



Request for Proposal

RFP-18-0002

Starting Date: March 9, 2018

Rowan-Salisbury Schools is seeking proposals for school lawn care/landscaping services from interested and qualified bidders. A complete list of properties and general requirements can be obtained either on Rowan-Salisbury Schools Website (<http://www.rssed.org/>), RSS Maintenance Department (1000 N. Long Street, Salisbury, NC 28144) or by contacting Eric Nianouris (eric.nianouris@rss.k12.nc.us) at (704)239-1878.

A pre-bid meeting will be held on Monday, March 12, 2018 at 10:00 a.m. in the Rowan Salisbury Schools Maintenance Office, 1000 N. Long Street, Salisbury, NC 28144.

All bids will need to be sealed and will be received at the Maintenance Department (1000 N. Long Street, Salisbury, NC) by no later than **Monday, March 26, 2018 at 10:00 a.m.** after which bids will be read aloud. Bid pricing shall be submitted in a total lump sum price and/or by regions and be submitted on the bid sheets provided in the packets. Bid prices must be valid up to 90 days beyond the deadline of bid submittals. Awarding of the contract will be based on approval of the funds in the 2018/2019 Budget by the Rowan-Salisbury School Board. Owner reserves the right to reject any or all bids or to waive any informalities.

Minority and Women owned businesses are encouraged to apply. Rowan-Salisbury Schools is an Equal Opportunity Employer.

I. PROPOSAL SPECIFICATIONS

Definitions:

“District” or “RSSS” is Rowan-Salisbury School System.

“Bidder” an individual or business submitting a bid to RSSS.

“Contractor” one who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal: RSSS is in need of school lawn care and landscaping services.

Proposal Terms:

A. RSSS reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor’s qualifications and capabilities to provide the specified service, and other factors which RSSS may consider. The District does not intend to award a Bid fully on the basis of any response made to the proposal; the District reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the District’s specifications and needs.

B. The District reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the District to be in the best interests of the District even though not the lowest bid.

C. The price quotations stated in the bidder’s proposal will not be subject to any price increase from the date on which the proposal is opened at the RSSS Maintenance Department to the mutually agreed-to date of Bid.

D. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.

E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided, deadlines for submission of the RFP’s maybe adjusted to allow for revisions.

The entire proposal document with any amendments should be returned in triplicate. To be considered, original proposal and two copies must be at the RSSS Maintenance Department on or before the date and time specified. **All bids must be in a sealed envelope with submitting company name and “Lawn Care/Landscaping Bid 18-0002”.**

F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor’s ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

G. In the event, the District receives two or more bids from responsive, responsible bidders, one or more of whom are RSSS vendors and the bids are substantially equal in price, quality and service, the District shall award the contract to the most responsive, responsible RSSS vendor. For purposes of this section, RSSS vendor means a company which has maintained its principle office in Rowan County for at least six (6) months. Maintaining a Rowan County P.O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a RSSS vendor and if two or more bids are substantially equal.

II. VENDOR QUALIFICATIONS

The proposal must include all the following information. Failure to do so could result in disqualification. (Please attach on separate sheet(s) on company letterhead)

1. List at least four (4) references including names, addresses, phone numbers and contact persons, of clients for whom you have performed similar services.
2. List your to be used equipment on hand.
3. Provide a copy of your license/certification for pesticides.
4. State how long you have been operating under your present company name.
5. Have you ever defaulted on a contract? If so where and why?
6. Vendor's qualifications, years in business, experience in providing the level and type of service specified in the proposal.

III. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to RSSS such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the RSSS Maintenance Department designee and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the Maintenance Director or his/her designee.

Section 4 - The District may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the Maintenance Director or his/her designee.

Section 6 - After reasonable notice to the Contractor, the District may review any of the Contractor's internal records, reports, or insurance policies as related to the contract.

ARTICLE V – PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the District's written approval.

Section 2 - The Contractor will not hire any District employee for any of the required services without the District's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the District for any purpose.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify RSSS, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of RSSS in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with North Carolina statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The District shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of North Carolina Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. Insurance companies, named insureds and policy forms shall be subject to the approval of the District Maintenance Director. Such approval shall not be unreasonably withheld.

Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to RSSS. Contractor shall be responsible to RSSS or insurance companies insuring RSSS for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the District Maintenance Director with satisfactory certificates of insurance or a certified copy of the policy, if requested by the District Maintenance Director. No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the District Maintenance Director. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the District Maintenance Director with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to RSSS Maintenance Director, 1000 Long Street, Salisbury, NC 28144, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

A copy of all insurances shall be required to be submitted to the Maintenance Department Director prior to issuance of the contract agreement.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND DISTRICT

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the RSSS District, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the District may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business). The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the District. Any publication of the information or results must be co-authored by the District.

