



**REQUEST FOR PROPOSALS  
FOR LANDSCAPING SERVICES FOR 2025-2026 SCHOOL YEAR  
IMPACT PUBLIC SCHOOLS**

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**Please submit all proposals electronically via Form:**

Proposers may submit their proposal by uploading documents via [this form](#):  
RFP\_Impact | Salish Sea Elementary\_Landscaping Services\_2025-2026.

**Due: May 9, 2025 at 3:00pm PST**

Impact Public School does not discriminate against any employee or applicant for employment because of on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, the use of a trained dog guide or service animal by a person with a disability, or any other protected classification.

**Notice Requesting Proposal**

Notice is hereby given that Impact Public Schools (hereinafter referred to as I|SSE) is requesting proposals from qualified entities (hereinafter referred to as Proposer[s]) to provide landscaping services during the 2025-2026 school year. I|SSE may select one or more entities to provide these services.

The Request for Proposal (RFP) documents may be downloaded from I|SSE's website at <http://www.impactps.org/procurement> I|SSE will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period. All answers will be posted on I|SSE's website at <http://www.impactps.org/procurement>

Proposers may submit their proposal by uploading documents via [this form](#): RFP\_Impact | Salish Sea Elementary\_Landscaping Services\_2025-2026. I|SSE will accept all proposals received on or before **May 9, 2025 at 3:00PM PST**. I|SSE will not accept proposals that are received after the deadline. Questions may be directed to I|SSE via [this form](#) prior to the proposal deadline.

I|SSE reserves the right to reject any or all proposals and to waive any errors or corrections in a proposal or in the proposal process. I|SSE will award the Contract based on a review and analysis of the proposals by an Operations Committee to determine which proposal best meets the needs of I|SSE.

The process will include a review and evaluation of Proposer's methodology and the procedures that they will employ to provide the services identified in this RFP. To the extent that a Proposer has past experience providing similar services to this or other educational entities, this information should be indicated in the proposal.

**I. Administrative and General Information**

**School Information:** Impact Public Schools (IPS) is a nonprofit organization based in Tukwila, Washington that has been authorized by the Washington State Charter School Commission to open and operate a public TK-5 school in Seattle, Impact |

Salish Sea Elementary (I | SSE). I | SSE will serve grades K-5 during the 2025-2026 school year.

Year	Grades	Anticipated Student Enrollment
SY 2024-2025	K-5	438

**School Requiring Services in FY2025 - 2026**

School	Address
Impact   Salish Sea Elementary School	3900 S Holly Park Drive Seattle, WA 98118

**II. Purpose:**

IPS seeks proposals from qualified respondents (the “Proposers”) interested in providing landscaping services as described in this proposal.

IPS will require the Proposer to provide comprehensive services, management, superior workforce, and service supervision. The Proposer will supply and pay for all labor and materials necessary to deliver the proposed service.

The Proposer is responsible for all day-to-day landscaping services operations (refer to Scope of Services). IPS expects Proposer to have the staffing, resources, materials, and expertise necessary to complete the service required as well as a plan to deliver high-quality, dependable landscaping service. Proposers are to have a management structure that will ensure high-quality customer service, as well as a plan to maintain responsiveness and effective communication with the IPS operations team and parents. Proposers are expected to offer the requested service at a competitive price, and all of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, is to provide positive references, and is to have sound business practices that show fiscal responsibility.

**Contract Period:** This proposal addresses the contract period August 1, 2025 through July 31, 2026. The contract may be renewed and extended upon mutual written agreement by both parties.

**III. Scope of Services**

The landscape contractor shall provide all materials, labor and equipment required to complete all landscape maintenance work as specified in the contract. The landscape contractor shall be familiar with the project premises and how the existing conditions will affect his/her work. Different seasonal asks should be ready to be incorporated into weekly schedules, such as salting the grounds or assisting with clearing sidewalks if there is no edging to do. Not everything listed below will always occur, the example and cadence of these occurrences will be decided with the Proposer and the school at the time of contract negotiations.

