

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
HIGHWAYS DIVISION

**ADDENDUM NO. 2
FOR**

**KALANIANA'OLE HIGHWAY
EMERGENCY LANDSLIDE REPAIRS AT CASTLE JUNCTION
PROJECT NO. 61C-02-04
DISTRICT OF KOOLAUPOKO
ISLAND OF OAHU**

2004

Amend the bid documents as follows:

1. SPECIAL PROVISIONS

- a. Revise the wording "tenth day" to read "fifth day" for the following:
 - 1. Notice to Bidders, fifth paragraph, second sentence,
 - 2. Instructions to Bidders, 1. Bidders Qualification and Intent to Bid, first paragraph, second sentence, and
 - 3. Subsection 102.01 Prequalification of Bidders, second paragraph, second sentence.
- b. Amend Special Notice to Contractors, Note 2 by adding the following:
"The Contractor shall not work on Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Years' Day, and Easter Sunday."
- c. Amend Subsection 101.03 by revising the definition of Working Day to read as follows:

"Working Day – Calendar Days, exclusive of:

- (1) Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Easter Sunday.
- (2) Days required by the contract to suspend construction operations, and
- (3) Days prevented by or resulting from inclement weather to permit the normal work force to proceed with construction operations for at least five hours. During the months of December through April (24 hour working period), working

days will be credited in daylight working days (May through November) according to the following table:

<u>Hours worked During 24-Hour Working Period (December through April)</u>	<u>Credited Days - Daylight Hour Working Period (May through November)</u>
0 to 4.99	3
5.00 to 9.99	2
10.00 to 14.99	1
at least 15	0

The Contractor shall also be performing the current controlling item or items of work."

- d. Replace Pages 103-1a through 103-5a dated 6/29/03 with the attached Pages 103-1a through 103-5a dated 10/21/03, including Right of Entry Agreement (5 pages).
- e. Amend Subsection 105.05 – Cooperation with Utility Companies by adding the following:

"The Contractor is advised that the HECO pole relocation, shown on plan sheet 42, will be completed prior to January 31, 2004 by HECO. Until the utility pole is relocated, the Contractor shall plan his work accordingly to allow the existing utility pole, guy wires, and overhead electrical lines to remain in place. The Contractor shall be responsible for any damages to HECO's facilities as a result of his operations. The Contractor shall coordinate his work with HECO, and permit HECO access to the site for the pole and overhead line relocation. No additional compensation shall be made to the Contractor for this work."

- f. Amend Subsection 108.06 – Temporary Suspension of Work to read as follows:

"108.06 Temporary Suspension of Work. The Engineer will have the authority to suspend the project in whole or in part for such period as the Engineer may deem necessary. Causes for temporary suspension of work include:

- (1) other conditions out of the control of the Contractor which may prevent proper prosecution of the work, as solely determined by the Engineer or;
- (2) failure to prosecute or do the work according to the contract;
- (3) non-compliance with non-discrimination, Affirmative Action, EEO and wage and hour contract provisions.

The Contractor shall immediately comply with the Engineer's written order to suspend the affected work. Resume the suspended work only upon written NTP from the Engineer.

When the Engineer orders such suspension of project work, the Engineer will assume the cost of eliminating the hazards and inconveniences caused by such suspension according to Subsection 104.03 - Extra Work. The Engineer may do the work at no cost to the Contractor at the Engineer's option. The Engineer will apply this provision only to the portion of the work suspended.

When the Engineer causes suspension of work and the Engineer chooses not to do the work of eliminating the hazards and inconveniences, the Engineer will pay the Contractor to do the work to such amount as the Engineer may in writing find to be fair, reasonable and auditable. The amount compensated will be the actual cost considered unavoidable by the Engineer. Take immediate steps, after consultation with the Engineer, to minimize costs.

When a contract phase or a controlling item of work is suspended more than two weeks, the Engineer may pay compensation for the following:

- (1) direct project overhead costs excluding overhead equipment plus a markup of 10% for profit and indirect general and administrative expenses;
- (2) overhead equipment at the Blue Book Rental Rate for actual operating hours;
- (3) rental at rate determined by cost divided by expected useful life for major construction materials used temporarily in the construction work when their actual period of use is extended by the suspension;
- (4) idle equipment at 40% of the applicable Blue Book Rental Rate without operation costs or equal to the direct cost;
- (5) demobilization and mobilization of workers and equipment as extra work according to Subsection 109.04 - Extra and Force Account (F.A.) Work.

