



REQUEST FOR PROPOSALS (RFP) NO:
01-FY2021
FOR
INMATE HEALTH CARE AND BEHAVIORAL HEALTH CARE
SERVICES

Due: 2:00p.m., December 1, 2021

Prepared by:
Southside Regional Jail Authority
244 Uriah Branch Way
Emporia, VA 23847

Requests for information regarding this Request for Proposals should be directed to the Office of the Assistant Superintendent.

The Southside Regional Jail Authority is seeking proposals for Inmate Health Care Services, RFP 01-FY2021. Proposals must be received by the Southside Regional Jail, Attention: Lt. Colonel Aretha Pegram, Assistant Superintendent at 244 Uriah Branch Way, Emporia, VA 23847 no later than 2:00 p.m., local time on December 1, 2021. Any proposal received later than the specified time and date will NOT be accepted or considered. No facsimile, email, or telephone proposals will be accepted. Submitted Proposals shall contain all information requested and be submitted in the format shown within the solicitation document. Proposals MUST be sealed and clearly identify the name and number of the RFP on the outside of the envelope/package, as well as the Proposer's business name, address, and license number (if applicable).

The Southside Regional Jail Authority hereby notifies all Proposer that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The solicitation (RFP) document can be accessed from the Southside Regional Jail's website by visiting:

<http://www.southsideregionaljail.org/procurement>

Contact Information for this Project:

Lt. Colonel Aretha Pegram, Assistant Superintendent

Email address: arobinson@telpage.net

Phone: (434) 634-0935 Fax: (434) 634-3730

A. INSTRUCTIONS TO PROPOSERS

I. General:

This solicitation will be conducted in accordance with Southside Regional Jail Authority Procurement Standards and Regulations and the Virginia Public Procurement Act.

II. Submitting a Proposal:

Sealed Proposals must be received by the Southside Regional Jail, Attention: Assistant Superintendent at 244 Uriah Branch Way, Emporia, Virginia 23847 no later than 2:00 p.m., local time on December 1, 2021. Any proposal received later than the specified time and date will be considered a "Late Proposal" and will not be accepted or considered. No facsimile, email, or telephone proposals will be accepted. Submitted proposals shall contain all information requested and shall be submitted in the format shown within this solicitation document. Proposals must be sealed and clearly identify the name and number of the RFP on the outside of the envelope/package, as well as the Proposer's business name, address, and license number (if applicable). No other information shall be included or written on the outside of the proposal envelope/package. Southside Regional Jail shall not be responsible for unidentified proposals.

III. Examination of RFP Document:

Prior to submitting a proposal, each Proposer shall carefully examine the RFP documents, study and thoroughly familiarize themselves with the scope of work and all requirements thereof and notify the Owner of any and all conflicts, errors, or discrepancies.

The proposal shall remain firm for no less than one hundred twenty (120) calendar days from the date of proposal.

The Proposer's business name and solicitation number shall be included on specification documents, descriptive documents, or any additional documents that are submitted with the proposal.

By submission of this proposal, the Proposer guarantees that all goods and services meet the requirements of this solicitation.

Southside Regional Jail shall hold a mandatory pre-proposal conference on **October 28, 2021 at 10:00 a.m., local time. Each interested vendor shall be represented by no more than two (2) individuals at the pre-proposal conference. All interested parties should email Lt. Colonel Aretha Pegram at arobinson@telpage.net with the name of the proposing company you represent and the name of the employees who will attend the pre-proposal conference. A tour of the Facility will be provided after the pre-proposal conference.**

IV. Questions:

Questions must be submitted to Lt. Colonel Aretha Pegram at arobinson@telpage.net. All questions related to this Request for Proposals must clearly identify the name and number of the RFP. The **deadline for questions is 2:00 p.m.**, local time, on November 8, 2021. Potential proposers are not permitted to contract Southside Regional Jail or Southside Regional Jail Authority employees outside of the Superintendent/Assistant Superintendent during this RFP process. Failure to do so may result in rejection of the proposal.