The scope of services shall include landscaping services as outlined below:

**Weekly:** Routine Maintenance

- Edge up curbs and bed lines
- Prune wayward branches

- Blow/clean debris on sidewalks in and around school
- Basic weeding and garden maintenance
- General aesthetic support
- General grounds cleaning + trash removal

**Monthly:** Irrigation Inspections/Check-In with Director of School Operations (DSO)

- Monthly walkthrough to check existing watering systems
- Ongoing maintenance of the technology and piping systems
- Proactively identifying issues and make repair recommendations as needed
- Take winterizing steps
- Throttle water use as needed based on trends & upcoming weather
- Meet with DSO and walk the grounds to discuss gaps, repairs and more.

**Quarterly:** Treatment + Enhancement Visits

- Every 3-4 months preventative groundskeeping is done to limit the growth of weeds.
  - Only pet and child friendly materials can be used on the grounds.
- Bring the “magic” to the grounds - mulch for seasonal flowers, garden recommendations etc.

**Annual:** *(Seasonal)*

- Winterizing
- Spring Clean-Up/Prep
  - Tidy up leaves, slimy flowers and tree branches. Weed control, aerating, fertilizing and more.
- Summer Refresh
  - Getting the space ready for the first day of school

**As Needed:** *(Billed separately)*

- Large Scale Projects - E.g. installing new woodchips in one of our playspaces or planing new foliage.
- Power-Washing

**Specifications:**

- The landscape contractor shall provide all materials, labor, and equipment required to complete all landscape maintenance work as specified in the contract.
- It is recommended that the landscape contractor have Landscape Industry Certified Technicians-Exterior on staff and performing the work whenever possible.
- The landscape contractor shall be familiar with the project premises and how the existing conditions will affect his/her work.

**Standards**

- All landscape maintenance services shall be performed by trained personnel using current and acceptable horticultural practices.
- All operators of power equipment shall conform to OSHA regulations.
- All work shall be performed in a manner that maintains the original integrity of the landscape design.
- All chemical applications shall be performed in accordance with current county, state, and federal laws, utilizing EPA registered materials and methods of application. These applications shall be performed under the supervision of a licensed certified pesticide applicator. Selection of chemicals shall be in accordance with current University Extension Publications.

### **Approvals**

- Any work performed in addition to that outlined in the contract shall only be done upon written approval by the owner or the owner's representative.

### **Soil Testing**

- Soil testing will be performed frequently enough to comply with federal, state and county regulations and to make appropriate modifications to fertilizer programs.

### **Workmanship**

- During landscape maintenance operations, all areas shall be kept neat and clean. Precautions shall be taken to avoid damage to existing structures and plant material. All work shall be performed in a manner that ensures the safety of operators, occupants, and any pedestrians.
- All paved surfaces must be free from any granular fertilizer after all applications.
- Upon completion of maintenance operations, all debris and waste material shall be cleaned up and removed from the site, unless provisions have been granted by the owner to utilize onsite trash receptacles or to compost on site.
- Any damage to the landscape, the structure, the irrigation, and/or electrical systems caused by the landscape contractor shall be repaired by the landscape contractor without charge to the owner.

### **Warranty**

- The landscape contractor shall make every effort to maintain the health and growth of all plant material and turf. The landscape contractor shall not be responsible to guarantee the plant material or turf, except when that landscape contractor was obviously negligent in the performance of his/her work as outlined in the contract.

### **Products**

- Pesticides, fertilizers, lime, and other such products used in landscape maintenance operations shall be based on the most current information provided by the local cooperative extension services and currently labeled by the EPA for its proposed use.

