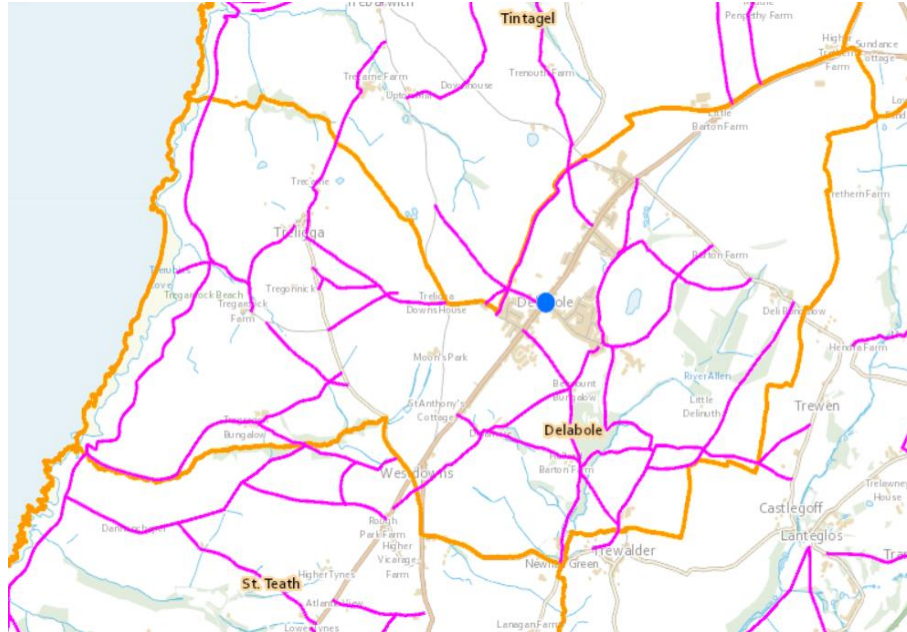


Delabole Parish Council

Footpath contract



Clerk

Suzanne Cleave
Delabole Parish Council
clerk@delaboleparishcouncil.gov.uk
07869 725450

Footpath cutting contract – invitation to tender

Outline

Delabole Parish Council ("the Council") hereby invites tenders for the carrying out of the Verge and Footpath cutting within our Parish in accordance with the contract documents attached, which compromise :

Appendices:

- A. Standard conditions of the contract
- B. Specification of works
- C. Schedule of works
- D. Site plans
- E. Formal tender document
- F. Contractor questionnaire

Tenders

Tenders should be submitted for all work set out in the contract by mid-day on Monday, January 6, 2025. Tenders received after this date will not be considered.

Prospective contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

Any queries regarding the interpretation of any part of the contract documents should be addressed to the clerk by December 17.

The tender shall be submitted on the form provided in Appendix E

Prospective contractors should note that the council's decision is final and no correspondence will be entered into why the tender has been rejected.

The successful tender together with the council's written acceptance shall form a binding agreement in the terms of the contract documents.

If, having examined the tender documents, you wish to submit a tender you should

Fully complete and return the following documents

- Appendix E - Form of tender
- Appendix F - Contractor questionnaire

Return tenders and all related documentation by mid-day on January 2, 2025 to the clerk. Address available on request.

Appendix A

Standard conditions of the contract

Extent of works

Generally the work will comprise of the cutting of grass and hedge and weed control specified on public footpaths within the parish of Delabole.

You will be managed and instructed by the clerk and will report directly to her.

Site details

The sites are situated throughout Delabole Parish and are identified in the schedule of works and marked on the plans enclosed under Appendix D.

It is suggested that before tendering the prospective contractor visit and the sites to familiarise and satisfy themselves as to the extent of the contract. The council will not accept any claims from a failure to familiarise themselves with the contract.

Works and equipment

We expect the workmanship to be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

Additional works

The council may request that additional work be carried out depended on seasonal fluctuations and this will be paid on a pro-rata basis and unless agreed beforehand in writing by the council, no application from the contractor to adjust the contract price will be considered.

Duration of contract

The duration of the contract will be three years and there will be an initial assessment on performance after 6 months in any contract of more than 12 months. Any decision the council make on terminating the contract will be accepted by the contractor without further consideration. Such a decision will involve a month's notice either way.

Payment to the contractor

The contractor will submit a monthly account, in arrears, detailing the work carried out during that period.

