



REQUEST FOR PROPOSALS

RFP# 080712

Building Inspection and Plan review Services

CITY OF OAKLAND PARK
FINANCIAL SERVICES/PURCHASING DIVISION
3650 NE 12 AVE
OAKLAND PARK, FL. 33334
PHONE: 954-630-4256
EMAIL: maggiet@oaklandparkfl.org

SECTION I
INSTRUCTIONS TO PROPOSERS

1. GENERAL: The following instructions are given for guiding proposers in properly preparing their proposals.
For information concerning procedures for responding to this Request for Proposal (RFP), contact Maggie Turner, at the phone number or email address listed on the title page of the document. Proposal documents are available for download via demandstar.com. Vendors who obtain specifications and plans from sources other than the City or DemandStar.com are cautioned that the bid package may be incomplete. All addendums, tabulations, and awards will be posted and disseminated by DemandStar.
2. SCOPE OF WORK: The City of Oakland Park is seeking the services of an experienced and qualified proposer with demonstrated expertise to provide building inspection and plan review services.
3. ADDITIONAL INFORMATION, QUESTIONS, INTERPRETATIONS, INCONSISTENCIES AND ADDENDA: Requests for additional information or questions, must be made in writing, to Maggie Turner, Purchasing Specialist, via email at maggiet@oaklandparkfl.org or fax to 954-630-4265. Additional information will only be transmitted via a written addendum.
4. DEVELOPMENT COSTS: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.
5. INSURANCE REQUIREMENTS: The proposer will be required to furnish evidence of the following insurance coverages by a licensed Florida Company that has at least a "BEST" rating of "A."
 - A. Without limiting any of the other obligations or liabilities of proposer, proposer will provide, pay for and maintain in force until all of its work to be performed under this contract has been completed and accepted by City (or for such duration as is otherwise specified after this), the insurance coverages set forth herein.
 - B. Workers compensation insurance to apply for all employees of the contractor, sub contractors, and the contractor's architect and/or engineer meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws. In addition, the policy(s) must include: Employers' liability with a minimum limit of one hundred thousand dollars (\$100,000) each accident.
 - C. Comprehensive General Liability with minimum limits of one million dollars (\$1,000,000) per occurrence combined single limits for bodily injury liability and property damage liability;

- D. Personal Injury Coverage with employee and contractual exclusions removed with minimum limits of coverage equal to those required for bodily injury liability and property damage liability;
- E. Business automobile liability with minimum limits of five hundred thousand dollars (\$500,000) per occurrence combined single limits for bodily injury liability and property damage liability.
- F. The City is to be expressly included as an "Additional Insured" in the name of "City of Oakland Park" with respect to liability arising out of operations performed by City by or for proposer; or acts or omissions of City concerning general supervision of such operation.
- G. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days notice of cancellation and/or restriction.
6. PROOF OF CARRIAGE OF INSURANCE: The proposer will furnish to Maggie Turner, Purchasing Office, Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but will also refer specifically to this contract and will state that such insurance is as required by this contract.
7. PROPOSER'S EXPERIENCE RECORD: The City will have the right to investigate the financial condition, experience record, and equipment of each proposer and determine to its satisfaction the competency of each to undertake the project. The proposer will submit documentation concerned with the past performance and integrity of a contractor/developer. Accordingly, proposer should provide information as to any of the following: (a) bankruptcy, (b) mortgage foreclosures; (c) previous or pending litigation and (d) restrictions, restraints or impositions imposed by federal or state regulatory agencies such as Federal Housing Administration, Securities and Exchange Commission, etc., that apply to the contractor/developer.
8. NON- APPROPRIATION OF FUNDS: In the event no funds or insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for payments due under the contract, then the City, upon written notice of such occurrence, shall have the unqualified right to terminate the contract without any penalty or expense to the City.
9. POSTPONEMENT OF DATE FOR SUBMITTING PROPOSALS: The City reserves the right to extend the date for the receipt of proposals and will give ample notice of any such postponement to each prospective proposer.
10. CONTRACT AWARD: The City anticipates entering into a contract with the proposer who submits the proposal judged by the City to be most advantageous. The City anticipates awarding one contract but reserves the right to award more than one if in its best interests to do so.

