



## Addendum #2

### Historic Oak View County Park Renovations

To: All Plan Holders

From: Kimley-Horn & Associates

Date: Monday, February 2, 2026

Project Name: Historic Oak View County Park Renovation

Project: RFB #26-001

Subject: Addendum #2

This Addendum becomes part of the Contract Documents and shall be acknowledged by each Bidder on the Bid Form. Each Bidder should read each item carefully. All parts of the original specifications and plan documents shall remain in force except as noted below:

#### Bid Date:

- The Bid Date and time has been extended to **02/17/2026 at 2:00 pm.**
- The deadline to submit questions to be included in final addendum as been extended to **02/03/2026 at 5:00 pm.**
- The final addendum will be posted on **02/06/2026.**

#### Updated Plan Holder's List:

Company Name	Contact	Email	Phone Number
Associated General Contractors	Michael Stubbs		800-364-2059 x8137
Beam General Contractors	Joshua Reeder	<a href="mailto:joshhr@jdbeam.com">joshhr@jdbeam.com</a>	919-612-0737
Blackridge Research & Consulting	Venkatesh Siva		917-993-7467
Browe Construction	Sam Gore Chad Grady	<a href="mailto:sam.gore@browecon.com">sam.gore@browecon.com</a>	919-415-1616
CMC Building, Inc.	Parin Bodiwala Phillip Swicegood	<a href="mailto:parin@cmcbuildinginc.com">parin@cmcbuildinginc.com</a>	919-295-2163
Dodge Data and Analytics	Jayalakshmi L		413-376-7032

QTO Solutions	Haroon Cheema	<a href="mailto:info@qtosol.com">info@qtosol.com</a>	480-409-1578
Scotia Construction Inc.	Wyatt Stevens Garrett Hodges	<a href="mailto:wyatt@scotiaconstructioninc.com">wyatt@scotiaconstructioninc.com</a>	919-467-0293
C.T. Wilson Construction Co., Inc.	Kevin Hartzog	<a href="mailto:kevin@ctwilson.com">kevin@ctwilson.com</a>	919-383-2535
BAR Construction Company	Austin Riccio	<a href="mailto:bids@BARConstruction.com">bids@BARConstruction.com</a>	919-295-2163
Johnson Controls	Steven Tichenor	<a href="mailto:steven.tichenor@JCI.com">steven.tichenor@JCI.com</a>	984-382-7462
Fred Smith Company	Carl Collie	<a href="mailto:ccollie@Fredsmithcompany.net">ccollie@Fredsmithcompany.net</a>	919-901-8225
River Wild	Brandon Casey	<a href="mailto:brandon@staywild.com">brandon@staywild.com</a>	919-631-6737
Bliss Products & Services	Andy Caguioa	<a href="mailto:andy@blissproducts.com">andy@blissproducts.com</a>	
Racanelli Construction South, Inc.	Scott Drebitko	<a href="mailto:sdrebitko@racanelliconstruction.com">sdrebitko@racanelliconstruction.com</a>	919-363-3600
Harrod & Associates Constructors, Inc.	Ed Long	<a href="mailto:elong@harrodandassoc.com">elong@harrodandassoc.com</a>	919-828-7782
HM Kern Corporation	Kristy Pruitt Zack Poole Kyle Upchurch	<a href="mailto:estimating@hmkern.com">estimating@hmkern.com</a> <a href="mailto:kupchurch@hmkern.com">kupchurch@hmkern.com</a>	336-668-3213 336-589
Muter Construction	Cindy Cayton	<a href="mailto:ccayton@muterconstruction.com">ccayton@muterconstruction.com</a>	919-404-8330
Construct Connect	Jessica Thomas	<a href="mailto:Jessica.Thomas@ConstructConnect.com">Jessica.Thomas@ConstructConnect.com</a>	513-458-5943
Riley Contracting Group	Chris Swartz	<a href="mailto:cswartz@rileycontracting.com">cswartz@rileycontracting.com</a>	716-445-3460
WC Construction Company	Mark Reyes Patrick Roth	<a href="mailto:mark@wcconstructionco.com">mark@wcconstructionco.com</a>	336-721-3420 x121
McClure Builders	Logan McClure	<a href="mailto:logan@mcclurebuilders.com">logan@mcclurebuilders.com</a>	919-369-9275
Troy Hutchins Construction	Troy Hutchins	<a href="mailto:troy@troyhutchinsconstruction.com">troy@troyhutchinsconstruction.com</a>	919-451-0812
Barnhill Contracting Company	Taliyah Sowe	<a href="mailto:tsowe@barnhillcontracting.com">tsowe@barnhillcontracting.com</a>	704-215-3280
ML Bind	Shauna Raymond	<a href="mailto:SRaymond@mlbind.com">SRaymond@mlbind.com</a>	518-289-1371 x145
Engineered Construction Company	Scott Dawson	<a href="mailto:sdawsonsr@engrconst.com">sdawsonsr@engrconst.com</a>	919-954-9090
MLG Construction	Keith Ziomek	<a href="mailto:kziomek@mlgconstructionllc.com">kziomek@mlgconstructionllc.com</a>	919-977-1646
Earthwork Calculations Group	Justin Tibbs	<a href="mailto:projects@earthworkcalcs.com">projects@earthworkcalcs.com</a>	360-589-0790
Overhead Door Company	Duane Giffin	<a href="mailto:Duane.Giffin@dhpace.com">Duane.Giffin@dhpace.com</a>	336-510-7392
Carolina Sales Associates	Brad Sturgill	<a href="mailto:b.sturgill@csareps.com">b.sturgill@csareps.com</a>	803-370-5316
Arrowood Manufacturing	Sean Black	<a href="mailto:sblack@arrowoodmfg.com">sblack@arrowoodmfg.com</a>	704-322-6509