ARTICLE XIV - ASSIGNS AND SUCCESSORS

This contract is binding on the District and the Contractor, their successors and assigns. Neither the District nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XV - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving twenty (20) days written notice to the other party.

Section 2 – Termination with cause. The District may terminate the Agreement upon five (5) days written notice if the District is dissatisfied with the quality or timeliness of the Work performed. If the District becomes dissatisfied with the Work, the District may without prejudice to any other rights or remedies of the District and after giving the Contractor five days' written notice, terminate employment of the Contractor.

ARTICLE XVI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the District against such liability.

ARTICLE XVII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XVIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the District and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XIX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of North Carolina. The parties agree that the proper forum for litigation and/or mediation arising out of this contract is in Rowan County, North Carolina.

ARTICLE XX - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

IV. TERMS AND CONDITIONS

Award:

RSSS District reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Vendors' qualifications and capabilities to provide the specified service, and other factors which the District may consider. The District does not intend to award a Bid fully on the basis of any response made to the proposal; the District reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet the District's specifications and needs.

Low Bidder:

A low bidder will be determined by the price, qualifications and capabilities to provide the specified services.

Term of Bid:

The term of the contract will be for a three (3) year term beginning July1, 2018 and ends June 30, 2021. The contract will have two one year extensions basis thereafter upon agreement between of both parties. Extension of this contract shall be done through an addendum.

V. GENERAL SPECIFICATIONS

1. SCOPE OF WORK

The following information describes the terms and conditions for lawn care and landscaping for District grounds. This contract does not include Middle School and High School Athletic Fields. The contractor shall furnish all equipment, implements, tools, materials, transportation, labor and supervision necessary for the prosecution and completion of the work.

Properties included are:

1. Henderson Independence
2. Bostian Elementary
3. C.C. Erwin Middle
4. C.T. Overton Elementary
5. China Grove Elementary
6. China Grove Middle
7. Corriher-Lipe Middle
8. East Rowan High
9. E.D. Koontz

10. Ethan Shive Elementary
11. Enochville Elementary
12. Faith Elementary
13. Granite Quarry Elementary
14. H.D. Isenberg Elementary
15. Hanford Dole Elementary
16. Hurley Elementary
17. Jesse Carson High
18. Knollwood Elementary
19. Knox Middle
20. Landis Elementary
21. Millbridge Elementary
22. Morgan Elementary
23. Mt Ulla Elementary
24. North Rowan Elementary
25. North Rowan Middle
26. North Rowan High
27. Rockwell Elementary
28. Salisbury High
29. Southeast Middle
30. South Rowan High
31. West Rowan Elementary (Upon completion, 2019)
32. Cleveland Elementary (Until it closes, Dec. 2018)
33. Woodleaf Elementary (Until it closes, Dec. 2018)
34. West Rowan Middle
35. West Rowan High
36. Horizons Unlimited

2. DESCRIPTION OF WORK

Contractor will provide all equipment, labor and supplies necessary to provide lawn and landscaping care as specified. Contractor may be required to meet with Maintenance Department on a scheduled basis if necessary to alter/change mowing schedules to accommodate school testing, functions and events as needed. Contractor will be required to sign paperwork at the school front desk to provide verification of work has been completed.

The work includes mowing all established grass areas around the district owned buildings to a height of 3 inches. All work should be done in a neat and workmanlike manner. Vegetation around structures, walks, flowerbeds, etc. shall be mowed and trimmed to provide a neat appearance at least every other mowing. Contractor shall remove all grass clippings, debris from stoops, sidewalks, ramps, parking areas and entrances. Tree limbs and debris shall be removed prior to each service. All debris is to be taken off school campus and discarded by contractor.

Mowing season generally begins in April and ends in October however some adjustments may need to be made according to the season. Service consists of 30 mowings per season with a cost per mowing in addition included in the bid packet. Once a month from November to March the contractor is expected to make a site visit to do general cleanup (i.e., leaves, sticks, etc.) at each site.

Shrubs, bushes small trees at each school site shall be pruned and mulch will be spread 3 times per year. Mulch will be provided by Rowan Salisbury School System. Tree limbs and debris shall be removed and taken off school campus and discarded by contractor.

