# PROPOSAL PACKAGE INFORMATION SHEET

**SPECIFICATION NO. 1270P**

**INDIAN STREET RECYCLED WATER 12-INCH PIPELINE**

**NOTICE TO BIDDERS:** The attached Proposal Package, when completed by you and returned to this District, constitutes your Bid on this specification. **Please do not submit the bound copy of the specifications or addenda with your Bid.**

The envelope enclosing the proposal **MUST** be sealed and addressed as follows:

<table>
<thead>
<tr>
<th>Regular or Express Mail</th>
<th>FedEx or Hand-Deliver</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager, EMWD</td>
<td>General Manager, EMWD</td>
</tr>
<tr>
<td>Attention: Field Engineering Department</td>
<td>Attention: Field Engineering Department</td>
</tr>
<tr>
<td>P.O. Box 8300 / Perris, CA 92572-8300</td>
<td>2270 Trumble Rd / Perris, CA 92570</td>
</tr>
</tbody>
</table>

The envelope **MUST** be plainly marked in the upper left hand corner with the name and address of the bidder, and bear the words:

- **Proposal For:**
  - (Specification No.)
  - (Name of Project)
  - (Date and Hour)

**SIGN, COMPLETE, AND SUBMIT THE FOLLOWING:**

- Proposal Sheet (C3) Signature required!
- Bidding Sheets & Total Bid Price - Unit Price Written In Words, Equipment/Materials List (BS)
- Bidder's Experience Record & Resumes of Key Personnel (BR)
- Subcontractors List (C5)
- Public Works Contractor Registration Extracts (C22) Attach extracts of Bidder & Subs listed on C-5 Designation of Subcontractors form. Go to: [https://efiling.dir.ca.gov/PWCR/Search](https://efiling.dir.ca.gov/PWCR/Search)
- Contractor's Licensing Statement (C6)
- Non-Collusion Declaration (C7)
- Iran Contracting Act Certification (C13) (required if bid is over $1 million)
- Cal Osha Form 300A (C16)
- Contractor's Cal Osha Compliance History and SIC Code (C17)
- Original Bid Bond (BB)
  - Bid Bond to be signed By You And Your Surety Company–Surety Seal required.
  - Notary Acknowledgement required for Surety and Contractor

**PLEASE COMPLETE & SIGN ALL REQUIRED AREAS. SUBMIT AND ATTACH ANY ADDITIONAL DOCUMENTATION WHICH CONSTITUTES YOUR BID**

**FAILURE TO COMPLETE THIS PROPOSAL PACKAGE MAY RENDER YOUR BID "NON-RESPONSIVE"**

*Please Remove This Information Sheet Prior to Submitting Your Bid*
PROPOSAL

The undersigned hereby declares, as Bidder, that the only persons or parties interested in this proposal as principals are those named herein; that no director or any other officer or employee of the Eastern Municipal Water District is in any manner interested directly or indirectly in this proposal or in the profits to be derived from the contract proposed to be taken; that this bid is made without any connection with any person or persons making a bid for the same purpose; that the bid is in all respects fair and without collusion or fraud; that he has read the Notice Inviting Bids (or Bidding Information), Insurance Requirements and the Instructions to Bidders and agrees to all the stipulations contained herein; that he proposes and agrees that if his bid as submitted in the attached sheets, be accepted he will contract in the form so approved and furnish all items called for in accordance with the provisions of said approved form of Agreement, Insurance Requirements and the Specifications and to deliver the same within the time stipulated therein; and that he will accept in full payment therefore the prices named in said Bid Sheet.

The Bidder further agrees, that upon receipt of written notice of the acceptance of this proposal within 60 days after the day of opening bids (unless otherwise specified in the Notice Inviting Bids or Bidding Information) he will execute and return the Contract in accordance with the proposal as accepted and furnish the required bond(s) within SEVEN (7) days from the date of mailing the Notice of Acceptance of Proposal to him at his address given below, or within such time as allowed by the Engineer; and that upon his failure or refusal to do so within the said time, then the certified or cashier's check or bond accompanying this bid shall become the property of and be retained by the Eastern Municipal Water District as liquidated damages for such failure or refusal, and shall be deposited with the Treasurer of said Eastern Municipal Water District as monies belonging to the Eastern Municipal Water District; provided, that if said Bidder shall execute the Contract and furnish the required bond within the time aforesaid, his check or bond shall be returned to him thereafter.

The Bidder further declares that the surety or sureties named in the attached sheet have agreed to furnish bond in form and amount set forth in the accompanying Notice Inviting Bids (or Bidding Information) and paragraph B-6 of the Instructions to Bidders, in the event contract is awarded on basis of this proposal.

