



**TENDER FOR
SITE OPERATIONS AT THE
MATTAWA LANDFILL SITE**

PROJECT NO. 2021-06

CONTRACT DOCUMENTS

August 2021



TENDER FOR TOWN OF MATTAWA

**SITE OPERATIONS AT THE MATTAWA LANDFILL SITE
1161 RICHARDS ROAD, PAPINEAU-CAMERON TOWNSHIP**

PROJECT NO. 2021-06

August 2021

Corporation of the Town of Mattawa
c/o Francine Desormeau,
Chief Administrative Officer, Treasurer 160 Water Street
Mattawa, Ontario P0H1V0
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**CORPORATION OF THE TOWN OF MATTAWA
SITE OPERATIONS AT THE MATTAWA LANDFILL SITE**

TENDER INFORMATION

1. INVITATION

1.1. The Town of Mattawa invites tenders from qualified operators for operation of the Mattawa Landfill Site as per the General Conditions and Specifications contained within the tender document for the period of October 1st, 2021 to September 30th, 2026.

2. DELIVERY OF TENDERS

Two (2) copies of SEALED TENDERS clearly marked "**Tender 2021-06 – Mattawa Landfill Site Operations**" will be received by:

Ms. Francine Desormeau, CAO/Treasurer
Corporation of the Town of Mattawa
160 Water Street
Mattawa, ON P0H 1V0

until **2:00 p.m., local time, on Friday, August 27, 2021.**

Tenders will be opened at 3:00 p.m., August 27, 2021 in the Dr. F. Monestime Council Chambers at the Municipal Office, 160 Water Street.

3. TENDER FORM

3.1. Tenders shall be submitted on our tender form only. Tenders that do not comply strictly with our terms and conditions or tenders which are incomplete, obscure, or made subject to further conditions or qualified may be disqualified or rejected as informal.

3.2. Adjustment by letter to a tender already submitted will not be considered. A bidder desiring to make adjustment to a tender submitted must withdraw the tender and submit another tender. A tender may be withdrawn at any time prior to the time of closing.

3.3. The tender form must be signed in the spaces provided on the form, with the signature of the bidder or of proper signing authorities of the organization bidding. If a joint bid is submitted, it must be signed by each of the bidders and witnessed.

3.4. The Town reserves the right to reject any or all bids submitted or any part or any bid. The lowest bid, or any bid will not necessarily be accepted. Tender submissions shall remain open for a period of 60 (sixty) days from the closing date. The successful contractor will be notified as soon as possible after the Town has received consultation with the Landfill Advisory Committee and direction from Town of Mattawa Council.

3.5. The tenders must be clearly legible and all blanks filled in.

4. CLARIFICATION OR INTERPRETATION

The specifications, attached or referred to, define the scope of work and services and shall be complied with in every detail. Clarification or interpretation of the tender documents may be obtained by contacting Mr. Barry Jackson, Public Works Supervisor, in writing. Unless otherwise stated in writing to the contrary, your signed tender shall be taken as your statement that you understand the scope of work and specifications and agree to comply with same and all terms and conditions stated in the tender documents.

5. TENDERERS TO INVESTIGATE – MANDATORY SITE MEETING

Each bidder is required before submitting a tender to attend a mandatory site meeting to examine the Mattawa Landfill Site and to satisfy itself as to all conditions that may be encountered during the performance of the work. No claims will be allowed after the submission of a tender or award of a contract on the basis that there was misunderstanding of the terms and conditions or specifications or for any other reason.

The mandatory site meeting will be held on Wednesday August 18, 2021 at 11:00 a.m. local time at the Site, 1161 Richards Road.

6. TERM OF AGREEMENT

The operation duties of the successful tender will commence at 12:01 A.M. on the 1st day of October, 2021 for the term of this contract being five (5) years ending at 11:59 P.M. on the 30th day of September, 2026.

7. ADDENDA

Any and all addenda to the Specifications, Information for Bidders, or General Conditions which may be sent to bidders during the term of preparation of tenders shall be considered part of the contract documents and shall be acknowledged as having been received on the Form of Tender in the space provided.

