



REQUEST FOR QUOTATION

Quotation No. 1041

Vehicle Parts, Labor, Repair, Maintenance and
Annual Inspection

**Wenden Elementary School
District #19**
P.O. Box 8
Wenden, AZ 85357

**Quotations will be received until Thursday,
May 28, 2020 at 1:00 p.m. local time.**

Date: May 4th, 2020

VENDOR NOTICE

THIS IS NOT A PURCHASE ORDER

The terms and conditions on the following pages should be reviewed and understood before preparing a quotation. The quotation shall be the best net price. Return the quotation by the above time and date to the above address.

DELIVERY LOCATION: 71001 Santa Fe Ave
Wenden, AZ 85357

CONTACT: Gloria Dean

PHONE: (928) 859-3806
FAX: (928) 859-3958

VENDOR QUOTATION

Additional Requirements/Information:

For Summer Maintenance please see pages 7-9.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

If service is provided please indicate cost below. If not available, please indicate "N/A". Our vehicle fleet includes:

- | | | |
|----|--|--------|
| A. | 2003 Blue Bird Bus – 72 passenger | Diesel |
| B. | 2016 CE Bus – 77 passenger | Diesel |
| C. | 2020 Blue Bird Bus – 48 passenger | Diesel |
| D. | 1997 Ford Collins – 18 passenger 1 wheel chair | Diesel |
| E. | 98 GMC Van (V-6 engine) | Gas |
| F. | 1990 Chevy Pick-Up (V-8 engine) | Gas |
| G. | 2008 Chevy Uplander Van (V-6 engine) | Gas |

Please indicate cost of service provided for each vehicle:

Description	A.	B.	C.	D.	E.	F.	G.
Oil Change/Lube (Labor Only)	\$	\$	\$	\$	\$	\$	\$
Tire Repair	\$	\$	\$	\$	\$	\$	\$
Brake Job Front – Labor Only	\$	\$	\$	\$	\$	\$	\$
Brake Job Rear – Labor Only	\$	\$	\$	\$	\$	\$	\$
Wheel Balance (including weights)	\$	\$	\$	\$	\$	\$	\$
Major Tune-up – Labor Only	\$	\$	\$	\$	\$	\$	\$
Minor Tune-up – Labor Only	\$	\$	\$	\$	\$	\$	\$
Hourly Shop Rate	\$	\$	\$	\$	\$	\$	\$
Summer Safety Inspection (see pages 7-9)	\$	\$	\$	\$	\$	\$	\$

THIS SECTION MUST BE COMPLETED BY VENDOR

Company Name			Date	
Address	City	State	Zip Code	

Phone Number	Fax Number	Email Address
Authorized Signature		Printed Name

SPECIAL TERMS AND CONDITIONS

1. PURPOSE:

The purpose of this Request for Quotation is to enter into a contract with a qualified Supplier for parts and labor charges for the repair, maintenance and annual inspections of school vehicles throughout the 2020-2021 school year beginning July 1, 2020 and ending June 30, 2021.

2. AWARD BASIS:

Successful Supplier(s) will be determined by Evaluation Criteria and the ability to provide services, pricing, or other incentives offered. The District reserves the right to award as many term contracts as may be in the best interest of the District but a single award is anticipated. Award will not be made based on price alone; however it is a major factor.

Any deviation from the general terms and conditions or exceptions taken shall be described fully and appended to the Quote from on the Supplier’s letterhead over the signature of the person signing the Quote form. Such appendages shall be considered part of the vendor’s written quote. For the absence of any statements of deviation or exception, the Quote shall be accepted as in strict compliance with all terms and conditions.

3. EVALUATION:

The District shall evaluate all offers and award a contract to the apparent low responsive and responsible supplier(s). Price shall not be the sole factor in making the award, and suppliers should not anticipate that the lowest priced item or service will be awarded in all instances. Responsiveness to the solicitation and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of the District and their decision shall be final.

Other factors to be considered in making the award include but are not limited to: Conformity with specifications, support available from vendor representative, reliability of supplier, satisfaction of previous service, time for delivery, and adherence in providing information as requested in this Request for Quotation.

4. MINIMUM:

The Wenden Elementary School District will not be bound to purchase a minimum quantity.

5. NON-EXCLUSIVE CONTRACT:

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the District. The District reserves the rights to obtain like goods or services from another source when necessary.

6. BILLING:

All billing notices must be sent to the District’s Accounts Payable Department as shown on purchase orders. All invoices shall identify the specific item(s) being billed. Any purchase order issued by the Wenden Elementary School District will refer to the RFQ number of this Solicitation.

7. INSURANCE

Offeror agrees to maintain such insurance as will fully protect Offeror and the District from any and all claims under any workers’ compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this contract, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District.