### **Trees, Shrubs, Herbaceous Perennials, & Ground Cover**

- All ornamental trees, shrubs, and ground cover shall be pruned when appropriate to remove dead or damaged branches, maintain the natural form of the plant, and create the effect intended by the landscape architect or designer. Except for desired hedges, or to conform to design intent, all pruning and thinning of plants shall be done to retain their natural shapes. If previous maintenance practice has been to shear and ball, then a natural shape will be restored gradually

### **Pruning Guidelines**

- For plants that flower on previous year's growth, any pruning shall occur shortly after flowering is complete in order to prevent a reduction in next year's flower display.
- For plants that flower on current year's growth, any pruning shall occur in the winter or spring in order to prevent a reduction in flower display.
- Hollies and other evergreens may be pruned during winter so their branches can be used for seasonal decoration. However, severe pruning of evergreens should be done in early spring only to prevent desiccation.
- Broadleaf evergreen shrubs would best be hand pruned to maintain their natural appearance.

- Hedges or shrubs that require shearing to maintain a formal appearance shall be pruned as required. Dead wood shall be removed from sheared plants before the first shearing of the season.
- Conifers shall be pruned, if required, according to their genus.
  - Conifers should never be pruned to bare wood.
  - Yews, junipers, hemlocks, arborvitae, firs, spruces, and false-cypress may be pruned any time of the year. If severe pruning is necessary, it must be done in early spring to prevent desiccation.
  - Pines may be pruned within five weeks following total candle elongation by reducing the candle length.
- Ground cover shall be edged and pruned as needed to contain them within their borders.
- Thinning: Remove undesirable branches, water sprouts and suckers by cutting them back to their point of origin on parent stems. This method results in a more open plant, without stimulating excessive growth. Thinning is used on Crape myrtle, Lilacs, Viburnums, Smokebush, and others.
- Renewal pruning: Remove oldest branches of shrub at ground, leaving the younger, more vigorous branches. Also remove weak stems. On overgrown plants, this method may best be done over a three-year period. Renewal pruning may be used on Abelia, Forsythia, Deutzia, Mockorange, Spiraea, and others. Some plants, like Smokebush, Vitex, Abelia, and Buddleia, may be cut down close to the ground in late winter and will regenerate.
- Plants overhanging passageways and parking areas shall be pruned as needed.
- Shade trees that cannot be adequately pruned from the ground shall not be included in the RFP.

*This type of work shall be performed by a licensed Tree Expert under a separate contract.*

### **Clean-up**

- Plant beds shall receive a general cleanup before fertilizing and mulching. Cleanup includes:
  - Removing debris and trash from beds and playground.
  - Cutting back herbaceous perennials left standing through winter (e.g., ornamental grasses, sedum). Established beds may require dividing and thinning at an additional fee.
  - Thoroughly weed area by manually removing all weeds, chemically treating all weeds, or a combination of the two.
  - Cultivate existing mulch and/or remove excess soil/mulch to expose the root flare and so that when new mulch is applied, there is no more than a total depth of 2" of mulch. If existing soil/mulch build up is excessive, removal will be proposed at an additional cost.
  - Edge previously mulched beds to create a 90-degree edge with a depth of 2" to 3", and remove resulting debris. Single tree plantings in turf shall have the trunk of the tree located in the center of the mulched area (tree ring).
  - If necessary or specified, a pre-emergent herbicide may be applied to the soil to inhibit the growth of future annual or biennial weeds. Organically maintained gardens shall not receive any pre emergent herbicides.

### **Fertilizer Selection**

- 1. Slow-release fertilizer should be the preferred type. The technical data sheet or label on the fertilizer should show that a minimum of 50% of the nitrogen source is water insoluble (WIN) and the salt index is less than 50.
  - Slow-release fertilizers should be applied at a rate between 1 and 3lbs of actual nitrogen per 1,000 sq. ft. per application and shall not exceed 3 pounds of actual nitrogen per 1,000 sq. ft. annually. Quick-release fertilizer should only be used when the objectives of fertilization cannot be met with slow-release fertilizer. A soil test shall determine if phosphorus and potassium are required. Guidelines for testing soil will should follow state or local requirements.