8. TENDER DEPOSIT

Each tender shall be accompanied by a bid deposit in the form of either a bid bond in the amount of FIVE THOUSAND DOLLARS (\$5,000.00), Dominion of Canada bond, or a certified cheque payable to the Corporation of the Town of Mattawa for the same amount. The bid deposit for all tenders will be returned when a contract has been entered into by the successful bidder. If the successful bidder defaults in entering into a contract, the Town may resort to another bidder and the bid deposit will be forfeited as provided in Article 5 of General Conditions. No interest will be paid by the Town of Mattawa on any bid deposits.

GENERAL CONDITIONS - SITE OPERATIONS AT THE MATTAWA LANDFILL SITE

1. DEFINITIONS

- 1.1. TOWN means the Corporation of the Town of Mattawa.
- 1.2. SUPERVISOR means the person for the time being filling the office of the Public Works Supervisor of the Town or any other person authorized by the said Public Works Supervisor to act on its behalf.
- 1.3. CONTRACT means this agreement and includes the bonds, or security, the Specifications, the General Conditions, the Tender and any other documents referred to in this agreement or attached thereto.
- 1.4. CONTRACTOR or a pronoun in place thereof, means the person or persons who have undertaken to perform and carry out this contract, the successful bidder.
- 1.5. UNIT PRICE PER MONTH means the total all-inclusive price of all labour, materials, overhead, profit, levies, imposts, and all other costs for the operation of the Mattawa Landfill Site.
- 1.6. TENDERER is synonymous with "bidder".
- 1.7. LANDFILL ADVISORY COMMITTEE means a committee consisting of administrative personnel, and public representation from the Corporation of the Town of Mattawa, the

Municipality of Mattawan, and the Township of Papineau-Cameron for the purpose of an advisory capacity only and for providing information to their respective Councils.

2. TENDERS

All tenders for the execution of the work specified or referred to must be made without any knowledge, comparison of figures, or arrangements with any other person making any tender for the same purpose, and that it is in all respects fair and without collusion or fraud, and that no member of either Council, or any other officer of the Town is, shall be, or become interested directly or indirectly, as contracting party, partner, stockholder, surety or otherwise in, or in the performance of, the contract, or in the supplies, work or business to which it relates, or in any portion of the profits to be used therein or thereof, or any of the monies to be derived therefrom. Tenders must cover the cost of the completion of the work in every respect in accordance with the contract. Tenderers are required to fully satisfy themselves as to the practicability of the works, and every part thereof before tendering thereon and the tenderer by his signature thereto, assumes all responsibility in respect thereof.

3. DEFINITION OF CONTRACT

The work required to be done by the contractor under this contract comprises the operation of the Mattawa Landfill Site. All such work shall be performed by the contractor in accordance with the attached specifications, these General Conditions and the Instruction to Bidders. The contractor will be required to provide at its own expense all and every kind of labour, vehicles, tools, equipment, articles and things necessary for the due execution of the work set out or referred to in the specifications.

4. CONTRACTOR'S LIABILITY

The contractor, its agents and all persons employed under the contractor, or under its control including sub-contractors, shall use due care to ensure that no person or property suffers injury or loss (including death) and no rights (including inventions, industrial property and patent rights) are infringed, as a result or by reason of the prosecution of the works or operations of the contractor under this agreement or existence, location or condition of any vehicle, machinery, plant or materials used therein or due to the failure, neglect or omission of the contractor or any of the persons set out above to do or perform any or all of the acts or things agreed to be done or performed under this agreement, and the contractor shall be solely responsible for all damages by whomsoever claimable in respect of any such loss, injury or infringement of rights. The contractor shall assume the defence of, indemnify and save the Town, its agents, officers, and employees harmless from and all claims, demand loss, damages, actions, suits or other proceedings (and any costs, expenses thereby incurred by the Town) by whomsoever made, brought or persecuted in any manner based upon, occasioned by, or attributed to any such loss, injury or infringement.

5. DEPOSIT CHEQUE

If the tenderer is awarded the contract, owners or an authorized representative will sign the contract agreement prepared in accordance with these instructions, the general conditions and specifications, within seven (7) days of being requested so to do by the Town. In the event of failure on the part of the successful tenderer to sign the above referred to contract agreement, the deposit, bonds, or cheque will be forfeited to the Town as liquidated damages and not as a penalty.

