HURON VALLEY SCHOOLS

MAC

**RFP #HV-988-052024**

REQUEST FOR PROPOSAL

FOR

ENGINEERED MULCH FOR PLAYGROUNDS, PARKS, AND OTHER RECREATIONAL AREAS

HURON VALLEY SCHOOLS

MAC

## BID SUMMARY

**Commodity/Service Being Requested:** Engineered Mulch for Playgrounds, Parks, and Other Recreational Areas

**Type of Solicitation:** Request for Qualifications (RFQu) - Huron Valley Schools, in partnership with the Michigan Association of Counties (MAC) bid program, is implementing an Engineered Mulching procurement program statewide throughout Michigan. School districts and other public entities across the state have been requesting a contract vehicle be put in place that makes the purchase of engineered mulch for playgrounds, parks, and other recreational areas affordable and easy to order.

Through this process, it is the goal of Huron Valley Schools to competitively pre-qualify and establish a list of contractors that will provide engineered mulch for playgrounds, parks, and other recreational areas for the next three to five years. The resulting contract(s) will enable public municipalities, non-profit organizations, and school districts to "piggyback" and purchase on an as-needed basis from the awarded pool of contractors. Huron Valley Schools intends to reopen the Request for Qualifications (RFQu) process on a as needed basis to consider new RFQu responses, and potentially supplement the list of prequalified contractors. The list of entities that will be using this bid will continue to grow statewide. **Please be sure in your proposal to list the areas of the state where you provide services (Refer to Appendix A)**. Huron Valley Schools as part of this process is requesting a pricing plan to purchase engineered mulch for playgrounds, parks, and other recreational areas.

**Type of Resulting Contract:** Statewide Cooperative Contract - As a result of this RFQu, Huron Valley Schools will work with the Michigan Association of Counties to market and extend the resulting contract to other government municipalities and school districts statewide.

**Resulting Contract Term:** Three (3) years with two (2) one-year renewal options.

| TIMETABLE | |
|---|---|
| Release of RFQu: | June 10, 2024 |
| Due Date for Receipt of Questions: | June 17, 2024 |
| Questions and Answers Posted: | June 24, 2024 |
| Proposals Due by (10:00 AM/ EST) *: | July 8, 2024 |
| Notice to Award: | August 2024 |
| Master Agreement Award Date: | August 2024 |

*Responses received later than the specified deadline will be disqualified.

**Contacts with Huron Valley Schools Personnel:** All contact with Huron Valley Schools regarding this RFQu or any matter relating thereto must be sent to the following email: **schubel@macservcorp.com**

## Contents

**SECTION 1.0 – BIDDER RESPONSES TO SCOPE OF WORK AND PRICING ..... 4**
1.1 Minimum Mandatory Requirements ..... 4
1.2 Product and Service Categories ..... 4
1.3 Product Specifications ..... 6
1.4 Service Specifications ..... 7
1.5 Service Capabilities ..... 10
1.6 Customer Service ..... 11
1.7 Purchase Orders ..... 11
1.8 Delivery & Acceptance ..... 12
1.9 Management and Staff ..... 12
1.10 Orders/Delivery Reporting/Customer Service ..... 12
1.11 Pricing Schedule ..... 13
1.12 Price Assurance ..... 15
**SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE ..... 16**
2.1 Company Profile ..... 19
2.2 References ..... 21
2.3 Assurances and Certifications ..... 22
**SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS ..... 26**
3.1 Huron Valley Schools Responsibility ..... 26
3.2 Truth and Accuracy of Representations ..... 26
3.3 Proposers Questions ..... 26
3.4 Preparation of the Proposal ..... 27
3.5 Bid Submission Deadline ..... 27
3.6 Adherence to Mandatory Requirements (Pass/Fail) ..... 27
3.7 Evaluation Process ..... 28
3.8 Evaluation Criteria ..... 28
3.9 Optional Tools to Enhance Evaluation Process ..... 28
3.10 Huron Valley Schools Option to Reject Proposals ..... 28
3.11 Freedom of Information Act ..... 29
3.12 Contacts with Huron Valley Schools Personnel ..... 29
3.13 Final Agreement Award Determination ..... 29
APPENDIX A – Regional Delivery Map ..... 30

Solicitation Terms and Conditions – HVS/MAC Master Agreement Template: Business Office | (hvs.org)

# SECTION 1.0 – BIDDER RESPONSES TO SCOPE OF WORK AND PRICING

## 1.1 Minimum Mandatory Requirements

All Bids will be reviewed for compliance with the mandatory requirements. Bids deemed non-responsive will be eliminated from further consideration.

1. Proposer must have three (3) years' experience, within the last five (5) years, in providing Engineered Mulch for Playgrounds, Parks, and Other Recreational Areas equivalent or similar to that being requested by Huron Valley Schools as described herein.