### **Fertilizer Area**

- The fertilization area shall be defined prior to application. Consideration shall be given to root accessibility, root

location, fertilization objectives, and plant species. The area to be fertilized for shrubs shall be the area under the drip line of the plant.

### **Guidelines for Fertilization of Ground Cover and Shrubs**

- Shrubs should only be fertilized when they lack good color and/or are not growing properly. Yearly fertilizing of shrubs results in excessive growth of many species, resulting in increased need for pruning to maintain size and shape. Fertilizer needs should be based on soil test results and cultural practices. If the shrubs appear to have normal growth and color, they are best left alone.
- Ground Covers: Newly planted ground covers often benefit from being fertilized with a 50% organic complete fertilizer at the rate of 2 to 3 lbs. of fertilizer per 100 sq. ft. during the first two to three years following establishment, especially if the soil was not properly prepared. Once the ground covers are well-established, yearly applications of fertilizer can create conditions for invasion by disease-causing organisms. The need to apply fertilizers to established ground covers should be based on color, vigor, and soil test results.

### **Mulching**

- The use of mulch should be limited to a maximum total depth no greater than 2". Only composted hardwood bark mulch, pure pine bark mulch, composted mix pine bark mulch, pine straw or unscreened compost shall be used in beds containing shallow rooted woody species, herbaceous perennials, or annuals. The use of shredded wood, wood chips, and colored shredded wood waste should be limited to uses such as around well-established deep-rooted species, walkways, or play areas.
- If annual or biennial weeds are the primary reason for mulching, they are best controlled with the use of pre-emergent herbicides applied before the weed seeds germinate or with the use of post-emergent herbicide sprayed on the foliage of the growing weeds. If there are perennial weeds that exist, physically remove or spot treat chemically with an herbicide before mulching or else they will grow through the pre-emergent barrier.
- Special care shall be taken in the mulching operation not to over mulch or cover the base of the trees and shrubs.

### **Weeding**

- All beds shall be weeded on a continual basis throughout the growing season to maintain a neat appearance at all times.
- Pre and post-emergent (foliar applied) herbicides shall be used where and when applicable and in accordance with the product's label following the most current University Extension publications.

### **Insect and Disease Control**

- The landscape contractor shall be responsible for monitoring the landscape site on a regular basis. The monitoring frequency shall be determined by joint consensus between the customer and contractor. Trained personnel shall monitor for plant damaging insect activity, plant pathogenic diseases, and potential cultural problems in the landscape. The pest or cultural problem will be identified under the supervision of the contractor. Monitor for weeds throughout the season, especially for invasive species. If any invasive species are found, take immediate action to remove.
- For plant damaging insects and mites identified in the landscape, the contractor shall consult and follow the recommendations of the most current edition of the state University Extension publications on insect and disease control on landscape plant material.
- Conduct moss & crane-fly control between March - April.

- Plant pathogenic disease problems identified by the contractor that can be resolved by pruning or physical removal of damaged plant parts will be performed as part of the contract. For an additional charge, plant pathogenic diseases can be resolved through properly timed applications of fungicides when the customer authorizes. Fungicides are effective when applied before the symptoms are present on the plant and are applied on a preventative basis.
- If the contractor notes an especially insect- or disease prone plant species in the landscape, he or she will suggest replacement with a more pest-resistant cultivar or species that is consistent with the intent of the landscape design.

#### **Trash Removal**

- The landscape contractor shall remove trash from all shrub and ground cover beds with each visit. All trash shall be removed from turf areas prior to mowing.

#### **Leaf Removal**

- Fallen leaves shall be mulched or removed from maintained areas on a contractual basis. If requested by the owner, supplemental leaf removals shall be performed by the landscape contractor at an additional cost to the owner.

#### **Watering**

- If an irrigation system exists, the landscape contractor shall be responsible for monitoring its effectiveness and reporting any problems to the owner.
- The landscape contractor shall not be responsible for any hand-watering of the trees, shrubs, or ground cover, except where feasible and at an additional cost to the owner.
- In drought years, it is advisable for contractors to recommend watering to prevent damaging stress to landscape plants.

