

CITY OF DECATUR, ALABAMA

REQUEST FOR PROPOSALS

TEMPORARY STAFFING SERVICES

Solicitation No.: 26-026

Issue Date: 7/23/2026

Mandatory Pre-bid Conference: 8/4/2026 | 10 AM | 7th Floor of City Hall

Proposal Due Date: 8/20/2026

Proposal Due Time: 2:00 PM

Bid Opening Location: Purchasing/Finance Office, 701 Railroad St NW, Decatur AL 35601

Issued By:

City of Decatur
Purchasing Department
402 Lee Street NE
Decatur, Alabama 35601

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SECTION 1

NOTICE TO PROPOSERS

1.1 Invitation

The City of Decatur, Alabama ("City") is soliciting sealed Proposals from qualified temporary staffing agencies to provide temporary staffing services on an as-needed basis for various City departments.

The successful Proposer shall furnish qualified personnel and provide all services necessary for recruiting, screening, employment administration, payroll processing, insurance, employee replacement, reporting, and related staffing services in accordance with this Request for Proposals ("RFP").

The City intends to award one contract to the Proposer whose Proposal is determined to be the most advantageous to the City, considering qualifications, experience, staffing approach, responsiveness, references, and pricing.

The resulting Agreement shall be for an initial term of one (1) year and can be renewed for up to two (2) additional years upon mutual agreement of the parties and approval by the Decatur City Council.

The City reserves the right to reject any or all Proposals, waive minor informalities, cancel or reissue this solicitation, request clarification of Proposals, and take any action permitted by Alabama law that is determined to be in the best interest of the City.

1.2 Proposal Submission

Solicitation Number: 26-026

Title: Temporary Staffing Services

Sealed Proposals shall be delivered to:

Mail to :City of Decatur
701 Railroad St NW, Decatur, AL 35601

Proposal Due Date: 8/20/2026

Proposal Due Time: 2:00 pm

Late Proposals will not be accepted.

Faxed or emailed Proposals will not be accepted unless specifically authorized by written Addendum.

1.3 Procurement Schedule

Event	Date
RFP Issued	7/23/2026
Mandatory Pre-Proposal Conference	8/4/2026
Deadline for Written Questions	8/13/2026
Final Addendum Issued	8/13/2026
Proposal Submission Deadline	8/20/2026
Evaluation Committee Review	8/20/2026 – 8-28-2026
Notice of Intended Award	9/8/2026
City Council Approval	9/8/2026
Contract Execution	9/14/2026
Notice to Proceed	9/14/2026

The City reserves the right to revise this schedule by written Addendum.

1.4 Mandatory Pre-Proposal Conference

A **Mandatory** Pre-Proposal Conference will be held on the date and time identified in the Procurement Schedule. Attendance by at least one authorized representative of each prospective Proposer is required. This Mandatory Pre-Proposal Conference will be held on the **7th Floor of Decatur City Hall**, located at 402 Lee Street, NE, Decatur, AL 35601. This will be held at **10am on Tuesday, August 4th at 10am.**

The purpose of the conference is to review the requirements of this Request for Proposals, answer general questions regarding the solicitation process, and discuss the City's staffing needs.

Failure of a Proposer to attend the Mandatory Pre-Proposal Conference shall result in the Proposal being deemed non-responsive and ineligible for consideration.

Statements made during the conference are informational only. Changes to this solicitation shall be made only through written Addenda issued by the Purchasing Department.

1.5 Procurement Contact

All communications regarding this solicitation shall be directed to:

Purchasing Department

City of Decatur Purchasing Dept
701 Railroad St NW
Decatur, Alabama 35601

Phone: (256) 341-4522

Email: purchasing@decatur-al.gov

Questions shall be submitted in writing no later than the deadline identified in the Procurement Schedule (8/13/2026).

Responses affecting this solicitation shall be issued only by written Addendum.

No other City employee is authorized to interpret, modify, or amend this solicitation.

1.6 Addenda

Changes to this solicitation shall be made only through written Addenda issued by the Purchasing Department.

Proposers are responsible for acknowledging receipt of all Addenda prior to submitting a Proposal.

SECTION 2

SOLICITATION OVERVIEW

2.1 Purpose

The City of Decatur is seeking a qualified temporary staffing agency to provide temporary personnel for various City departments on an as-needed basis.

The successful Contractor shall recruit, screen, employ, compensate, and administer qualified Temporary Employees to support the City's operational staffing needs.

Assignments may include administrative, clerical, customer service, skilled trades, maintenance, public works, utilities, parks and recreation, equipment operators, professional positions, and other classifications requested by the City.

Nothing contained in this Request for Proposals shall be construed as guaranteeing any minimum number of assignments, minimum contract value, or annual expenditure.

2.2 Contract Term

The resulting Agreement shall be for an initial term of one (1) year beginning upon execution of the Agreement and issuance of a Notice to Proceed.

Upon mutual written agreement of both parties and approval by the Decatur City Council, the Agreement may be renewed for two (2) additional one-year terms.

Renewal shall be based upon Contractor performance, pricing, responsiveness, continued operational need, and the availability of appropriated funds.

2.3 Contract Administration

The Purchasing Department shall administer the resulting Agreement.

Individual departments shall be responsible for requesting personnel, directing daily work activities, approving time records, and evaluating employee performance.

The Contractor shall designate an Account Manager who shall serve as the City's primary point of contact for all contract administration matters.

2.4 Non-Exclusive Agreement

The resulting Agreement shall be non-exclusive.

The City reserves the right to obtain temporary staffing services from other qualified sources whenever doing so is determined to be in the City's best interest.

The City does not guarantee any minimum volume of work, number of staffing requests, contract value, or annual expenditure.

2.5 Funding

The City's obligations under the resulting Agreement are contingent upon the annual appropriation and availability of funds.

Should sufficient funds not be appropriated, the City may terminate the Agreement without penalty by providing written notice to the Contractor.

2.6 Public Records

Proposals submitted in response to this solicitation become the property of the City.

Following contract award, Proposal documents may be subject to disclosure in accordance with applicable Alabama law.

Proposers claiming portions of their Proposal to be confidential shall clearly identify such information and provide the legal basis supporting the claim.

The City shall make the final determination regarding disclosure as required by law.

2.7 Proposal Preparation Costs

All costs incurred in preparing and submitting a Proposal shall be borne solely by the Proposer.

The City shall not be liable for any costs associated with Proposal preparation, interviews, negotiations, presentations, or any other activities related to this solicitation regardless of w

2.8 Local Office Requirement

The successful Proposer shall maintain, or establish prior to contract execution, a fully operational office located within the corporate limits of the City of Decatur, Alabama.

The office shall be staffed during normal business hours and shall serve as the primary location for recruiting, interviewing, onboarding, and supporting Temporary Employees assigned under the resulting Agreement.

The local office shall be capable of conducting applicant intake, employment processing, payroll inquiries, and other routine staffing functions necessary to support the City's temporary staffing needs.

If the Proposer does not maintain a local office at the time of proposal submission, the Proposal shall include a written plan describing how and when the required office will be established. The office shall be operational prior to contract execution unless otherwise approved in writing by the City.

Failure to establish and maintain the required local office may constitute grounds for rejection of the Proposal or termination of the resulting Agreement.

SECTION 3

PROPOSAL PREPARATION AND SUBMISSION

3.1 Proposal Organization

To facilitate a uniform evaluation, Proposals should be organized in the following order:

1. Form 1 – Proposal Cover Sheet
2. Executive Summary
3. Company Qualifications
4. Government Experience
5. Staffing Approach
6. References
7. Price Proposal
8. Required Certifications
9. Exceptions to the Solicitation (if any)
10. Additional Supporting Documentation

The City reserves the right to request additional information if necessary to complete its evaluation.

3.2 Proposal Content

The Proposal shall contain sufficient information to demonstrate the Proposer's qualifications, experience, financial capability, staffing resources, and ability to successfully perform the services required by this Request for Proposals.

Each Proposal should clearly address every requirement contained in this solicitation. Promotional literature that does not directly support the Proposal is discouraged.

Failure to submit the required information may result in the Proposal being determined non-responsive.

Only Proposers that attended the Mandatory Pre-Proposal Conference, as evidenced by the official sign-in sheet maintained by the City, shall be eligible for award. Attendance shall be documented by the official sign-in sheet maintained by the Purchasing Department. It is the responsibility of each Proposer to ensure its representative signs the attendance sheet prior to the conclusion of the conference.

3.3 Proposal Format

Each Proposal shall:

- Be prepared in English.
- Be typed on standard 8½" x 11" paper.
- Clearly identify each section of the Proposal.
- Include the Proposer's legal business name.
- Include all required forms and certifications.
- Be signed by an individual authorized to bind the firm.
- Be submitted in the manner specified in Section 1.

3.4 Authorized Signature

The Proposal shall be signed by an officer or other individual legally authorized to bind the Proposer.

The City may require documentation establishing the signer's authority.

Unsigned Proposals may be rejected as non-responsive.

3.5 Exceptions to the Solicitation

Any requested exception to the requirements, terms, conditions, specifications, or sample agreement shall be clearly identified within the Proposal.

Failure to identify requested exceptions shall constitute the Proposer's acceptance of the requirements contained in this Request for Proposals.

The City reserves the right to reject any Proposal containing exceptions determined to be material.

3.6 Clarifications

The City reserves the right to request clarification of any Proposal submitted.

Clarifications shall be limited to explaining information already contained within the Proposal and shall not be used to materially alter the Proposal or modify pricing unless otherwise permitted by applicable law.

Failure to respond to requests for clarification within the time specified by the City may result in the Proposal being removed from further consideration.

3.7 Subcontracting

The Proposer shall identify any services proposed to be performed by subcontractors.

The successful Contractor shall not assign or subcontract any material portion of the resulting Agreement without prior written approval of the City.

Approval of any subcontractor shall not relieve the Contractor of responsibility for complete performance of the Agreement.

3.8 Order of Precedence

In the event of a conflict between contract documents, the order of precedence shall be:

1. Executed Agreement
 2. Written Amendments
 3. This Request for Proposals and all Addenda
 4. Contractor's Proposal
 5. Documents specifically incorporated by reference
-

SECTION 4

GENERAL CONDITIONS

4.1 Intent

The purpose of this Agreement is to establish a contractual relationship with a qualified Contractor capable of providing temporary staffing services on an as-needed basis.

Nothing contained in this Request for Proposals shall be construed as guaranteeing any minimum number of assignments, hours, staffing requests, contract value, or annual expenditure.

4.2 Independent Contractor

The Contractor shall perform all services as an independent contractor.

Temporary Employees assigned under the resulting Agreement shall remain employees of the Contractor.

The Contractor shall retain sole responsibility for recruitment, hiring, payroll administration, tax withholding, employee benefits, workers' compensation coverage, unemployment compensation, employee discipline, and termination.

Nothing contained in the Agreement shall be construed as creating an employer-employee relationship between the City and any Temporary Employee.

4.3 Contract Administration

The Purchasing Department shall administer the resulting Agreement.

Individual departments shall direct the daily activities of Temporary Employees and approve hours worked.

The Contractor shall designate an Account Manager who shall serve as the City's primary point of contact throughout the term of the Agreement.

4.4 Assignment and Subcontracting

The Contractor shall not assign, transfer, or subcontract any material portion of the Agreement without the City's prior written approval.

Approval shall not relieve the Contractor of responsibility for complete performance.

4.5 Licenses and Legal Compliance

The Contractor shall obtain and maintain all licenses, registrations, permits, and certifications required to perform the services.

The Contractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances.

4.6 Standard of Performance

Services shall be performed in a professional, timely, competent, and workmanlike manner consistent with generally accepted industry standards.

Failure to maintain acceptable performance may constitute default under the Agreement.

4.7 Non-Exclusive Agreement

The resulting Agreement shall be non-exclusive.

The City reserves the right to obtain temporary staffing services from other qualified sources whenever doing so is determined to be in the City's best interest.

4.8 Insurance

Prior to commencing services, the Contractor shall furnish Certificates of Insurance demonstrating compliance with the insurance requirements established by the City.

Required coverage shall include:

- Commercial General Liability
- Automobile Liability
- Workers' Compensation
- Employer's Liability
- Professional Liability (when applicable)

Coverage shall remain in force throughout the term of the Agreement.

4.9 Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the City of Decatur, its elected officials, officers, employees, and agents from claims, damages, losses, liabilities, and expenses arising out of the negligent acts, errors, omissions, or willful misconduct of the Contractor, its employees, or subcontractors.

This obligation shall not apply to claims resulting solely from the negligence or willful misconduct of the City.

4.10 Default and Termination

The City may declare the Contractor in default for material failure to perform the requirements of the Agreement.

Unless immediate termination is necessary to protect the City's interests, the Contractor shall be provided written notice of the default and a reasonable opportunity to cure.

The City may terminate the Agreement for convenience upon thirty (30) calendar days' written notice.

4.11 Records and Audit

The Contractor shall maintain records relating to the Agreement for a minimum of five (5) years following final payment, or longer if required by law.

The City shall have the right to inspect and audit records reasonably related to the performance of the Agreement.

4.12 Confidentiality

The Contractor shall protect confidential information obtained during performance of the Agreement and shall not disclose such information except as authorized by law or by the City.

4.13 Payment

Invoices shall be submitted in a form acceptable to the City and shall include sufficient supporting documentation to verify services performed.

Payment shall be made in accordance with the City's standard payment procedures following receipt of an accurate invoice.

4.14 General Provisions

The resulting Agreement shall be governed by the laws of the State of Alabama.

The Agreement may be amended only by written instrument executed by authorized representatives of both parties.

If any provision of the Agreement is determined to be unenforceable, the remaining provisions shall remain in full force and effect.

The Agreement constitutes the entire understanding between the parties regarding the services covered by this solicitation.

SECTION 5

SCOPE OF SERVICES

5.1 Scope

The Contractor shall provide temporary staffing services to the City of Decatur on an as-needed basis. Services shall include recruiting, screening, hiring, payroll administration, employee management, reporting, and all services necessary to furnish qualified Temporary Employees in accordance with this Request for Proposals.

Nothing contained in this solicitation guarantees any minimum number of assignments, staffing requests, hours worked, or contract value.

5.2 Staffing Requests

The City will submit staffing requests identifying the position, department, work location, anticipated duration, work schedule, qualifications, and any special requirements.

The Contractor shall acknowledge each staffing request promptly and begin recruiting qualified candidates.

The City reserves the right to modify or cancel any staffing request prior to placement.

5.3 Recruiting and Candidate Screening

The Contractor shall recruit, evaluate, and screen candidates qualified for each assignment.

At a minimum, the Contractor shall:

- Verify employment eligibility.
- Verify employment history and references.
- Verify required education, licenses, and certifications.
- Conduct criminal background investigations when required.
- Conduct drug and alcohol testing when required.
- Verify motor vehicle records for positions involving vehicle operation.
- Confirm candidates possess the qualifications necessary to perform the assignment.

The Contractor shall certify that all required screening has been completed prior to referring candidates to the City.

5.4 Candidate Presentation

Candidate information submitted to the City shall include:

- Candidate name
- Relevant experience
- Applicable licenses or certifications
- Availability
- Other information requested by the City

The City reserves the right to interview, accept, or reject any candidate.

5.5 Employee Administration

The Contractor shall remain the employer of record for all Temporary Employees.

The Contractor shall be solely responsible for:

- Recruiting and hiring
 - Payroll administration
 - Payroll taxes
 - Employee benefits
 - Workers' compensation
 - Unemployment compensation
 - Personnel records
 - Employee discipline
 - Employment law compliance
-

5.6 Performance Expectations

Temporary Employees shall:

- Report as scheduled.
- Perform assigned duties safely and professionally.
- Comply with applicable City workplace policies.
- Maintain appropriate conduct.
- Maintain all required licenses and certifications.

The City may request removal of any Temporary Employee whose performance is determined to be unacceptable.

The Contractor shall provide a qualified replacement as soon as reasonably practical.

5.7 Response Times

Unless otherwise agreed:

- Emergency requests shall receive an initial response within two (2) hours.
- Routine requests shall receive an initial response within one (1) business day.

If qualified personnel cannot be provided within the requested timeframe, the Contractor shall immediately notify the City.

5.8 Safety

The City will provide assignment-specific workplace orientation.

The Contractor shall remain responsible for employee safety training, OSHA compliance applicable to the Contractor, workers' compensation administration, and accident reporting.

Any workplace accident involving a Temporary Employee shall be reported to the City immediately.

5.9 Timesheets and Payroll

The City shall verify hours worked.

Only approved hours shall be invoiced.

The Contractor shall process payroll in accordance with all applicable laws.

5.10 Invoicing

Invoices shall be submitted monthly unless otherwise approved.

Invoices shall include:

- Employee name
- Department
- Assignment dates
- Regular hours
- Overtime hours
- Hourly pay rate
- Contract markup percentage
- Total amount due

Supporting documentation shall be provided upon request.

5.11 Reports

Upon request, the Contractor shall provide reports including:

- Active assignments
 - Staffing request status
 - Fill rates
 - Employee turnover
 - Time-to-fill
 - Safety incidents
 - Hours worked
 - Invoice summaries
-

5.12 Contract Administration

The Contractor's Account Manager shall remain available during normal business hours.

The City may request meetings to discuss staffing levels, performance, invoicing, compliance, and service improvements.

The Contractor shall provide an after-business hours contact number as occasional emergency needs can arise. These after-hours requests should receive an initial response within 2 hours.

5.13 Performance Standards

Contract performance may be evaluated based upon:

- Response time
- Fill rate
- Candidate quality
- Employee retention
- Invoice accuracy
- Responsiveness
- Customer service
- Contract compliance

Unsatisfactory performance may result in corrective action or termination.

SECTION 6

PROPOSAL FORMS AND PRICING

Include the following completed forms with the Proposal.

FORM 1 – Proposal Cover Sheet

(Company information, signature, contact information)

FORM 2 – Company Qualifications

- Years in business
 - Business structure
 - Alabama office locations
 - Number of employees
 - Government experience
 - Description of staffing experience
-

FORM 3 – Government References

Minimum of three governmental references.

Agency Contact Phone Email

FORM 4 – Staffing Approach

Describe:

- Recruiting
- Screening
- Placement
- Replacement
- Emergency staffing

- Account management
- Quality assurance

FORM 5 – Price Proposal Sheet

Attachment A – Price Proposal Form (Required) located on Pages 24-26. Must use attachment provided

FORM 6 – Exceptions

List any requested exceptions.

If none:

"No Exceptions."

FORM 7 – Required Certifications

The Proposer certifies that:

- ☐ Proposal is true and correct.
- ☐ Proposal submitted without collusion.
- ☐ Authorized to do business in Alabama.
- ☐ Will comply with applicable laws.
- ☐ Proposer has completed and included the required E-Verify Affidavit provided on page
- ☐ Signer is authorized.

Signature

Name

Title

Date

FORM 8 – Proposal Submission Checklist

Item	Included
Form 1 – Proposal Cover Sheet	☐
Form 2 – Company Qualifications	☐
Form 3 – Government References	☐
Form 4 – Staffing Approach	☐
Attachment A -Price Proposal Form	☐
Attachment B -E-Verify Affidavit	☐
Form 6 – Exceptions	☐
Form 7 – Required Certifications	☐
Proposal Signed	☐
Addenda Acknowledged	☐
Additional Required Documents	☐

FORM 9 – E-Verify Affidavit

E-Verify Affidavit (Attachment B provided on pages 27) Must use provided attachment

SECTION 7

PROPOSAL EVALUATION AND AWARD

7.1 Evaluation Process

The City will review Proposals to determine responsiveness before evaluating qualifications.

Responsive Proposals may be evaluated by a committee appointed by the City.

The City reserves the right to request clarifications, verify information, contact references, conduct interviews, or request presentations.

7.2 Responsiveness Review

The City may determine whether each Proposal:

- Was received on time.
- Contains all required forms.
- Is signed.
- Materially complies with this solicitation.

Minor informalities may be waived when permitted by law and determined to be in the City's best interest.

7.3 Evaluation Criteria

Criteria	Points
Company Qualifications & Experience	20
Government Experience & References	20
Staffing Approach	30
Pricing	20
Overall Proposal Quality	10
TOTAL	100

The City reserves the right to consider all information obtained during the evaluation process when determining the Proposal most advantageous to the City.

7.4 Reference Checks

The City may contact any reference and may obtain information from other governmental entities familiar with the Proposer's performance.

7.5 Interviews

The City may require interviews, demonstrations, or presentations.

Participation does not imply award.

7.6 Notice of Intended Award

Following evaluation, the City may recommend award to the Proposer determined to be most advantageous.

Any recommendation shall remain subject to approval by the Decatur City Council when required.

7.7 Contract Execution

The successful Proposer shall execute all required contract documents and provide required insurance certificates and other required documentation before services begin.

No work shall commence until the Agreement has been fully executed.

ATTACHMENT A (required)

PRICE PROPOSAL FORM

CITY OF DECATUR, ALABAMA

REQUEST FOR PROPOSALS

Temporary Staffing Services

Solicitation No. 26-026

PROPOSER INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Telephone: _____

Email: _____

PRICING

The Proposer shall provide **one firm markup percentage** to be applied uniformly to all temporary staffing classifications furnished under the resulting Agreement.

The markup percentage shall remain fixed for the duration of the initial contract term unless otherwise authorized by written contract amendment.

Description	Percentage
Contractor Markup Percentage	_____ %

Markup Percentage

The markup percentage shall include all costs associated with providing temporary staffing services, including but not limited to:

- Recruiting
- Hiring
- Background screening
- Drug testing (when required)
- Payroll processing
- Payroll taxes
- Workers' Compensation Insurance
- Unemployment Insurance
- Employee Benefits
- Administrative Expenses
- Overhead
- Profit

No additional administrative fees, processing fees, placement fees, or other surcharges shall be billed unless specifically authorized in writing by the City.

Overtime

The Contractor shall describe how overtime billing will be calculated.

Holiday Billing

The Contractor shall describe how holiday hours will be billed.

Conversion Fee

If the Contractor charges a fee for the City to hire a Temporary Employee as a permanent employee, describe the policy below.

If no fee applies, indicate:

☐ No Conversion Fee

Certification

The undersigned certifies that the pricing submitted herein is firm and shall remain valid for not less than ninety (90) calendar days following the Proposal due date.

Company

Authorized Representative

Title

Signature

Date

ATTACHMENT B (required)

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law. The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20____

Notary Public

My Commission Expires: _____