The proposer understands that this RFP does not constitute an offer or a contract with the CITY. A contract shall not be deemed to exist and is not binding until proposals are reviewed and accepted by appointed staff, the best proposal has been identified, negotiations with the Proposer have been authorized by the appropriate level of authority within the City, an agreement has been approved, and executed by parties and by the appropriate level of authority within the City.

In the event the parties are unable to negotiate terms acceptable to the City, the City may determine to accept the offer of the second most responsive and responsible Proposer determined by the selection committee, or it may resolicit proposals. The City reserves the right to reject all proposals, to waive non-material, technical variances or infirmities in the proposal, to abandon the project or to solicit and re-advertise for other proposals. The City may in its discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

11. RIGHT TO WAIVE AND REJECT: The City, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the City, to complete or perform a City of Oakland Park contracted project in a timely fashion or has failed in any other way, in the opinion of the City, to perform a prior contract in a satisfactory manner, and has directed the City of Oakland Park Purchasing Manager to emphasize this condition to potential proposers.

There is no obligation on the part of the City to award the proposal to the lowest proposer, and the City reserves the right to award the proposal to proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of the City, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. The City of Oakland Park shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

The City of Oakland Park reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgement will best serve the interest of the City.

The City specifically reserves the right to reject any conditional proposal and will normally reject those which made it impossible to determine the true amount of the proposal. Each item must be proposed separately and no attempt is to be made to tie any item or items to any other item or items.

12. DISQUALIFICATION OF PROPOSERS: Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

- A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
- C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the City until such participant shall have been reinstated as a qualified proposer.
- D. Uncompleted work which in the judgment of the City might hinder or prevent the prompt completion of additional work if awarded.
- E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- F. Default under previous contract.

13. NONDISCRIMINATION EQUAL EMPLOYMENT OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT Contractor shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement. Contractor shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by this Agreement, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, contractor shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship) and accessibility.

Contractor's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 162), gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully used as a basis for service delivery.

Contractor shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 162) in performing any services pursuant to this Agreement.

14. PROPOSAL SUBMISSION DEADLINE AND OPENING Sealed proposals will be received by the City Clerk's Office, City of Oakland Park, 3650 NE 12 Ave., Oakland Park, Florida until 2:30 PM, EST, August 7, 2012 . The proposals will be opened and read aloud shortly thereafter. One (1) electronic CD copy, one (1) original and five (5) copies of proposals must be presented in a sealed envelope and identified with the following information: **“RFP#080712 Inspection Services”**. The City of Oakland Park reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, to award only portions of the project, to award to multiple contractors, or take any similar actions that may be deemed to be in the best interests of the City.

SECTION II
OVERVIEW / SCOPE OF WORK

1. GOALS The City wishes to achieve the following objectives with the Request for Proposal:
 - A. Insure the availability of personnel providing plan review and inspection tasks on a daily basis to guarantee prompt, efficient services to all clients.
 - B. Also to insure the availability of extra personnel if and when required in the case of emergencies.
2. SCOPE OF SERVICES The City of Oakland Park is seeking proposals from qualified and experienced Applicants to provide quality inspection and plan review services on an as needed basis to the Building Department.
 - A. The proposal should include an hourly fee schedule for inspectors, plan reviewers and chiefs for structural, electrical, plumbing, mechanical, and a Building Official.
 - B. The proposal shall clarify that the City of Oakland Park works a full 40 hour week and does not expect to pay for lunch time or travel time but should address overtime conditions and rates.
 - C. The City is unable to predict the workload that the Applicant will have to perform as the amount of development and redevelopment can fluctuate.
 - D. The successful Applicant(s) shall be an independent contractor(s). The individuals assigned to work for the City shall be employees of Applicant and shall be subject to the written approval by the City. Neither the Applicant nor Applicants employees shall be City employees.
 - E. The successful Applicant(s) shall execute a written contract with City for approval by the City Commission.
 - F. The City will provide office space for personnel employed by the successful applicant assigned to City work at the City's municipal facilities.
3. INSPECTION AND PLAN REVIEW SERVICES Inspection and plan review services shall be conducted under all applicable federal, state and local laws, rules, regulations, directives, codes and ordinances. For each discipline, the successful Applicant(s) shall provide, or be able to provide, a minimum of two (2) persons with all applicable licenses and certifications required pursuant to Florida Statutes, Broward County regulations, and all applicable law. All personnel performing services pursuant to this RFP shall have at least three (3) years experience in their respective disciplines or more as may be specifically provided herein.
4. QUALIFICATIONS The Applicant(s) shall provide evidence of successful experience in providing Plan Review and Inspection Services to other local government entities in the State of Florida. A summary of the Applicants contracts for comparable work shall be provided. The summary shall show the name of the government entity, description of the services provided, dates of service and term of contract, rates and fees, and the name, phone number and email address of the person employed by that local government entity that oversees the Applicant's work.

