



**BELLVILLE INDEPENDENT SCHOOL DISTRICT**  
518 SOUTH MATHEWS, BELLVILLE, TX 77418 PH: (979) 865-3133 WWW.BELLVILLEISD.ORG

## **REQUEST FOR PROPOSAL**

**Agricultural Lease to Harvest Grass or Hay**  
**RFP# 2021-002**

**Proposal Release Date:**  
**May 6, 2021**

**Proposal Due Date:**  
**Tuesday, May 18, 2021**  
**3:00 PM CST**

Part I: General Information

Bellville Independent School District is seeking for the agricultural lease to harvest grass or hay. All interested parties must submit Proposals by **Tuesday, May 18, 2021, before 3:00 PM, CST. No late submittals will be accepted.** The District reserves the right to accept or reject any or all Proposals, to waive any irregularities, and to accept the Proposal that is in the best interest of the District.

**Proposals shall be delivered in sealed envelope/package clearly marked as indicated below:**

Request for Proposals #2021-002  
Agricultural Lease to Harvest Grass or Hay  
Attn: Dennis Jurek

All communications by potential proposers concerning this RFP must be directed to Dennis Jurek, via email at [djurek@bellvillebrahmas.org](mailto:djurek@bellvillebrahmas.org). Trustees are not to be contacted regarding this solicitation.

**IMPORTANT DATES**

ISSUE DATE ..... May 6, 2021  
RETURN DATE and TIME ..... Tuesday, May 18, 2021 by 3:00 PM, CST  
INTERVIEWS (at District’s discretion) ..... To Be Announced  
ANTICIPATED BOARD DECISION ..... May 20, 2021 (Subject to Change)

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## Part II: Terms & Conditions

### BACKGROUND/GENERAL INFORMATION

The purpose of this request is for agricultural lease to harvest grass or hay on two properties (1) 19.605 acres and (2) 5.802 acres. The 19.605 acres is located next to the Bellville Junior High School and the 5.802 acres is located next to Bellville High School. The metes and bounds of these two properties are attached as Exhibit A & Exhibit B.

### CONTRACT TERMS

- The intent of the lease is for the harvest of grass or hay off these properties thereby keeping these properties maintained and not overgrown.
- The initial lease shall be for 2 years with two(2), 2 year extension for a total of six years
  - Initial Lease Effective Dates: June 1, 2021 thru May 31, 2023
  - Optional 1st Lease Extension: June 1, 2023 thru May 31, 2025
  - Optional 2nd Lease Extension: June 1, 2025 thru May 31, 2027
- A minimum of two harvests must occur per year, one by the beginning of summer and one by the end of summer, as to not allow the property to become overgrown.
- Bailed hay will not be allowed to be stored on the property and must be removed within 15 days of being bailed.
- No equipment shall be stored on the property. Broken or immobile equipment shall be removed within 15 days.
- No use/access will be allowed on the property during morning and afternoon student drop-off/pick up while school is in session.
- Tenant is responsible for any damages caused by harvesting hay. Any ruts caused by equipment must be repaired.
- The property will not be sub-leased.

**Part III: Proposal Response**

**AGRICULTURE LEASE PROPOSAL**

**(1) Lease/Rent Price**

Best pricing offer per year. \_\_\_\_\_

\_\_\_\_\_

**(2) Briefly describe your ability to harvest hay as detailed by the proposal. (i.e. Do you have the appropriate equipment to harvest and remove hay)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(3) Certificate of Insurance Coverages**

Are you able to provide a copy of current Insurance Coverages if selected? Yes or No

**(4) Other Considerations:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(5) References**

Provide three references of other hay leases or persons you have provided hay harvest services for in the past 3 years.