The Contractor shall submit a claim for additional compensation in writing within 20 calendar days of the start of the suspension. Submit the amount of claim and the detailed supporting documents to justify the claim in writing within 60 calendar days after the completion of the suspension period.

Notwithstanding the suspension which may still be in progress, the Engineer may make progress payments for costs incurred under provisions of this section upon submission of cost documentation which the Engineer deems acceptable.

If the Contractor causes the suspension of the work, do the work necessary to eliminate and repair hazards and inconveniences caused by such suspension at no cost to the State. If the Contractor fails to do the work as specified herein, the Department may do such work and the Contractor shall pay the cost and the Engineer will deduct from payments due.

Before the Department assumes the cost of maintenance, the Contractor shall eliminate hazards and inconveniences and repair damages to the work that the Contractor could have done before the suspension. If the Contractor fails to do this work, the Department will do the work and the Contractor shall pay the cost of that work and the Engineer will deduct from payments due or become due.

The Engineer will not charge the Contractor a working day if, during the daylight hour working period (May to November), the Department orders such suspension of project work and the Contractor is unable to proceed with 60% of its normal labor and equipment force engaged in the current controlling operation for at least five hours of the working day.

During the 24-hour working period (December to April), if the Department orders such suspension of project work and the Contractor is unable to proceed with 60% of its normal labor and equipment force engaged in the current controlling operation for the following durations, a 24-hour working day will be forfeited and equivalent daylight hour working days will be credited according to the following table:

<u>24-Hour Working Period</u> <u>Hours worked</u> <u>(for December to April)</u>	<u>Equivalent Daylight Hour</u> <u>Working Days Credited</u> <u>(for May to November)</u>
0 to 4.99	3
5.00 to 9.99	2
10.00 to 14.99	1
at least 15	0

The Engineer will charge the Contractor a working day if, during the 24-hour working period (December to April), the Contractor is capable to proceed with 60% of its normal labor and equipment force engaged in the current controlling operation for at least fifteen hours of the working day.

If a non-controlling item of work does become the current controlling operation, make the time of completion of the work on the current controlling operation.

If the Contractor causes the suspension of the work, the Engineer will consider the days during which the suspension order is in effect to be working days. The Engineer will charge those days as part of completion time. The Engineer will decide who is responsible for suspensions.

If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted by an act of the Engineer in the administration of this contract, or by the failure of the Engineer to act within the time specified in this contract (or if no time is specified, within reasonable time), an adjustment shall be made for any increase in the cost of performance of this contract necessarily caused by such reasonable suspension, delay, or interruption and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent:

- (1) that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor; or
- (2) for which an adjustment is provided for or excluded under any other provision of this contract.

No claim under this clause shall be allowed:

- (1) For any costs incurred more than 20 days before the Contractor shall have notified the Engineer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and
- (2) Unless the claim is asserted in writing as soon as practicable after the termination of such suspension, delay, or interruption, but not later than the date of final payment under the contract.

Any adjustment in contract price made pursuant to this clause shall be determined according to the price adjustment clause of this contract."

2. PLANS

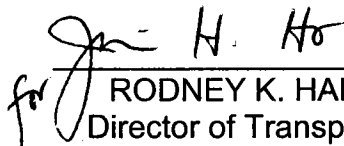
- a. **Sheet 10.** Revise "Castle Baseline Sta. 224+50" to read "Castle Baseline Sta. 224+50.33".
- b. **Sheet 10.** Revise azimuth "100°28'49.46"" to read "79°31'10.54"".
- c. **Sheet 42.** Revise Note 2 to read as follows:
"Overhead line relocation work is by HECO and will be completed prior to January 31, 2004. The Contractor shall coordinate his work with HECO, and permit HECO and their Contractor access to the site."