5. RESPONSIBILITIES Responsibilities of the Applicant(s) shall include but not be limited to the following:
- A. Review construction plans for issuance of building permits under the Florida Building Code, including applications for all required certificates, licenses and registrations. Plans review and inspection services shall include, but not be limited to, building, roofing, mechanical, HVAC, plumbing, structural and electrical, as well as providing all administrative documentation as required by governmental entities having jurisdiction and the City.
1. Review applications and plans for compliance with submittal requirements, including contractor's licensing and other agency approvals.
 2. Route plans to other appropriate staff for compliance and regulatory reviews and comments.
 3. Contact and/or respond to contractor, applicant, architects, engineers, and citizens about construction projects, code questions, and other concerns related to the plan review and/or inspection process.
 4. Inspect and monitor permitted construction within City limits, for compliance with applicable building codes, City codes and ordinances, and permitted plans and specifications.
 5. Generally perform inspections between 7:30am and 4:30pm, Monday through Friday. The Applicant may perform inspections in off-hours upon request and charge additional fees for that service, based on hourly rates for the different inspection disciplines as shall be outlined in the response to this RFP. The Applicant(s) shall be compensated for that off-hours work in accordance with the hourly rates established in the contract between the City and the Applicant(s).
 6. Maintain records of inspections and investigations on forms and in formats approved by the City.
 7. Provide and enter data into a software application provided and maintained by the City that processes, tracks and monitors permit, plan review, and inspection activity, contains plan review comments and approvals, schedules pending and daily inspections, records date of C.O.
- B. Perform these duties during normal business hours or as may be altered by mutual agreement.
- C. Applicant(s) staff shall also be available when necessary to attend and give testimony at hearings before the Code Magistrate, Unsafe Structures Board, or Board of Adjustment, or other legal or quasi-judicial proceedings at the agreed upon compensation rates.
6. EMERGENCY SITUATIONS During a declared emergency Applicant(s) shall:
- A. Be responsible for helping conduct initial damage assessment and safety inspections in coordination with the Municipal Services, BSO and Fire Departments and the Code Enforcement section of the Engineering and Community Development Department.

B. Work with the City during post disaster times, in restoring Plan Review and Inspection Services pursuant to the FBC, executive orders of the Governor, and other applicable law.

C. Provide personnel to assist with damage assessment teams.

D. Assist in duties and record keeping as required to obtain local, state and federal relief and reimbursement as applicable.

E. Be able to provide personnel in each discipline who shall be able to respond within one (1) hour (24 hours /day/7 days/ week) to any type of emergency call –out by the City Manager, Building Official, Fire Marshall, BSO or any authorized City representative.

7. PERFORMANCE A minimum of 90% of inspections shall be performed within twenty four (24)hours of request or the next business day after the request is made on a Friday, a weekend day, or the day before a designated holiday, provided that the inspection request was made no later than 3:00 p.m. on the business day prior to the date requested.