Company: H7 Contracting & Engineering Inc.

Address: 43918 Highlander Dr., Temecula, Ca, 92592

Date: 1/8/19

By: Heath Carpenter
(Print Name) (Name should appear below)

(Signature of Owner or Officer required)

Name(s) and Title of Member of Firm or Office of Corporation authorized to enter into a binding Contract:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address (if different from above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heath Carpenter</td>
<td>President</td>
<td>same as above</td>
</tr>
</tbody>
</table>

For further details on this proposal, please contact:

Name: Christa Hartsook
Email Address: christa@h7contracting.com
Address: 43918 Highlander Dr., Temecula, Ca, 92592
Telephone: (760) 567-3176
EASTERN MUNICIPAL WATER DISTRICT
SPECIFICATION NO. 1270P
INDIAN STREET RECYCLED WATER 12-INCH PIPELINE

BIDDING SHEETS

The Contractor shall construct the project under these Specifications all in conformance with the Contract Drawings listed in Section P and these Specifications.

The District reserves the right to:

A. Accept or reject any or all bids on this specification;
B. Award Contract to the lowest qualified bidder, based on the total bid price;
C. Waive any defects and informalities.

The District shall be the final authority with regard to whether a bid is responsive to the call for bids and to whether a bidder is a responsible bidder under the conditions of his bid, or for any reason.

The total contract price shall include all work, materials and equipment needed to complete the project as defined in the General Conditions, Section F. The bidder shall include costs for such other items in the most appropriate category (bid item).

BS-1 00020 Bidding Sheets
<table>
<thead>
<tr>
<th>Bid Item</th>
<th>Qty</th>
<th>Unit</th>
<th>Description (Unit Price Written in Words)</th>
<th>Unit Price (Figures)</th>
<th>Total Amount (Figures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>LS</td>
<td>Mobilization and Approved: Bonds, Insurance, and Schedule of Values (see Section 01026)</td>
<td></td>
<td>Sixteen Thousand Dollars</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>LS</td>
<td>Furnish and install all necessary material and equipment for the construction of the Indian Street Recycled Water 12-inch Pipeline (from Sta. 30+07.89 to 43+84.89) including but not limited to all pipe, excavation, valves, connections, appurtenances, trenching, shoring, backfill, control density fill, AC pavement and street overlay per City of Moreno Valley Encroachment Permits and removal and disposal of existing AC pavement; all system shutdowns and piping tie-ins as specified and related work; any dewatering of existing pipelines; preparation, approval and implementation of traffic control plans; preparation, approval and restoration work; all related work as required to have an operational facility; all in accordance with the Contract Drawings and Specifications complete and in place.</td>
<td></td>
<td>Five hundred ninety-two thousand four hundred and thirty</td>
</tr>
</tbody>
</table>

Five hundred ninety-two thousand four hundred and thirty

Lump Sum $ 592,430
<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Unit</th>
<th>Description (Unit Price Written in Words)</th>
<th>Unit Price (Figures)</th>
<th>Total Amount (Figures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>LS</td>
<td>Remove existing 6&quot; valve and install blind flange at tee. Abandon existing 6&quot; waterline with CDF and install 2 plugs at both ends. Remove existing 6&quot; reduced pressure detector assembly and connect to existing blow off. Existing blow off to remain.</td>
<td>Fifteen thousand six hundred and seven (words)</td>
<td>$ Lump Sum $ 15,100</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>LS</td>
<td>ADDITION OR DEDUCTION</td>
<td>Circle one (If applicable):</td>
<td>Addition (+)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>none</td>
<td>Deduction(-) $ 0</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL BID (Basis of award)**

$ 1624,037
EASTERN MUNICIPAL WATER DISTRICT
SPECIFICATION NO. 1270P
INDIAN STREET RECYCLED WATER 12-INCH PIPELINE

BIDDING SHEETS

ADDITION OR DEDUCTION: Provision is made here for the bidder to include an addition/deduction in their bid, if desired, to reflect any last minute adjustments in prices. The addition/deduction, if made, will be proportionately applied to item(s) \( N \) \( A \) (fill in) and reflected in the unit prices for payment purposes. If the addition/deduction affects more than one bid item, the proportionate application of the addition/deduction shall be mutually agreed upon by the Contractor and the District at the prejob.

