

BILL NO.: 21-1115

ORDINANCE NO.: 21-0500

INTRODUCED BY: COUNCIL MEMBER(S) WANDRICKSON

1 AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN
2 PRODUCTS AND SERVICES FOR ON-CALL CARPENTRY SERVICES 2020,
3 DEPARTMENT OF PUBLIC WORKS.

4 WHEREAS, Pursuant to Ordinance 20-0479 Jefferson County, Missouri entered
5 into a Contract, known as the On-Call Carpentry Services 2020 Contract, with Boyer
6 Building & Design and Maxim Construction; and

7 WHEREAS, Jefferson County, Missouri, (hereafter, the "County") recommends
8 the renewal of the following bid awards at the same terms and conditions as previously bid,
9 as authorized by the original Invitation for Bid awarded by the County, for an additional
10 one-year term:

11 BID NAME

12 On-Call Carpentry Services 2020

13 AWARDED BIDDERS

14 Boyer Building & Design (A1)

15 Maxim Construction (A2)

16 ORDINANCE NUMBER

17 20-0479

18 WHEREAS, the Department of Public Works, Division of Facility Services of
19 Jefferson County, Missouri, requested renewal from the awarded bidder, Boyer Building

FILED

NOV 10 2021

KEN WALLER
COUNTY CLERK, JEFFERSON COUNTY, MO

1 & Design and Maxim Construction to renew the contract for the On-Call Carpentry
2 Services 2020 with the County; and

3 **WHEREAS**, the Department of Public Works, Division of Facility Services of
4 Jefferson County, Missouri, finds it is in the best interest of the County to renew the bid
5 award for On-Call Carpentry Services 2020 for the term of the date of approval to 11-6-22
6 with Boyer Building & Design and Maxim Construction with approval of the County
7 Council and County Executive up to **\$150,000.00 per term, for total amount not to**
8 **exceed \$150,000.00 for the term**, subject to budgetary limitations.

9 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL,**
10 **AS FOLLOWS:**

11 Section 1. The County authorizes the renewal of the bid awards for an
12 additional one-year term as follows:

13 BID NAME

14 On-Call Carpentry Services 2020

15 TERM

16 Date of approval to 11-6-22

17 Upon approval of the County Council and County Executive

18 AMOUNT

19 **Up to \$150,000.00 per term,**

20 **for total amount not to exceed \$150,000.00 for the term,**

21 subject to budgetary limitations

22 AWARDED BIDDER

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Boyer Building & Design (A1)

Maxim Construction (A2)

Section 2. The Jefferson County, Missouri, Council hereby authorizes the County Executive to execute a renewal agreement, attached hereto and incorporated herein by reference and attached as Exhibit A1-A2. The County Executive is further authorized to take any and all actions necessary to carry out the intent of this Ordinance.

Section 3. Copies of all Invitations for Bid, Requests for Proposals, responses thereto, and any contracts or agreements shall be maintained by the Department of the County Clerk consistent with the rules and procedures for the maintenance and retention of records as promulgated by the Secretary of State.

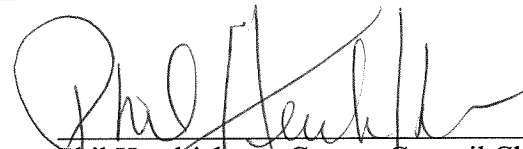
Section 4. This Ordinance shall be in full force and effect from and after its date of approval. If any part of this Ordinance is invalid for any reason, such invalidity shall not affect the remainder of this Ordinance.

THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:

Council Member District 1, Brian Haskins	<u>yes</u>
Council Member District 2, Renee Reuter	<u>yes</u>
Council Member District 3, Phil Hendrickson	<u>yes</u>
Council Member District 4, Charles Groeteke	<u>yes</u>
Council Member District 5, Tracey Perry	<u>yes</u>
Council Member District 6, Daniel Stallman	<u>yes</u>
Council Member District 7, Victoria James	<u>yes</u>

THE ABOVE BILL ON THIS 8 DAY OF November, 2021:

PASSED **FAILED**



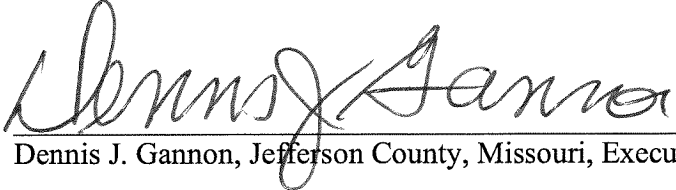
Phil Hendrickson, County Council Chair




Cherlynn Boyer, Council Executive Assistant

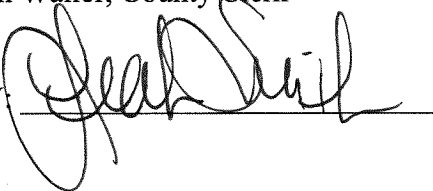
THIS BILL WAS X APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 10th DAY OF November, 2021.

THIS BILL WAS _____ VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF _____, 2021.

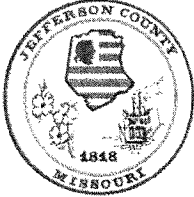

Dennis J. Gannon, Jefferson County, Missouri, Executive

ATTEST:


Ken Waller, County Clerk

BY: 

Reading Date: 11-08-2021



County of Jefferson

State of Missouri

Administration Center
729 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Dennis Gannon

County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

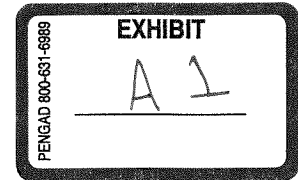
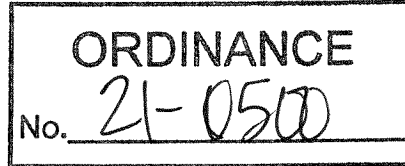
David Courtway - Director

Web Address: www.jeffcomo.org

Dana Downs
Human Resources Manager
(636)797-5563 / Fax (636)797-5596

Jackie Doyle
General Services/Contracts & Grants Manager
(636)797-5380 / Fax (636)797-5067

BOYER BUILDING & DESIGN
1701 TOWNE VIEW DR
DESOTO MO 63020



September 28, 2021

Attn: JOSH BOYER

Your company was awarded a bid for **“ON-CALL CAPENTRY SERVICES 2020”** for the County of Jefferson, Missouri in **November 2020**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions, subject to budgetary limitations, subject to approval by the County Council and County Executive. The new award dates shall be from **November 7, 2021 to November 6, 2022**.

PLEASE INCLUDE THE FOLLOWING ITEMS:

- 1) This executed renewal letter
- 2) Updated insurance certificates
- 3) Current paid tax receipts for any real or personal property owned in Jefferson County
OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
- 4) Company Name, Signature, Print, Company Address and Phone completed on next page.

Please sign and return as soon as possible if your company agrees to renew this contract.

Joshua Boyer
Printed Name of Authorizing Agent

[Signature]
Signature

10/28/21
Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5380.

Respectfully,

Jackie Doyle
Jackie Doyle
Department of Administrative Services

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 28 day of October 2021:

Boyer Bldg + Design Inc
Company Name

County of Jefferson, State of Missouri

[Signature]
Signature
Soshua Boyer
Print

[Signature]
Dennis J. Gannon County Executive

Company Address: _____

1701 Towne View Dr

DeSoto, MO 63020

Phone: 636-337-9119

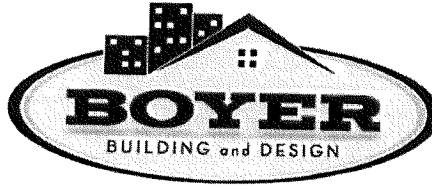
I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

[Signature]
County Auditor

APPROVED AS TO FORM

[Signature]
County Counselor

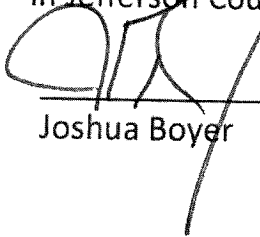
Joshua Boyer, President
1701 Towne View Dr.
DeSoto, MO 63020



Office: 636-337-9119
Cell: 314-809-9961
Email: boyerbldg@att.net

Affidavit of Real Estate Property

I, Joshua Boyer, President of Boyer Building & Design, Inc. does hereby
solemnly swear that Boyer Bldg & Design, Inc does not own any real estate property
in Jefferson County, nor owe any delinquent taxes on any personal property owned.

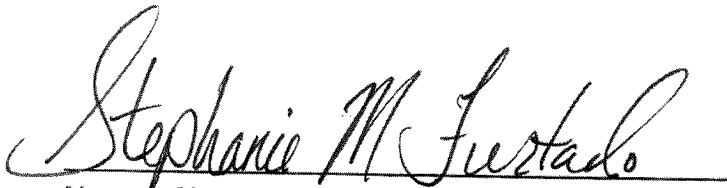


Joshua Boyer

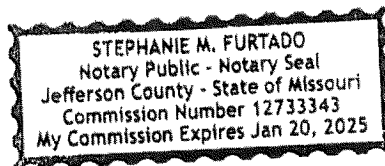
Subscribed and sworn to me this 29 of Oct 2021.

County of Jefferson

State of Missouri



Notary Signature





BOYEBUI-02

DYAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER JD Kutter Charles L. Crane Agency 100 N Broadway, Ste 900 Saint Louis, MO 63102	CONTACT NAME: Dyan Lewis PHONE (A/C, No, Ext): (314) 444-4949 FAX (A/C, No): E-MAIL ADDRESS: dyan@jdkutter.com														
INSURED Boyer Building & Design, Inc. 1701 Towne View Dr. DeSoto, MO 63020	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Cincinnati Insurance Company</td> <td style="text-align: center;">10677</td> </tr> <tr> <td>INSURER B : Missouri Employers Mutual Ins.</td> <td style="text-align: center;">10191</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Cincinnati Insurance Company	10677	INSURER B : Missouri Employers Mutual Ins.	10191	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			ENP0632521	10/18/2021	10/18/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ENP0632521	10/18/2021	10/18/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			ENP0632521	10/18/2021	10/18/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	MEM202321905	10/18/2021	10/18/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
GENERAL INSURANCE REQUIREMENTS

CERTIFICATE HOLDER *TO WHOM IT MAY CONCERN*	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Joel Karsten
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County of Jefferson

State of Missouri

Administration Center
729 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Dennis Gannon

County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

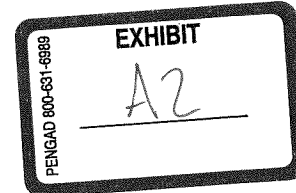
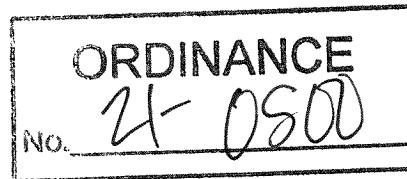
David Courtway - Director

Web Address: www.jeffcomo.org

Dana Downs
Human Resources Manager
(636)797-5563 / Fax (636)797-5596

Jackie Doyle
General Services/Contracts & Grants Manager
(636)797-5380 / Fax (636)797-5067

MAXIM CONSTRUCTION
PO BOX 11
BISMARCK MO 63624



September 28, 2021

Attn: CONTRACTS

Your company was awarded a bid for **“ON-CALL CAPENTRY SERVICES 2020”** for the County of Jefferson, Missouri in **November 2020**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions, subject to budgetary limitations, subject to approval by the County Council and County Executive. The new award dates shall be from **November 7, 2021 to November 6, 2022**.

PLEASE INCLUDE THE FOLLOWING ITEMS:

- 5) This executed renewal letter
- 6) Updated insurance certificates
- 7) Current paid tax receipts for any real or personal property owned in Jefferson County
OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
- 8) Company Name, Signature, Print, Company Address and Phone completed on next page.

Please sign and return as soon as possible if your company agrees to renew this contract.

Mary Beth Peacock
Printed Name of Authorizing Agent

Mary Beth Peacock
Signature

10-4-21
Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5380.

Respectfully,

Jackie Doyle
Jackie Doyle

Department of Administrative Services

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2021:

Maxim Construction, Inc.
Company Name

County of Jefferson, State of Missouri

Mary Beth Peacock
Signature
Mary Beth Peacock
Print

Dennis J. Gannon
Dennis J. Gannon County Executive

Company Address: PO Box 11
Bismarck, MO 63624

Phone: 314-481-4111

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

Kristy W. Appell
County Auditor

APPROVED AS TO FORM

[Signature]
County Counselor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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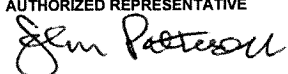
PRODUCER J.W. Terrill, a Marsh & McLennan Agency LLC Co 825 Maryville Centre Drive Suite 200 Chesterfield MO 63017	CONTACT NAME: Ryan Mueller		
	PHONE (A/C, No, Ext): 314-594-5944	FAX (A/C, No): 888-307-1561	
E-MAIL ADDRESS: ryan.mueller@marshmma.com			
INSURED Maxim Construction, Inc. PO Box 11 Bismarck MO 63624	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Amerisure Insurance Company		19488
	INSURER B : Amerisure Mutual Insurance Company		23396
	INSURER C : Midwest Builders' Casualty Ins. Co.		13126
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** 1212954952 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPP20570181301	9/22/2021	9/22/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CA20570171301	9/22/2021	9/22/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CU20570191302	9/22/2021	9/22/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC10000032012021A	9/22/2021	9/22/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equipment			CPP20570181301	9/22/2021	9/22/2022	Limit: \$100,000 Deductible: \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: On-call carpentry services - County of Jefferson, Various Projects during the Calendar year of 2020

CERTIFICATE HOLDER County of Jefferson State of Missouri 725 Maple Street PO Box 100 Hillsboro MO 63050	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



PO BOX 11 BISMARCK, MO 63624
PHONE: 314-481-4111 FAX: 314-664-5111

October 4, 2021
COUNTY OF JEFFERSON
ADMINISTRATION CENTER
729 MAPLE STREET
PO BOX 100
HILLSBORO, MO 63050

This letter is to inform the County of Jefferson that Maxim Construction, Inc. does not own any real or personal property in Jefferson County.

If you have any questions, please contact me at 314-481-4111.

Sincerely,

Mary Beth Peacock
Maxim Construction, Inc.
Administrative Manager

THE STATE OF MISSOURI

COUNTY OF ST. FRANCOIS

On this 4 day of Oct in the year 2021, before me, a Notary Public in and for the said state, personally appeared Mary Beth Peacock (name of individual), known to me to be the person who executed the within letter (type of document), and acknowledged to me that he/she executed the same for the purpose therein stated.

Notary Public

Seal