2. Please include in your proposal a description of your organization's ordering and delivery services.

3. Provide pricing to Huron Valley Schools/MAC cooperative members on a wide range of Engineered Mulch for Playgrounds, Parks, and Other Recreational Areas using Attachment A. Please provide pricing for the Huron Valley Schools project as well as pricing for other potential projects in your delivery/service area. Provide pricing by the bag or cubic yard as follows: cost of product if picked up, cost of product if delivered, cost of product delivered and installed. Describe minimums, if any, in your pricing.

***Proposer Response:***
***Please enter your responses in the "Proposer Response" text boxes provided. There is no requirement or limitation on the number of words for your responses.***

## 1.2 Product and Service Categories

Huron Valley Schools, in partnership with the MAC Cooperative, is seeking a distributor/operator/manufacturer that has the depth, breadth, and quality of resources necessary to install engineered wood fiber mulch and other types of engineered mulch intended for playgrounds, parks, and other recreational areas at various locations. The provider must demonstrate a level of expertise, technical knowledge, innovation, and overall capacity to provide engineered mulching services. The provider needs to be capable of delivering a comprehensive range of high-quality products and services to meet the diverse needs of our educational institutions and other partner entities across Michigan. Huron Valley Schools is also interested in the introduction of products that will offer Huron Valley Schools/MAC Cooperative members a wide range of solutions. The district is looking for a dynamic supplier partner that will adapt with the changing needs of our ordering entities to assist them in finding new products and savings.

**Scope of Services:**

- Depth, Breadth, and Quality: HVS/MAC Cooperative is looking for provider(s) with the capacity to offer a wide array of engineered wood fiber mulch and other types of engineered mulch ensuring that our schools and partner entities have access to the resources they need to maintain and service their playgrounds and other areas requiring engineered mulch.
- Innovative Solutions: HVS/MAC Cooperative is interested in suppliers who can introduce new products and solutions that enhance efficiency, safety, and cost-effectiveness for its cooperative members.
- Dynamic Partnership: HVS/MAC Cooperative is seeking supplier partners(s) who can adapt to evolving needs and collaborate closely with our districts and ordering entities to identify opportunities for product innovation and cost savings.

**Our Cooperative Partners:** Our partner entities include school districts, counties, townships, cities, and non-profit organizations throughout Michigan. They require engineered mulch for playgrounds, parks, and other recreational areas.

**Pricing Model:** Vendors are requested to provide pricing based on a percentage off catalog pricing. This percentage may apply to the entire catalog or may be specified by segment, category, or manufacturer. Please provide a clear explanation of your pricing model in your bid proposal.

We encourage a diverse range of providers to submit bids, regardless of the size of their product offerings.

If you believe you company can meet our requirements and provide exceptional value to our cooperative members, we invite you to submit a proposal.

This solicitation will allow other government municipalities (County, township, and city), non-profit organizations, and school districts statewide to piggy back and purchase from this contract. Therefore, playgrounds and other recreational areas are to be considered when submitting a proposal in response to this RFQu.

**Scope of Work:**

1. Project shall include all labor, equipment, and materials necessary to furnish and install engineered wood fiber mulch in designated playgrounds, parks, and other recreational areas. Specified quantities of engineered wood fiber mulch shall be spread in a smooth even layer throughout each playground area. At play area entrance and handicap access areas, mulch shall be raked so that top of mulch is flush with adjacent access surfaces to create a smooth and even transition between the hard surface and the mulch.

Contractor shall take all necessary precautions to protect the public including staff to keep users away from playgrounds, parks, and other recreational areas.

2. Playground Locations for Huron Valley Schools

| Location | Address |
|---|---|
| Apollo Early Childhood Center | 2029 N. Milford Rd., Highland, MI 48357 |
| County Oaks Elementary | 5070 S. Duck Lake Rd. Commerce Twp, MI 48382 |
| Heritage Elementary | 219 Watkins Blvd, Highland, 48357 |
| Highland Elementary | 300 W. Livingston Rd, Highland, MI 48357 |
| Johnson Elementary | 515 General Motors Rd, Milford, MI 48381 |
| Kurtz Elementary | 1350 Kurtz Dr., Milford, MI 48381 |
| Lakewood Elementary | 1500 Bogie Lake Rd., White Lake, MI 48383 |
| Oxbow Elementary | 100 Oxbow Lake Rd, White Lake, MI 48386 |
| Spring Mills Elementary | 3150 Harvey Lake Rd, Highland, MI 48356 |

3. A total of 1200 cubic yards will be needed for the completion of the project at Huron Valley Schools. The color of the engineered wood fiber mulch for the playground locations will be natural and needs to be installed at a constant depth of three (3) inches across the entire play surface with all areas dug out being filled.