3. APPROVED SUBSTITUTIONS

The following items hereinafter listed are approved as equal to the previously specified items, provided all requirements of the contract documents are met. Approval shall not in any circumstances be construed as an approval or deviation from the contract documents unless the entity seeking such approval has, in writing, specifically called to the Engineer's or the approving agency's attention to each such deviation at the time of submission. Said entity and/or Contractor shall be responsible for coordination of the work pertinent to affected materials, equipment and labor to ensure proper execution of the work as per the intent of the contract documents.

<u>No.</u>	<u>Section</u>	<u>Item/Description</u>
1	693	Quadguard System Terminal Impact Attenuator (Model No. QS3606Y) with Quad-Beam to Thrie Beam Transition Assemblies: "TAU II System TL-3 Crash Cushion" as manufactured by Barrier Systems, Inc.
2	693	Quadguard System (Model No. QS3606Y) Replacement Cartridge Cells and Replacement Nose Section Cover and Cartridge Cell (Unassembled): "TAU II System TL-3 Crash Cushion" as manufactured by Barrier Systems, Inc.

Please acknowledge receipt of this Addendum No. 2 by recording the date of its receipt in the space provided on page P-4 of the Proposal.



for RODNEY K. HARAGA
Director of Transportation

SECTION 103 - AWARD AND EXECUTION OF CONTRACT

Make the following amendments to said Section:

(I) Amend 103.01 Consideration of Proposal to read as follows:

"103.01 Consideration of Proposals. The Department will compare the proposals in terms of the summation of the products of the approximate quantities and the unit bid prices after the Contracts Officer opens and reads the proposals. The Department will make the results immediately available to the public. If a discrepancy occurs between the unit bid price and the bid price, the unit bid price shall govern.

The Department reserves the right to reject proposals, waive technicalities or advertise for new proposals, if the rejection, waiver, or new advertisement favors the Department."

(II) Amend 103.03 Award of Contract by adding the following:

"According to Section 103-53, HRS, and as provided in Section 102.20 - Tax Clearance of the Special Provisions, the awardee is required to provide a valid state and federal tax clearance as a prerequisite to entering into a public contract.

Act 52, SLH 2003, amended Section 103D-310, HRS, by adding subsection (c) which, in part follows:

'(c) All offerors, upon award of contract, shall comply with all laws governing entities doing business in the State, including chapters 237, 383, 386, 392, and 393, and shall:

- (1) Be incorporated or organized under the laws of the State; or
- (2) Be registered to do business in the State as a separate branch or division that is capable of fully performing under the contract.'

At the release of this solicitation, implementation of the law is pending guidance from the Departments of Labor and Industrial Relations and Commerce and Consumer Affairs. Should guidance be received and implemented prior to award of this contract, the prospective awardee will be required to comply."

(III) Amend 103.06 Requirement of Contract Bond to read as follows:

"103.06 Requirement of Contract Bond. At the time of execution of the contract, the successful bidder shall file a good and sufficient performance bond and a payment bond on the forms furnished by the Department (see attached) conditioned for the full and faithful performance of the contract according to the terms and intent thereof and for the prompt payment to all others for all labor and material furnished by them to the bidder and used in the prosecution of the work

provided for in the contract. The bonds, each of which shall be of an amount equal to 100% of the amount of the contract price and including 5% of the contract amount estimated to be required for extra work. The bidder shall limit the acceptable performance and payment bonds to the following:

- (a) Legal tender;
- (b) Surety bond underwritten by a company licensed to issue bonds in the State of Hawaii; or
- (c) A certificate of deposit; share certificate; cashier's check; treasurer's check, teller's check drawn by or a certified check accepted by and payable on demand to the State by a bank savings institution or credit union insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).

1. The bidder may use these instruments only to a maximum of \$100,000.
2. If the required security or bond amount totals over \$100,000 more than one instrument not exceeding \$100,000 each and issued by different financial institutions shall be acceptable.

Such bonds shall also by the terms inure to the benefit of any and all persons entitled to file claims for labor done or material furnished in the work so as to give them a right of action as contemplated by Section 103D-324, HRS."

(IV) Amend **103.07 Execution of the Contract** by revising the first paragraph to read as follows:

"103.07 Execution of Contract. The contract bond and Chapter 104, HRS Compliance Certificate, similar to a copy of the same annexed hereto, shall be executed by the successful bidder and returned within ten days after the award of the contract or within such further time as the Director may allow after the bidder has received the contract for execution."