Insurance

The contractor is required to have Public Liability Insurance to the minimum sum of £5,000,000 and a current Certificate of Insurance. The contractor will indemnify the parish council against any claim or proceedings for injury or damage to any property, persons or animals as a result of negligence, poor workmanship or failure to notify the council of any action likely to cause injury or damage to a third party. The contractor is required to also have Employers Liability and Vehicle Insurance.

All insurance certificates stated above must be provided to the clerk prior to the commencement of the contract.

Health & Safety

The contractor shall accept all responsibility for compliance with the Health & Safety at Work Act and all other Acts and regulations in respect of work set out in this contract. A copy of your Health & Safety Policy must be provided to the clerk prior to the commencement of the contract.

Notes to Tenderers

Prospective contractors are advised to read all documentation carefully.

- 1) The form of tender and standard Conditions of the Contract must be read in conjunction with the Specification of works, Plans and Schedule of Works.
- 2) The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs, expenses, travel costs, general risks, liabilities, obligations and VAT. The council will not pay towards any travel costs and dispensations if you are outside of the local area.
- 3) No alteration to the Form of Tender is to be made by the contractor. Any alteration, amendment or note made by the contractor will not be recognised and the Schedule of Works will be adhered to.
- 4) A regular inspection will be carried out by the council throughout the period of the contract to ensure that work is completed in accordance with the Specification of works.

- 5) Invoices presented for payment must include a Schedule of the works completed including dates and times of work.
- 6) If any clarification is required then the contractor should contact the clerk.
- 7) The Form of Tender requires a signature and is intended to allow for an un-biased process, your name and company will be withheld by the clerk until the voting process has been completed.
- 8) If your tender is successful you will be asked to submit a risk assessment of the activities to be carried out under this contract and all relevant Insurance documents to the clerk before the commencement of this Contract.

APPENDIX B

Specification of Works

1. Prior to cutting an area, the contractor will ensure that the area is free of significantly large stones, paper, tins, bottles and other debris.
2. The contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the council immediately of any specific hazards.
3. The contractor will during the period of the contract, ensure that all machines in grass/path cutting operations are sharp and set properly to produce a true and even cut.
4. The contractor will during the period of the contract ensure that machines are properly maintained and guarded so as to present no danger to the operator, surrounding buildings, vehicles or any person or animal in the vicinity of operations. The contractor and any staff will be expected to be wearing the appropriate safety equipment (boots, reflective vests, ear defenders and goggles as necessary) at all times they are engaged in work for the council.

Any relevant signage should be in place before commencing work.

5. The contractor will during the period of the contract ensure that any form of growth inhibitor is NOT used to any area of turf without prior sanction from the council in writing.
6. The contractor is expected, where appropriate, to cut/mow/trim verges from the road to the foot of the hedge and ensure that all stiles/steps/gates are free from obstructions and cuttings.
7. The contractor should take care in areas of spring bulbs and avoid them during the growing and flowering season. Cutting of these patches should only commence four weeks after the flowers have died back.
8. All persons operating cutting machinery must be satisfactory trained, and the council reserves the right to ask the contractor to provide

adequate proof that his/her operators are competent, well trained and conversant with Health & Safety legislation.

9. If spraying is required as a weed control measure then certification of the relevant qualifications, COSHH etc will be provided by the contractor to the clerk prior to spraying works commencing.
10. Any incidence of Japanese Knotweed must be reported immediately to the clerk and any disposal must be done as per the Environmental Agency guidelines. Therefore the contractor and their staff should be familiar with the identification of most common invasive non-native plants.

APPENDIX C

Schedule of Works

Below is a map of footpaths within the parish. The green dots are the trimming around stiles/gates. The list below has links to the Cornwall Council Interactive Map, showing the precise locations.

Please request this list as a PDF file from the clerk for online use.

All paths and gates/stiles require 2 cuts per year (including silver paths).
All grass/cuttings to be removed from site

Paths to be cut in 2025 onwards:



Reference number	Link to Definitive Map	Priority
549/7/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=12&xcoord=204396&ycoord=84206&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/7/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=204260&ycoord=84175&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/16/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=207740&ycoord=83913&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/16/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=207491&ycoord=83672&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/19/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=207741&ycoord=84206&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold

549/19/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=207978&ycoord=84219&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/19/3	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=207521&ycoord=84305&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/20/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=208122&ycoord=84072&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/21/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=207125&ycoord=84648&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/22/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=206551&ycoord=83943&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/22/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=206815&y	Gold

	coord=84432&wsName=c cmap&layerName=Public %20Rights%20of%20Way :Parishes	
549/22/3	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=11&xcoord=207102&ycoord=84870&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/23/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=208374&ycoord=83438&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/23/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=207830&ycoord=82876&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/23/3		
549/24/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=12&xcoord=207658&ycoord=82936&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/24/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=208245&ycoord=82895&wsName=c	Gold

	cmap&layerName=Public%20Rights%20of%20Way:Parishes	
549/24/3	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=207857&ycoord=82949&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/24/4	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=207697&ycoord=82825&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/24/5	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=206305&ycoord=83107&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/24/6	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=12&xcoord=206414&ycoord=83056&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/24/7	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=206779&ycoord=82958&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold

549/25/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=207476&ycoord=84513&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/26/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=12&xcoord=207124&ycoord=82837&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/26/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=11&xcoord=207127&ycoord=82794&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/26/3	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=206879&ycoord=83549&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/26/4	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=207083&ycoord=83104&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/26/5	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=11&xcoord=206993&	Silver

	ycoord=82277&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	
549/26/6	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=207058&ycoord=82537&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Silver
549/26/7	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=11&xcoord=206985&ycoord=82212&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Silver
549/27/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=206710&ycoord=83977&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/28/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=205367&ycoord=84213&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/28/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=205848&ycoord=83958&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/28/3		
549/28/4		

	c%20Rights%20of%20Way:Parishes	
549/28/5	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=11&xcoord=205669&ycoord=84013&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/29/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=12&xcoord=205731&ycoord=83995&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/29/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=205477&ycoord=83871&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/30/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=204838&ycoord=84252&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/31/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=205392&ycoord=84100&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold

549/31/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=11&xcoord=205206&ycoord=84066&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Silver
549/32/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=205207&ycoord=84713&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/33/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=11&xcoord=205334&ycoord=83387&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Silver
549/33/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=205036&ycoord=83596&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/34/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=11&xcoord=205311&ycoord=83426&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/34/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=9&xcoord=205003&y	Gold

	coord=83259&wsName=c cmap&layerName=Public %20Rights%20of%20Way :Parishes	
549/34/3	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=204103&ycoord=82932&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/35/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=207269&ycoord=82599&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Silver
549/36/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=10&xcoord=207646&ycoord=82872&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/36/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=207483&ycoord=83296&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/37/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=207483&ycoord=83296&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/37/2	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=207483&ycoord=83296&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/37/3	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=207483&ycoord=83296&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/37/4	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=207483&ycoord=83296&wsName=cmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold

	%20Rights%20of%20Way :Parishes	
549/38/4	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=206848&ycoord=83345&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/38/5	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=8&xcoord=206068&ycoord=82792&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold
549/39/1	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=204307&ycoord=84762&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold CP
549/39/9	https://map.cornwall.gov.uk/website/ccmap/?zoomlevel=7&xcoord=203923&ycoord=83561&wsName=ccmap&layerName=Public%20Rights%20of%20Way:Parishes	Gold CP

APPENDIX D

Here is a detailed work schedule to be completed when work is undertaken.

Gold Paths (2 cuts per year):

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Date of cut	Notes
549	Footpath	7	1	no	309.15		
549	Footpath	17	3	no	49.2		
549	Footpath	16	1	no	401.53		
549	Footpath	16	2	no	283.56		
549	Footpath	19	1	no	152.15		
549	Footpath	19	3	no	270.17		
549	Footpath	24	4	no	201.17		
549	Footpath	37	2	no	68.00		
549	Footpath	37	3	no	157.83		
549	Footpath	37	4	no	360.01		
Total					2252.77		

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Date of Cut	Notes
549	Footpath	21	1	no	88.02		
549	Footpath	23	1	no	756.64		
549	Footpath	23	2	no	307.86		
549	Footpath	23	3	no	478.05		
549	Footpath	24	3	no	44.92		
549	Footpath	25	1	no	75.00		
549	Footpath	27	1	no	136.70		
549	Footpath	28	1	no	625.34		
549	Footpath	28	2	no	21.43		
549	Footpath	28	3	no	120.72		
549	Footpath	28	4	no	328.41		
549	Footpath	28	5	no	61.69		
549	Footpath	34	3	no	894.34		
549	Footpath	36	1	no	128.40		
549	Footpath	36	2	no	648.64		
549	Footpath	38	1	no	322.78		
549	Footpath	38	4	no	146.36		
549	Footpath	38	4	no	282.11		
Total					5467.41		

Please complete the cutting dates for each path and note any issues relevant to the cutting

Gates and stiles (2 cuts per year):

Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Date of Cut	Notes
549	Footpath	7	1	1	no		
549	Footpath	16	1	1	no		
549	Footpath	19	2	1	no		
549	Footpath	20	1	1	no		
549	Footpath	20	1	1	no		
549	Footpath	20	1	1	no		
549	Footpath	20	1	1	no		
549	Footpath	21	1	1	no		
549	Footpath	21	1	1	no		
549	Footpath	22	2	1	no		
549	Footpath	22	2	1	no		
549	Footpath	22	3	1	no		
549	Footpath	24	1	1	no		
549	Footpath	24	2	1	no		
549	Footpath	24	2	1	no		
549	Footpath	24	3	1	no		
549	Footpath	24	3	1	no		
549	Footpath	24	4	1	no		
549	Footpath	24	7	1	no		
549	Footpath	24	7	1	no		
549	Footpath	25	1	1	no		
549	Footpath	25	1	1	no		
549	Footpath	25	1	1	no		
549	Footpath	25	1	1	no		
549	Footpath	25	1	1	no		
549	Footpath	25	1	1	no		
549	Footpath	25	1	1	no		

549	Footpath	29	2	1	no		
549	Footpath	29	2	1	no		
549	Footpath	30	1	1	no		
549	Footpath	30	1	1	no		
549	Footpath	31	1	1	no		
549	Footpath	31	1	1	no		
549	Footpath	32	1	1	no		
549	Footpath	32	1	1	no		
549	Footpath	33	1	1	no		
549	Footpath	33	2	1	no		
549	Footpath	33	2	1	no		
549	Footpath	38	2	1	no		
549	Footpath	38	2	1	no		
549	Footpath	38	3	1	no		
549	Footpath	38	3	1	no		
549	Footpath	38	3	1	no		
549	Footpath	38	4	1	no		
549	Footpath	38	4	1	no		
549	Footpath	38	4	1	no		
549	Footpath	38	5	1	no		
549	Footpath	38	5	1	no		
549	Footpath	38	5	1	no		
549	Footpath	38	5	1	no		
549	Footpath	38	5	1	no		
549	Footpath	38	5	1	no		
Total				56			

Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Date of 1st Cut	Date of 2nd Cut	Notes
549	Footpath	38	5	2	no			

Please complete the cutting dates for each path and note any issues relevant to the cutting

Silver Paths (2 cuts per year):

Parish Number	Status	Path Number	Link Number	Length (m)	Date of Cut	Notes
549	Footpath	23	4	31.36		
549	Footpath	26	2	54.24		
549	Footpath	26	5	62.44		
549	Footpath	26	6	491.51		
549	Footpath	26	7	72.27		
549	Footpath	28	2	21.43		
549	Footpath	31	2	75.80		
549	Footpath	33	1	130.25		
549	Footpath	35	1	454.91		
Total				1394.21		

APPENDIX E -Form of Tender

Footpath cutting contract

	2025/26	2026/27	2027/28
Itemised footpaths in Appendix D per cut			
Net Total			
VAT			
Total cost of contract (inc VAT)	£	£	£

I/We understand that Delabole Parish Council is not bound to accept the lowest or any tender and that the council will not be responsible for any expense incurred in the preparation of this tender.

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of works as laid out in conjunction with the site plans.

I/We certify that the amount of the tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount tendered has not been communicated in any way to any person, firm or company and will not be communicated to any person, firm or company until after the closing date for the submission of tenders.

I/We accept that if successful in securing the contract that we will produce the necessary Certificates of Insurance and all other relevant documentation prior to commencement of the Contract.

Signature:

Date:

Location: Within parish / outside parish (approx. distance to parish _____ miles)

*mark as appropriate

APPENDIX F- Questionnaire

Name:

Address:

Landline:

Mobile:

Email Address:

Company name:

Position in company:

Nature of business:

VAT Registered ?:

Is this a subsidiary of another company?: Yes No

Please give details if Yes:

Date business formed:

Number of grounds/maintenance staff:

If applicable, state which branch the contract will be serviced from (or any other information that might assist in determining the suitability/location of your company)

Signed :

Dated:
