described. The contract period will be for a three year period commencing from the date of bid award. All bids can be held for a period of sixty days after bid opening before awarding the contract.

The City will determine the most qualified vendor per the evaluation criteria herein with whom it will enter into an Inmate Commissary Service and Inmate Banking Service Contract based on some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, compatibility as required, other costs, or other objective and verifiable factors which are reasonable.

**Sealed proposals will be received at the office of the Purchasing Agent, 400 19<sup>th</sup> Street West, Jasper, Alabama 35501 no later than 11:00 AM local time on March 21, 2019.** Proposals received after this time and date will not be accepted and/or considered. Please submit one (1) original, two (2) copies and one (1) digital copy, in either MS Word or PDF format. Please enclose within a sealed envelope with the following, **“Sealed RFP – JASPER CITY INMATE COMMISSARY SERVICE AND INMATE BANKING SERVICE – March 21, 2019”** with the respondent’s name and address. The bidder may visit (by appointment only) City of Jasper, City Jail to assess needs. Contact the Purchasing Agent, Derleda Abrom at (205) 221-2100 to schedule an appointment.

All responses received in response to this RFP will be evaluated on the criteria described herein.

Any amendment or addendum to this RFP is valid only if in writing and issued by the City of Jasper.

## 1 GENERAL TERMS AND CONDITIONS

- 1.1 Prime Responsibility: The selected Contractor(s) will be required to assume full responsibility for all services and activities offered in its/their proposal(s), whether or not provided directly. Further, the City will consider the selected Contractor(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- 1.2 Assurance: Any contract awarded under this RFP must be carried out in full compliance with Title VI and VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973 as amended. The Provider must guarantee that services provided will be performed in compliance with all applicable city, state and federal laws and regulations pertinent to this project. Prior to executing an agreement the Provider will be required to provide evidence substantiating the necessary skill to perform the duties through the submission of references.

- 1.3 Independent Contractor: In performance of the work, duties and obligations assumed by the vendor, it is mutually understood and agreed that the vendor, including any and all of the vendor's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the City.
- 1.4 Jasper City prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.
- 1.5 The City reserves the right to reject any and all proposals, to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the Jasper City. In determining and evaluating the proposals, costs will not necessarily be controlling; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.
- 1.6 Jasper City reserves the right to:
  - Request clarification of any submitted information;
  - Not enter into any agreement;
- 1.7 Portions of this RFP and the vendor's proposal may be made part of any resultant contract and incorporated in the Contract.
- 1.8 Questions regarding this RFP must be submitted in writing to the Purchasing Agent, Derleda Abrom, at 400 19<sup>th</sup> Street West, Jasper, Alabama 35501 or at [dabrom@jaspercitey.com](mailto:dabrom@jaspercitey.com). The City reserves the right to decline to respond to any questions if, in the City's assessment, the information cannot be obtained and shared with all potential vendors in a timely manner.

## 2 BACKGROUND

This Request for Proposals (RFP) is to establish a contract for provision of inmate commissary and banking services for the Jasper City Detention Facility.

Jasper City Jail:

- The City does not currently have an inmate commissary program
- Houses approximately 20 – 30 inmates per day
- Jasper City Jail does not provide indigent packages however, does reserve the right to provide them at any time and vendor must be able to provide them as follows; Indigent packages are funded by the Jasper City Jail. Banking system must be able to customize indigent criteria. Indigent packages include the following: To be determined by the City.

The City desires to identify through this solicitation a system that will provide greater efficiencies our

operation. Jasper City is particularly interested in proposals for systems that feature the use of technology to facilitate ordering and processing, i.e. kiosks.

### 3 SERVICES REQUIRED

The Contractor will be expected to provide the following services as part of the commissary program.