(V) Amend **103.07 Execution of the Contract** by adding the following:

"The Contractor shall be responsible for full execution of the Right-of-Entry Agreements with the Grantor(s), namely, Hawaii Pacific University; Wynne B. Pascual, Trustee of Teixeira Family Trust; and Creative Consultants, Inc., prior to commencing any work outside of the State of Hawaii Right-of-Way.

(VI) Amend **103.09 Submission of Insurance Certification** to read as follows:

"103.09 Insurance Requirements.

(A) Obligation of Contractor. Contractor shall obtain all required insurance as part of the contract price. The Contractor shall not commence any work until it obtains all required insurance. All required insurance must be maintained with a company authorized by law to issue such insurance in the State of Hawaii. The Contractor shall maintain all insurance until final acceptance of the work by the State.

A certificate of insurance shall identify if the insurance company is a "captive" insurance company or a "Non-Admitted" carrier to the State of Hawaii. The Best's rating must be stated for the "Non-Admitted" carrier. Certificates shall contain a provision that coverages being certified will not be cancelled or materially changed without giving the Engineer at least 30 days prior written notice by registered mail. If the State, its officers and employees, and Hawaii Pacific University; Wynne B. Pascual, Trustee of Teixeira Family Trust; and Creative Consultants, Inc. are to be Additional Insureds on any of the required insurance, it shall be so noted on the certificate. Should any policy be cancelled before final acceptance of the work by the State, and the Contractor fails to immediately procure replacement insurance as specified, the State, in addition to all other remedies it may have for such breach, reserves the right to procure such insurance and deduct the cost thereof from any money due to the Contractor.

Nothing contained in these insurance requirements is to be construed as limiting the extent of Contractor's responsibility for payment of damages resulting from its operations under this contract, including the Contractor's obligation to pay liquidated damages, nor shall it affect the Contractor's separate and independent duty to defend, indemnify and hold the State and its officers and employees, harmless pursuant to other provisions of the contract documents. The State's exercise of an option to occupy and use portions of the work does not relieve the Contractor of its obligation to maintain the required insurance until the date of final acceptance.

All insurance described herein shall be primary and cover the insured for all work to be performed under the contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith, including but not limited to traffic detours, barricades, warnings, diversions, lane closures and other work performed outside the work area.

Upon request, the Contractor shall furnish the Engineer, a copy of required policies or other proof of coverage satisfactory to the Engineer, of each type of insurance covering the work within 15 days of the contract award date. Failure to comply with the Engineer's request may result in suspension of the work, and shall be sufficient grounds to withhold future

payments due the Contractor and to terminate the contract for the Contractor's default.

(B) Types of Insurance. The Contractor shall purchase and maintain insurance described below:

(1) Commercial General Comprehensive Personal Injury and Property Damage Liability insurance with the following minimum limits of liability:

Products - Completed/Operations Aggregate \$2,000,000

Personal and Advertising Injury \$2,000,000

Bodily Injury and Property Damage \$2,000,000 each occurrence

The State of Hawaii, its officers and employees, and Hawaii Pacific University; Wynne B. Pascual, Trustee of Teixeira Family Trust; and Creative Consultants, Inc. shall be as additional insureds under these coverages.

(2) Automobile Liability insurance with the following minimum limits of liability:

Bodily Injury Liability \$1,000,000 (Per accident)

Property Damage Liability \$1,000,000

The State of Hawaii, its officers and employees, and Hawaii Pacific University; Wynne B. Pascual, Trustee of Teixeira Family Trust; and Creative Consultants, Inc. shall be as additional insureds under these coverages.