<table>
<thead>
<tr>
<th>Addenda and/or Letter of Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>By submitting a bid, Bidder certifies that any addenda and letters of clarification issued to these specifications, whether acknowledged or not below, shall be made a part of the contract. Bidder further agrees to perform all labor and services and furnish all materials, tools and appliances necessary for completing the work called out in the addenda or letter of clarification.</td>
</tr>
</tbody>
</table>

| Addenda received: | 01 |  |
| Letter of Clarification received: |  |

Person who inspected site of the proposed work as an employee of your firm: *(Representative must have inspected the jobsite and be an employee on the company’s payroll to be considered a responsive bidder)*

Heath Carpenter  
(Name)  
1/3/19  
(Date of Inspection)
EQUIPMENT AND MATERIAL

No substitution will be permitted without written justification and the approval of the District prior to the bid opening.

PRODUCTS OF MANUFACTURERS LISTED AS EQUALS TO THOSE SPECIFIED IN THE CONTRACT DOCUMENTS MUST BE SUBMITTED FOR REVIEW AND APPROVAL BY THE DISTRICT NO LATER THAN THE TENTH (10TH) DAY PRECEDING THE DATE SET FOR RECEIPT OF BIDS.
EASTERN MUNICIPAL WATER DISTRICT
SPECIFICATION NO. 1270P
INDIAN STREET RECYCLED WATER 12-INCH PIPELINE

BIDDER’S 5-YEAR EXPERIENCE RECORD &
RESUMES OF KEY PERSONNEL

All bidders must provide a detailed 5-year experience record showing successful completion, as a Classification A - General Engineering Contractor and/or Classification C-34 - Pipeline Contractor of at least three (3) similar projects within the last five (5) years for each type listed as follows:

A. Public Works Project
B. Installation of Recycled Pipeline – Up to 12-inch

Additionally, bidders must include resumes of key personnel proposed to work on this project when submitting your bid. This information will be critical in meeting requirements as a responsible bidder.

*Failure to submit any of the above-mentioned information with your bid “may” deem your bid non-responsive*
<table>
<thead>
<tr>
<th>YEAR</th>
<th>TYPE/DESCRIPTION OF WORK</th>
<th>VALUE OF WORK PERFORMED</th>
<th>LOCATION OF WORK (CITY)</th>
<th>ENGINEER / CONTACT PERSON</th>
<th>OWNER / CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Installation of Storm Drain, Domestic Water, Recycled Water and Sewer Pipelines</td>
<td>$1,000,000</td>
<td>Lancaster, Ca</td>
<td>Alliance Land Planning &amp; Engineering</td>
<td>LACWD 260 E. Ave. K8 Lancaster, Ca, 92535 Victor Gutierrez 661-940-9270</td>
</tr>
<tr>
<td>2018</td>
<td>Installation of Recycled Pipeline</td>
<td>$740,000</td>
<td>Corona, Ca</td>
<td>Mayers &amp; Associates 19 Spectrum Pkwy. Lake Forest, Ca, 92630</td>
<td>Dru Meyers 949-599-0870</td>
</tr>
<tr>
<td>2017</td>
<td>Installation of Storm Drain, Sewer, Domestic Water &amp; Recycled Water</td>
<td>$825,000</td>
<td>Irvine, Ca</td>
<td>Stantec 38 Technology Dr. Ste 100 Irvine, Ca, 92618</td>
<td>Douglas Johnson 949-923-600</td>
</tr>
</tbody>
</table>

Please use additional sheets.
RESUMES OF KEY PERSONNEL
(ATTACH HERE)
Heath Carpenter

43918 Highlander Dr., Temecula, Ca, 92592 | (951) 235-6820 | Heath@h7contracting.com

LICENSES & CERTIFICATIONS

- General Engineering Class A License
- CA Class A Driver's License
- CPR Certified
- First Aide
- OSHA Competent Person
- OSHA Confined Space
- OSHA 10
- Safety Certification MSHA

WORK EXPERIENCE

PRESIDENT
H7 Contracting & Engineering Inc., Temecula, Ca | May 2012 to Present
- Oversee production of wet and dry utility construction projects for private companies, developers, and government agencies
- Manage field employees to ensure job completion in a time proficient manner
- Coordinate and schedule sub-contractors and suppliers
- Ensure projects are completed per plans, specifications and according to the schedule
- Supervise employees to ensure work is being performed in a safe manner according to OSHA & the project requirements
- Accountable for estimating and determining all material take offs and managing all communication with suppliers
- Perform safety meetings