#### 3.1 Commissary Services Requirements

- a. Contractor shall maintain on its own premises, off-site from the City jail, a large selection of items to be made available through the commissary program. The City shall approve all items to be made available at the jail. Purchase and payment for inventory and stock shall be the sole responsibility of the Contractor.
- b. Inmates will be able to purchase goods from the commissary at least once per week. All sales will be made via order forms or an automated order user interface provided by the vendor. Said forms or automated order interface shall show items available and their current prices. Vendor will package and seal orders and deliver fulfilled orders within one business day after the order is transmitted.
- c. Commissary item pricing will be based on a comparative study of prices of similar items at retail outlets in Jasper City.
- d. Commissary service shall start within forty-five (45) days of execution of the contract. The contract term shall be for a three (3) year period effective upon contract award. The City reserves the right to cancel said contract within ninety (90) days of giving written notice.
- e. Contractor shall assume full responsibility for the actions of its personnel who may be present at the jail site. All contractor employees accessing the facility will be approved by the City.
- f. The City will be responsible for wiring CT5 and 110 volt power to each of the in pod kiosks.

#### 3.2 Inmate Accounts System Requirements

- a. The Contractor shall provide all software for a computerized Inmates Accounts System to keep accurate and complete records of all commissary activity and balances of individual inmate accounts. This system must use Lockdown commissary software.
- b. The system shall be multi-terminal with multi-user and function capability.
- c. The system shall allow a jail staff person to create/open an inmate account by using the inmate identification number at the time of booking, and then to enter into the computer system the amount of money in the inmate's possession at that time. The system must interface with our current Jail Management Software and any future JMS software utilized by the City.

- d. The system shall allow for at least the following functionality and types of transactions to occur on the inmate's account:

**General Requirements:**

- For the term of the contract, the Vendor must agree to customize the Trust Accounting System to meet the City's current and future accounting needs.
- All travel expenses for onsite visits which may be required to fulfill the City's needs are the responsibility of the Vendor.

**Lockdown Trust Accounting Software Requirements:**

At a minimum, the Vendor provided Lockdown Trust Accounting System must:

- Accept imports of inmate information from Jail Management System.
- Allow correctional staff to create unlimited users with customized security settings *without* vendor assistance.
- Allow correctional staff to create an unlimited number of collection accounts with specific collection percentages and priorities *without* vendor assistance.
- Automatically deduct a defined portion of incoming inmate deposits to satisfy inmate debts.
- Allow users to create new inmate debts.
- Allow users to void inmate debts. If money has been collected on the debt, even over the course of several weeks, the system should refund all monies collected if the debt is voided. This must be accomplished *without* vendor assistance.
- Allow users to write-off debts or portions of debts.
- Allow predefined transaction amounts and comments to be entered for recurring transactions.
- Allow the creation of new inmate scheduled payments with payment frequencies including daily, weekly, and monthly.
- Allow releases of inmate funds by cash, check, or debit card.
- Allow multiple methods of releasing inmate funds (e.g., a portion in cash and remainder in a check).
- Allow group releases of inmates being transferred between facilities with a single check.
- Provide work sign-out tracking for inmates assigned to jobs outside the facility.
- Provide per diem tracking of inmates assigned to outside work assignments.
- Provide per diem billing for third party work assignments.
- Provide per diem reporting for inmates held for outside agencies.
- Provide reconciliation capabilities for multiple bank accounts.
- Allow searching for inmates by inmate ID or last name.
- Have the capability to display inmate photo when editing an inmate account.
- Allow tracking of property items such as radios which have been purchased by inmates.
- Allow restriction of commissary purchases based on an inmate's property items. For example, batteries may not be purchased unless an inmate has a radio in his property.
- Allow printing of checks directly from system with signatures printed on the check.