(3) Workers' Compensation insurance coverage for all persons whom the Contractor and all its subcontractors they employ in carrying out the work under this contract. This insurance shall be in strict conformity with the requirements of the most current and applicable State of Hawaii Workers' Compensation Insurance laws in effect on the date of the execution of this contract and as modified during the duration of the contract

(4) Builder's Risk Insurance during the progress of the work and until final acceptance by the Engineer. It shall be "All Risk" (including but not limited to earthquake, windstorm and flood damage) completed value insurance coverage on all completed work and work in progress to the full replacement value thereof. Such insurance shall include the State as an additional insured under these

coverages. The Contractor shall submit to the Engineer for its approval all items deemed to be uninsurable. The policy may provide for a deductible in an amount of up to 25 percent of the amount insured by the policy. With respect to all losses up to any deductible amount, the relationship between the Contractor and the State shall be that of insurer and additional insured as if no deductible existed.

(C) Breach of Duty by Contractor or Insurer. If the Contractor and/or its insurer wrongfully fails to defend and/or indemnify the State of Hawaii, its officers and employees, and Hawaii Pacific University; Wynne B. Pascual, Trustee of Teixeira Family Trust; and Creative Consultants, Inc. against any claims, the State may bar or suspend the Contractor and/or its insurance company from bidding, working on construction projects, and/or providing insurance on State construction projects.

The State may exercise these remedies in addition to other legal or equitable remedies it may have against the Contractor and/or insurer.

(D) Subcontractor Insurance. The Contractor shall either:

(1) Require its subcontractors to procure and to maintain during the life of its subcontract, subcontractor's comprehensive general liability, automobile liability and property damage liability insurance of the type and in the same amounts specified herein and further require that such coverage be required by its subcontractors from all lower tier subcontractors;

(2) Insure the activities of its subcontractors and their lower tier subcontractors in its own policy.

(E) Self-Insured Retention. The Contractor shall be permitted, in cooperation with its insurers, to maintain a self insured retention for up to 25 percent of the per occurrence combined single limits of the commercial general liability and the automobile liability policies required by the contract documents. The existence of the self-insured retention must be noted on the certificate of insurance coverage submitted to the State or else it will be understood that the insurer is providing first dollar coverage for all claims. For all claims within the self-insured retention amount, the rights, duties and obligations between the Contractor and the State shall be identical to that between a liability insurer and the state, as an additional insured, as if there was no self-insured retention."

END OF SECTION

RIGHT OF ENTRY AGREEMENT

THIS AGREEMENT, effective as of _____, 2003, made and entered into by and between _____, whose post office address is _____ (hereafter referred to as the "GRANTOR") and _____, (hereafter the "CONTRACTOR"), a corporation under the laws of the State of Hawaii, whose business address and taxpayer identification number are: _____.

WITNESSETH THAT:

WHEREAS, the CONTRACTOR requires the temporary use of certain property designated as Parcel ____, being portion(s) of Tax Map Key Parcels No. __ - __ - __ : __, all situated at _____, Island of Oahu, County of Honolulu, State of Hawaii, containing area(s) of approximately _____ square feet or _____ acres, as shown on the map attached hereto as Exhibit "A" and incorporated herein by reference (hereafter collectively referred to as the "Property"), for a public purpose, to wit: the construction, preservation and protection of the highway project known as Kalaniana'ole Highway Emergency Landslide Repairs at Castle Junction, Project No. 61C-02-04, at Koolaupoko, Oahu, Hawaii (hereafter referred to as the "Project"); and

WHEREAS, the CONTRACTOR has been awarded the Project contract by the State of Hawaii, Department of Transportation (hereafter the "STATE"); and

WHEREAS, the CONTRACTOR is desirous of obtaining immediate possession of the Property in order that construction of the Project may proceed without delay; and

WHEREAS, the GRANTOR is owner of, or may have an interest in, the Property which will be affected by the Project: and

WHEREAS, the GRANTOR is desirous of cooperating with the CONTRACTOR so that the construction of the Project may proceed without delay,

NOW, THEREFORE, in consideration of the premises and the covenants contained herein, the parties hereto mutually agree as follows:

1. Grant of entry. The GRANTOR hereby grants to the CONTRACTOR, its officers, employees and subcontractors, permission to enter upon and take possession of the Property as shown on the map for the Project filed in the Highways Division, Department of Transportation, State of Hawaii, for the purposes of the Project enumerated above.