SUPERINTENDENT
RSH Construction Services Inc., Hemet, Ca | Feb 2012 to Nov 2016
- Supervised construction projects consisting of Booster Pump Stations, Lift Stations, Water and Sewer Utilities for Government Agencies
- Operated Heavy Equipment
- Coordinated with subcontractors and suppliers delivery of materials
- Ensured work was being performed per project plans, specifications according to the schedule
- Ensured that safety guidelines were being implemented and followed
- Effectively lead weekly safety meetings
SUPERINTENDENT/ ESTIMATOR
Jeff Carpenter Inc., Perris, Ca | Feb 2008 to Sept 2011
- Improved upon the existing business for the water, sewer and storm drain division by effectively managing all field employees to ensure job completion in a time proficient manner resulting in increased profitability
- Accountable for estimating and determining all material take offs and managing all communication with suppliers
- Responsible for negotiating and supervising all change orders
- Responsible for an overall growth in business from $100,000 per month in 2008 to an average of $250,000 per month in 2011
- Effectively lead weekly safety meetings to maintain an outstanding safety record with Workers' Compensation Rating Bureau of California
- Responsible for earning 60% of all jobs submitted and managed field employees to maintain a profitable record of all jobs earned
- Proficient in Microsoft Office, Publisher, Excel and Word
- Generated daily work progress reports and assigned duties to office staff and supervised on assigned duties
- Recruited and trained new employees for the water, sewer and storm drain division
- Effectively maintained business relationships and was the main point of contact for both public and private entities including KB Homes, Pardee Homes, Beazer Homes, Lennar Homes, Easter Municipal Water District, Rancho Water District, Western Municipal Water District, Olivenhain Water District, The City of Riverside, The City of Fontana, Lewis Operating Corporation and The Irvine Company

FOREMAN
Jeff Carpenter Inc., Perris, Ca | March 2004 to Feb 2008
- Effectively managed 10-15 man crews to complete all water, sewer, storm drain and dry utility projects respecting deadlines and profitability at all times
- Maintain detailed communication to office and field alike to ensure consistent progress of job duties
- Directed onsite communication with customers and engineers to establish clear project objectives and ensure objectives were always met
- Maintained daily progress reports

OPERATOR
Jeff Carpenter Inc., Perris, Ca | Aug 2000 to March 2004
- Proficient at excavator, backhoe, loader and water truck operation
- Class A license
- Skilled at running a 5-axel truck and low bed
DRIVER & TEAM MANAGER
JCI Racing, Menifee, Ca | March 2007 to Sept 2011
• Director of marketing communications
• Responsible for securing sponsorship dollars from K&N, Performance Utility Supply, Heavy Equipment Rentals, and Goodyear Tires
• 10 top 5 finishes in the UTV and ProLite class
• 12 top 10 finishes in the UTV and ProLite class
• Fabricator and mechanic
• Managed crew chief, race administrator, fabricator, mechanic and tire specialist
WORK EXPERIENCE

UNDERGROUND UTILITY FOREMAN
H7 Contracting & Engineering Inc., Temecula, Ca | Sept 2017 to Present
- Supervise water, sewer and storm drain utility installation projects for private companies, developers, and government agencies
- Operate and backfill using backhoe, excavator
- Coordinate and schedule sub-contractors and suppliers
- Ensure projects are completed per plans, specifications and according to the schedule
- Supervise employees to ensure work is being performed in a safe manner according to OSHA & the project requirements
- Perform weekly safety meetings
- Maintain daily reports

UNDERGROUND UTILITY FOREMAN
TTS Engineering, Stanton, Ca | Jan 2013 to Sept 2017
- Supervised and assisted crews installing water, sewer & storm drain utilities
- Operated and backfilled using a backhoe or excavator
- Coordinated subcontractors and suppliers
- Ensured work was being performed per project plans and in a safe manner
- Performed safety meetings

UNDERGROUND UTILITY FORMAN/OPERATOR
West Coast Backhoe Services, Stanton, Ca | Jan 2001 to Oct 2011
- Supervised and assisted crews installing water, sewer & storm drain utilities
- Operated and backfilled using a backhoe or excavator
- Coordinated subcontractors and suppliers
- Ensured work was being performed per project plans and in a safe manner
- Performed concrete cutting & core drilling
- Performed safety meetings
SKILLS & CERTIFICATIONS

- Underground Utilities
- Operator
- CPR Certified
- First Aide
- OSHA Competent Person
- OSHA Confined Space
- OSHA 40 Hour EM385-1
LIST OF DESIGNATED SUBCONTRACTORS

<table>
<thead>
<tr>
<th>SPEC #:</th>
<th>1270P</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT TITLE:</td>
<td>Indian Street Recycled Water 12&quot; Pipeline</td>
</tr>
<tr>
<td>NAME OF CONTRACTOR:</td>
<td>H7 Contracting &amp; Engineering Inc</td>
</tr>
</tbody>
</table>

In compliance with the provisions of Sec. 4100-4111, inclusive, of the Public Contract Code of the State of California, and any amendments thereof, each bidder shall set forth: the name, location of the place of business, license number, portion of the work which will be done by each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work or improvement in an amount in excess of one-half of one percent (1/2 of 1%) of the Contractor's total bid. Each portion of Subcontracted work noted in the below table must be specific and contain all major activities associated with completion of the project, outside of the services provided by the bidding Contractor. Ambiguous and/or incomplete Subcontracted work information may deem the bid nonresponsive. Each subcontractor shall possess, both at the time the bid is submitted and at all times when work is performed, a valid contractor's license for the appropriate classification necessary to perform the work for which that subcontractor is listed.