USE OF WEED KILLERS:

Contractors with appropriate license may spray with weed killer around buildings, underpinning and, fences to reduce trimming time. The contractor shall obtain prior approval from the Maintenance Department Representative before using any such product. The controlled area should not exceed over four (4) inches from any building.

Only registered pesticide applicators will be allowed to use and spray weed killers. No weed killer solutions can be stored on county property. Material Safety Data Sheets (MSDS) shall be on file with the Maintenance Department for each weed killer solution used.

OPERATION OF EQUIPMENT:

The contractor shall operate the equipment in a safe manner and at such times so as not to create a hazard to the public, students and district personnel. Times selected to mow areas normally used by the public and staff should be coordinated with the Maintenance Department Representative.

The equipment shall not be left on county property overnight, or at other times when work has been suspended, unless approved by the Maintenance Department Representative.

CONTRACTOR AVAILABILITY:

Within 24 hours notification, the contractor shall correct any problems within the scope of this agreement.

Telephone service (not answering service) shall be maintained by the contractor during normal business hours.

EQUIPMENT:

The contractor must demonstrate to the satisfaction of the Maintenance Department Representative that the mowing equipment to be used in the work is designed for commercial application, in good working condition, and suitable for the purpose intended. The District reserves the right to inspect equipment being used at any time.

Mowers and other equipment used shall be equipped with shields to prevent foreign objects from being thrown out from the cutting unit enclosures.

Tractors shall be equipped to conform to current OSHA standards.

PROSECUTION OF THE WORK:

If the contractor fails to prosecute the work as directed or fails to perform the work in a manner satisfactory to the County Representative, the County Representative may perform the work with other forces. The cost of work so performed will be deducted from any monies due the contractor.

SAFETY:

Contractor shall establish and enforce safe working procedures at all times during the performance of work in accordance with all federal, state, and local laws, ordinances, rules and regulations pertaining to safety. **All employees of the contractor shall wear OSHA approved Personal Protective Equipment (PPE) at all times during mowing operations. PPE must be maintained in good condition and at OSHA minimum standards.**

DAMAGES:

Costs related to broken glass or any other damage to school property or vehicles due to lawn mowing or weed eating or any other lawn care practice will be the responsibility of the contractor. School personnel will notify the Maintenance Department of any damage. Contractor will be notified via phone, email and in writing of the damage and cost which will be deducted from next payment.

PAYMENTS:

Payments to be made on 12 equal payments per year. The contractor will submit payment requests on a detailed monthly invoice for work satisfactorily accomplished; and will be paid within thirty (30) days after receipt of invoice. Request for payment is to be sent to the Maintenance Department.

3. BID DOCUMENTS

Bids will be accepted as one lump sum district wide and/or as districts. RSSS reserves the right to choose either method of contracts. You are free to bid either or both ways. Bid will be found on the following sheets. Whether you are bidding one or more. Please be sure each bid sheet is filled out completely and returned with the sealed bid package.

North

North Rowan High
North Rowan Middle
North Elementary
Morgan Elementary
Hanford Dole Elementary
Henderson Independent HS

Central

Salisbury High
Knox Middle
Overton Elementary
Koontz Elementary
Isenberg Elementary

West

West Rowan High
West Rowan Middle
Mt. Ulla Elementary
*Cleveland Elementary
*Woodleaf Elementary
Hurley Elementary
*West Rowan Elementary

East

East Rowan High
Rockwell Elementary
Granite Quarry Elementary
Faith Elementary
Shive Elementary
Erwin Middle

South A

Bostian Elementary
Carson High
Knollwood Elementary
China Grove Elementary
China Grove Middle
Southeast Middle

South B

Millbridge Elementary
Enochville Elementary
Landis Elementary
Corriher Lipe Middle
South Rowan High

* Cleveland Elementary and Woodleaf Elementary will close in December, 2018 and will be replaced with West Rowan Elementary (480 Mimosa St., Cleveland, NC 27013) which opens January, 2019.