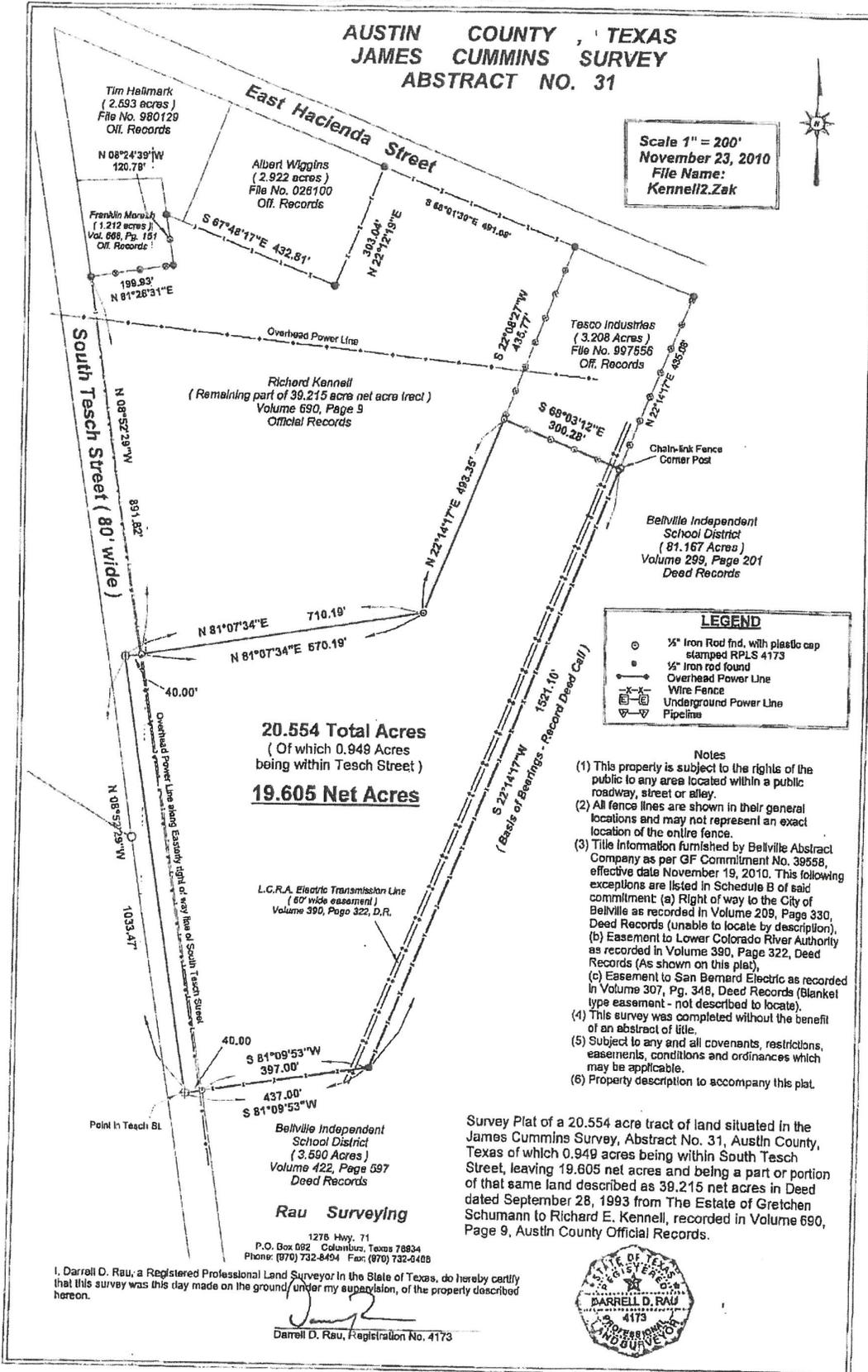
Reference Organization	Contact Name	Phone Number	Timeframe of Services
1.			
2.			
3.			

**EVALUATION CRITERIA**

In determining best value, the District will consider the following five (5) factors:

- 35 pts** (1) Rent/Lease Price
- 35pts** (2) Ability to fulfill lease agreements
- 10pts** (3) Past Performance/past relationship with district
- 10 pts** (5) References
- 10 pts** (6) Required Certification Forms

# Exhibit A





**ALEXANDER SURVEYING**  
**LAND SURVEYORS**

## Exhibit B

**OWNER: BELLVILLE HISTORICAL SOCIETY**

**BUYER: BELLVILLE INDEPENDENT SCHOOL DISTRICT**

**5.802 ACRES (252,756.741 SQ. FT.)**

**ALL THAT TRACT OR PARCEL OF LAND** consisting of 5.802 Acres  
(252,756.741 Sq. Ft.) located in the James Cummings Hacienda, A-31,  
Austin County, Texas. Subject tract being the residue of the called  
6.093 Acre tract described in Deed to the Bellville Historical Society  
recorded in File# 120524 of the Official Records of Austin County,  
Texas. Said tract consisting of 5.802 Acres (252,756.741 Sq. Ft.)  
and being more particularly described as follows:

- BEGINNING** at a 1/2" iron rod found at a fence corner post in the  
North Right-of-way of Schumann Road (County Road, Volume 323,  
Page 268 of the Deed Records of Austin County, Texas) and being  
the Southwest corner of the 8.788 Acre tract described in  
Deed to J. Frank Monk recorded in File# 101384 O.R.A.C.T. and  
being the Southeast corner of the residue of the called 6.093  
Acre tract mentioned above and the Southeast corner of the  
herein described tract;
- THENCE** N 67d 51' 56" W, with the North Right-of-way of Schumann Road  
and generally with an existing fence, a distance of 416.40 ft.  
(No Call) to a 1/2" iron rod set for the lower Southeast corner  
of the residue of the called 81.167 Acre tract belonging to  
the Bellville I.S.D. recorded in Volume 299, Page 201 D.R.A.C.  
T. and being the Southwest corner of the herein described  
tract;
- THENCE** N 25d 10' 07" E, with the common line with the residue of the  
called 81.167 Acre adjoining tract and generally with an  
existing fence, a distance of 636.16 ft. (Called Brg. N 26d  
29' 20" E) to a 1/2" iron rod set at a fence corner post for  
an "L" corner in the Bellville I.S.D. tract and being the  
Northwest corner of the 6.093 Acre parent tract and the North-  
west corner of the herein described tract;
- THENCE** S 72d 13' 13" E, with the common line with the Bellville I.S.D.  
tract and with the North line of the parent tract, a distance  
of 363.76 ft. (Called S 70d 54' E, 363.25 ft.) to a 1/2" iron  
rod set at a fence corner post in the West and common line  
with the 8.788 Acre adjoining tract mentioned above and being  
an "L" corner in the Bellville I.S.D. tract, for the Northeast  
corner of the parent tract and the Northeast corner of the  
herein described tract;

August 24, 2012  
W.O.# 12-6646

Page 1 of 2

105 E. Luhn St. P.O. Box 386 Bellville, TX 77418 979/865-9145 Fax 979/865-5988  
E-mail: alexandersurveying@sbcglobal.net



**ALEXANDER SURVEYING**  
**LAND SURVEYORS**

OWNER: BELLVILLE HISTORICAL SOCIETY

BUYER: BELLVILLE INDEPENDENT SCHOOL DISTRICT

5.802 ACRES (252,756.741 SQ. FT.) (continued)

**THENCE** S 20d 24' 17" W, with the common line with the 8.788 Acre adjoining tract and generally with an existing fence, a distance of 663.19 ft. (Called Brg. S 21d 43' 30" W) to the **PLACE OF BEGINNING** and containing 5.802 Acres (252,756.741 Sq. Ft.).

NOTES: Bearings shown hereon are based upon Grid North as determined from G.P.S. Observation.

Reference is hereby made to plat, of the subject tract, prepared this day.

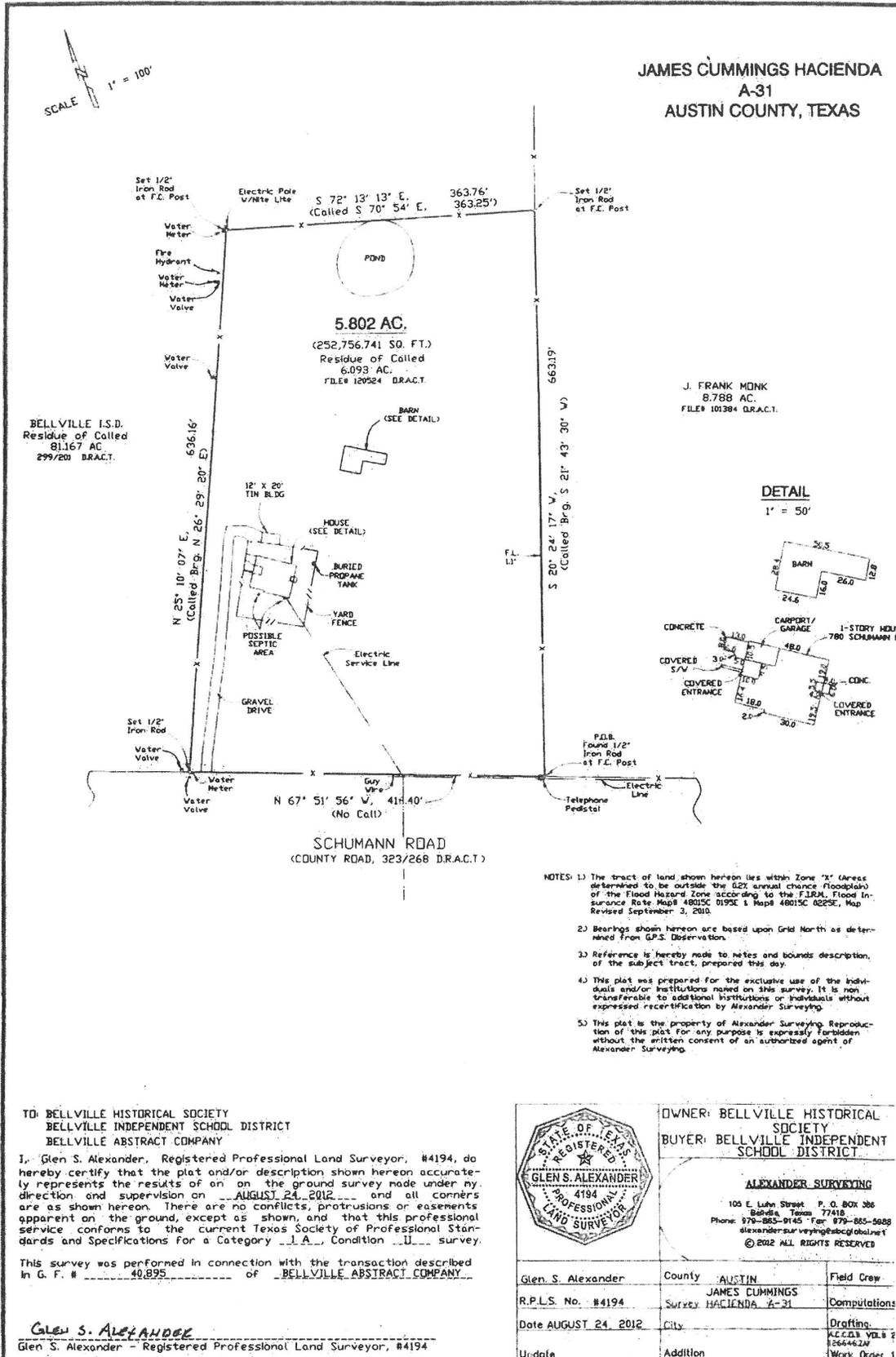
August 24, 2012  
W.O.# 12-6646



*GLEN S. ALEXANDER*

Glen S. Alexander  
Registered Professional Land Surveyor, #4194

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**OWNER: BELLVILLE HISTORICAL SOCIETY  
BUYER: BELLVILLE INDEPENDENT SCHOOL DISTRICT**

**ALEXANDER SURVEYING**  
105 E. Lulu Street, P. O. BOX 386  
Bellville, Texas 77418  
Phone: 979-885-9145 Fax: 979-885-5888  
alexandersurveying@ccolnet.com  
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Glen S. Alexander	County: AUSTIN	Field Crew:
R.P.L.S. No. #4194	Survey: HACIENDA, A-31	Computations:
Date: AUGUST 24, 2012	City:	Drafting:
Update:	Addition:	ALCOA VOL 8 2 155646JW Work Order 1

**Part IV: Required Certification Forms**

**FELONY CONVICTION NOTICE**

**BELLVILLE ISD  
BUSINESS OFFICE  
518 S. MATHEWS  
BELLVILLE, TX 77418**

**FELONY CONVICTION NOTICE**

Statutory citation covering notification of criminal history of proposer is found in the Texas Education Code #44.034. Following is an example of a felony conviction notice:

**FELONY CONVICTION NOTIFICATION**

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a Proposal with a school district must give advance notice to the district if the person or a District or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a Proposal with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the Proposal."

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

**PROPOSER'S NAME:** \_\_\_\_\_

**AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED):** \_\_\_\_\_

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

**Signature of Company Official:** \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

**Signature of Company Official:** \_\_\_\_\_

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Company Official:** \_\_\_\_\_

## TEXAS ETHICS COMMISSION FORM 1295

**\*\* Provided for informational purposes only. \*\***

**This form will need to be completed online after the RFP Section by the winning proposer.**

### Implementation of House Bill 1295

#### **Certificate of Interested Parties (Form 1295):**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

#### **Filing Process:**

By January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application is available on the following site.  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

#### **Changes as of January 1, 2018:**

Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an "unsworn declaration."

The amended law adds to the list of types of contract exempt from the Form 1295 filing requirement. A completed Form 1295 is not required for:

- a sponsored research contract of an institution of higher education;
- an interagency contract of a state agency or an institution of higher education;
- a contract related to health and human services if:
  - the value of the contract cannot be determined at the time the contract is executed; and
  - any qualified vendor is eligible for the contract;
- a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity;
- a contract with an electric utility, as that term is defined by Section 31.002, Utilities Code; or
- a contract with a gas utility, as that term is defined by Section 121.001, Utilities Code.

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY**

**1** Name of business entity filing form, and the city, state and country of the business entity's place of business.

**2** Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

**3** Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5** Check only if there is NO Interested Party.

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
 (street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 (month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor doing business with local governmental entity</b>		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>  Date Received	
<b>1</b> Name of vendor who has a business relationship with local governmental entity.		
<b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.  (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
<b>3</b> Name of local government officer about whom the information in this section is being disclosed.		
_____ Name of Officer		
This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.		
A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
D. Describe each employment or business and family relationship with the local government officer named in this section.		
<b>4</b> _____ Signature of vendor doing business with the governmental entity		_____ Date

Adopted 8/7/2015

<p><b>Form W-9</b> (Rev. November 2017) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p> <p>▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<p><b>Give Form to the requester. Do not send to the IRS.</b></p>	
<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>			
<p><b>2</b> Business name/disregarded entity name, if different from above</p>			
<p>Print or type. See Specific Instructions on page 3.</p>	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC     <input type="checkbox"/> C Corporation     <input type="checkbox"/> S Corporation     <input type="checkbox"/> Partnership     <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>		<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>		<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p>		
	<p><b>7</b> List account number(s) here (optional)</p>		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





and  
to Landlord's Attorneys:

\_\_\_\_\_  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Ph. \_\_\_\_\_

If to Landlord:

Bellville Independent School District  
Attn: Mr. Dennis Jurek  
518 S. Mathews  
Bellville, TX 77418  
Ph. 979.865.3133

and  
to Landlord's Attorneys:

\_\_\_\_\_  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Ph. \_\_\_\_\_

13. **Governing Law:** This Lease shall be governed by and construed in accordance with the laws of the State of Texas.

14. **Attorney's Fees:** The prevailing party in any judicial proceeding arising from this Lease shall recover its reasonable and necessary attorney's fees pursuant to Texas Local Government Code Section 271.159.

15. **No Amendment:** This Lease may only be amended by written instrument duly executed and properly authorized by both parties.

**"LANDLORD"**

**BELLVILLE INDEPENDENT  
SCHOOL DISTRICT**

**"TENANT"**

\_\_\_\_\_  
**, TRUSTEE**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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

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

## **Exhibit A**

**19.605 acres located next to the Bellville Junior High School**

**Survey description located on next page:**

## **Exhibit B**

**5.802 acres located next to the Bellville High School**

**Survey description located on next 3 pages:**

SAMPLE  
CONTRACT