**Questions Received:**

- Q:** Could the CAD files that were used to generate the grading plan be emailed out?

**A:** The CAD files cannot be released to potential bidders.
- Q:** Can you please clarify that the pre-bid was non mandatory?

**A:** That is correct. The Pre-Bid Meeting was non-mandatory.
- Q:** Will all the picnic tables be accessible?

**A:** Yes, the model specified in Detail 6/3.6 only comes in accessible models. If an alternative product is submitted for approval, it must be accessible as well.
- Q:** On Detail 5/C3.5, the galvanized steel strap is noted to be 14" thick. Is this accurate?

**A:** No, the galvanized steel strap labeled in Detail 5/C3.5 should be 1/4" thick. This will be updated as part of the issue for construction set.

5. **Q:** Will silt fence and tree protection fence be required for Alternate 1 and Alternate 3?  
**A:** Yes, silt fence and tree protection fence will be required both Alternate 1 and Alternate 3.

**Attachments included for reference in this Addendum:**

- a. Project Manual
  - Notice to Bidders
    - i. Updated bid date.
- b. Bid Proposal Form
  - Updated listing of addendums to be acknowledged as read.

## NOTICE TO BIDDERS

Sealed proposals will be received by Wake County Procurement Services, in Suite 2900, Wake County Justice Center, 301 McDowell Street, Raleigh, NC 27601, up to 2:00 p.m., ~~Thursday, February 12, 2026~~ **Tuesday, February 17, 2026**, and immediately thereafter publicly opened and read for providing labor, material and equipment entering into the construction of Historic Oak View County Park Renovation, located in Raleigh, NC.

Complete contract documents will be open for inspection starting January 12, 2026 in the offices of the Landscape Architect, Kimley-Horn and Associates at 421 Fayetteville Street, Suite 600, Raleigh, NC 27601. An electronic copy of the contract documents (PDF) may be requested free of charge from the Landscape Architect by sending an email request to both Melissa Brand at [melissa.brand@kimley-horn.com](mailto:melissa.brand@kimley-horn.com) and Seth Brown at [seth.brown@kimley-horn.com](mailto:seth.brown@kimley-horn.com). An electronic copy of the contract documents (PDF) is also available from Dodge Construction Network by visiting <https://www.construction.com/projects/>. Printed copies may be purchased from Accent Imaging by contacting Accent Imaging at [production@accentimaging.com](mailto:production@accentimaging.com) or by calling 919-782-3332 or by visiting <https://www.planscope.com/>. Contractors are responsible for distributing documents to all subcontractors.

