



## FACILITIES MANAGEMENT

Independent School District No. 709

Located at 730 E. Central Entrance

Mailing Address: 215 North 1st Avenue East  
Duluth, Minnesota 55802

Construction Management (218) 336-8907

Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

## Memorandum

**To:** Bill Hanson  
School Board Members

**From:** Kerry M. Leider

**Date:** August 27, 2013

**Re:** Bid #1222 - Congdon Park Elementary School Bid Package #1, WS #1 – Site Earthwork, Excavation & Utilities – Northland Constructors of Duluth, LLC - Change Order #10

Bid #1222, BP #1, WS #1 – Site Earthwork, Excavation & Utilities at Congdon Park Elementary School was approved at the Special School Board Meeting on June 28, 2012 with a base bid of \$881,400.00.

Change Order #10 to this bid is to install exterior signage, credit owner supplied sign posts and hardware and for pipe changes and rip rap resulting in an increase of \$20,355.00.

### **Recommendation:**

It is recommended the School Board approve the change order as listed above pertaining to WS #1 – Site Earthwork, Excavation & Utilities at Congdon Park Elementary School adding \$20,355.00 to the previously awarded base bid and change orders for a new contract total of \$1,187,651.00.

Attachment



# AIA<sup>®</sup>

# Document G701/CMa<sup>™</sup> – 1992

## Change Order - Construction Manager-Adviser Edition

**PROJECT (Name and address):**  
 Bid #1222 - Congdon Park Elementary  
 School - Addition and Remodeling  
 3116 East Superior Street  
 Duluth, MN 55803

**CHANGE ORDER NUMBER:** 010  
**INITIATION DATE:** July 16<sup>th</sup>, 2013

**OWNER:**   
**CONSTRUCTION MANAGER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO CONTRACTOR (Name and address):**  
 Northland Constructors of Duluth, LLC  
 4843 Rice Lake Road  
 Duluth, MN 55803

**PROJECT NUMBERS:** / 90396  
**CONTRACT DATE:** June 8/, 2012  
**CONTRACT FOR:** Work Scope 01

### THE CONTRACT IS CHANGED AS FOLLOWS:

- Item No. 001 - PCO #191 - Install Owner provided signs per JIT PR #053.  
 Total Amount Item No. 001: \$2,750.00
- Item No. 002 - PCO #191 - Credit for Owner to supply the sign post and hardware.  
 Total Amount Item No. 002: (\$325.00)
- Item No. 003 - PCO #195 - Rip rap and storm pipe per RFI #088.  
 Total Amount Item No. 003: \$17,930.00

Total Amount This Change Order: \$20,355.00

The original Contract Sum was	\$ 881,400.00
Net change by previously authorized Change Orders	\$ 285,896.00
The Contract Sum prior to this Change Order was	\$ 1,167,296.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 20,355.00
The new Contract Sum including this Change Order will be	\$ 1,187,651.00

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is July 19, 2013.

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Kraus-Anderson Construction Company  
**CONSTRUCTION MANAGER (Firm name)**  
 8625 Rendova Street NE, PO Box 158, Circle Pines, MN  
 55014  
 ADDRESS

BY (Signature)  
 Mike Dosan  
 (Typed name) 7-29-13  
 DATE:

John Ivey Thomas Associates, Inc.  
**ARCHITECT (Firm name)**  
 413 East Superior Street  
 Duluth, MN 55802  
 ADDRESS

BY (Signature)  
 Robert Fern  
 (Typed name) 8/14/13  
 DATE:

Northland Constructors of Duluth, LLC  
**CONTRACTOR (Firm name)**  
 4843 Rice Lake Road, Duluth, MN 55803  
 ADDRESS

BY (Signature)  
 Nathan Fox  
 (Typed name) 7/22/13  
 DATE:

Duluth Public Schools - ISD #709  
**OWNER (Firm name)**  
 215 North 1st Avenue East, Duluth, MN 55802  
 ADDRESS

BY (Signature)  
 Tom Kasper  
 (Typed name) DATE:

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User Notes:

(1330400626)



## FACILITIES MANAGEMENT

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# Memorandum

**To: Bill Hanson  
School Board Members**

**From: Kerry M. Leider**

**Date: August 27, 2013**

**Re: Bid #1223 – Congdon Park Elementary School Bid Package #2, WS #14 –  
Aluminum Windows, Doors and Glazing– St. Germain’s Glass, Inc. – Change  
Order #4**

Bid #1223, BP #2, WS #14 – Aluminum Windows, Doors and Glazing at Congdon Park Elementary School was approved at the Special School Board Meeting on July 24, 2012 with a base bid of \$78,600.00.