**BIDDER SHALL PROVIDE THE FOLLOWING INFORMATION:**
Company Name, Business Address, Email Address, License No., Contractor Registration No., Subcontract Work, and % Of Total Bid

*PLEASE WRITE LEGIBLY*

<table>
<thead>
<tr>
<th>LICENSED SUBCONTRACTOR'S NAME, BUSINESS ADDRESS, &amp; EMAIL ADDRESS</th>
<th>LICENSE #</th>
<th>SUBCONTRACT WORK (Be Specific)</th>
<th>% OF TOTAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Name:</strong> Hardy &amp; Harper Inc.</td>
<td>License #: 215952</td>
<td>Paving</td>
<td>7 1/2 %</td>
</tr>
<tr>
<td><strong>Address:</strong> 1312 E. Warner Ave. Santa Ana, CA 92705</td>
<td>DIR Registration #: 10000000076</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Email Address:</strong> <a href="mailto:Thambright@hardyandharper.com">Thambright@hardyandharper.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Company Name:</strong> Superior Pavement Markings</td>
<td>License #: 776304</td>
<td>Striping</td>
<td>1 1/2 %</td>
</tr>
<tr>
<td><strong>Address:</strong> 100 Foy 27P Beaumont, CA 92223</td>
<td>DIR Registration #: 1000001476</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Email Address:</strong> <a href="mailto:Dale@superiorpavement-markings.com">Dale@superiorpavement-markings.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LICENSED SUBCONTRACTOR'S NAME, BUSINESS ADDRESS, &amp; EMAIL ADDRESS</td>
<td>LICENSE #</td>
<td>SUBCONTRACT WORK (Be Specific)</td>
<td>% OF TOTAL BID</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-----------</td>
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<td>----------------</td>
</tr>
<tr>
<td><strong>Company Name:</strong> Traffic Management Inc.</td>
<td>License #:</td>
<td>Traffic control</td>
<td>4 1/2 %</td>
</tr>
<tr>
<td><strong>Address:</strong> 2712 La Cadena Rd Riverside, CA</td>
<td>DIR Registration #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Email Address:</strong> <a href="mailto:albert.baco@trafficmanagement.com">albert.baco@trafficmanagement.com</a></td>
<td></td>
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</tr>
</tbody>
</table>

(Do not list alternative subcontractors for the same work) (Use additional pages if needed)
PUBLIC WORKS CONTRACTOR REGISTRATION
(Pursuant to SB 854)

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Pursuant to Section 1771.1 of the Labor Code, no contractor or subcontractor shall be qualified to bid on, be listed in a bid proposal pursuant to Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work unless currently registered to perform public work pursuant to Section 1725.5 of the Labor Code. It shall not be a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Sections 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

BIDDERS AND THEIR SUBCONTRACTORS (listed on the Designation of Subcontractors List C-05) are to provide an extract (pdf) at time of bid showing active registration from the Public Works Contractor Registration online registration at  https://efiling.dir.ca.gov/PWCR/Search

******************************************************************************
SUBMIT BIDDER & SUBCONTRACTORS CONTRACTOR REGISTRATION EXTRACTS WITH BID PROPOSAL
******************************************************************************

Example:

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Registration Number</th>
<th>County</th>
<th>City</th>
<th>Registration Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractors Name</td>
<td>U0000000000</td>
<td>RIVERSIDE</td>
<td>Temecula</td>
<td>06/01/2015</td>
<td>06/30/2016</td>
</tr>
</tbody>
</table>

Rev:11/23/15    C22-1    00057 Contractor Registration
<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Registration Number</th>
<th>County</th>
<th>City</th>
<th>License Type/Number(s)</th>
<th>Current Status</th>
<th>Registration Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M7 CONTRACTING &amp; ENGINEERING INC.</td>
<td>1000030100</td>
<td>RIVERSIDE</td>
<td>TEMECULA</td>
<td>CSLB:1013926</td>
<td>Active</td>
<td>05/14/2018</td>
<td>06/30/2019</td>
</tr>
<tr>
<td>Legal Name</td>
<td>Registration Number</td>
<td>County</td>
<td>City</td>
<td>License Type/Number(s)</td>
<td>Current Status</td>
<td>Registration Date</td>
<td>Expiration Date</td>
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</tr>
<tr>
<td>HARDY &amp; HARPER, INC.</td>
<td>1000000076</td>
<td>ORANGE</td>
<td>SANTA ANA</td>
<td>CSLB:215952</td>
<td>Active</td>
<td>06/15/2018</td>
<td>06/30/2019</td>
</tr>
<tr>
<td>Legal Name</td>
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<td>County</td>
<td>City</td>
<td>License Type/Number(s)</td>
<td>Current Status</td>
<td>Registration Date</td>
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</tr>
<tr>
<td>SUPERIOR PAVEMENT</td>
<td>1000001476</td>
<td>ORANGE</td>
<td>CYPRESS</td>
<td>CSLB:776306</td>
<td>Active</td>
<td>06/18/2018</td>
<td>06/30/2019</td>
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<tr>
<td>Legal Name</td>
<td>Registration Number</td>
<td>City</td>
<td>County</td>
<td>Current Status</td>
<td>License Type/Number(s)</td>
<td>Registration Date</td>
<td>Expiration Date</td>
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</tr>
<tr>
<td>RAX PAC MANAGEMENT INC.</td>
<td>1000005529</td>
<td>SIGNAL HILL</td>
<td>LOS ANGELES</td>
<td>Active</td>
<td>CSLB 73594</td>
<td>03/01/2018</td>
<td>05/30/2019</td>
</tr>
</tbody>
</table>
CONTRACTOR'S LICENSING STATEMENT

The undersigned is licensed in accordance with the laws of the State of California providing for the registration of contractors. The representations made herein and in the proposal documents are made under penalty of perjury. The undersigned is hereby representing that he is properly licensed both at the time that he submits a bid as well as at the time the contract is awarded, if the contract is awarded to the undersigned.

CONTRACTOR'S CLASSIFICATION  Class A General Engineering Contractor

LICENSE NUMBER  1013926 TYPE  Class A EXPIRATION DATE  05/31/20

A. INDIVIDUAL CONTRACTOR

NAME OF INDIVIDUAL CONTRACTOR:

BUSINESS ADDRESS:

PHONE NUMBER:

SIGNATURE OF OWNER:

B. FIRM OR PARTNERSHIP

NAME OF FIRM OR PARTNERSHIP:

BUSINESS ADDRESS:

PHONE NUMBER:

SIGNATURE(S) & TITLE OF MEMBERS SIGNING ON BEHALF OF THE PARTNERSHIP:

SIGNATURE: _______________________________ TITLE: _______________________________

SIGNATURE: _______________________________ TITLE: _______________________________

SIGNATURE: _______________________________ TITLE: _______________________________

C. CORPORATION

NAME OF CORPORATION:  H7 Contracting & Engineering Inc.

BUSINESS ADDRESS:  43918 Highlander Dr., Temecula, Ca, 92592

PHONE NUMBER:  (951) 213-4604

SIGNATURE OF AUTHORIZED OFFICER OF CORPORATION:

SIGNATURE: _______________________________ TITLE: President
NON-COLLUSION DECLARATION

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the President of H7 Contracting & Engineering Inc., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not: directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or of any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 1/8/19, at Murrieta [city], CA [state]

Signed: [Signature]

Name: Heath Carpenter

(Print Name Here)
CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Riverside

On 01/03/2019 before me, Angelica Estrada, Notary Public, personally appeared Heath Carpenter, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) are subscribed to the within instrument and acknowledged to me that they executed the same in their/their authorized capacity(ies), and that by their/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

[Signature]
Notary Public Signature (Notary Public Seal)

INSTRUCTIONS FOR COMPLETING THIS FORM

This form complies with current California statutes regarding notary wording and, if needed, should be completed and attached to the document. Acknowledgments from other states may be completed for documents being sent to that state so long as the wording does not require the California notary to violate California notary law.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of acknowledgment must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of acknowledgment.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/they is (are) circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits. otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
- Indicate title or type of attached document, number of pages and date.
- Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.
IRAN CONTRACTING ACT CERTIFICATION

Pursuant to the Iran Contract Act of 2010 (Public Contract Code 2200-2208), Vendors/Bidders are ineligible to bid on or submit a proposal for any contract with a public entity for goods or services of one million dollars ($1,000,000) or more if the Vendor/Bidder engages in investment activities in Iran.