6. INSURANCE

The contractor shall take out with an insurer licensed to carry on business in Ontario a comprehensive policy or public liability and property damage insurance acceptable to the Town providing insurance coverage in respect of any one person and any one accident to the limit of at least five million (\$5,000,000.00) dollars, exclusive of interest and cost, against loss or damage resulting from bodily injury to or death of one or more persons and loss of or damage to property and such policy shall name the Town as an additional insured thereunder and shall protect the Town against all damage or

injury including death to any person or persons and for damage to any property of the Town or any other public or private property resulting from or arising out of any act or omission on the part of the contractor or any of its agents, workmen, employee or persons under its control, including Sub-contractors, during the execution of this agreement.

Before the commencement of any of its operations hereunder, the contractor shall produce to the Town a certified copy of the policy or a certificate thereof. The insurance coverage noted above shall be maintained in force throughout the term of this agreement.

7. WORKER'S COMPENSATION

The contractor shall be registered with the Workplace Safety and Insurance Board (WSIB) for the term of the contract. Prior to entering into an agreement for this contract, the contractor shall provide a clearance certificate of accounts paid. The Town shall be provided through WSIB with clearance notification to confirm that their account is in good standing throughout the term of this agreement.

8. ASSIGNMENT AND SUB-LETTING

The Contractor shall not assign or sublet the contract or any part thereof or any benefit or interest therein, or thereunder, without the written consent of the Town of Mattawa. The company shall be held as fully responsible to the Town of Mattawa for the acts and omissions of its sub-contractors and of persons directly or indirectly employed by it as for the acts and omissions of persons directly employed by it. All payments to the contractor shall be made out of funds under the control of the Town, in its public capacity, and no member of either Town Council, or officer of either Town is to be held, personally liable to the contractor under any circumstances whatsoever.

9. LIENS

The parties hereto and their surety or themselves, their executors, administrators, successors and assigns and any and all other parties in any way concerned, fully indemnify the Corporation of the Town of Mattawa and all its officers, servants, and employees for any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or in equity or to any claim or liability under the Mechanics' Lien Act or to any attachment or debt, garnishee process or otherwise. The Town of Mattawa shall not in any case be liable to any greater extent than the amount owing by it to the contractor, his executors, administrators, successors, and assigns.

10. OTHER RIGHTS

The contractor, its agents, workforce and persons employed by the contractor or under its control shall use due care to ensure that no person is injured and that no property is damaged in the execution of the work and the contractor shall be solely responsible for all damages to person or property including theft, whether the property is owned by the Town or any of its employees.

11. PERMITS

The contractor shall obtain and pay for at its own expense, all licenses or permits required by law or statute or regulations made thereunder.

12. COMPLIANCE WITH LAWS

The contractor shall comply with all Federal, Provincial, and municipal legislation, statutes, regulations and by-laws.

13. PAYMENT

13.1. Payment by the Town of Mattawa to the successful tenderer, will be made monthly in the month following the date upon which the aforesaid service has been performed.

- 13.2. Payment for the work to be done under the contract will be at the unit rate per month bid by the contractor for the contract period unless specified otherwise.

SPECIFICATIONS - SITE OPERATIONS AT THE MATTAWA LANDFILL SITE

1. SITE OPERATIONS

- 1.1. The Contractor will be responsible to maintain the cleanliness of the site which includes:
- Piling and Maintenance of Wood, Construction and Demolition, Shingle and drywall waste pile; and
 - clean-up and maintenance of area adjacent to all recycling areas.
- 1.2. The Contractor shall be responsible for all compaction, covering and levelling on the active landfill tipping face to a minimum thickness of 150mm daily for three (3) days per week from May 1st to November 1st and at least one (1) day per week during the remainder of the year. This includes compaction and cover of the active tipping face following the deposit of waste from the public and the municipal garbage contractor. All movement and placement of daily cover shall be the responsibility of the contractor.
- 1.3. The Town will provide soil cover by having the Wood and Brush pile and Construction and Demolition (C & D) waste and bulky waste chipped and grinded as required at its own cost. The stock pile may contain ground stumps, brush, waste building materials, furniture and other bulky wastes. When in stock, the Contractor shall utilize the grinded cover material provided as a direct cost savings measure in favour of the Town.
- 1.4. The Contractor shall be responsible for supplying approved soil cover material, if and when required, and be delivered on site to spread and level active landfilling area.
- 1.5. The Contractor shall provide two (2) landfill attendants to be on site every Saturday from 9am to 12 noon or until closing (extended landfill open hours as required). The responsibility of the landfill attendants will be to monitor and direct users to the wood and waste metal bins to ensure refuse is disposed of in the appropriate cells.
- 1.6. Should the weather conditions prevent work to be done as outlined above, the work shall be done as soon as conditions are satisfactory.
- 1.7. The Town will provide snow clearing when depth is 5cm or greater on the main access road to the active landfill area as well as sanding/salting of access road, entrance/exit, recycling areas and material cells areas approaches.
- 1.8. The Town shall be entitled to attend or have personnel on the Landfill Site at any time to verify any and all aspects of operations by the Contractor.
- 1.9. The Town shall be responsible for granular material for road construction and maintenance.
- 1.10. The Town shall provide a minimum of one (1) landfill attendant at the gate from 9am to 12 noon or until closing (extended landfill open hours as required).