- Allow automatic printing of receipts after transaction entry without additional confirmations.
- Allow receipt printing on standard laser printers with 3-part perforated paper, 3 receipts per page and on 80MM thermal printers.
- Allow station specific printers to be specified other than using default printer.
- Allow printers to be specified without creating vendor-specific printer names. That is, the system should use the printer names that are established by the correctional facility.
- Allow export of reports to PDF, RTF, or Excel. Exported reports should optionally disable page headers and footers for better integration with Excel.
- Provide help videos for common functions.
- Allow import of bank statement for automated monthly reconciliation.
- Automatically create ACH entries for release debit card withdrawals.
- Support Positive Pay export of check information to banks.
- Automatically export inmate information to commissary order by phone system.
- Allow inmates to use their own personal credit cards or debit cards to transfer money to their trust accounts using the inmate telephone system after the cards have been collected and placed in Property.
- Provide integrated reports within the Trust Accounting System with no separate login or executable launch required.
- Allow easy reprinting of receipts.
- Allow on-screen viewing of inmate transaction receipts without printing.
- Allow station specific number of copies during receipt printing.
- Allow user-definable password security settings including minimum password length and requirements for numbers, symbols, or letters in passwords.
- Allow station specific predefined comments for commonly repeated transactions.
- Directly interface with kiosk equipment designed to accept bills and coins.
- Allow user-defined indigent tracking based on current balance, days since booking, deposits over a period, and commissary bills over a period.
- System must allow transactions to be easily voided while maintaining a verifiable audit trail. For example, a deposit transaction which triggers multiple debit collections should be voidable in a single operation which leaves the inmate and associated restitution accounts correct with no opportunity for officer data entry mistakes. This must be accomplished *without* vendor intervention or direct manipulation of data.
- System must allow holding of funds which cannot be spent by the inmate until released. Holds must support automatic removal after a predefined number of days.
- System must interface with signature capture pads and print captured signature on inmate receipts.
- Allow tracking of inmate voluntary and mandatory savings accounts with automatic collections and interest distribution.
- Include manual transaction data entry warnings if a duplicate money receipt or billing transaction is suspected by the system.

- Include predefined reports not limited to:
  - Trial Balance, Resident Balances, Balance Sheet, Check Postings, Money Receipts, Cash Disbursements, Inmate Debt, Fund Billing, Fund Collections, Fund Credits, Payroll, Indigents, Savings, Releases, Bank Deposits, Debt Write-offs, Reconciliation, Commissary Receipts, Commissary Housing Totals, Commissary Product Sales, and Check Register.
- Allow ad-hoc reports to be run for defined inmate groups based on factors including housing assignment, gender, age, debt, or current balance without programming a reporting tool.
- Include user-customizable report footer information.
- Include user-customizable report header image for facility logo.
- Provide for automatic debt write-off after inmate release based on the number of days the inmate has been gone from the facility.
- Fully support integration with debt collection agencies including electronic filing of debts with the collection agency and payment to the collection agency if the inmate pays debt at the correctional facility.
- Allow credit card transactions to be executed in the software using encrypted magnetic stripe readers without logging into an external system or web site.
- Prevent users from modifying a financial transaction that has been committed.
- Allow reports to be generated based on user and transaction types.
- Allow user groups to be established that limit access to program features.
- Must be compliant with all requirements of the Alabama Department of Public Examiners for accounting and auditing requirements. Vender agrees to incur any and all expenses to provide required documentation to comply with the Alabama Department of Public Examiners requests.

#### **Commissary Inventory Management Requirements**

At a minimum, the Vendor provided Commissary Inventory Management System must:

- Have the capability to print inmate receipts to be included with the inmate's order which include the following minimum information: Inmate ID, Name, Facility Name, Housing Location, Balance Prior to Order, and Balance after the Order. For each product ordered, the receipt must show: Product Order Code, Product Description, Quantity Ordered, and Unit Price. For products ordered but not received, the receipt must indicate the reason an inmate did not receive the item originally ordered (e.g., insufficient funds or restricted item).
- To ensure commissary delivery to the appropriate inmate, the commissary system must be capable of printing inmate photos on commissary receipts.
- Allow commissary purchase restrictions based on balance, housing location, product groups, and individual product purchasing patterns.
- Allow dietary, religious, gender, age, indigent, debt, day-of-week, or behavioral restrictions on commissary purchases.
- Allow printing commissary menus in English and Spanish directly from system.