In the event an inspection cannot be done within the above-referenced 24 hour window, the Applicant(s) shall notify the contractor by 5 p.m. on the day that the inspection was to have been done that the inspection will be rolled over to the following day. Rolled-over inspections must be given priority the following business day and be completed by noon of that following day unless the contractor requests that the inspection be done after noon.

The Cities Building Official will oversee the work of the Applicant's employees, including the right to accompany and observe inspectors on their inspections and review the work of the plan reviewers.

8. APPROVAL OF PERSONNEL Assignment of the Applicants personnel to the Cities work is subject to written approval of the Building Official. In addition, the Building Official shall have the right to request the removal of specific personnel assigned by the Applicant to the Cities work, which request shall not be arbitrary or capricious. Such requests must be submitted to the Applicant(s) in writing and the Applicant(s) shall comply with the request within ten (10) working days or more quickly at the request of the City if the reason for the request warrants more urgent action.

9. EQUIPMENT The Applicant shall provide, maintain, and insure in accord with City requirements, the vehicles necessary to perform the services set forth in this RFP. All such vehicles shall be kept well maintained, clean, free of damages, and in safe operating condition.

All Applicant personnel shall have a City ID badge visible on their person, and be equipped with a cellular telephone. A list of all cellular telephone numbers of Applicant's personnel assigned to the City shall be submitted to the City Clerk's Office with copies to Director of ECD and the Building Official upon execution of a contract between the Applicant(s) and the City and that list shall be updated and provided to the City on a regular basis.

10. COMPENSATION The City will pay the selected Applicant(s) monthly in accordance with the Florida Prompt Payment Act. Payment, or a portion of payment, may be withheld for failure of

the Applicant(s) to comply with the terms, conditions or requirements of the contract. Undisputed amounts shall be paid. The contract shall provide for mediation of disputed amounts.

The Applicant(s) shall present an itemized bill to the City for Services Rendered on a monthly basis. The bill shall include all names of employees providing services during said month and also show dates And hours for each date as well as the totals.

SECTION III PROPOSAL SUBMITTALS

For the proposal to be considered, one (1) electronic CD copy, one (1) original **marked “ORIGINAL”**, and five (5) copies of the proposal must be received in the City of Oakland Park, City Clerk’s Office, on or before 2:30 P.M. August 7, 2012.

Proposers shall include the following information in their proposal document and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

TAB 1

Title Page: Title Page shall show the request for proposal’s subject, title and proposal number; the firm’s name; the name, address and telephone number of a contact person; and the date of the proposal.

TAB 2

Summary of Qualifications: Provide a brief history of the firm. Indicate the firm’s background in providing these services to governmental entities. Provide a description of the Offerer’s ability to meet the requirements of the RFP. Indicate members of the firm who will have primary responsibility for the City’s contract.

TAB 3

Proposed Cost: All costs associated with delivering the requested services shall be detailed. This proposal should include an hourly fee schedule for inspectors, plan reviewers and chiefs for structural, electrical, plumbing, mechanical, and a Building Official.

TAB 4

Attachments: Additional information, which the Offeror feels will assist in the evaluation should be included.

Additional Required Proposal Submittal Forms, Addenda Acknowledgements (if applicable), Proposal Form, Public Entity Crime Form, Non Collusion Affidavit, copy of Business Tax Receipt.

SECTION IV
TIME LINE/ EVALUATION AND SELECTION PROCEDURES

REQUEST FOR PROPOSAL TIME LINE The **anticipated** schedule for this RFP is as follows; all dates are tentative and subject to change.

Proposal Issue Date	July 10, 2012
Deadline for Questions/ Additional Info	July 20, 2012 (4:00 PM EST)
Addendum Issued (if necessary)	July 24, 2012
Proposals Due	August 7, 2012 (2:30 PM EST)
Recommendation of award to Commission	Sept. 5, 2012
Contract start date	Oct. 1, 2012

EVALUATION PROCEDURE All proposals will be subject to a review and evaluation process. It is the intent of the City that all Proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible proposals received in its evaluation and award process.