Wake County provides minorities and women equal opportunity to participate in all aspects of its construction program consistent with NCGS §143-8. Bidders shall comply with the requirements of the Wake County Minority Business Enterprise Program, as outlined in Section 00600 of the Project Manual.

A non-mandatory Pre-Bid Meeting will be held from 2:00pm to 3:00pm on January 21th, 2026 at the project site at 4028 Carya Drive, Raleigh, NC 27610.

This project consists of a renovation at the existing Historic Oak View County Park located at 4028 Carya Drive in Raleigh, North Carolina. The proposed renovations include an improved Visitor Center and entry plaza, a new Maintenance Building with fenced equipment yard, a new picnic shelter, improved sidewalks, additional surface parking with bus parking spaces, and additional miscellaneous site improvements. Refer to the Project Manual herein and associated Construction Drawings for the full scope of work.

No bid may be withdrawn for ninety (90) days after the scheduled closing time for bids.

The Owner reserves the right to reject any or all bids and to waive informalities.

Signed: COUNTY OF WAKE

By: Paula Lambert  
Facilities Design & Construction

DESIGNER: Melissa Brand, PLA  
Kimley-Horn and Associates, Inc.  
421 Fayetteville Street  
Raleigh, NC 27601

Historic Oak View County Park

Project No. RFB #26-001

**BID PROPOSAL FORM**

**(USE THIS FORM ONLY. Bids submitted on anything other than the form(s) provided may be considered non-responsive and subject to rejection)**

**SINGLE PRIME GENERAL CONSTRUCTION WORK  
FORMAL CONTRACT**

BIDDERS NAME

\_\_\_\_\_ License Number: \_\_\_\_\_

BASE BID PROPOSAL

The undersigned, as Bidder, hereby declares that the only person or persons interested in this Proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Proposal or in the Contract to be entered into; that this Proposal is made without connection with any other person, company or parties making a Bid or Proposal; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the specifications for the work and the Contract Documents relative thereto, including addenda, if any, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees if this Proposal is accepted to contract with the County of Wake with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and Contract Documents, for the sum of:

Base Bid \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

SUBCONTRACTOR LISTING

PLUMBING CONTRACTOR

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

\$ \_\_\_\_\_

HVAC CONTRACTOR

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

\$ \_\_\_\_\_

ELECTRICAL CONTRACTOR

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

\$ \_\_\_\_\_

(OTHER CONTRACTOR)

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

\$ \_\_\_\_\_

(OTHER CONTRACTOR)

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

\$ \_\_\_\_\_

(OTHER CONTRACTOR)

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

\$ \_\_\_\_\_

(OTHER CONTRACTOR)

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

\$ \_\_\_\_\_

## ALTERNATES

Should any of the alternates as described in the specifications be accepted, the amount written below shall be the amount to "add to" of "deduct from" the Base Bid. If to be "deducted from" Base Bid, put minus sign (-) in parentheses at head of alternate and plus sign (+) in parentheses if to be added. Refer to Section 012300 for description of alternates.

Add Alternate No. 1 (+) 8' Wide Decomposed Granite Path, 2 Benches, and 1 Trash Receptacle at Pecan Grove Dollars (\$\_\_\_\_\_)

Add Alternate No. 2 (+) Driveway Entrance at Carya Drive Dollars (\$\_\_\_\_\_)

Add Alternate No. 3 (+) Sidewalk and Gate to Poole Road Dollars (\$\_\_\_\_\_)

Add Alternate No. 4 (+) Kid's Corner Millwork at Visitor's Center Dollars (\$\_\_\_\_\_)

## UNIT PRICES

Unit prices are complete for labor, equipment, material, overhead and profit. Base bid includes the stipulated allowance quantity of each item. Unused amount will be credited to the Owner by change order at the end of the project.