#### **Snow Removal:**

- Whenever one (1) inches or more of snow accumulation occurs during the night preceding a regular school day or since the last plowing effort, the contractor shall be responsible for executing snow removal operations. Areas include: all sidewalks on the property and outside the gates on 34th Street and M Street, parking lot, access ramps, and front and rear entrances.
- Whenever one (1) inch of accumulation occurs on specified areas on Saturday, Sunday, and/or school holidays, it shall promptly be removed.
- Contractor will move the snow to the East side of the parking lot.
- The contractor shall be responsible for arranging supplemental service or labor in case of mechanical breakdown or illness.
- Operators handling snow removal equipment shall be experienced and exercise sound judgment in placing snow where it will not damage shrubbery or obstruct passageways, entrances, crosswalks, steps, etc.
- Operators shall not push snow from Impact Public Schools' property into the City streets.
  - NOTE: The contractor is not expected to truck snow away from the property. The Contractor shall make every effort to push snow back as far as practical to make room for vehicles to access the property and to make room for subsequent snow.

#### **Proposer Responsibilities:**

1. The Proposer agrees not to discriminate against any employee or applicant for employment because of on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual

orientation, gender expression, gender identity, disability, the use of a trained dog guide or service animal by a person with a disability, or any other protected classification.

2. Proposer shall comply with all requirements mandated by the Individuals with Disabilities Education Act ("IDEA"), Family Education Rights & Privacy Act ("FERPA"), applicable court decrees, IPS policies, as well as any other applicable state and federal laws related to the performance of both initial and re-evaluation of suspected student disability.
3. Proposer shall be responsible for ensuring that all personnel providing services to students have undergone a criminal background check in accordance with any applicable state, federal, or local laws, prior to their commencement of services to IPS.
4. Proposer shall ensure that their staff maintains thorough records and provide required documentation in accordance with IPS policies, the Proposer's documentation requirements, as well as local and federal mandates.
5. The Proposer will not make any assignments or subcontract for the work without prior written permission from IPS.
6. The Proposer must promptly notify IPS concerning any litigation or claims filed with any federal or Washington State agency involving the Proposer or its parent or subsidiary companies.
7. Proposer must indemnify and provide insurance coverage that will minimize and IPS's exposure:
  - a. Workers' Compensation/Employers' Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
  - b. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
  - c. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
  - d. Proposer must name IPS as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing IPS as "additional insured" must be provided to IPS prior to commencement of services and kept up-to-date.
8. Any damage to railing, shrubbery, sod, building, pavements, etc. caused by the Proposer or their operators shall be corrected by the Proposer to the complete satisfaction of the Owner prior to final contract payment.

#### **IPS Responsibilities**

1. Designated point of contact at each school to help facilitate and coordinate service delivery.

#### **Proposal Authorities, Restrictions, and Clauses**

#### **IPS Authorities and Options**

- IPS reserves the right to reject any and all proposals for any reason.
- IPS reserves the right to negotiate any and all proposals for any reason.
- IPS has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from IPS.
- Final prices will be negotiated between the Proposer and IPS.

#### **IV. Proposal Requirements**

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must address each of the required sections indicated below. Please label and separate each section, and number all pages to allow for ease of review. The content and sequence of the proposal will be as follows:

## Sections

### 1. **Executive Summary**

*IPS may reject the proposal if the Proposer fails to include the following required information:*

- a. Name of responding company
- b. Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- c. A statement detailing the Proposer's qualifications and expertise to provide the services requested, including availability of staff and other required resources to meet all deliverables as described in this RFP (2 page Maximum)
- d. The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

### 2. **Company Overview/Fiscal Responsibility Summary**

- a. Experience in the education industry in Seattle and the surrounding areas
- b. Organization chart
- c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state of Washington)
- d. Proposer's Federal Employee Identification Number and complete W-9
- e. Liability Insurance Certificate

### 3. **General Organization Policies and Procedures**

- a. Employee sourcing, screening, and hiring procedures
- b. Staff training/professional development program

### 4. **Performance History & Preparedness for IPS**

- a. Proposer's references (3 minimum from other schools or districts where possible)
  - i. Provide organization name, client representative name, address, email address, and telephone number.