Change Order #4 to this bid is to install a mullion to latch the rim exit devices and install a wider threshold to cover the non-tiled area at the former door mullion resulting in an increase of \$626.00.

### **Recommendation:**

It is recommended the School Board approve the change order as listed above pertaining to WS #14 – Aluminum Windows, Doors and Glazing at Congdon Park Elementary School adding \$626.00 from the previously awarded base bid and change orders for a new contract total of \$117,963.00.

Attachment



# AIA® Document G701/CMa™ - 1992

## Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):  
Bid #1223 - Congdon Park Elementary  
School - Addition and Remodeling  
3116 East Superior Street  
Duluth, MN 55803

CHANGE ORDER NUMBER: 004  
INITIATION DATE: June 14<sup>th</sup>, 2013

OWNER:   
CONSTRUCTION MANAGER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

TO CONTRACTOR (Name and address):  
St. Germain's Glass, Inc.  
212 North 40<sup>th</sup> Avenue West  
Duluth, MN 55807

PROJECT NUMBERS: / 90396  
CONTRACT DATE: July 25, 2012  
CONTRACT FOR: Work Scope 14

### THE CONTRACT IS CHANGED AS FOLLOWS:

Item No. 001 - PCO #167 - Install additional mullions per RFI #082 Response.

Total Amount Item No. 001: \$376.00

Item No. 002 - PCO #168 - Install thresholds per JTT PR #038.

Total Amount Item No. 002: \$250.00

Total Amount This Change Order: \$626.00

The original Contract Sum was	\$	78,600.00
Net change by previously authorized Change Orders	\$	38,737.00
The Contract Sum prior to this Change Order was	\$	117,337.00
The Contract Sum will be increased by this Change Order in the amount of	\$	626.00
The new Contract Sum including this Change Order will be	\$	117,963.00

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is July 19, 2013.

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Kraus-Anderson Construction Company  
CONSTRUCTION MANAGER (Firm name)  
8625 Rendova Street NE, PO Box 158, Circle Pines, MN  
55014  
ADDRESS

BY (Signature)   
Mike Dosan  
(Typed name) DATE: 8-2-13

John Ivey Thomas Associates, Inc.  
ARCHITECT (Firm name)  
413 East Superior Street  
Duluth, MN 55802  
ADDRESS

BY (Signature)   
Robert Fern  
(Typed name) DATE: 8/8/13

St. Germain's Glass, Inc.  
CONTRACTOR (Firm name)  
212 North 40<sup>th</sup> Avenue West, Duluth, MN 55807  
ADDRESS

BY (Signature)   
Mark Bissonette  
(Typed name) DATE: 7/10/13

Duluth Public Schools - ISD #709  
OWNER (Firm name)  
215 North 1st Avenue East, Duluth, MN 55802  
ADDRESS

BY (Signature)   
Tom Kasper  
(Typed name) DATE:



## FACILITIES MANAGEMENT

Independent School District No. 709

*Located at 730 East Central Entrance*

*Mailing Address: 215 North 1st Avenue East*

*Duluth, Minnesota 55802*

Construction Management (218) 336-8907

Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

# Memorandum

**To: Bill Hanson  
School Board Members**

**From: Kerry M. Leider**

**Date: August 27, 2013**

**Re: Bid #1224 – Congdon Park Bid Package #3 – (WS #10) – Carpentry – Lipe  
Brothers Construction, Inc. – Change Order #5**

Bid #1224, BP #3, WS #10 – Carpentry at Congdon Park Elementary School was approved at the Regular School Board Meeting on September 18, 2012 with a base bid of \$413,000.00.

Change Order #5 to this bid is to use Corian in room 221 for the window stools in lieu of cast stone, provide carpentry at the trash enclosure gates and add storage cabinets above the kindergarten cubbies in room 133 resulting in an increase of \$22,857.00.

### **Recommendation:**

It is recommended the School Board approve the change order as listed above pertaining to WS #10 – Carpentry at Congdon Park Elementary School adding \$22,857.00 to the previously awarded base bid for a new contract total of \$477,974.00.