MUST BE SUBMITTED WITH BID PROPOSAL IF BID AMOUNT IS $1,000,000 OR MORE

Prior to bidding on, submitting a proposal, or executing a contract or renewal for a public entity contract for goods or services of $1,000,000 or more, a vendor must either: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending $20,000,000 or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete one of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made, contract termination, and three-year ineligibility to bid on contracts. (Pub. Cont. Code § 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is not on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

<table>
<thead>
<tr>
<th>Vendor Name/Financial Institution (Printed)</th>
<th>Federal ID Number (or n/a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H7 Contracting &amp; Engineering Inc.</td>
<td>81-1751497</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>By (Authorized Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name and Title of Person Signing</th>
<th>Date Executed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heath Carpenter, President</td>
<td>1/8/19</td>
</tr>
</tbody>
</table>

C13-3  00046 Iran Contracting Act Certification
OPTION #2 – EXEMPTION
Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<table>
<thead>
<tr>
<th>Vendor Name/Financial Institution (Printed)</th>
<th>Federal ID Number (or n/a)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By (Authorized Signature)</td>
<td></td>
</tr>
<tr>
<td>Printed Name and Title of Person Signing</td>
<td>Date Executed</td>
</tr>
</tbody>
</table>
All establishments covered by CCR Title 8 Section 14300 must complete this Annual Summary, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you’ve added the entries from every page of the Log. If you had no cases, write “0.”

Employees, former employees, and their representatives have the right to review the Cal/OSHA Form 300 in its entirety. They also have limited access to the Cal/OSHA Form 301 or its equivalent. See CCR Title 8 Section 14300.35, in Cal/OSHA's recordkeeping rule, for further details on the access provisions for these forms.

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th>Total number of deaths</th>
<th>Total number of cases with days away from work</th>
<th>Total number of cases with job transfer or restriction</th>
<th>Total number of other recordable cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>(G)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Total number of days of job transfer or restriction</th>
<th>Total number of days away from work</th>
</tr>
</thead>
<tbody>
<tr>
<td>(K)</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Injury and Illness Types</th>
<th>Total number of... (M)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1) Injuries</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(2) Skin disorders</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(3) Respiratory conditions</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(4) Poisonings</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(5) Hearing loss</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(6) All other Illnesses</td>
<td>0</td>
</tr>
</tbody>
</table>

Facility Information

**Establishment Name**: H7 Contracting & Engineering Inc.
**Street**: 43918 Highlander Dr.
**City**: Temecula
**State**: Ca
**Zip**: 92592

Industry description *(e.g. Manufacturer of motor truck trailers)*

**General Contractor - Underground Utilities**
**Standard Industrial Classification (SIC), if known (e.g. SIC 3715)**
**SIC 1623**

Employment Information

*(If you don't have these figures, use the optional Worksheet to estimate)*

**Annual average number of employees**: 18

**Total hours worked by all employees last year**: 37440

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

**Company Executive**: (Health Carpenter)
**Phone**: (951) 235-6820
**Date**: 1/8/19

Post this Annual Summary from February 1 to April 30 of the year following the year covered by the form.
C-17 Contractor’s Cal/OSHA Compliance History and SIC Code
THIS DOCUMENT IS TO BE SUBMITTED WITH THE PROPOSAL PACKAGE AT TIME OF BID

<table>
<thead>
<tr>
<th>Bid Date:</th>
<th>1/8/19</th>
<th>Contractor’s Standard Industry Code:</th>
<th>1623</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specification No.</td>
<td>1270P</td>
<td>Project Name:</td>
<td>Indian Street Recycled Water 12&quot; Pipeline</td>
</tr>
<tr>
<td>Contractor name:</td>
<td>H7 Contracting &amp; Engineering Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor Address:</td>
<td>43918 Highlander Dr., Temecula, Ca, 92592</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor License No.</td>
<td>1013926</td>
<td>Phone No:</td>
<td>(951) 213-4604</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Heath Carpenter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please answer the following questions:

1. Has the Contractor been cited by Cal/OSHA or any regulatory agency for a violation related to safety or environmental issues within the past seven (7) years?  
   No [x] Yes [ ]
   
   If yes, please attach all documentation specific to each violation and what actions have been taken to ensure that there is not a repeat violation.