- Allow manual entry of commissary orders and editing of orders received through inmate ordering system before the orders are billed to the inmate account.
- Allow product names to be customized for phonetic pronunciation on the telephone ordering system.
- Allow commissary sales of defined products such as radios to create tracked property for an inmate.
- Be configurable to print inmate commissary order receipts even for inmates who should not receive a commissary order. For example, an inmate who has a behavior restriction and can't order anything should receive a receipt showing that the order was received, processed, and rejected.
- Enable no-touch posting of commissary orders at a specified time and day.
- Allow entering a weekly message to be printed on all commissary receipts for distribution to the inmates.
- Allow searching and reprinting of a single commissary order receipt.

**Release Debit Cards Requirements:**

- Trust Accounting System must have the capability to directly release an inmate's funds onto a debit card with minimal effort.
  - The system must have the capability to swipe a debit card at release using vendor provided encrypted magnetic stripe readers and automatically load the debit card with the inmate's balance at release. Redundant data entry including debit card numbers, transaction amounts, or separate login for releases is unacceptable. At no time should unencrypted credit card numbers be transmitted or stored on the City's network.
- Debit cards should not require additional action by the inmate to activate the card.
- The Trust Accounting System must automatically create ACH entries for monthly bank reconciliation based on withdrawals from each facility's bank account required to fund the release debit cards.

**Inmate Trust Account Debit Calling Requirements:**

- Vendor must demonstrate a debit calling system which has the ability to interface with the City's inmate current and future telephone provider.
- The debit calling system must allow inmates to purchase phone time using an interactive voice response (IVR) system available through the standard inmate phone system.
- After purchase, the system must deduct the purchased amount from the inmate's account and make the purchased phone time available to inmates.
- The debit calling system must also have the capability to refund any unused phone time automatically to the inmate upon release if the inmate telephone provider supports this feature.

**Phone Ordering System Requirements:**

- Vendor must provide a commissary ordering system which operates through the existing and future inmate telephone system (currently being bid out).

- The commissary ordering system must allow inmate's to identify products for purchase and hear their current trust account balance.
- Completed commissary orders must not be billed to inmate accounts until the inmate's housing unit is processed as an entire batch.
- Likewise, any inmate restrictions existing at the time the housing unit batch is processed should be enforced.
- The commissary ordering system must be completely integrated with the trust accounting system, requiring no additional data entry for ordering or billing in the trust accounting system.

**Lobby Cashier Kiosk Requirements:**

- Vendor must provide bill accepting kiosks for friends and family to place funds on inmate accounts.
- The kiosk must also allow payments using credit/debit cards.
- The kiosk must give a receipt for each transaction.
- Lobby Cashier must give instructions for use both visually and audibly.

**Booking Kiosk Requirements**

- Vendor must provide cash accepting kiosks for the booking area.
- These kiosks should accept both bills and coins and have a small desktop footprint (not larger than 18 x18 x 18).
- The unit should also have a drop slot for manually entered items.
- The units should NOT require network access but connect directly to booking computers supplied by City.

**Web Deposit Requirements**

- The Trust Accounting System must automatically create ACH entries for monthly bank reconciliation based on deposits into facility's bank account as a result of inmate deposits.
- Bonding via the web should also be available.

**Debt Collection Options**

- The Trust Accounting System must have options available to automatically collect a percentage of incoming funds to pay for existing inmate obligations.
- The Trust Accounting System must provide features for alternative debt collection including the ability to print debt letters for mailing to former inmates and sending uncollected debt to collection agencies.

**Credit Card Bonding**

- System must provide the capability for inmates to satisfy bonds with credit/debit cards.
- The proposed process must allow access to inmate credit/debit cards that have previously been placed in property at time of booking.

- The bonding system must aggregate the payments for various bond agencies into a single payment with an accompanying report that details the individual payments.