Attachment



# AIA<sup>®</sup> Document G701/CMa<sup>™</sup> – 1992

## Change Order - Construction Manager-Adviser Edition

**PROJECT (Name and address):**  
 Bid #1224 - Congdon Park Elementary  
 School - Addition and Remodeling  
 3116 East Superior Street  
 Duluth, MN 55803

**CHANGE ORDER NUMBER:** 005  
**INITIATION DATE:** July 16<sup>th</sup>, 2013

**OWNER:**   
**CONSTRUCTION MANAGER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO CONTRACTOR (Name and address):**  
 Lipe Brothers Construction, Inc.  
 5116 Jean Duluth Road  
 PO Box 3024  
 Duluth, MN 55803

**PROJECT NUMBERS:** / 90396  
**CONTRACT DATE:** September 19<sup>th</sup>,  
 2012  
**CONTRACT FOR:** Work Scope 10

**THE CONTRACT IS CHANGED AS FOLLOWS:**

- Item No. 001 - PCO #186 - Material and labor for window stools per JIT PR #047.  
 Total Amount Item No. 001: \$1,549.00
- Item No. 002 - PCO #152 - Provide carpentry and steel at trash enclosure gates.  
 Total Amount Item No. 002: \$13,372.00
- Item No. 003 - PCO #188 - Add storage cabinets above kindergarten cubbies per JIT PR #050.  
 Total Amount Item No. 003: \$7,936.00

Total Amount This Change Order: \$22,857.00

The original Contract Sum was	\$	413,000.00
Net change by previously authorized Change Orders	\$	42,117.00
The Contract Sum prior to this Change Order was	\$	455,117.00
The Contract Sum will be increased by this Change Order in the amount of	\$	22,857.00
The new Contract Sum including this Change Order will be	\$	477,974.00

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is July 19, 2013.

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.



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Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

# Memorandum

**To: Bill Hanson  
School Board Members**

**From: Kerry M. Leider**

**Date: August 27, 2013**

**Re: Bid #1224 – Congdon Park Bid Package #3 – (WS #19) – Carpet/Resilient Flooring  
– Northland Flooring and Design, LLC – Change Order #3**

Bid #1224, BP #3, WS #19 – Carpet/Resilient Flooring at Congdon Park Elementary School was approved at the Regular School Board Meeting on September 18, 2012 with a base bid of \$165,200.00.

Change Order #3 to this bid is to install VCT flooring in corridor 112A and 132A, for additional floor prep for self-leveling of room 106 and 110, and to install self-leveling topping at vestibule 135 and 129 resulting in an increase of \$31,854.00.

### **Recommendation:**

It is recommended the School Board approve the change order as listed above pertaining to WS #19– Carpet/Resilient Flooring at Congdon Park Elementary School adding \$31,854.00 to the previously awarded base bid for a new contract total of \$200,524.00.

Attachment

# AIA<sup>®</sup> Document G701/CMa<sup>™</sup> – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> (Name and address): Bid #1224 - Congdon Park Elementary School - Addition and Remodeling 3116 East Superior Street Duluth, MN 55803	<b>CHANGE ORDER NUMBER:</b> 003 <b>INITIATION DATE:</b> July 12 <sup>th</sup> , 2013	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Northland Flooring & Design, LLC 19 NE 4 <sup>th</sup> Street Grand Rapids, MN 55744	<b>PROJECT NUMBERS:</b> / 90396 <b>CONTRACT DATE:</b> September 19 <sup>th</sup> , 2012 <b>CONTRACT FOR:</b> Work Scope 19	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Item No. 001 - PCO #182 - Supply and install VCT in 1<sup>st</sup> level corridor 112A and 132A per JIT PR #045.  
Total Amount Item No. 001: \$3,275.00

Item No. 002 - PCO #169 - Additional labor and material for self leveling flooring.  
Total Amount Item No. 002: \$22,429.00

Item No. 003 - PCO #177 - Provide material and labor for leveling topping per JIT PR #043.  
Total Amount Item No. 003: \$6,150.00

Total Amount This Change Order: \$31,854.00

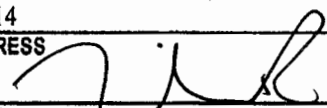
The original Contract Sum was	\$ 165,200.00
Net change by previously authorized Change Orders	\$ 3,470.00
The Contract Sum prior to this Change Order was	\$ 168,670.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 31,854.00
The new Contract Sum including this Change Order will be	\$ 200,524.00

The Contract Time will be unchanged by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is July 19, 2013.