2 SITE OPERATING EQUIPMENT

- 2.1 It is hereby understood and agreed that the equipment to be used in operating the Landfill Site will be provided by the Contractor and that such equipment shall be suitable for heavy-duty service in connection with landfilling. The equipment furnished is to be specifically designed

for the use intended and shall be inspected for leaks and damages prior to entering the Site by the Public Works Supervisor. Any defects will be repaired by the Contractor at its own expense and be reinspected prior to re-entry to the Site for commencement of work.

- 2.2 The Contractor shall supply a competent operator who shall complete a daily circle check associated with this equipment, i.e. oil, grease, fluids and lights.
- 2.3 The Contractor shall maintain all such equipment as is considered necessary for conducting the work in an acceptable manner and at a satisfactory rate of progress. All equipment, tools, and machinery used for handling materials and executing any part of the work shall be maintained in a satisfactory, safe and efficient working condition. Equipment used by the Contractor shall be such that no injury to the workers or property will result from its use. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work and services performed hereunder. The Contractor shall provide reasonable protection to prevent property loss or damage and/or personal injury to persons, including but not limited to, employees performing such work and all other persons who may be affected thereby.
- 2.4 The Town shall not be liable for any repair or upkeep or replacement costs of/for the Contractor's equipment.

3 LABOUR FORCE

- 3.3 The Contractor shall employ only such superintendents, forepersons, and workers who are careful, competent and fully qualified to perform the duties or tasks assigned to them and shall secure the summary dismissal of any person or persons employed by the Contractor in or about or on the work place who shall misconduct themselves or be incompetent, disrespectful, intemperate, dishonest, inebriated or otherwise objectionable or neglectful in the proper performance of their duties or who neglects or refuses to comply with or carry out the directions of the Contractor and/or the Public Works Supervisor.
- 3.4 All workers shall have sufficient skill, ability, and experience to properly perform work assigned to them and operate any equipment necessary to properly carry out the performance of their assigned duties.

4 SITE ACCESS

- 4.3 The Contractor shall have access to the Landfill Site through the entrance/exit gate and shall be supplied with a key. The Town shall maintain a lock and chain for securing the gate.
- 4.4 The Contractor shall be responsible for access to the site by their employees or agents during hours the Landfill Site is not open for disposal of wastes. The gate shall be kept closed and locked unless the Landfill Site is attended by an employee of the Contractor, who shall only permit access by the Contractor's employees or other authorized persons.
- 4.5 No dumping of refuse shall be permitted after the regular hours of operation at the landfill site, and all material entering the site shall be recorded by the Landfill Site Attendant under the direction of the Public Works Supervisor.
- 4.6 The Contractor shall be allowed to have the site open beyond normal business hours for the purposes of receiving cover material provided the site is attended and the contractor is responsible for all costs and liabilities.

5 LANDFILL HOURS

- 5.3 Landfill Operations and Site preparation may be carried out from 7am to 7pm on any weekday. Waste shall not be accepted during landfill operations. In turn, landfill operations shall not be conducted during hours open to the public.
- 5.4 Landfill Site public hours are from 9:00 a.m. - 12:00 p.m. every Saturday.
- 5.5 The Landfill Site shall also be open by appointment only every Tuesday and Thursday between the hours of 8 am and 4 pm, unless authorized by the Public Works Supervisor.
- 5.6 The Town shall have the right to extend the operating hours when required and on an as needs basis.