Description	Unit Price	Unit Measure	Allowance Units
No. 1: Removal of unsatisfactory soil, debris, and plastic/elastic soil and replacement with satisfactory soil material from off-site.		CY	100
No. 2: Removal of unsatisfactory soil, debris, and plastic/elastic soil and replacement with satisfactory structural soil material on-site.		CY	100
No. 3: Mass rock removal and replacement with satisfactory soil material.		CY	25
No. 4: Trench rock removal and replacement with satisfactory soil material.		CY	50
No. 5: Mirafi 500X geotextile, or approved equal.		SY	200
No. 6: Landscape Boulders		EA	N/A
No. 7: Canopy Tree		EA	N/A
No. 8: Asphalt Surface Standard Duty, 3" S9.5B		SY	N/A
No. 9: Aggregate Base Course, 6" – Standard Duty Asphalt		SY	N/A
No. 10: Asphalt Surface Heavy Duty, 2" S9.5B		SY	N/A
No. 11: Asphalt Binder Heavy Duty, 4" I19.0B		SY	N/A
No. 12: Aggregate Base Course, 8" – Heavy Duty Asphalt		SY	N/A
No. 13: 4" Concrete Sidewalk		SY	N/A

No. 14: Heavy Duty Concrete, 6" Depth		SY	N/A
No. 15: Aggregate Base Course, 6" – Heavy Duty Concrete		SY	N/A
No. 16: ABC Gravel Maintenance Yard		CY	N/A
No. 17: Gravel Pave 2 – Maintenance Drive		SY	N/A
No. 18: Exposed Aggregate Concrete		SY	N/A
No. 19: Clay Brick Paver Sidewalk		SY	N/A

## ALLOWANCES

Allowances indicated shall be included in the Total Base Bid Amount. Refer to Section 012100 for description of allowances.

- A. Allowance No. 1: Include an allowance of 100 CY for removal of unsatisfactory soil, debris, and plastic/elastic soil and replacement with satisfactory soil material from off-site \$ \_\_\_\_\_
- B. Allowance No. 2: Include an allowance of 100 CY for removal of unsatisfactory soil, debris, and plastic/elastic soil and replacement with satisfactory structural soil material on-site \$ \_\_\_\_\_
- C. Allowance No. 3: Include an allowance of 25 CY of mass rock removal and replacement with satisfactory soil material \$ \_\_\_\_\_
- D. Allowance No. 4: Include 50 CY of trench rock removal and replacement with satisfactory soil material. \$ \_\_\_\_\_
- E. Allowance No. 5: Include 200 SY of Mirafi 500X geotextile, or approved equal. \$ \_\_\_\_\_
- F. Allowance No. 6: Include an allowance of \$100,000.00 for use according to the Owner's written instructions.
- G. Allowance No. 7: Include an allowance of \$30,000 for use toward permitting and inspection fees.
- H. Allowance No. 8: Include an allowance of \$145,000 for installation of security equipment on-site.
- I. Allowance No. 9: Include an allowance of \$50,000 for fiber optic and telecommunication improvements on-site.



**Provide with the bid** - Under GS 143-128.2(c) the bidder shall identify and include **with the bid**, **Wake County Form MBE-1 Identity of Minority Business Participation**, the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. **All bidders must submit, with the bid, Wake County Form MBE-1 Identity of Minority Business Participation Form even if there is zero MBE participation.**

**Also include with the bid** a list of the good faith efforts made to solicit minority participation in the bid effort, **Wake County Form MBE-2 Listing of the Good Faith Effort.**

**NOTE:** A contractor that performs all of the work with its own workforce may submit **Wake County Form MBE-3-Intent to Perform Contract with Own Workforce**, to that effect in lieu of **Wake County Form MBE-2-Listing of the Good Faith Effort.**

**After the bid opening** - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent lowest responsible, responsive bidder, the bidder must then file within 72 hours of the notification **Wake County Form MBE-4**. It includes that portion of the Work to be Performed by Minority Business. Also included is a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and **Wake County Form MBE-5** is not necessary,

**OR**

If less than the 10% goal, **Wake County Form MBE-5** documenting all good faith efforts to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the project.

**Note:** Bidders must always submit **with their bid** the Identification of Minority Business Participation Form listing all MBE contractors, vendors, and suppliers that will be used. If there is no MBE participation, then enter none or zero on the form. **Wake County Form MBE-2** or **Wake County Form MBE-3** as applicable must also be submitted with the bid. Failure to submit a required affidavit or form with the bid or within the time required may be grounds for rejection of the bid.

## Attach to Bid Form

**WAKE COUNTY FORM MBE-1 (2002)**  
**IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION FORM**

I \_\_\_\_\_  
(Name of Bidder)

do hereby certify that on this project we will use the following minority business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

[illegible]

Minority Categories: Black, African American (B), Hispanic (H), Asian American (A), American Indian (I), Female (F), Socially and Economically Disadvantaged (D)

**The total value of minority business contractors will be \$**\_\_\_\_\_.

**Attach to Bid Form**

**Wake County – Form MBE-2 (2002)**

**Listing of the Good Faith Effort**

Affidavit of \_\_\_\_\_  
(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☐ ☐ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ ☐ **2. -(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ ☐ **3 - (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ ☐ **4 - (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ ☐ **5 - (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ ☐ **6 - (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ ☐ **7 - (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ ☐ **8 - (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ ☐ **9 - (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ ☐ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS 143-128.2(d). Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_

Name of Authorized Officer \_\_\_\_\_

Signature \_\_\_\_\_

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**Attach to Bid Only If Bidder Performs All Work With Own Workforces**

**Wake County Form MBE-3 (2002)**  
**Intent to Perform Contract with Own Workforce**

Affidavit of

\_\_\_\_\_  
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the project

\_\_\_\_\_  
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_

Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of North Carolina, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

CERTIFICATION OF PROPOSER:

The Bidder further proposes and agrees hereby to commence work under his Contract on a date to be specified in a written order of Wake County and shall fully complete all work thereunder within the number of consecutive calendar days stipulated in the Supplementary General Conditions. Applicable liquidated damages shall be as stated in Supplementary General Conditions.

The undersigned acknowledges receipt of the following addenda issued during the time of bidding and includes the changes therein in this Proposal:

Addendum Number 1, Dated: 01/27/2026

Addendum Number 2, Dated: 02/02/2026

Addendum Number \_\_\_\_\_, Dated \_\_\_\_\_

The undersigned agrees that this Proposal will not be withdrawn for a period of sixty (60) days.

The undersigned agrees to comply with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

The undersigned agrees not to discriminate in any manner on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, National Guard or veteran status, religious belief or non-belief, age, or disability with reference to the subject matter of this Contract. The Parties agree to comply with the provisions and intent of Wake County Ordinance SL 2017-4. This anti-discrimination provision shall be binding on the successors and assigns of the Parties with reference to the subject matter of this Contract.

The undersigned further agrees that in the case of failure on his part to execute the said Contract and the Bond within ten (10) consecutive calendar days after written notice being given of the award of the Contract, the check, cash or Bid Bond accompanying this Bid shall be paid into the funds of Owner's Account set aside for this Project, as liquidated damages for such failure; otherwise the check, cash or Bid Bond accompanying this Proposal shall be returned to the undersigned.

Respectfully submitted this \_\_\_ day of \_\_\_\_\_, 20\_\_

**PROPOSER SIGNATURE PAGE**

\_\_\_\_\_  
(Name of Firm or Corporation making Bid)

By: \_\_\_\_\_

WITNESS:

\_\_\_\_\_  
(Proprietorship or Partnership)



Affix Corporate Seal Above

Title: \_\_\_\_\_  
(Owner, Partner, or Corporation President  
or Vice President only)

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

\_\_\_\_\_

License Number: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Corporation Secretary or Assistant Secretary only)