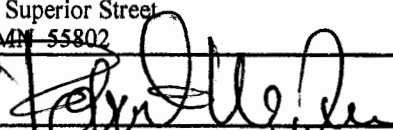
**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

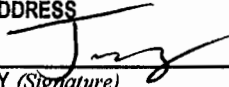
Kraus-Anderson Construction Company  
**CONSTRUCTION MANAGER** (Firm name)  
8625 Rendova Street NE, PO Box 158, Circle Pines, MN  
55014  
ADDRESS

  
BY (Signature)  
Mike Dosan  
(Typed name) DATE: 7-29-13

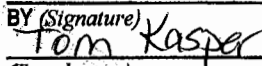
John Ivey Thomas Associates, Inc.  
**ARCHITECT** (Firm name)  
413 East Superior Street  
Duluth, MN 55802  
ADDRESS

  
BY (Signature)  
Robert Fern  
(Typed name) DATE: 8/16/13

Northland Flooring & Design, LLC  
**CONTRACTOR** (Firm name)  
19 NE 4<sup>th</sup> Street, Grand Rapids, MN 55744  
ADDRESS

  
BY (Signature)  
Jake Skelly  
(Typed name) DATE: 7/15/13

Duluth Public Schools - ISD #709  
**OWNER** (Firm name)  
215 North 1st Avenue East, Duluth, MN 55802  
ADDRESS

  
BY (Signature)  
Tom Kasper  
(Typed name) DATE:





## FACILITIES MANAGEMENT

Independent School District No. 709

Located at 730 East Central Entrance

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907

Maintenance (218) 336-8906

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Fax (218) 336-8909

# Memorandum

**To: Bill Hanson  
School Board Members**

**From: Kerry M. Leider**

**Date: August 27, 2013**

**Re: Bid #1224 – Congdon Park Bid Package #3 – (WS #19) – Carpet/Resilient Flooring  
– Northland Flooring and Design, LLC – Change Order #4**

Bid #1224, BP #3, WS #19 – Carpet/Resilient Flooring at Congdon Park Elementary School was approved at the Regular School Board Meeting on September 18, 2012 with a base bid of \$165,200.00.

Change Order #4 to this bid is for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floor prep work resulting in an increase of \$4,859.00.

### **Recommendation:**

It is recommended the School Board approve the change order as listed above pertaining to WS #19– Carpet/Resilient Flooring at Congdon Park Elementary School adding \$4,859.00 to the previously awarded base bid for a new contract total of \$205,383.00.

Attachment



# AIA Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):  
Bid #1224 - Congdon Park Elementary  
School - Addition and Remodeling  
3116 East Superior Street  
Duluth, MN 55803

CHANGE ORDER NUMBER: 004  
INITIATION DATE: July 16<sup>th</sup>, 2013

OWNER:   
CONSTRUCTION MANAGER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

TO CONTRACTOR (Name and address):  
Northland Flooring & Design, LLC  
19 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744

PROJECT NUMBERS: / 90396  
CONTRACT DATE: September 19<sup>th</sup>,  
2012  
CONTRACT FOR: Work Scope 19

### THE CONTRACT IS CHANGED AS FOLLOWS:

Item No. 001 - PCO #155 - Provide 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floor prepwork.  
Total Amount Item No. 001: \$4,859.00

Total Amount This Change Order: \$4,859.00

The original Contract Sum was  
Net change by previously authorized Change Orders  
The Contract Sum prior to this Change Order was  
The Contract Sum will be increased by this Change Order in the amount of  
The new Contract Sum including this Change Order will be

\$	165,200.00
\$	35,324.00
\$	200,524.00
\$	4,859.00
\$	205,383.00

The Contract Time will be unchanged by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is July 19, 2013.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Kraus-Anderson Construction Company  
CONSTRUCTION MANAGER (Firm name)  
8625 Rendova Street NE, PO Box 158, Circle Pines, MN  
55014

ADDRESS

BY (Signature)

Mike Dosan

(Typed name)

DATE:

8.2.13

John Ivey Thomas Associates, Inc.