Questions will be answered and the responses to inquiries shall be in the form of an Addendum. If it becomes necessary to revise any part of this RFP, revisions will be made in writing in the form of an addendum. All addenda will be posted on the Southside Regional Jail Procurement website. All addenda issued by Southside Regional Jail Authority must be acknowledged in writing by the Proposer. It shall be the Proposer's responsibility to ensure they have all addenda which have been issued, by visiting the Southside Regional Jail's website at <http://www.southsideregionaljail.org/procurement>. Verbal information obtained otherwise will not be considered in the awarding of the RFP.

V. Licenses:

All Proposers must be properly licensed to do business in the Commonwealth of Virginia and must comply with the all applicable Virginia law. Proposers that fail to comply with this requirement may subject their proposal to being rejected as non-responsive.

VI. Evaluation and Award:

The Southside Regional Jail Authority reserves the right to reject any or all proposals and further reserves the right to waive technicalities and informalities in proposals, as well as, to accept in whole or in part such proposal or proposals where it deems it suitable in protection of the best interest of the Southside Regional Jail Authority. The Southside Regional Jail Authority shall be the sole judge as to whether proposals submitted meet all requirements contained in this procurement.

The Southside Regional Jail Authority may elect to award to one proposer, or make multiple awards, as deemed in the Southside Regional Jail Authority's best interest.

This procurement does not commit the Southside Regional Jail Authority to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods of services listed herein.

Costs associated with proposal preparation, oral interviews, and/or presentations shall be the sole responsibility of the Proposer. The Southside Regional Jail Authority **will not** reimburse for costs associated with interviews or presentations.

VII. Award With Discussions/Negotiations:

The Southside Regional Jail Authority is requesting Proposals to be submitted with the cost for such services submitted with the proposal in a separate sealed envelope. The evaluation committee will score each proposal and rank them in descending order. Once scored, the Southside Regional Jail Authority shall begin negotiations with the top ranked proposer.

Negotiations shall be conducted beginning with the offeror ranked first. If a contract satisfactory and advantageous to The Southside Regional Jail Authority can be negotiated at a price the Southside Regional Jail Authority considers fair and reasonable, the Southside Regional Jail Authority shall award the contract to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. However, should the Southside Regional Jail Authority determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly

qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

At any time, the Southside Regional Jail Authority may reject all such proposals.

VIII. Contract Award:

Contract award will be made to the Proposer whose proposal is deemed most advantageous to the Southside Regional Jail Authority, considering all evaluations factors. The Southside Regional Jail Authority shall be the sole judge of this determination. A copy of the firm's proposal may be attached to the contract; however, in the event of any ambiguity with any attachments, the Southside Regional Jail Authority's contract and Procurement Regulation will prevail.

IX. Term of Contract:

The term of this contract shall be for three (3) years beginning with the start date of February 1, 2022. The Southside Regional Jail Authority desires five (5) one-year renewal options; renewal options will be at the sole discretion of the Southside Regional Jail Authority. Dependent on there being no significant changes in ADP and staffing levels, the cost of contract per year shall be set at three percent (3%) increase of the total contract cost based on the previous year.

X. Cooperative Clause:

This RFP is being conducted pursuant to the cooperative procurement provisions of §2.2-4304 of the Code of Virginia. Other public bodies may contract for services directly with the successful Proposer consistent with the the terms and conditions of this RFP and the resulting contract

The Southside Regional Jail Authority shall not be responsible for any problems that may arise between any other government entities and the contractor as a result of any sales. Any resulting contract is solely between the successful Proposer and third-party public body. Invoices for items purchased under this cooperative provision , shall be directed to, and is the responsibility of, the public body that cooperatively procures the services.

XI. Independent Contractor Status:

The successful Proposer ("Contractor") shall not, by entering into a contract, become a servant, agent, or employee of the Southside Regional Jail or the Southside Regional Jail Authority, but shall remain at all times an independent contractor to the Southside Regional Jail Authority. The contract resulting from this RFP shall not be deemed to create any joint venture, partnership, or common enterprise between the Contractor and the Southside Regional Jail/Southside Regional Jail Authority, and the rights and obligations of the parties shall not be other than as expressly set forth.