6 SITE OPERATIONS

The Landfill Site will be closed in accordance with all Statutory Holidays as approved by the Town.

- 6.3 Operation of the Landfill Site will be conducted in accordance with generally accepted landfill standards and regulatory requirements in accordance with Amended Environmental Compliance Approval Number A531401 dated October 21, 2019. The scope of landfill operation tasks to be accomplished by the Contractor includes, but is not limited to:
- the spreading and compacting of waste;
 - the excavating, hauling, spreading, and compacting of cover material;
 - Maintenance of Wood, Construction and Demolition, Shingle and Drywall waste piles;
 - clean-up and maintenance of area adjacent to all recycling areas.
 - Two (2) landfill attendants every Saturday from 9am-12Noon or until closing (extended landfill open hours as required).

No scavenging is to occur at the Site.

- 6.4 The Contract shall, upon request from the town, sort mixed loads onsite and deposit in correct cells/bins. This work shall only be done upon request and an hourly rate to perform this task shall form part of this tender.
- 6.5 The Contractor shall attend any courses and/or meetings as requested by the Town. The Town shall pay for registration of approved courses. The Contractor shall be responsible for all other costs including transportation, arrangements for alternative personnel to operate site, etc.
- 6.6 Cover materials may consist of material supplied by the Contractor or by the Town from chipped and grinded materials when in stock. Cover materials may also be delivered to the landfill site from municipal construction projects at no charge. It is the Contractor's responsibility for stockpiling this material. The Contractor shall be responsible for placement of cover on the landfill tipping face three (3) times per week from May 1st to December 1st and at least one (1) day per week during the remainder of the year.
- 6.7 The Town shall exercise due managerial supervision of users of the Landfill Site at all times to ensure compliance with safety and other operational procedures and to ensure that hazardous, toxic and other types of waste not permitted by the Environmental Compliance Approval No. A531401 and wastes harmful to the safe and environmentally sound operation of the Landfill Site are not disposed of at said Landfill Site. Should such wastes be identified by the Contractor, he shall inform the Public Works Supervisor who shall direct the Contractor's handling of such wastes.

- 6.8 As a minimum, all operators (including landfill attendants) prior to perform any work at the Site shall be trained with respect to the terms and conditions with respect to the following areas:
- a) Terms and conditions requirements of the Environmental Compliance Approval No. A531401 Conditions 45 and 46 Certificate;
 - b) use and operation of equipment and management of the *Site*;
 - c) monitoring and inspection procedures;
 - d) any environmental concerns, occupational health and safety precautions and procedures pertaining to the waste to be handled
 - e) relevant waste management legislation, regulations, including, but not limited to the *Act*, and *O.Reg. 347*;
 - f) emergency response procedures; and
 - g) specific written procedures for the control of adverse effect conditions.
- 6.9 A list of all trained Operators shall be maintained by the Owner and made available to the Ministry for inspection upon request. It is the responsibility of the Contractor to ensure that all its Operators of the Site are trained prior to entering and working at the Site.
- 6.10 Normal safety precautions should be observed while around and operating the heavy equipment. Landfill operators will wear protective equipment, including dust respirators when necessary, and will maintain operable fire extinguishers on equipment at all times. All employees should have first-aid training and a well stocked first-aid kit on hand at all times.
- 6.11 The Contractor shall keep records and submit a monthly written report, no later than the fifth work day following the end of each month during which services are performed indicating any issues at the site as well as a record of cover material used. The Contractor shall immediately report and investigate all accidents to the Supervisor in accordance with Workplace Safety and Insurance Board regulations.
- 6.12 The Contractor shall maintain excellent public relations with the Supervisor, Town employees, contractors and regulatory agencies. The Contractor is obliged to follow the engineer's instructions with regard to staking/marketing of the landfill operational area.
- 6.13 The Supervisor and Engineers as authorized by the Town will provide on-going guidance to ensure landfill operation is in conformance with the Environmental Compliance Approval No. A531401 certificate.
- 6.14 The Town's employee(s), being a minimum of one (1) Landfill Attendant will be on-site at all times when the site is open to the public to direct traffic and ensure conformance with safety rules.
- 6.15 The Town has sole rights to all scrap material.

7 INSURANCE

- 7.1 The Contractor shall procure and maintain Liability Insurance in accordance with the requirements set out below.

The Liability Insurance shall:

- a) Have a limit of liability of not less than \$5,000,000.00 (five million dollars) for property damage and bodily injury for any one occurrence;
- b) Have Comprehensive Liability Insurance covering all operations and liability assumed under the Contract with the Town; and
- c) Be endorsed to provide that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days (30) prior written notice to the Town.

8 PAYMENT

8.1 In consideration of the landfill operation services performed in accordance with this Contract, the Town agrees to pay the Contractor in accordance with the following:

- a) For the supply of labour and materials for the performing of Site Operations as described herein.

9 TERM

9.1 The Contract shall be for a period beginning October 1st, 2021, upon the execution of the Contract, and ending September 30th, 2026.

9.2 This contract may be extended for one further term of three years with the mutual consent of all parties.

10 CANCELLATION

10.1 Violation of any of the terms of this agreement shall render this contract null and void.

10.2 This contract shall remain in effect for the period stated in subsection 9.1 unless declared null and void as in subsection 10.1 above.

10.3 This contract shall be cancelled in the event that the Ministry of the Environment, Conservation and Parks does not permit continued landfilling.

10.4 This contract may be awarded subject to a trial period not to exceed six (6) months in the event the successful contractor has limited or non-experience in the operation of a landfill site.

10.5 No alcoholic beverages/drugs/cannabis shall be permitted at the Landfill Site.

SITE OPERATIONS AT THE MATTAWA LANDFILL SITE

FORM OF TENDER

TENDER BY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

SUBMITTED BY: _____

I/we, having carefully read and considered the Information for Bidders, Specifications, Terms and Conditions, Schedules attached thereto for the performance of site operations of the Mattawa Landfill Site, do hereby offer to perform such services for the Corporation of the Town of Mattawa of the type and quality and in the manner described, subject to and in accordance with the terms and conditions as herein provided; the undersigned will provide at my/our expense all the means necessary for the performance of such services.

1. My/our base tender price for the operation of the Mattawa Landfill Site is:

\$ _____ plus HST **per month** for the period of October 1st, 2021 to September 30th, 2026.

2. My/our base tender price for providing two (2) landfill attendants every Saturday from 9am-12Noon is:

\$ _____ plus HST **per month** for the period of October 1st, 2021 to September 30th, 2026.

3. My/our hourly rate for sorting of mixed loads onsite and depositing in correct cells/bins when required and requested is:

\$ _____ plus HST **per hour** for the period of October 1st, 2021 to September 30th, 2026.

4. My/our base tender price to provide sand cover material for covering of active landfilling area when/if required is:

\$ _____ plus HST **per load** for the period of October 1st, 2021 to September 30th, 2026.

Attach additional information on a separate sheet if required.

This tender shall be accompanied with equipment specifications for all equipment that shall be supplied for Site Operating Equipment.

We acknowledge receipt of Addendum No. _____ to _____

I/WE enclose herewith our bid deposit in the amount of FIVE THOUSAND DOLLARS (\$5,000.00) in the form of a _____ (Certified Cheque or Bid Bond). If the successful bidder defaults in entering into a contract or in filing a performance bond, the Town may resort to another bidder. If the successful bidder fails to enter into the contract within seven (7) days after being requested so to do by the Town, as provided by Article 6 of the General Conditions herein, the said bidder's bid bond or deposit, in the sum of FIVE THOUSAND DOLLARS (\$5,000.00) shall be forfeited to the Town as liquidated damages and not as a penalty. This tender is irrevocable and open for acceptance for thirty (30) days after closing date. Acceptance is subject to approval by the Council of the Corporation of the Town of Mattawa. The successful tenderer must comply with the Environmental Protection Act, R.S.O. 1990, E.19, as amended and the regulations thereunder as amended.

SIGNED, SEALED AND DELIVERED AT _____ THIS _____ DAY OF _____ 2021.

NOTE: If a limited company, signature of authorized Officer under Corporate Seal.

SIGNATURE (I have authority to bind the Corporation)

TITLE

ADDRESS