**Online Investigative Tool Requirements:**

- A graphical tool for displaying relationship between inmates and friends/family for both deposits and two-way messaging.
- Allow searching of messaging by inmate and keyword
- Must be web based

**In-Pod Kiosks:**

- Must support but not limited to commissary ordering, grievance workflows, medical/dental appointment, inmate handbook and/or orientation video, secure messaging and remote video visitation.
  - Vendor must provide at least one kiosk per dorm that is capable of two-way secure messaging to friends and family. The vendor must document and/or demonstrate security features of secure two way messaging.
- e. The system shall adhere to generally accepted accounting principles and provide a complete audit trail of all transactions. Audit trail reports should include operator identification, date of all entries, and updates to records.
- f. The system shall provide a series of reports as specified by the City, including: detailed weekly invoices, cash reconciliation, and records of charges to inmates for other services, such as medical, and haircuts.
- g. The system shall provide various levels of security, including password control. These levels will have the capability to be customized by the jail site manager.
- h. The vendor shall install the system, train City personnel, provide remote support to maximize utilization and minimal down time of the inmate accounts system. The vendor shall provide continuing support for the software and hardware throughout the length of the contract. Support is to include updates and enhancements to the software.

**3.3 Other Requirements**

- a. Contractor shall keep full and accurate accounts of sales and other records related to the commissary services for a period of no less than three (3) years.
- b. The Contractor shall keep full and accurate records of sales and order records in connection with the commissary services provided. If requested, a copy of said records shall be supplied to the City on a monthly basis on the first working day of the subsequent month. In addition, all such records shall be available for auditing by the City at any time during regular working hours.
- c. The contractor should have personnel geographically located within one hour of the facility. This personnel must have been employed by the contractor for a minimum of one year.

- d. Contractor must provide an on-site snackpack program in addition to regular commissary delivery.
- e. Contractor must provide an online Carepack program for family and friends to purchase City approved gift packages and clothing items for inmates incarcerated within the City Jail.
- f. Contractor must provide a single website allowing family and friends to deposit money to an inmate's account, purchase carepacks, purchase secure messaging, and purchase and schedule remote video visitation. This site must also house the online investigative tools for approved City personnel.

### 3.4 City Responsibilities

The City shall be responsible to provide:

- a. Accurate and timely orders for the commissary program.
- b. Direct delivery packaged orders to the facility.
- c. A mutually agreed upon delivery schedule that works in the best interest of jail operation.
- d. Appropriate electric power and space for equipment required by this RFP or included in an accepted proposal from the contractor
- e. Appropriate security for kiosks located in public areas

### 3.5 Qualifications of the Contractor

To be considered for award of this contract, the vendor must meet the following minimum qualifications:

- a. The vendor must be organized for the purpose of providing institutional and/or Commissary services, and must have fifteen (15) years previous experience.
- b. The vendor must have a proven ability for contract start-up within 45 days of contract award.
- c. The vendor must have qualified staff with identifiable supportive personnel dedicated to the sole purpose of Commissary services.
- d. The vendor must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services. Vendor must have adequate staffing able to respond with onsite support to any issues that arise within **three hours** during normal business hours Monday-Friday. Additionally, vendor must have personnel located within the state of Alabama within one hour of Jasper City Detention Facility. Responding support staff must have been employed by the proposing contractor for a minimum of one year to ensure adequate systems knowledge. All vendors' unable to adhere to this standard will be disqualified.
- e. The vendor shall submit a list of fifteen (15) references, including name of institution, address, and contact person and phone number.

- f. The vendor must currently conduct commissary services in at least 10 counties in Alabama. The purpose of this provision is to ensure longevity in the partnership.
- g. Vendor must prove that employees undergo a comprehensive background check, along with education on contraband in correctional facilities. Vendor to include orientation lesson plans if available.
- h. The vendor is to submit the proposed price list, items, package size and brand name of each product proposed for sale.

#### 4 PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Interested vendors shall submit an original plus two (2) copies and one (1) digital copy, in either MS Word or PDF format of their proposal to the City of Jasper:

City of Jasper  
Attention: Derleida Abrom  
Purchasing Agent  
400 19<sup>th</sup> St W  
Jasper, AL 35501

Proposals must be sealed and marked **“Request for Proposal Jasper City Inmate Commissary Service”** and delivered no later than 11:00a.m. Central Time, March 22, 2016 and shall contain at a minimum the following items:

- 4.1 Cover Sheet (Exhibit A)  
Provide the full legal name of the Contractor who will execute the contract. Provide specific information concerning the respondent, including: the respondent’s legal name, location, and type of entity.
- 4.2 Description of Operation and Services–
  - a. Describe the procedures by which commissary services will be provided.
  - b. Describe the billing and accounting system to be used. Will all inmate payments for commissary goods be remitted to the vendor, with payment provided to the City for its commission at the end of the month? Or will inmate payments be held by the City and an invoice provided by the vendor to the City for the vendor’s cost?
  - c. Provide a sample menu of commissary items proposed for sale to inmates, including proposed pricing for each item. Identify the commission that would be earned by the City for the sale of each item.
  - d. Describe, in detail, the inmate account management system. Include descriptions of both the operational features as well as the accounting features.
  - e. Describe the communications methods and requirements of your system. Does your system use a modem, the Internet, a virtual private network (VPN), etc?

- f. Describe any infrastructure or services (such as floor space, wiring, electrical, network, etc.) that will need to be supplied by the City in order to install and operate the proposed commissary and banking technology.
- g. Provide an overview of your employment process for employees that may handle orders prepared for Jasper City.
- h. Outline your training processes for employees that may handle orders concerning contraband issues, product security, and other pertinent information concerning correctional facilities. Provide lesson plans and handouts of this training if available.
- i. List procedures in place to prevent the introduction of contraband to your customer facilities.
- j. List vendor employees that will handle the City's account and provide an overview of their background and qualifications.
- k. Describe how orders will be delivered from the vendor facility to the jail.

## 5 SELECTION PROCEDURES

### 5.1 Evaluation Criteria

The primary criteria to be used in selecting a vendor will include but is not limited to the following:

- a. The vendor's demonstrated experience and expertise in correctional facilities. Experience shall include current service in correctional facilities, as well as experience and training of staff, district manager and transition team.
- b. The Contractor's plan of operation, including accounting, packaging, shipping, delivery, shortages, and overall ability to perform a quality commissary program.
- c. The net financial return (net commission) to the City, without inflating the pricing to inmates in order to provide a higher commission. Each vendor is to base their pricing, per item offered in the commissary, based on the current package size and weight. This information, for each item, must be included in detail in the proposal submissions. The net financial return (net commission) should include inmate commissary, snackpacks, carepacks, secure two-way messaging between inmate and family and friends, and remote video visitation.
- d. Past history and references. Vendors shall include a listing of references with their proposals, indicating facility locations, and name and telephone number of facility contact person. **This list should contain at least fifteen (15) current references, 10 of which must be based in Alabama.** References may or may not be contacted, at the discretion of the City.

## 6 Selection Process

After an initial review of each of the proposals for completeness, the vendors submitting the most highly rated proposals may be invited for interviews prior to final selection, to further elaborate on their proposals. The City reserves the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

The Contractor(s) selected for this project will be required to comply with insurance standards as deemed acceptable to the City's Risk Manager. No agreement with the City of Jasper is in effect until both parties have signed a contract.

**EXHIBIT A**  
**COVER SHEET**

**Applicant Agency:** \_\_\_\_\_

**Contact Person**

**Name and Title:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Type of entity:** \_\_\_\_\_  
(e.g., corporation, sole-proprietorship, non-profit organization, public agency, etc.)

**Federal Tax ID:** \_\_\_\_\_

\_\_\_\_\_  
Printed name of Authorized representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date