4. Authorized Work Hours and Hours
   Work on projects for Huron Valley Schools and other MAC cooperative members shall be scheduled for weekdays, excluding holidays, Monday through Friday, 7:00 am to 8:00 pm, unless otherwise specified.

5. Work Schedule
   Work schedules to be coordinated with and approved in advance by Huron Valley Schools and other MAC cooperative members.

6. Public Notification
   Contractor shall post signs at least 48 hours in advance, at each playground, park, and other recreational area to notify residents of the date that the area will be closed.

7. Site Preparation
   Before installing any type of mulch, any litter or trash shall be removed from the playground, park, and other recreational areas.

8. Clean-up
   Contractor shall clean up any mulch that spills onto plantings, adjacent walkways, curbs, gutters, and pavement.

## 1.3 Product Specifications

### 1.3.1 Reservation of Rights

Huron Valley Schools will evaluate the merits of all bids submitted and reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all bids or portions of bids with or without cause. Huron Valley Schools further reserves the right to waive any irregularity or informality in the RFQu process or any bid, and the right to award to one or multiple vendors. Huron Valley Schools reserves the right to add or delete services from the bid, extend agreements, or change vendors, in order to best serve the eligible agencies. These changes will follow approved bidding laws. Huron Valley Schools may use the product or service cost, or the sum of groups of products and/or services, may group similar products, and/or total cost of ownership, to evaluate prices and award bids. Huron Valley Schools reserves the right to request additional information from any or all Proposers. Huron Valley Schools also reserves the right to select one or more vendors to award a contract to under this RFQu. In the event a bid is accepted by Huron Valley Schools and the vendor asserts exceptions, special considerations or conditions after acceptance, Huron Valley Schools, in its sole and absolute discretion, reserves the right to reject the bid and award other Proposer(s).

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

### 1.3.2 Competition Promoted

The name of a model, manufacturer or brand in Huron Valley Schools bid documents shall not be considered as exclusive of other brands unless "NO SUBSTITUTE" is stated in the item description. Proposers may offer a variety of brands and models, as it is the intent of Huron Valley Schools to provide a multitude of options to the eligible agencies. Huron Valley Schools expects all supplies, materials, equipment, or products bid to meet or exceed the specifications set forth in this RFQu. Further, it is Huron Valley Schools intent that this RFQu permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, materials, equipment, or products requested in this RFQu are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. Huron Valley Schools, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by Proposer meet the specifications contained in this RFQu and possess equivalent and/or better qualities. It is the Proposer's responsibility to notify Huron Valley Schools in writing if any specifications or suggested comparable equivalent products/brands require clarification by Huron Valley Schools prior to the due date for bids.

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

## 1.4 Service Specifications

All services furnished must be in conformity with the participating agency requirements and specifications and will be subject to acceptance by the individual customers at delivery. The right is reserved to reject the service at the risk and expense of the vendor.

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

### 1.4.1 Contractor Code of Conduct

The purpose of the Huron Valley Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Huron Valley Schools for persons both contemplating performing work and performing work for Huron Valley Schools in the capacity of a contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by any contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract. In general, it is expected that everyone entering a Huron Valley Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:

Every contractor employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.

All contractors shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.

Prior to the beginning of a job, the contractor shall furnish the building engineer with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.

The contractor shall provide the building engineer with a scope of work and check with him prior to drilling or penetrating any walls, floors, or ceilings.

Each person working in a school building or on school property shall comply with the following:

No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.

No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance, or office equipment.

No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco, or establishments that serve or promote the use of these substances.

There shall be no use of profanity or obscene language or gestures. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

The contractor is responsible for a clean and safe workplace. To that end the following will be adhered to:

All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.

Material storage is to be in an area designated by the Building Engineer.

All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.

All trash, debris, and material must be removed from the worksite each day and disposed of off-site. District dumpsters and trash containers are not to be used by contractors for disposal.

All contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to contractors.

Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.

Contractors are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.

Upon leaving a jobsite all doors and windows must be locked, secured, or left as they were found prior to beginning the work.

Contractors are to provide their own site safety plan for areas that they are working in.

Contractors are reminded that there may be asbestos insulation in our buildings. They are not to disturb any insulation or enter any areas that contain asbestos containing building materials. If they have any questions, contact the building engineer for direction.

Contractor is not to disable or interfere with any fire or burglary system equipment or telephone lines servicing such equipment. If equipment needs to be removed, relocated, or temporarily disabled, the contractor needs to coordinate this with the building engineer.

The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.

In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Huron Valley Schools will be grounds for immediate removal from the building and the project.**

Please confirm your understanding by checking Yes or No.
☒ Yes ☐ No

## 1.5 Service Capabilities

### 1.5.1 Communication Plan/Contract Management

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger, or acquisition.

***Proposer Response:***

Our dedicated sales team and customer service team are available to answer any questions or concerns relating to the contract. They can be contacted at 888-436-6846. Any issues can be directed to our Sales Manager, Sandy Gartner, sandy@rubbermulch.com or reaching out to account representatives below.

### 1.5.2 Primary Account Representative

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract, as well as contact

persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

***Proposer Response:***

Primary Contact Person: Sandy Gartner, Sales Manager
1985 Rutgers University Blvd., Lakewood, NJ 08701
732-363-0600 x208
sandy@rubbermulch.com

Sales Representative: Rachel Pohrille
1985 Rutgers University Blvd., Lakewood, NJ 08701
732-363-0600 x211
rachel@rubbermulch.com

Customer Service: Mimi Ellen
1985 Rutgers University Blvd., Lakewood, NJ 08701
888-436-6846
mimi@rubbermulch.com

Reports and bid documents: Jennifer Sacks, Contract Manager
1985 Rutgers University Blvd., Lakewood, NJ 08701
732-363-0600 x221
jen@rubbermulch.com

### 1.6 Customer Service

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Huron Valley Schools. Customer inquiries should be responded to within 48 hours or two (2) business days unless it is an emergency issue. Describe your company's Customer Service Department (hours of operation, number and location of service centers, regular and emergency response times, etc.)

***Proposer Response:***

Our customer service department hours of operation are M-F 9am -5pm. Our headquarters is located at 1985 Rutgers University Boulevard in Lakewood New Jersey but we have sales representatives throughout the United States. Phone: 888-436-6846
Our respond to product inquires within 2 days and our emergency response time is ASAP

### 1.7 Purchase Orders

Requests for quotes will be initiated by participating entities as specific needs arise. Participating entities will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The

participating entity will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be delivered and billed directly to these institutions.

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

### 1.8 Delivery & Acceptance

The Proposer will be required to quote prices for all known costs for the requested products and services. Proposer should address the following items and costs in their proposal and other item/costs that they are aware of that may not have been requested in this bid.

- Time frames for delivery of products;
- Please give a description and the costs associated with products and the service model you recommend.
- What is your Ordering procedure and/or process?
- Policies and procedures for an organization accepting a delivery of service.

***Proposer Response:***

Our delivery time for rubber mulch is 7-10 days. Our rubber mulch is sold by the pallet. Each pallet contains a super sack which is a ton of rubber mulch. Pricing for mulch products is attached. Delivery pricing will vary depending on how many pallets are ordered. In order to receive contract pricing, orders must be placed by phone 888-436-6846 or by emailing sandy@rubbermulch.com
Customer is responsible for unloading truck. Customer will need a forklift, loading dock and will need to have tractor trailer or dump truck access.

#### 1.8.1 Delivery Time Frames

If there are supplies, services, or regions of the state that might require a longer delivery timeframe, please denote in your response.

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

#### 1.8.2 Reporting Capabilities

Contractors are required to submit quarterly sales reports and other reporting documents, as it pertains to this contract.

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

#### 1.8.3 Shipping Errors

The receiving entities have been instructed to make immediate inspection on receipt of products/services and to process payment documents promptly. Payment documents, however, will be delayed if the products/services fail to comply with specification requirements.

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

***If "NO" was answered on any items in Section 1.3.1, 1.3.2, 1.4, 1.4.1, 1.7, 1.8.1, 1.8.2, and 1.8.3, please explain:***

n/a

**1.9 Management and Staff**

Proposer should address the following items in their proposal:

- Project Management of the contract;
- Staff and responsibilities;
- Process and procedures to keep safe and secure facilities when delivering product;
- Please describe your company's background check process for delivery and maintenance personnel, if delivery is by a company other than UPS and Federal Express.

***1.9 Proposer Response:***

Our sales manager, Sandy Gartner, sandy@rubbermulch.com, will oversee contract to make sure our customers are receiving pricing and products offered under this contract. Our sales representative, Rachel Pohrille, rachel@rubbermulch.com, will be able to assist customers with their orders and questions. Our contract manager, Jennifer Sacks, jen@rubbermulch.com, will handle all quarterly reports for sales under this contract. Customer is responsible for securing area while truck is being unloaded. Background checks can be provided upon request.

**1.10 Orders/Delivery Reporting/Customer Service**

1. Generally

Purchase Orders will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications with specific response information required, deliverables, and any special terms and conditions. The contractor will respond directly to the requesting agency within the timeframe specified by the participating agency.

2. Ordering Process Capabilities

Proposers shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order. A state-wide toll-free phone number for phone orders will be required. The Vendor agrees to have internal controls to ensure that authorized individuals place orders.

***1.10 Proposer Response:***

Our customer service can accept orders by calling our toll-free number at 888-436-6846 or emailing our sales manager Sandy at sandy@rubbermulch.com. Our sales team will be able to provide the participating agency with the necessary product and delivery information for requesting agencies specific order.

**1.11 Pricing Schedule**

1. Price Guarantee

Price Stability Guarantee

For the first year of the Agreement, the vendor must guarantee to provide the products at the proposed rates. The vendor can propose price increases or decreases after the above stated time period.

Promotional Pricing

Proposer may offer promotional pricing for awarded products and/or services during the contract term. Upon promotion expiration, the pricing must return to previous item price and remain in compliance with the Price Stability Guarantee.

Free on Board (F.O.B) Delivered/Destination (Required)

Prices shall be quoted "F.O.B. Delivered/Destination" to each Customer with transportation charges prepaid on all orders of one (1) or more.

2. Bid Pricing

Bid pricing must reflect Net 30 payment terms.

3. Quantity Term

Vendor agrees to supply the complete quantity and products that each customer requires.

4. Rebates and Special Promotional Capabilities

All vendors are encouraged to make manufacturer promotions, rebates, and special pricing opportunities available. Huron Valley Schools must approve promotional materials referring to the Huron Valley/MAC Agreement prior to release. Huron Valley/MAC will post rebate and special pricing information on its web site.

Guidelines for Vendor /Contractor promotions for Huron Valley/MAC awarded items:

A. Submit all promotions for approval
B. Identify the savings amount
C. Identify the final price
D. Specify the time period in which a purchase must be made
E. Identify the link to a rebate form (preferred) or provide the form

5. Tax Excluded from Price

(a) Sales Tax: Huron Valley and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Huron Valley and local units of government may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Huron Valley Schools exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

***Proposer Response:***

| Product and pricing attached |
|---|

### 1.12 Price Assurance

The awarded vendor agrees to provide pricing to Huron Valley Schools and its participating entities ensuring the lowest pricing available. The awarded vendor agrees to promptly lower the cost of any product/service purchased through Huron Valley Schools following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Huron Valley Schools requests equal or better than pricing to be submitted.

All pricing submitted to Huron Valley Schools shall include 2.0% administrative/remittance fee to be remitted to MAC by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Huron Valley Schools/MAC.

## SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFQu Addenda and Exhibits have been read.

2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of RFP # HV-988-052024 Engineered Mulch for Playgrounds, Parks, and Other Recreational Areas.

3. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Huron Valley Schools, will be the basis for the Bidder to enter into a contract with Huron Valley Schools in accordance with the intent of the bid documents.

4. The undersigned acknowledges receipt and acceptance of all addenda.

5. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
   - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
   - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
   - Assurance Regarding Access to Records and Financial Statements
   - Iran Economic Sanctions Act
   - Price Assurance Certification
   - Familial Relationship Disclosure
   - Non-Collusion Affidavit

6. The undersigned acknowledges that bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFQu and associated bid documents.

7. It is the responsibility of each bidder to be familiar with all of the specifications, terms, and conditions and, if applicable, the site condition. By the submission of a bid, the bidder certifies that if awarded a contract they will make no claim against Huron Valley Schools based upon ignorance of conditions or misunderstanding of the specifications.

8. Patent indemnity: Vendors who do business with the Huron Valley Schools shall hold Huron Valley Schools, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

9. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and

conditions. This documentation must be provided to Huron Valley Schools, prior to award, and shall include an insurance certificate and additional insured certificate, naming Huron Valley Schools, which meets the minimum insurance requirements, as stated in the terms and conditions.

10. Bidders are requested to submit a bid on any category(s) that they are able to supply as specified. Substitutions will not be considered. If the documents note "or acceptable equal" all manufacturers will be considered. Products for consideration must comply with bid category "general notes" and identify discrepancies where product does not meet or exceed the specified (basis of design) product for design, finish, and quality.

11. Should a Bidder find discrepancies in, or omissions from the specifications, details, instructions and bid proposal form, or should the bidder be in doubt as to the meaning, the bidder should notify, the bid contact who will send written instructions to all appropriate Bidders. The Owner shall not be responsible for any oral instructions.

12. It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.

13. Interpretations and supplemental instructions will be issued by Addenda. No Bidder shall rely on any interpretations or corrections given by any other method. Interpretations, corrections, or changes of the Bidding Documents made in any other manner will not be binding.

14. Copies of addenda will be made available for inspection wherever Bidding Documents are posted.

15. Addenda will not be issued later than three (3) days, (72 hrs.) prior to the date of receipt of bids (excluding weekends and holidays), except an addendum withdrawing the request for bids or postponing the bid date.

16. Submit requests for clarification or interpretation of the Bidding Documents in writing on bidder's letterhead stationery, pdf format. The cut-off date for submission of clarifications, interpretations, ambiguities, inconsistencies, and or errors discovered is June 10, 2024.

17. Failure of Bidder to receive such addenda shall not relieve him from any obligation under his bid as submitted.

18. Failure to comply with instructions stated in this section may result in rejection of bid.

19. After a contract agreement has been executed, the Bidder shall not be allowed any sum over and above the price(s) specified in the contract agreement.

20. Huron Valley Schools requires all Contractor owners, employees, agents, representatives, subcontractors, and/or other personnel who will be present on School grounds to submit to a criminal history background check. This background check will include a requirement for each contractor owner, employee, agent, representative, subcontractor, and/or other personnel to be screened before he/she enters School grounds. A valid State ID card or Driver's License is required to complete the background check.

ORDER DELETIONS

1. Owner reserves the right to add or deduct item quantities from the original specification, up to 10% of the original quantities without any effect on the unit prices submitted.

**Huron Valley Pricing**

Respondents should indicate any discounts or promotional pricing available. Please specify where different percentage discounts apply. If respondent has existing cooperative contracts in place, Huron Valley requests equal or better than pricing to be submitted.

Solicitation Terms and Conditions – HVS/MAC Master Agreement Template: Business Office | (hvs.org)

## 2.1 Company Profile

| | | |
|---|---|---|
| Official Name of Bidder:<br>Rubbercycle, LLC | | Type of Entity/Organization (check one):<br><br>☒ Corporation<br>☐ Joint Venture<br>☐ Limited Liability Partnership<br>☐ Partnership<br>☐ Limited Liability Corporation<br>☐ Non-Profit / Church<br>☐ Other: _____ |
| Street Address:<br>1985 Rutgers University Blvd. | | |
| City:<br>Lakewood | | |
| State:<br>NJ | Zip Code:<br>08701 | |
| Website:<br>www.rubberecycle.com | | |
| Primary Contact Name:<br>Sandy Gartner | | |
| Primary Contact Phone Number<br>732-363-0600 x208 | | |
| Primary Contact Email Address:<br>sandy@rubbermulch.com | | |
| Dunn & Bradstreet (D&B) Number (if applicable):<br>80-662-6248 | | |

Has your company been debarred by the Federal Government? ☐ Yes ☒ No
*If yes, has it been lifted and if so, when?*

Has your company been debarred by State Governments? ☐ Yes ☒ No
*If yes, has it been lifted and if so, when?*

Brief history of your company, including the year it was established:

In 1996, Rubbercycle established and introduced top quality rubber surfacing products for military, commercial and residential use. Rubbercycle pioneered the tire recycling industry, utilizing the most advanced technology and equipment to process scrap tires for a multitude of uses. Today, Rubbercycle remains the country's leading manufacturer of recycled rubber surfacing products, consistently innovating and perfecting their products to provide customers with quality line of rubber surfacing products. Our product line includes poured-in-place, loose fill/rubber mulch, turf, ADA surfacing and interlocking tile systems that are highly durable and boast a variety of customization options to meet your needs. All products are manufactured in Rubbercycle's own plant, thus bypassing the need for middlemen. This translates into the highest quality, reliable and dependable products at the most competitive prices.

HURON VALLEY SCHOOLS

MAC

| |
|---|
| Signature: |
| Name and Title of Signer: Gil Ben-Ari, CFO |
| Date: 07/01/2024 |

**Please include a current copy of a W-9 with your proposal.**

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Go to *www.irs.gov/FormW9* for instructions and the latest information.**

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

LTR Intermediate Holdings, Inc.

2 Business name/disregarded entity name, if different from above.

dba Rubbercycle LLC, Rubberecycle Corporation, Rubberecycle EIN 22-3526725

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . .

**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

*(Applies to accounts maintained outside the United States.)*

5 Address (number, street, and apt. or suite no.). See instructions.

600 River Avenue, STE3

Requester's name and address (optional)

6 City, state, and ZIP code

Pittsburgh, PA 15212

7 List account number(s) here (optional)

## 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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

☐☐☐ – ☐☐ – ☐☐☐☐

or

**Employer identification number**

4 7 – 3 4 4 4 2 9 4

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

**Sign Here** **Signature of U.S. person** Gregory Cummings **Date** 4/3/24

## 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*.

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

## 2.2 References

Provide a minimum of three (3) customer references for providing engineered mulch for playgrounds, parks, and other recreational areas of similar scope dating within the past 5 years.

| | |
|---|---|
| Entity Name:<br>County of Union | |
| Contact Name:<br>Alex Chappotin | Title:<br>Parks Director |
| City:<br>Scotch Plains | State:<br>NJ |
| Phone Number:<br>908-789-6029 | Years Serviced:<br>2018-present |
| Description of Services:<br>Supply/install various rubber surfaces | |
| Annual Volume:<br>$835,000 | |

| | |
|---|---|
| Entity Name:<br>City of Jacksonsville | |
| Contact Name:<br>Scott Perozzi | Title:<br>Parks Maintenance Supervisor |
| City:<br>Jacksonsville | State:<br>NC |
| Phone Number:<br>910-650-1276 | Years Serviced:<br>2018-present |
| Description of Services:<br>Supply/install various rubber surfaces | |
| Annual Volume:<br>$60,000 | |

| | |
|---|---|
| Entity Name:<br>Hammer Land Engineering | |
| Contact Name:<br>Kirk Danielson | Title:<br>Project Manager |
| City:<br>Manasquan | State:<br>NJ |
| Phone Number:<br>732-551-6803 | Years Serviced:<br>2006-present |
| Description of Services:<br>Supply/install various rubber surfaces | |
| Annual Volume:<br>$500,000 | |

HURON VALLEY SCHOOLS

MAC

## 2.3 Assurances and Certifications

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**
The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

**Certification Regarding Nondiscrimination Under Federally and State Assisted Programs**
The applicant herby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education (MDE).

**Assurance Regarding Access to Records and Financial Statements**
The applicant hereby assures that it will provide the pass-through entity, i.e., the Huron Valley Schools, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F, and Compliance Supplement for the U.S. Department of Education.

**Iran Economic Sanctions Act**
The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Huron Valley Schools as a Michigan public entity is required to follow Public Act 517 of 2012.

| | |
|---|---|
| Vendor Signature: | |
| Date: 07/01/2024 | |

| Notary |
|---|
| State of NJ |
| County of Ocean |
| ~~Sworn~~ Affirmed to and subscribed before me, a notary public in and for the above state and county, on this 1 day of July, 2024. |
| Notary Public |
| My commission expires: |

ESTER KOHN
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES
MARCH 20, 2029

HURON VALLEY SCHOOLS

MAC

## Price Assurance Certification

The awarded vendor agrees to provide pricing to Huron Valley Schools and HVS/MAC cooperative participating entities ensuring the lowest pricing available. The awarded vendor agrees to promptly lower the cost of any product/service purchased through Huron Valley Schools following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Huron Valley Schools requests equal or better than pricing to be submitted.

All pricing submitted to Huron Valley Schools shall include 2.0% administrative/remittance fee to be remitted to MAC by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Huron Valley Schools/MAC.

| Vendor |
| --- |
| Firm Name:<br><br>Rubbercycle, LLC |
| Authorized Representative Signature: |
| Authorized Representative Name (printed):<br><br>Gil Ben-Ari, CFO |
| Date:<br><br>07/01/2024 |

HURON VALLEY SCHOOLS

MAC

## BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Huron Valley Schools Board of Education or the Huron Valley Schools District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Huron Valley Schools Board of Education are listed on the following website: https://www.hvs.org/page/board-of-education

The Huron Valley Schools Superintendent is Dr. Paul Salah.

The Following are the familial relationships:

_____

_____

_____

☒ There are none.

| | |
|---|---|
| Vendor Signature: | |
| Date: 07/01/2024 | |

| Notary |
|---|
| State of NJ |
| County of Ocean |
| ~~Sworn~~ Affirmed to and subscribed before me, a notary public in and for the above state and county, on this 1 day of July, 2024. |
| Notary Public |
| My commission expires: |

ESTER KOHN
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES
MARCH 20, 2029

HURON VALLEY SCHOOLS

MAC

## NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN )
) ss:
[NAME OF COUNTY] )

The undersigned bidder or agent, being duly ~~sworn~~ affirmed on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, fee, commission, or thing of value on account of such sale.

Rubbercycle, LLC
Bidder (Firm)

Signature of Bidder or Agent

Subscribed and ~~sworn~~ affirmed to before me this 1 day of July, 2024

My commission expires: _____

County of residence: Ocean

Notary Public Signature

Seal

(Return this completed form with bid package)

ESTER KOHN
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES
MARCH 20, 2029

Rubbercycle, LLC

## General Pricing Information – Attachment A

**Pricing Schedule Worksheets**
Please see tab for Attachment A for pricing schedule and complete information.

**Tax Excluded from Price**
(a) Sales Tax: Huron Valley Schools/MAC members are exempt from sales tax for direct purchases. The Prop

(b) Federal Excise Tax: Huron Valley Schools/ MAC members may be exempt from Federal Excise Tax, or the t
Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will
must not include the Federal Excise Tax.

**Pricing**
The awarded vendor agrees to provide pricing to Huron Valley Schools and its participating entities at the lov
If respondent has existing cooperative contracts in place, Huron Valley Schools requests equal or better than

a) Vendor must complete the Pricing Response Form Attachment A.
b) Pricing shall remain as bid for the entire contract period. New pricing can be submitted for approval at
c) Provide any minimum order quantities and/or delivery fees.
d) Provide percentage (%) discount from catalog or list price.
e) Please provide any other additional services you provide.

**Miscellaneous Fees and Options**
Administrative fee: 2.0%
It is the awarded vendor's responsibility to keep all sales reports up to date and on file with Huron Valley Sch

**Additional Services:**

Proposer will supply information, including pricing, for additional services offered. This may include technica

Please include any additional products and/or services not included in the scope of the solicitation you think
Any other type of services or products that are related but not listed in this RFP should be included in this sec

**Electronic Price Lists**

1. Respondents must submit products, services, warranties, etc. in price list.
2. Please submit price lists in electronic format only

taxes may be reimbursable, if articles purchased under any resulting Contract are used for Huron Valley Schoo
be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Propo

will enhance and add value to this contract for Huron Valley Schools and other participating agencies.

ɔls' exclusive use.
ɔser's prices

## ATTACHMENT A: RFP-HV-988-052024 - ENGINEERED MULCH FOR PLAYGROUNDS, PARKS, AND OTHER RECREATIONAL AREAS - PRICING SHEET

NOTES TO POTENTIAL PROPOSERS: COMPLETE AND SUBMIT THIS FINAL PRICE SHEET

1. Prices are inclusive including delivery FOB Destination (unless EXCEPTIONS are stated in ATTACHMENT A).
2. Provide product brochures or catalogs, manufacturer specification sheets (electronic ) in PDF format.
3. Provide Manufacturer Warranty Information AND any Additional Vendor "Value-Added" Warranty for each item with your proposal.
4. ADD Rows (not Columns) to list multiple product line items.
5. Indicate instruction in non percentage or cost cells to "See Additional Information" if space provided does not include enough space to describe proposed offering

| | |
|---|---|
| NAME | *Rubbercycle, LLC* |
| Service Area | *All Regions 1-10* |
| **Describe Any Minimum Order Quantities or Delivery Fees** | *Mulch must be ordered by the pallet* |

Describe Any Minimum Order Quantities or Delivery Fees

| Line Item | Product Category Description | Cost Per Bag | Cost Per Cubic Yard | Cost for Pickup | | Cost for Delivery | | Cost for Delivery and Installation | | Labor Cost Included in Installation Cost Yes or No | Labor Cost Per Hour | Colors Available | Huron Valley Schools/MAC Cooperative Percentage Discount | High Volume Pricing Options / Levels Offered (Yes or No) | Additional Information |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Bag | Cubic Yard | Bag | Cubic Yard | Bag | Cubic Yard | | | | | | |
| A | Types of Mulch | | | | | | | | | | | | | | |
| 1 | Engineered Wood Fiber | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| 2 | Rubber Mulch: Black Playsafer Rubber Mulch | $486.00 | n/a | n/a | n/a | $100-$250 depending on number of pallets ordered. Each pallet holds (1) one ton bag | n/a | Installation not available | | n/a | n/a | black | 8% | no | Each pallet is one ton. The more pallets ordered, the delivery cost decreases. |
| | Rubber Mulch: 50/50 Playsafer Rubber Mulch | $594.00 | n/a | n/a | n/a | $100-$250 depending on number of pallets ordered. Each pallet holds (1) one ton bag | n/a | Installation not available | | n/a | n/a | black mixed with: cocoa brown terra cotta red blue green | 8% | no | Each pallet is one ton. The more pallets ordered, the delivery cost decreases. |
| | Rubber Mulch: Colored Playsafer Rubber Mulch | $702.00 | n/a | n/a | n/a | $100-$250 depending on number of pallets ordered. Each pallet holds (1) one ton bag | | Installation not available | | n/a | n/a | cocoa brown terra cotta red blue green | 8% | no | Each pallet is one ton. The more pallets ordered, the delivery cost decreases. |
| 3 | Rubberbond wear course/top coat applied to the rubber mulch for a higher level of ADA access | n/a | $21 per sq. ft. | n/a | n/a | n/a | included | n/a | included | yes | n/a | blend colors...see below | 8% | no | |
| 4 | Rubberbond wear course/top coat applied to the rubber mulch for a higher level of ADA access | n/a | $24 per sq. ft. | n/a | n/a | n/a | included | n/a | included | yes | n/a | yellow orange rose red terra cotta tan apple green leafy green light blue dark blue | 8% | no | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | |
| | Add more lines as needed | | | | | | | | | | | | | | |