Lawn Care/Landscaping Bid Sheet

Company Name:_____

Address:_____

Contact Person:_____

Contact #:_____

Overall Lump Sum: \$_____
(All District Sites)

Authorized Person(print):_____

Authorized Signature:_____

**Lawn Care/Landscaping
Bid Sheet
North District**

Company Name:_____

Address:_____

Contact Person:_____

Contact #:_____

ALL BIDS SHOULD BE IN LUMP SUM

School	Mowing Bid	Shrubs/Trees/Mulch	Additional Trip Cost
North Rowan High 300 N Whitehead Ave Spencer, NC 28159			
North Rowan Middle 512 Charles St Spencer, NC 28159			
North Elementary 600 Charles St Spencer, NC 28159			
Morgan Elementary 3860 Liberty Rd Gold Hill, NC 28071			
Hanford-Dole Elementary 465 Choate Rd Salisbury, NC 28146			
Henderson Independence 1215 North Main St Salisbury, NC 28144			

Authorized Person(print):_____

Authorized Signature:_____

**Lawn Care/Landscaping
Bid Sheet
Central District**

Company Name:_____

Address:_____

Contact Person:_____

Contact #:_____

ALL BIDS SHOULD BE IN LUMP SUM

School	Mowing Bid	Shrubs/Trees/Mulch	Additional Trip Cost
Salisbury High 500 Lincolnton Ave Salisbury, NC 28144			
Knox Middle 1625 W. Park Rd Salisbury, NC 28144			
Overton Elementary 1825 W. Park Rd Salisbury, NC 28144			
Horizons Unlimited 1636 Parkview Cir Gold Hill, NC 28071			
Koontz Elementary 685 E. Ritchie Rd Salisbury, NC 28146			
Isenberg Elementary 2800 Jake Alexander Blvd Salisbury, NC 28147			

Authorized Name(print):_____

Authorized Signature:_____

**Lawn Care/Landscaping
Bid Sheet
East District**

Company Name:_____

Address:_____

Contact Person:_____

Contact #:_____

ALL BIDS SHOULD BE IN LUMP SUM

School	Mowing Bid	Shrubs/Trees/Mulch	Additional Trip Cost
East Rowan High 175 St. Lukes Church Rd Salisbury, NC 28146			
Rockwell Elementary 114 Link St Rockwell, NC 28138			
Granite Quarry Elementary 118 S. Walnut Gq St Granite Quarry, NC 28146			
Faith Elementary 1000 School St Faith, NC 28041			
Shive Elementary 655 Holshouser Rd Rockwell, NC 28138			
Erwin Middle 170 St. Lukes Church Rd Salisbury, NC 28146			

Authorized Name(print):_____

Authorized Signature:_____

**Lawn Care/Landscaping
Bid Sheet
South A District**

Company Name:_____

Address:_____

Contact Person:_____

Contact #:_____

ALL BIDS SHOULD BE IN LUMP SUM

School	Mowing Bid	Shrubs/Trees/Mulch	Additional Trip Cost
Bostian Elementary 4245 Old Beatty Ford Rd China Grove, NC 28023			
Carson High 290 Kress Venture Dr China Grove, NC 28023			
Knollwood Elementary 3075 Shue Rd Salisbury, NC 28147			
China Grove Elementary 514 S. Franklin St China Grove, NC 28023			
China Grove Middle 1013 N. Main St China Grove, NC 28023			
Southeast Middle 1570 Peeler Rd Salisbury, NC 28146			

Authorized Name(print):_____

Authorized Signature:_____

**Lawn Care/Landscaping
Bid Sheet
South B District**

Company Name:_____

Address:_____

Contact Person:_____

Contact #:_____

ALL BIDS SHOULD BE IN LUMP SUM

School	Mowing Bid	Shrubs/Trees/Mulch	Additional Trip Cost
Millbridge Elementary 155 Ed Deal Rd China Grove, NC 28023			
Enochville Elementary 925 N. Enochville Ave China Grove, NC 28023			
Landis Elementary 801 W. Ryder Ave Landis, NC 28088			
Corriher Lipe Middle 214 W. Rice St Landis, NC 28088			
South Rowan High 1655 Patterson St China Grove, NC 28023			

Authorized Name(print):_____

Authorized Signature:_____

**Lawn Care/Landscaping
Bid Sheet
West District**

Company Name:_____

Address:_____

Contact Person:_____

Contact #:_____

ALL BIDS SHOULD BE IN LUMP SUM

School	Mowing Bid	Shrubs/Trees/Mulch	Additional Trip Cost
West Rowan High 8050 NC Hwy 801 Mt Ulla, NC 28125			
West Rowan Middle 5925 Statesville Blvd Salisbury, NC 28147			
Mt. Ulla Elementary 13155 NC Hwy 801 Mt Ulla, NC 28125			
Cleveland Elementary 107 School St Cleveland, NC 27013			
Woodleaf Elementary 9055 School St Woodleaf, NC 27054			
Hurley Elementary 625 Hurley School Rd Salisbury, NC 28147			
West Rowan Elementary 480 Mimosa St Cleveland, NC 27013			

Authorized Name(print):_____

Authorized Signature:_____