The City's evaluation criteria will include consideration of, but will not be limited to the following:

- 1) Responsiveness of the proposal related to the Scope of Work;
- 2) The ability, capability and skill of the Proposer to perform the contract;
- 3) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- 4) The ability of the Proposer to provide future service for the use of the subject of the contract;
- 5) The sufficiency of the financial resources and ability of the Proposer to perform the contract or provide the commodities or service;
- 6) The character, integrity, reputation, judgment, experience and efficiency of the Proposer;
- 7) Professional licensure required when service of a skilled nature is required by law to perform such service and/or skill;
- 8) The quality of performance of previous contracts;
- 9) The previous and existing compliance by the Proposer with laws and ordinances relating to the contract;
- 10) The number and scope of conditions attached to the bid or proposal;
- 11) Responsiveness of client references;
- 12) Net costs; and
- 13) Such other information as may be secured.
- 14)

CRITERIA Firms submitting the required criteria will have their proposals evaluated and scored for qualifications and experience, quality of proposal, and cost. The following represent the principal selection criteria, which will be considered during the evaluation process. Criteria will be weighted based on 100% of total value.

Qualifications & Experience	40%
• Background & history of firm	

- Proposer firm's experience
- Experience of key individuals who are assigned to City's project
- Location / availability of key staff persons assigned to the project
- References from previous clients of similar engagements

Proposal Cost 40%

Quality of Proposal 20%

- Completeness of Proposer's submittal
- Degree to which it complies with all the requirements and requests for information

During the evaluation process and at the sole discretion of the City, requests for clarification of one or more Proposer submittals may be conducted. This request for clarification may be performed by the City in a written format, or through scheduled oral interviews. Such clarification request will provide Proposers with an opportunity to answer any questions the City may have on a Proposer's submittal.

SELECTION PROCESS In general, the City wishes to avoid the expense to the City and to Proposers of unnecessary oral interviews. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If no top-ranked firm(s) can be clearly identified by review of the written submittals alone, then the City may schedule the top ranked firm(s) for oral presentations/interviews and may award contracts to multiple firms.

SECTION V
PROPOSAL FORMS

RFP # 080712

The undersigned hereby declares that after examining the Proposal Documents, does hereby submit a response to the proposal and warrants that:

- a. She/He is an officer of the organization.
- b. She/He is authorized to offer a proposal in full compliance with all requirements and conditions, as set forth in the RFP.
- c. She/He has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed, and the requirements and conditions under which the work is to be performed.

Authorized Signature

Printed Name & Title

Company Name

Company Address

City, State, Zip Code

Date

Phone Number

Email Address

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON THE PUBLIC ENTITY CRIMES (To be signed in the presence Of a notary public or other officer authorized to administer oaths.)

STATE OF _____ COUNTY _____

Before me, the undersigned authority, personally appeared, who, being by me first duly sworn, made the following statement:

Name of Proposer _____

Business address _____

I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any such agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that “convicted” or “conviction” is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

I understand that “affiliate” is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

Please mark the appropriate paragraph below:

_____ Neither the proposer, contractor, nor any officer, director, executive, partner, shareholder, employee member or agent who is active in the management of the proposer or contractor nor any affiliate of the proposer or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

_____ There has been a conviction of a public entity crime by the proposer or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the proposer or contractor who is active in the management of the proposer or contractor or an affiliate of the proposer or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement

Proposer's Signature

Sworn to and subscribed before me on this _____ day of _____, 20__

(affix seal)

Notary Public Signature

NON-COLLUSION AFFIDAVIT

By submission of this affidavit, the proposer certifies that this proposal is made independently and free from collusion. Proposer shall disclose below, to the best of its knowledge, any City of Oakland Park officer or employee, or any spouse, son, daughter, stepson, stepdaughter, or parent of any such officer or employee, who is an officer or director of, or has a material interest in, the proposer's business who is in a position to influence this procurement. Any City of Oakland Park officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he or she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if he or she otherwise stands to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Oakland Park Code of Ordinances.

NAME

RELATIONSHIPS

NONE: _____

Signature of Proposer

Sworn to and subscribed before me on this ____ day of _____, 20__

(affix seal)

Notary Public Signature