Successful Offeror will be required to provide proof of and maintain comprehensive general liability insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with a deductible of not more than \$5,000 and naming the Wenden Elementary School District as an additional insured party.

Successful Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

8. TERM OF CONTRACT:

The term of the resultant contract will begin upon Governing Board approval and will be from July 1, 2020 and continuing until June 30, 2021. Purchase orders issued during that time will reflect those quote prices. Those quote prices must be held firm until payment on those purchase orders can be made after receipt of merchandise. Award will be determined at the June 9, 2020 Governing Board meeting.

OPTION TO EXTEND: Wenden Elementary School District #19 reserves the right to unilaterally extend the period of any resultant contract for thirty-one days beyond the stated expiration date. In addition, by mutual written agreement, the contract may be extended for an additional one (1) year up to four (4) years.

9. PRICE CLAUSES:

Prices shall be firm for the term of the contract. Prices as stated must be complete for the services offered and shall include all associated costs, **including delivery**. DO NOT include sales tax on any item in the Quote.

10. SPECIFICATIONS:

The attached specifications are intended to meet the requirements of the District. When any part or parts of the equipment are not specifically mentioned, it shall be understood that what is usually provided in the manufacturer's stock model shall be furnished complete and ready for operation.

Wherever, in these specifications, a particular make or model number is indicated, it is done solely to establish the level of quality desired. This should not be interpreted to mean that only the make or model specified will be considered.

The District reserves the right to decide if alternates are equal and satisfy the District's needs. Alternate offer must include a listing of all areas where the item offered varies from the item specified; the manufacturer's name; catalog literature; and detailed specifications on the item offered. Failure to include the required information on alternate offer may result in the offer being rejected as non-responsive.

UNIFORM GENERAL TERMS AND CONDITIONS

1. CONTRACT INTERPRETATION:

- a. Arizona Law. The law of Arizona applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7.
- b. Implied Contract Terms. Each Provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- c. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee agent of the other party to the Contract.
- d. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- e. No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- f. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

2. CONTRACT ADMINISTRATION AND OPERATION:

- a. Non-Discrimination. The Contractor shall comply with State Executive Order No. 99-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

- b. Property of the School District/Public Entity. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the school district/public entity. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the school district/public entity.

3. COSTS AND PAYMENTS:

- a. Payments. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the school district/public entity within thirty (30) days. The Purchase Order number must be referenced on the invoice.
- b. Applicable Taxes.
- Payment of Taxes by the School District/Public Entity. The school district/public entity will pay only the rate and/or amount of taxes identified in the Offer and in any resulting Contract.
 - State and Local Transaction Privilege Taxes. The school district/public entity is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect taxes from the buyer does not relieve the seller from its obligation to remit taxes.
 - Tax Indemnification. Contractor and all Subcontractors shall pay all federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all Subcontractors to hold the school district/public entity harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

4. CONTRACT CHANGES:

- a. Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract signed by the Procurement Officer. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized employee or made unilaterally by the Contractor are violations of the Contract and or applicable law. Such changes, including unauthorized written Contract Amendments, shall be void and without effect, and the Contractor shall not be entitled to any claim and this Contract based on those changes.
- b. Subcontracts. The Contractor shall not enter into any Subcontract under this Contract without the advance written approval of the Procurement Officer. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- c. Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The Procurement Officer shall not unreasonably withhold approval.

5. RISK AND LIABILITY:

- a. Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.
- b. General Indemnification. To the extent permitted by A.R.S. § 41-621 and § 35-154, the school district/public entity shall be indemnified and held harmless by the Contractor for its vicarious liability as result of entering into this Contract. Each party to this Contract is responsible for its own negligence.
- c. Indemnification - Patent and Copyright. To the extent permitted by A.R.S. § 41-621 and § 35-154, the Contractor shall indemnify and hold harmless the school district/public entity against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the school district/public entity of materials furnished or work performed under this Contract. The school district/public entity shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.
- d. Third Party Antitrust Violations. The Contractor assigns to the school district/public entity any claim for overcharges resulting from antitrust violation the extent that those violations concern materials of services supplied by third parties to the Contractor toward fulfillment of this Contract.

6. CONTRACT TERMINATION:

- a. Cancellation for Conflict of Interest. Per A.R.S. 38-511 the school district/public entity may cancel this Contract after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the school district/public entity is, or becomes at any time while the Contract or an extension of Contract is in effect, an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time.

- b. Gratuities. The school district/public entity may, by written notice, terminate this Contract, in whole or in part, if the school district/public entity determines that employment or gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the school district/public entity for the purpose of influencing the outcome of the procurement or securing the Contract, an Amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about Contract performance. The school district/public entity, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three (3) times the value of the gratuity offered by the Contractor.
- c. Suspension or Debarment. The school district/public entity may, by written notice to the Contractor, immediately terminate this Contract if the school district/public entity determines that the Contractor has been disbarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subcontractor of any public procurement unit or other governmental body.
- d. Termination for Convenience. The school district/public entity reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the school district/public entity without penalty recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all Subcontractors of the effective date of the termination and minimize all further costs to the school district/public entity. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the school district/public entity. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.
- e. Termination for Default.
 - In addition to the rights reserved in the Uniform Terms and Conditions, the school district/public entity reserves the right to terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
 - Upon termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the school district/public entity.
 - The school district/public entity may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials and services to replace those under this Contract. The Contractor shall be liable to the school district/public entity for any excess costs incurred by the school district/public entity reprocurring the materials or services.
- f. Continuation of Performance through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.
- g. Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee of the vendor or a subcontractor of the vendor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

7. CONTRACT CLAIMS:

All Contract claims and controversies under this Contract shall be resolved according to A.R.S. Title 41, Chapter 23, Article 9, and rules adopted there under.

8. CONTRACTOR'S EMPLOYMENT ELIGIBILITY:

By entering the contract, contractor warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations.

The District may request verification of compliance from any Contractor or Subcontractor performing work under this contract. The District reserves the right to confirm compliance in accordance with applicable laws.

Should the District suspect or find that the Contractor or any of its Subcontractors are not in compliance, the District may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

9. TERRORISM COUNTRY DIVESTMENTS:

Per A.R.S. 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.

10. SCRUTINIZED BUSINESS OPERATIONS:

Per A.R.S. 35-391, the District is prohibited from purchasing from a company with scrutinized business operations in Sudan.

Per A.R.S. 35-393, the District is prohibited from purchasing from a company with scrutinized business operations in Iran.

11. FINGERPRINT CHECKS:

A Contractor, Subcontractor, Vendor, or any employee of a Contractor, Subcontractor, or Vendor, who is contracted to provide services at least once a month for two or more months during the fiscal year at an individual school, shall obtain a valid fingerprint clearance card pursuant to A.R.S. 41-1758 et seq. The Superintendent or Superintendent approved designee(s) may exempt the fingerprint requirement upon determining that the Contractor, Subcontractor, Vendor, or any employee of a Contractor, Subcontractor, or Vendor is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services at the school.

11. OFFSHORE PERFORMANCE

Due to security and identity protection concerns, direct services under any subsequent Contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the School District(s) or Charter School(s) or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the Contract. This provision applies to work performed by Subcontractors at all tiers.

Wenden Elementary School Dist. No. 19
SUMMER SAFETY INSPECTION

Make _____ Year _____ Model _____ Vehicle # _____

License # _____ Mileage _____ Date of Inspection _____

A CHECK: BODY INSPECTION

- | | |
|--|---------------------|
| 1. CHECK AND ADJUST HEADLIGHTS | Completed By: _____ |
| 2. CHECK ALL CLEARANCE LIGHTS | Completed By: _____ |
| 3. CHECK STOP AND TAIL LIGHTS, BACK-UP LIGHTS | Completed By: _____ |
| 4. CHECK TURN SIGNALS AND 4 WAY FLASHERS | Completed By: _____ |
| 5. CHECK DOME AND DASH LIGHTS | Completed By: _____ |
| 6. CHECK WARNING, HI-LEVEL LIGHTS | Completed By: _____ |
| 7. CHECK HORN – ELECTRIC/AIR | Completed By: _____ |
| 8. CHECK STOP ARM OPERATION | Completed By: _____ |
| 9. INSPECT MIRRORS | Completed By: _____ |
| 10. CHECK EMERGENCY DOOR AND WINDOW BUZZER | Completed By: _____ |
| 11. CHECK SEAT BACKS AND CUSHIONS | Completed By: _____ |
| 12. CHECK FOR BROKEN SEAT FRAMES | Completed By: _____ |
| 13. CHECK ALL HEATERS FOR PROPER OPERATION AND
HEATER HOSES FOR LEAKS | Completed By: _____ |
| 14. CHECK ALL GLASS, WINDSHIELD, SIDE AND REAR | Completed By: _____ |
| 15. CHECK WIPER OPERATION, WASHER, BLADES | Completed By: _____ |
| 16. CHECK OPERATION OF ALL WINDOWS, CHECK
AND LUBE LATCHES | Completed By: _____ |
| 17. CHECK OPERATION OF ENTRANCE AND REAR EMERGENCY
DOOR, LUBE HINGES AND CONTROLS | Completed By: _____ |
| 18. LUBE ALL COMPARTMENT HINGES AND LATCH ASSEMBLIES | Completed By: _____ |
| 19. CHECK FOR BODY DAMAGE, CRACKS, PAINT
PEELING (INTERIOR AND EXTERIOR) | Completed By: _____ |
| 20. CHECK CONDITION OF FLOORING | Completed By: _____ |
| 21. CHECK FIRE EXTINGUISHER CHARGE, FIRST AID KIT,
AND SAFETY TRIANGLE KIT | Completed By: _____ |