XII. Liability Coverage:

The successful Proposer shall provide proof of all required insurance(s), including worker's compensation, premises, liability and general liability. Worker's compensation shall comply with the minimum coverage amounts required by Virginia law. Commercial general liability coverage shall provide minimum limits of liability of \$1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. This

shall include coverage for premises/operations, products/completed operations, contractual liability, independent contractors, and vehicles, used in premises/operations. Professional Malpractice Insurance for the organization and all appropriate staff of not less than \$2,450,000 per incident and \$8,000,000 aggregate. Insurance shall indemnify the Southside Regional Jail Authority against any and all claims arising under or as a result of the performance of the contract. The Southside Regional Jail Authority shall be named as an additional insured on all liability policies.

The Southside Regional Jail Authority must be provided with notice prior to cancellation, modification or reduction in limits of any stipulated insurance. Claims made policies are not acceptable for any required insurance coverages.

XIII. Reserved.

XIV. Freedom of Information Statement:

Trade secrets or proprietary information submitted by a proposer or contractor in connection with RFP shall not be subject to the Virginia Freedom of Information Act (§ [2.2-3700](#) et seq.); however, the proposer or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. A proposer or contractor shall not designate as trade secrets or proprietary information (a) an proposal; (b) any portion of a proposal that does not contain trade secrets or proprietary information; or (c) line item prices or total proposal.

Please submit one (1) original copy with price submitted in separate seal envelope, four (4) additional copies, one (1) electronic (USB - thumb drive) copy and one (1) electronic redacted copy.

B. BACKGROUND INFORMATION

I. Background:

The Southside Regional Jail opened on December 20, 1998, replacing the old Greensville County Jail. It serves the localities of the City of Emporia and Greensville County, Virginia. The Southside Regional Jail's current inmate population is 162, but has been as high as 240 and could possibly reach 240 again.

II. Project Overview:

The Southside Regional Jail Authority is seeking Inmate Health Care and Behavioral Health Care Services in accordance with the requirements stated herein. The proposed services shall be a comprehensive, health care delivery system at the Southside Regional Jail, located at 244 Uriah Branch Way, Emporia, Virginia 23847. This facility (the "Jail") houses both male and female detainees and some sentenced inmates, generally having sentences of less than [2 years or less]. Over the past 12 months, the average daily population of the Jail has been 185 inmates, and the average length of stay is 71.7 days. The proposal should be based on an average daily population of 190 inmates for the next year.

The successful Proposer will be expected to enter into a contract with The Southside Regional Jail Authority, similar to the sample contract attached to this solicitation. The resultant contract from this RFP will incorporate by reference this RFP document in its entirety and the successful proposer's response to this RFP, as well as any negotiated terms and conditions.

The successful proposer will be expected to work with The Southside Regional Jail Authority and, specifically the Southside Regional Jail staff for the services indicated in this RFP.

C. SCOPE OF WORK

The Proposer who is selected to provide the services described in this RFP (hereinafter "Provider") should be the sole supplier and/or coordinator of the Inmate health care services delivery system at the Southside Regional Jail, (the "Jail"). The Provider shall be responsible for all medical care for all inmates at the Jail. The term "medical care" as used herein includes behavioral health care ("mental health care" and "substance use disorder services"). This responsibility of Provider for the medical care of an inmate commences with the commitment of the inmate to the custody of the administration of the Jail and ends with the discharge (or temporary release) of the inmate from the custody of the Southside Regional Jail.

Inmates will not be included in the Provider's responsibility while they are housed at other facilities or while being transported. Inmates held in the Jail for other jurisdictions such as other counties or the US Justice Department will be included in the count, and the on-site care for these inmates will be the responsibility of the Provider for professional services care to include nursing, physician, qualified mental health professionals and any medical supplies used. Other medical costs which can be identified for specific inmates such as prescriptions, x-rays, dental procedures, and all off-site medically related consultations and procedures will be billed back to the originating agency, either by the Southside Regional Jail Authority, the actual community agency providing the care, or by the Provider.

I. Minimum Qualifications:

The Southside Regional Jail Authority requires that any Proposer meet the following minimum qualifications. Failure to meet each of these qualifications may result in the Proposer's offer being deemed nonresponsive. Each proposal must address each of the following qualifications individually.

1. The Proposer must be organized and exist for the primary purpose of providing correctional health care services and have proven experience in the successful administration of an effective correctional health care service program. Each provider shall include a brief history of its company to include all ownerships/ownership changes, all name changes and all other service or products offered by the company. Any partnerships or investment agreements should also be included.
2. The Proposer must have at least five (5) continuous years of corporate experience in providing health care to inmates and administering correctional health programs in Virginia (under the same name and ownership).
3. The proposer must currently have at least five (5) active contract relationships with inmate housing facilities in Virginia with at least three (3) with an inmate population of similar size. Please provide a list of these contracts including their effective date, facility ADP, services provided and contact information (including the contact's name, title, phone number and email).
4. The Proposer must carry all insurances as required above in section A. Instructions to Proposers, XII. Liability Coverage. This insurance must cover the Proposer organization and all of its employees, and Proposer must provide proof of the same level of coverage for all sub-contractors used. A certificate of insurance naming the Southside Regional Jail Authority as additionally insured must be submitted prior to execution of any contract. A sample certificate showing actual coverage limits must be submitted with the proposal.
5. The Proposer must demonstrate its ability to provide a health care system for a correctional facility like the Southside Regional Jail. It must be able to demonstrate the ability to start-up and commence services by February 1, 2022, and that it has a proven system of recruiting all necessary staff and adequate support staff in its central office capable of competently supervising and monitoring its operation.
6. Proposer shall include with Proposal the option to include an Electronic Medical Records (EMR) system. Proposer shall include advantages of EMR system offered. Cost shall be discussed during negotiations. DO NOT INCLUDE/MENTION COST in proposal. This should be submitted in a separate envelope.

II. Standards:

The Provider will operate under the following Standards with regard to the resulting contracted program, unless other terms are agreed-to, in writing, by each of the parties. All standards must be addressed individually. Please do not re-write the standard as the response.

1. Health care services must be provided in substantial compliance with the *Standards for Health Services in Jail (Jail Health Standards)*, 2018 Edition, published by the National Commission on Correctional Health Care (NCCHC) and all applicable state regulations and standards for health care and behavioral health care.
2. Provider must recruit, interview, hire, train, and supervise all health care staff and such health care staff must be adequate to meet all conditions, requirements, and specifications as set forth in this RFP. All

medical staff providing services under this contract must be licensed to practice and in good standing in the Commonwealth of Virginia.

3. Provider shall conduct the Receiving Screening process on all new commitments to the Jail. A standard form will be used for purposes of recording the information of the Receiving Screening and will be included in the health record of the inmate. The Receiving Screening should include all elements covered by Standard J-30 of the *Standards for Health Services in Jails*, 2018 Edition, published by the National Commission on Correctional Health Care (NCCHC).

4. Provider shall perform a comprehensive Health Assessment on any inmate within fourteen (14) calendar days of the arrival of the inmate at the Jail and annual Health Assessments for inmates housed more than a year, or sooner if so required by applicable state law or adopted state standards. Such assessment shall be performed by a qualified medical professional.

5. Proposer shall submit two (2) staffing options: one to include licensed on-site nursing coverage seven (7) days per week, twenty-four (24) hours per day and the other to include licensed on-site nursing coverage seven (7) days per week, sixteen (16) hours per day. Please include the weekly schedule for each staffing matrix (time of coverage per shift for every day of the week including weekends and holidays). Nursing staff to include coverage for the booking intake section of the jail and shall provide emergent care to inmates at intake and screen all inmates prior to being assigned to a housing unit. All medical personnel shall be licensed to provide services in the Commonwealth of Virginia. The Southside Regional Jail Authority is not interested in proposals that contain certified personnel (i.e., CMT, EMT and MAT) to provide medical services.

6. Provider shall identify the need, schedule, and coordinate all emergency and nonemergency medical care rendered to inmates inside or outside the Jail.

7. Provider shall identify the need, schedule, and coordinate any hospital care of any inmate of the Jail. The provider is not responsible for any hospital costs. However, the Provider shall coordinate with the Jail in identifying inmates who are eligible for Medicaid coverage for inpatient hospital services and assist, as needed with the Medicaid application process for such inmates. This provision shall apply to re-entry planning for inmates as well.

8. Provider shall identify the need, schedule, and coordinate all physician services rendered to inmates inside or outside the Jail, and pay for such care unless limited as to payment responsibility. At a minimum, Provider shall identify a "responsible physician" who shall conduct sick call and generally provide such care as is available in the community. The "responsible physician" or another covering physician shall be on call to the on-site nursing staff. The provider is not responsible for any costs by specialty physicians.

9. Provider shall identify the need, schedule, and coordinate all supporting diagnostic examinations, both inside and outside the Jail. The Provider is not responsible for the cost of any such examinations.

10. Provider shall schedule the necessary follow-up for health problems identified by any of the screening tests or laboratory tests.

11. Provider shall identify the need, schedule, and coordinate mental health services rendered to inmates inside the Jail. The cost of court-ordered evaluations and any inpatient hospital commitments at a state

facility will not be a part of the provider's responsibility. The Proposer shall provide a description of its Mental Health Program.

12. Provider shall manage a pharmaceutical program for the Jail beginning with the physician's prescribing of medication, the filling of the prescription, the administration of medication, and the necessary record keeping. All prescription medications shall be prescribed by the responsible physician. All controlled substances, syringes, needles and surgical instruments will be stored under security conditions acceptable to the Jail. The Provider is not responsible for the costs of any pharmaceuticals and associated syringes, needles and surgical instruments.

13. The Provider shall work with the Southside Regional Jail Authority to ensure the program maintains all equipment and supplies that are used in the health care delivery system being proposed for the Southside Regional Jail. The Provider is not responsible for the costs of equipment and supplies.

14. Provider shall maintain complete and accurate medical and mental health records separate from the Jail confinement records of the inmate. In any criminal or civil litigation where the physical or mental condition of an inmate is at issue, Provider shall provide the Southside Regional Jail Authority Official with access to such records and, upon request, provide copies.

15. Provider shall provide all oversight/management of professional staff to include, but not be limited to, development and maintenance of policies and procedures, nurse guidelines/protocol, other necessary manuals, medical and mental health record forms, reporting, staff training and oversight.

16. Provider shall provide a consultation service to the Southside Regional Jail Authority on any and all aspects of the health care delivery system at the Jail, including evaluations and recommendations concerning new programs, architectural plans, staffing patterns for new facilities, and on any other matter relating to this contract upon which the Southside Regional Jail Authority seeks the advice and counsel of the Provider.

III. Preferred Approach Requirements:

All proposals must contain the following information:

1. Proposals must contain sufficient information concerning the Inmate Health Care Program that the Southside Regional Jail Authority representatives may evaluate whether or not the Proposer meets "Minimum Qualifications for All Proposers." Proposers who do not meet these minimum qualifications will not be considered.
2. Proposers must provide a list of at least five correctional institutions in Virginia where the proposer is currently providing health care to inmates and administering the correctional health program. At least three facilities must have an average daily population of similar size to Southside Regional Jail. This list must include the facility's: name, address, contact person, contract phone number name and the length of time each contract has been in effect. This list may be used as a source of references for the Proposer.
3. Proposers shall identify their relevant experience in the Commonwealth of Virginia. This includes experience with state licensing boards and the Virginia Department of Health and Environmental Control.
4. Proposals must provide a detailed explanation of how medical care for inmates at the Southside Regional Jail will be delivered.
5. By submitting a response to this RFP, Proposers agree that the policies and procedures for the medical program have been developed by the Proposer and are based on the standards developed by the National Commission on Correctional Health Care (NCCHC).
6. All proposals must contain a full and complete staffing plan with a statement as to the staff positions and titles, and the number of actual hours per week to be worked onsite at the jail. A complete staffing narrative must accompany the staffing matrices. The proposal must indicate how temporary vacancy will be handled.
7. Provide an overview of hiring processes. Include the company's strategy to retain staff.
8. All proposals shall include protocols for Drug & Alcohol Withdrawal to include Alcohol, Opiates, and Benzodiazepines.
9. Each proposal shall describe how billing to the Southside Regional Jail Authority will be handled, and the expected terms for payments by the Southside Regional Jail Authority to the Proposer.
10. Include a table of salary range for all positions within your staffing.
11. List benefits to be provided to full-time employees.
12. Describe the Training Program to be provided to on-site staff and security staff. Include frequency of training and topics for training.
13. Provide an organizational chart.
14. Proposer must be willing to sign a contract within 10 days of contract award date and be ready to begin services by February 1, 2022.

IV. Exceptions:

Please list any exceptions.

V. RFP Response Requirements:

The proposal and cover letter shall be type written (one-sided) in Calibri 11 font or larger. Proposal submissions MUST include, in the following order:

- Cover Letter/Executive Summary (no more than 12 pages) to include:
 - o Company or corporation name, street and mailing addresses, the responsible officer(s) of the firm. Indicate the type of company (i.e. Sole Proprietor, Corporation, Limited Liability Corporation, Partnership etc.)
 - o Names of all owners and/or corporate officers.
 - o Identify contact person and provide telephone, fax, email address.
 - o Date and state of incorporation (if applicable).
 - o Signature of company officer(s) authorized to obligate the firm.
- Technical Proposal
 - o Explanation of how proposer meets each of the identified Minimum Qualifications section under the Scope of Work above. Be sure to address each listed Minimum Qualification
 - o Address each of the identified Standard's section under the Scope of Work above. Be sure to address each listed Standard.
 - o Address each Preferred Approach Requirement under the Scope of Work above. Be sure to address each listed Preferred Approach Requirements
 - o Provide additional information for consideration
- Required Attachments
 - o Sample Insurance Certificates with actual coverage limits
 - o Organizational Chart
- Required Forms
 - o Non-collusion Affidavit
 - o Acknowledgement of Addenda (even if none, submit form)
 - o IRS W-9 Form

The Southside Regional Jail Authority does not desire voluminous submissions; therefore, please limit your presentation to only essential information. By submitting a proposal, your firm agrees to the terms and conditions stated herein unless explicitly stated otherwise in your response to this RFP.

DO NOT INCLUDE MARKETING MATERIALS/BROCHURES.

D. EVALUATION CRITERIA

On the time/date established for receipt of proposals, only the name of proposers will be read aloud. An evaluation committee will be convened to evaluate and score proposals received. The following criteria shall be used by the committee and are weighted as shown.

Proposals will be evaluated and independently based upon the following factors:

Evaluation Criteria Weight

- 1.** Detailed Explanation of how Medical Care for Inmates will be Delivered
- 2.** Proposed Approach to Staffing
- 3. Relevant Experience and** References

Award of contract will be made to the Proposer or Proposers whose proposal is deemed to be most advantageous to the Southside Regional Jail Authority, considering all of the evaluation factors. This decision shall be the sole judgment of the Southside Regional Jail Authority.

Required Form

E. NON-COLLUSION AFFIDAVIT

(This Affidavit is Part of the Proposal)

STATE OF _____)

COUNTY OF _____)

being first duly sworn, deposes and says that he/she is

(Sole owner, a partner, president, secretary, etc.)

of _____

the party making the foregoing Proposal that such Proposal is genuine and not collusive or sham; that said Proposer has not colluded, conspired, connived, or agreed directly or indirectly, with any Proposer or person to put in a sham Proposal, or that such other person shall refrain from offering and has not in any manner, directly or indirectly sought by agreement or collusion, or communication of conference, with any person, to fix the proposal price of affiant or any other Proposer, or to fix any overhead, profit or cost element of said proposal price, or that of any other Proposer to secure any advantage against OWNER any person interested in the proposed Contract; and that all statements in said Proposal are true; and further, that such Proposer has not, directly or indirectly submitted this proposal, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

(Proposer)

Sworn to and subscribed before me this _____ day of _____, 20_____.

_____ State _____ County _____

Notary Public in and for
My commission expires _____, 20_____.

Required Form

F. ACKNOWLEDGEMENT OF ADDENDA

Proposer hereby acknowledges receipt of all Addenda through and including:

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Addendum No. _____, dated _____.

Company _____

Authorized Signature _____

Print Name _____