### 5. **Customer Service Proposal**

- a. Management/supervision structure
- b. How Proposer plans to monitor, measure, and communicate service quality
- c. Contingency/coverage plan for expected and unexpected absences or staff turnover
- d. Other methods for ensuring high-quality service

### 6. **Implementation Plan for IPS**

- a. Employee recruiting and/or existing staff transition plan
- b. Training/on-boarding plan
- c. Proposed implementation timeline

### 7. **Cost/Pricing Proposal – Complete Attachment A**

### 8. **Signed Contact Information—Complete Attachment B**

Only the individual(s) authorized to bind the Proposer contractually may sign the contact information, which shall be a part of the proposal package.

## V. Evaluation Criteria

**Evaluation:** A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

- **Service Capability Plan (25%):** Proposer has the staffing and resources to provide landscaping & snow removal services.
- **Performance History and Reputation (25%):** A proven track record in providing landscaping services as evidenced by references.
- **Personnel and Management (20%):** Qualifications, background, and experience of provider/providers personnel, including experience in dealing effectively with students in elementary schools.
- **Customer Service and Management Methodology (20%):** Proposer's management and supervision structure will ensure high quality customer service.
- **Price (10%):** Proposer offers the requested services at a competitive price.

## **VI. Schedule**

- April 18, 2025 - Release RFP
- May 5, 2025 - Proposer question submission deadline
- May 7, 2025 - IPS provides answers to questions
- May 9, 2025 - Deadline for submission of proposal
- May 12 - May 19, 2025 - Proposals evaluated
- May 19, 2025 - Winning proposal selected

I|SSE will use every effort to adhere to the schedule. However, I|SSE reserves the right to amend the schedule, as it deems necessary, and will post a notice of said amendment at <http://www.impactps.org/procurement>

## **I|SSE Authorities and Options**

- I|SSE reserves the right to reject any and all proposals for any reason.
- I|SSE reserves the right to negotiate any and all proposals for any reason.
- Final prices will be negotiated between the Proposer and I|SSE.

All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with N/A. For any service that the Proposer includes in a price on another line, please indicate such with INC (for “Included in the price”) and reference the applicable line

Proposers must use the below chart to indicate their proposed unit prices. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, software, and any other costs necessary to provide landscaping services. If pricing structure is different than below chart, please attach an additional pricing menu to proposal):

Proposers shall submit pricing by month for in session months and out of session months.

**Costs Per Month**

	<b>Costs Per Month</b>	<b>Snow Removal Services</b>
<b>Cost</b>		

## Attachment B

**CONTACT INFORMATION**

<b>Primary Contact Name</b> <b>Primary Contact Phone Number</b> <b>Primary Contact Email Address</b>	
<b>Company Legal Name</b> <b>Company Address</b> <b>Company Phone Number</b>	
<b>Company Website</b>	
<b>Year Company Founded</b>	
<b>Years Operating in Washington State</b>	
<b>Number of Clients</b>	
<b>Number of Employees</b>	
<b>Authorized Representative Name</b>	
<b>Authorized Representative Signature</b>	

## Attachment C

**Checklist of Required Elements**

<b>ITEM</b>	<b>PAGE</b>	<b>INCLUDED (y/n)</b>	<b>INITIALS</b>
Executive summary			
Company Overview/Fiscal Responsibility Summary			
Insurance Certificates			
Copy of Licenses and Certifications			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for IPSS			
Customer Service Proposal			
Implementation Plan			
Cost/Pricing Proposals – Attachment A			
Signed Contact Information/Bid Authorization – Attachment B			
Checklist (This Document) – Attachment C			
Electronic Copy	NA		