2. Has the Contractor had a fatality or serious incident per Cal/OSHA on a jobsite within the past ten (10) years?  
   No [x] Yes [ ]
   
   If yes, please attach all documentation specific to each violation and what actions have been taken to ensure that there is not a repeat violation.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Contractor’s Representative signature: [Signature]  
Date: 1/8/19

Failure to fully divulge, complete and submit this form “may” deem your bid non-responsive

FOR EMWD USE ONLY:  
Field Engineering to forward to Risk Management for review

<table>
<thead>
<tr>
<th>Approved:</th>
<th>No [ ] Yes [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed by Risk Management (signature required):</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Return to (Field Eng.CAR):</td>
<td></td>
</tr>
<tr>
<td>By:</td>
<td></td>
</tr>
</tbody>
</table>

cc: Construction Administrator  
File: C-17 Contractor’s Compliance History

C17-2  
00052 CalOsha Compliance History & SIC Code
KNOW ALL MEN BY THESE PRESENTS, that we, H7 CONTRACTING & ENGINEERING, INC. (Here insert full name and address or legal title of Contractor)

43918 HIGHLANDER DR., TEMECULA, CA 92592 as Principal, hereinafter called the Principal, and

NORTH AMERICAN SPECIALTY INSURANCE COMPANY, 6 HUTTON CENTRE DR., #850, SANTA ANA, CA 92707 (Here insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of NEW HAMPSHIRE as Surety, hereinafter called the Surety, are held and firmly bound unto Eastern Municipal Water District.

Obligee, hereinafter called the Obligee, in the sum of TEN PERCENT OF AMOUNT BID Dollars (______________), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

WHEREAS, the Principal has submitted a bid, dated JANUARY 8, 2019, for INDIAN STREET

RECYCLED WATER 12 INCH PIPELINE; SPEC 1270P; INDIAN ST. & GROVE VIEW RD., MORENO VALLEY (Here insert full name, address and description of Project)

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding of Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

In the event suit is brought upon this Bond by Obligee and judgement is recovered, the Surety shall pay all costs incurred by Obligee in such suits to be fixed by the court.

Signed and sealed this 21ST day of DECEMBER, 2018

CONTRACTOR AS PRINCIPAL

Company: H7 CONTRACTING & ENGINEERING, INC.

Signature: ____________________________  Name: ____________________________  Title: ____________________________

SURETY

Company: NORTH AMERICAN SPECIALTY INSURANCE COMPANY

Signature: ____________________________  Name: CHARLES L. FLAKE  Title: Attorney-in-Fact

This Bid Bond (BB-1) form shall be submitted to be considered a responsive bid

Notary Public Acknowledgment required for Surety and Contractor
CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

County of Orange

On 12/21/18 before me, Erin A. Sherwood, Notary Public, personally appeared Charles L. Flake

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of the form to another document.

Description of Attached Document

Title or Type of Document:

Document Date: ___________________________ Number of Pages: ____________

Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name: ___________________________

[] Individual

[] Corporate Officer — Title(s):

[] Partner [ ] Limited [ ] General

[] Attorney in Fact

[] Trustee

[] Guardian or Conservator

[] Other: ____________________________

Signer is Representing:

____________________________

____________________________

____________________________

____________________________

____________________________

____________________________

____________________________

____________________________

____________________________
SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Overland Park, Kansas, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Overland Park, Kansas, each does hereby make, constitute and appoint:

DAVID L. CULBERTSON, CHARLES L. FLAKE, SPENCER FLAKE
and LEXIE SHERWOOD

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION ($50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."

By
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

By
Michael A. Hs, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 19 day of October, 2017.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook

On this 19 day of October, 2017, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Hs, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.

M. Kenny, Notary Public

Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 21st day of December, 2018.

Jeffrey Goldberg, Vice President & Assistant Secretary of Washington International Insurance Company & North American Specialty Insurance Company
CALIFORNIA ALL- PURPOSE
CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity
of the individual who signed the document to which this certificate is attached,
and not the truthfulness, accuracy, or validity of that document.

State of California
County of Riverside

On 01/03/2019 before me, Angelica Estrada, Notary Public,

personally appeared Heath Carpenter, who proved to me on the basis of satisfactory evidence to be the person(s) whose
name(s) are subscribed to the within instrument and acknowledged to me that
he/she/they executed the same in his/his/their authorized capacity(ies), and that by
his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that
the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public Signature

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commission followed by a comma and then your title (notary public).
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• Indicate the correct singular or plural forms by crossing off incorrect forms (i.e.
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• The notary seal impression must be clear and photographically reproducible
impression must not cover text or lines. If seal impression smudges, re-seal if a
sufficient area permits, otherwise complete a different acknowledgment form.
• Signature of the notary public must match the signature on file with the office of
the county clerk.
• Additional information is not required but could help to ensure this
acknowledgment is not misused or attached to a different document.
• Indicate title or type of attached document, number of pages and date.
• Indicate the capacity claimed by the signer. If the claimed capacity is a
corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
• Securely attach this document to the signed document with a staple.

www.NotaryClasses.com 800-873-9885