B CHECK – BRAKE INSPECTION

A COMPLETE BRAKE SAFETY INSPECTION FOR AIR AND HYDRAULIC BRAKES

AIR _____ HYDRAULIC _____

1. PERFORM SYSTEM LEAKAGE TEST Completed By: _____
2. CHECK COMPRESSOR RECOVERY Completed By: _____
3. CHECK GOVERNOR
PRESSURE IN _____ PRESSURE OUT _____ Completed By: _____
4. INSPECT SLACK ADJUSTERS, AIR AND SPRING BRAKE CHAMBERS Completed By: _____
5. DRAIN ALL RESERVOIRS Completed By: _____
6. REMOVE ALL WHEELS Completed By: _____
7. INSPECT ALL WHEEL STUDS AND NUTS Completed By: _____
8. WASH AND PACK WHEEL BEARINGS Completed By: _____
9. REPLACE ALL WHEEL SEALS (PLUS SEALS) Completed By: _____
10. INSPECT BRAKE DRUM AND ROTORS Completed By: _____
11. INSPECT BRAKE SHOES AND LININGS OR DISC PADS Completed By: _____
12. INSPECT WHEEL CYLINDERS Completed By: _____
13. INSPECT BRAKE RETAINING SPRINGS Completed By: _____
14. INSPECT CAM ROLLERS AND BUSHINGS Completed By: _____
15. INSPECT CAMSHAFTS AND BUSHINGS Completed By: _____
16. INSPECT HYDRAULIC MASTER CYLINDER AND BOOSTER Completed By: _____
17. ADJUST BRAKES Completed By: _____
18. INSPECT ALL HOSES AND LINES FOR CRACKS AND CHAFING Completed By: _____
19. CHECK VACUUM LINES TO HYDRAULIC BOOSTER
MEASURE VACUUM AT BOOSTER _____ INCHES Completed By: _____
20. CHECK AND CLEAN AIR STRAINER Completed By: _____
21. INSPECT DISCHARGE LINE Completed By: _____
22. INSPECT COMPRESSOR DRIVE BELT Completed By: _____
23. CHECK STOP LIGHT SWITCH AND LIGHTS Completed By: _____
24. INSPECT ALL TIRES AND CHECK TIRE PRESSURE Completed By: _____
25. ROAD TEST Completed By: _____

C CHECK – CHASSIS INSPECTION

1. STEAM CLEAN ENGINE Completed By: _____
2. INSPECT ALL BELTS Completed By: _____
3. INSPECT ALL HOSES Completed By: _____
4. CHECK ALL FLUID LEVELS, INCLUDING TRANSMISSION, DIFFERENTIAL Completed By: _____
5. PRESSURE TEST COOLING SYSTEM Completed By: _____
6. INSPECT AND SERVICE AIR CLEANER Completed By: _____
7. TEST BATTERIES Completed By: _____
8. INSPECT AND SERVICE BATTERY CABLES Completed By: _____
9. CHECK IGNITION AND CHARGING SYSTEM Completed By: _____
10. INSPECT AIR AND HYDRAULIC LINES Completed By: _____
11. CHECK OIL SEALS, ENGINE FRONT AND REAR, TRANSMISSION
DIFFERENTIAL, WHEEL SEAL Completed By: _____
12. INSPECT MOTOR MOUNTS Completed By: _____
13. CHECK DRIVE LINE AND U-JOINTS Completed By: _____
14. CHECK EXHAUST SYSTEM Completed By: _____
15. CHECK SHOCKS AND BRACKETS Completed By: _____
16. CHECK STEERING SYSTEM COMPLETE: KING PINS, TIE ROD ENDS,
DRAG ROD, POWER STEERING SYSTEM Completed By: _____
17. INSPECT SPRINGS AND SHACKLE BOLTS Completed By: _____
18. CHECK CLUTCH AND ADJUST Completed By: _____
19. INSPECT ALL TIRES AND CHECK AIR PRESSURE Completed By: _____
20. ADJUST BRAKES Completed By: _____
21. LUBE COMPLETE CHASSIS Completed By: _____
22. ENGINE OIL AND FILTER CHANGE (PLUS OIL AND FILTERS) Completed By: _____
23. CHECK WHEEL STUDS AND NUTS Completed By: _____
24. TRANSMISSION CHECK:
STANDARD _____ AUTOMATIC _____ Completed By: _____
25. ROAD TEST – CHECK ALL GUAGES Completed By: _____