2. Indemnification. The CONTRACTOR shall indemnify the GRANTOR and the STATE against any liability, including all loss, damages, costs, expenses and attorney's fees for any damage to real or personal property, including environmental damage, or injury to or death of persons when such damage, injury or death is caused by the negligence, gross negligence or willful action of the CONTRACTOR in the exercise of the rights granted under this Agreement, provided, that the CONTRACTOR shall not be obligated to indemnify the GRANTOR if and to the extent that such damage, injury or death is caused by the negligence of the GRANTOR or any of the GRANTOR's heirs, personal representatives, parent entities, subsidiaries, successors and assigns.

3. No agent of the State of Hawaii or the GRANTOR. For purposes of this Agreement, the CONTRACTOR shall not be deemed an agent or representative of the State of Hawaii or the GRANTOR and nothing herein contained shall be interpreted to impute such agent or representative status to the CONTRACTOR with respect to this Agreement.

4. No unreasonable interference. The GRANTOR agrees not to unreasonably interfere with the CONTRACTOR's facilities, operations and activities in, on or connected with the Property. CONTRACTOR agrees that GRANTOR and utility companies may continue to exercise any existing rights each may have related to the Property, including but not limited to, access over and through the Property, as long as said exercise of rights does not unreasonably interfere with the CONTRACTOR's work on the Property.

5. Insurance. The CONTRACTOR shall carry, at its own expense, commercial general liability and automobile liability insurance covering all activities conducted on the Property. The limit of liability for the commercial general liability insurance coverage shall not be less than TWO MILLION AND NO/100 DOLLARS

(\$2,000,000.00) for each of the following coverages: (a) products - completed/operations aggregate, (b) personal injury & advertising injury and (c) bodily injury and property damage (per occurrence). The limit of liability for the automobile liability insurance coverage shall not be less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for each of the following liability coverages: (i) bodily injury (per accident) and (ii) property damage. The GRANTOR shall be included as an additional insured on the commercial general liability and automobile liability policies. The CONTRACTOR will, prior to the commencement of any work within the Property, furnish to the GRANTOR and the STATE a certificate of insurance evidencing the above insurance coverage.

6. Term. The term of this Agreement shall be for a period of one (1) year from the effective date of this Agreement, unless sooner terminated by the CONTRACTOR in accordance with paragraph 8 herein.

7. Extension. This Agreement may be extended upon mutual written agreement of the parties hereto.

8. Termination. This Agreement may be terminated upon thirty (30) days written notice by the CONTRACTOR as to all or any portion of the Property.

9. Effect of termination. Upon termination of this Agreement, the CONTRACTOR's obligation pursuant to paragraph 2 herein shall terminate, excepting any causes of action that may have accrued prior to said termination.

10. Removal. Upon termination of this Agreement, the CONTRACTOR shall remove from the Property in an orderly manner, any and all personal property, including machinery, equipment, tools and motor vehicles stored or otherwise placed on the Property by the CONTRACTOR.

11. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and said counterparts shall together constitute one and the same agreement, binding all of the parties hereto, notwithstanding all of the parties are not signatory to the original or the same counterparts. For all purposes, including, without limitation, recordation, filing and delivery of this instrument, duplicate

unexecuted pages of the counterparts may be discarded and the remaining pages assembled as one document.

12. Headings, captions. The headings and captions used herein are for convenience of reference only and are not to be used to construe, interpret, define or limit the paragraphs to which they may pertain.

13. Binding effect. The term "GRANTOR" wherever used herein shall include the GRANTOR, their heirs, personal representatives, parent entities, subsidiaries, successors and assigns, and the term "CONTRACTOR" wherever used herein shall include _____, its successors and permitted assigns. This instrument shall be binding upon and shall inure to the benefit of the GRANTOR and the CONTRACTOR.

14. Assignment. The GRANTOR may not assign or otherwise transfer any interest in this Agreement without the written consent of the CONTRACTOR.

15. Amendment. This Agreement shall not be amended except in writing signed by the parties. _____

IN WITNESS WHEREOF, the GRANTOR and the CONTRACTOR have each caused this instrument to be duly executed this _____ day of _____, 2003, all effective as of the day, month, and year first above written.

GRANTOR:

[type grantor name here]

[type grantor name here]

CONTRACTOR:

[type contractor name here]

By _____

Print Name _____

Its _____

By _____

Print Name _____

Its _____