ARCHITECT (Firm name)

413 East Superior Street

Duluth, MN 55802

ADDRESS

BY (Signature)

Robert Fern

(Typed name)

DATE:

8/8/13

Northland Flooring & Design, LLC

CONTRACTOR (Firm name)

19 NE 4<sup>th</sup> Street, Grand Rapids, MN 55744

ADDRESS

BY (Signature)

Jake Skelly

(Typed name)

DATE:

7/18/13

Duluth Public Schools - ISD #709

OWNER (Firm name)

215 North 1st Avenue East, Duluth, MN 55802

ADDRESS

BY (Signature)

Tom Kasper

(Typed name)

DATE:



## FACILITIES MANAGEMENT

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*Duluth, Minnesota 55802*

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Fax (218) 336-8909

# Memorandum

**To: Bill Hanson  
School Board Members**

**From: Kerry M. Leider**

**Date: September 4, 2013**

**Re: Bid #1229, BP #5– Landscaping and Site Fencing at Congdon Park School, WS #33 –  
Landscaping – Hoffman & McNamara Company – Change Order #2**

Bid #1229, BP #5, WS #33 – Landscaping at Congdon Park Elementary School was approved at the Regular School Board Meeting on April 23, 2013 with a base bid of \$61,990.00.

Change Order #2 to this bid is for landscaping costs for additional drain tile, sod and planting soil and to delete the topsoil allowance included in the base bid resulting in an increase of \$1,600.00.

### **Recommendation:**

It is recommended the School Board approve the change order as listed above pertaining to WS #33 – Landscaping at Congdon Park Elementary School adding \$1,600.00 to the previously awarded base bid and change order for a new contract total of \$75,580.00.

Attachment

# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT (Name and address):</b> Bid #1224 - Congdon Park Elementary School - Addition and Remodeling 3116 East Superior Street Duluth, MN 55803	<b>CHANGE ORDER NUMBER:</b> 002 <b>INITIATION DATE:</b> August 2 <sup>nd</sup> , 2013	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> Hoffman & McNamara Company 9045 180 <sup>th</sup> Street East Hasting, MN 55033	<b>PROJECT NUMBERS:</b> / 90396 <b>CONTRACT DATE:</b> May 20 <sup>th</sup> , 2013 <b>CONTRACT FOR:</b> Work Scope 33	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Item No. 001 - PCO #195 - Landscaping costs per RFI #088.  
Total Amount Item No. 001: \$1,600.00

Total Amount This Change Order: \$1,600.00

The original Contract Sum was	\$	61,990.00
Net change by previously authorized Change Orders	\$	11,990.00
The Contract Sum prior to this Change Order was	\$	73,980.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,600.00
The new Contract Sum including this Change Order will be	\$	75,580.00

The Contract Time will be unchanged by Zero (0) days.


The date of Substantial Completion as of the date of this Change Order therefore is July 19, 2013.

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

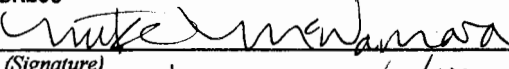
Kraus-Anderson Construction Company  
**CONSTRUCTION MANAGER (Firm name)**  
8625 Rendova Street NE, PO Box 158, Circle Pines, MN  
55014

**ADDRESS**

BY (Signature)   
Mike Dosan  
(Typed name) DATE: 8-15-13

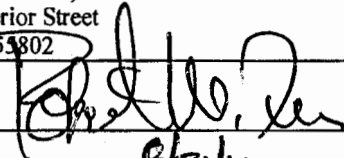
Hoffman & McNamara Company  
**CONTRACTOR (Firm name)**  
9045 180<sup>th</sup> Street East, Hastings, MN 55033

**ADDRESS**

BY (Signature)   
Mike McNamara  
(Typed name) DATE: 8/6/13

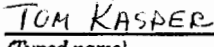
John Ivey Thomas Associates, Inc.  
**ARCHITECT (Firm name)**  
413 East Superior Street  
Duluth, MN 55802

**ADDRESS**

BY (Signature)   
Robert Fern  
(Typed name) DATE: 8/21/13

Duluth Public Schools - ISD #709  
**OWNER (Firm name)**  
215 North 1st Avenue East, Duluth, MN 55802

**ADDRESS**

BY (Signature)   
TOM KASPER  
(Typed name) DATE: