Construction of Lower Wyandotte Road and Monte Vista Avenue SRTS Project Federal Aid Project No.: SRTSF-5912(078) County Project No. 23521-2007-1 Bid Due: July 29th, 2010, 10:00 A.M.

#### (DO NOT DETACH)

### PROPOSAL TO THE DEPARTMENT OF PUBLIC WORKS COUNTY OF BUTTE

#### **FOR**

#### CONSTRUCTION OF LOWER WYANDOTTE ROAD AND MONTE VISTA AVENUE SRTS PROJECT

Name of Bidder:

Business Address:	
City, State, Zip:	
Business Telephone No:	
Contractor License No.:	
To the Department of Public Works of Butte County:	
The work to be done and referred to herein is located within the Coat the intersection of Lower Wyandotte Road and Monte Vista Avaccordance with the Special Provisions (including the payment of rates set forth therein) and the contract annexed hereto and also it Plans" and the "Standard Specifications" for the State of Californi dated May 2006, the "Labor Surcharge and Equipment Rental Rates accomplished, and the "General Prevailing Wage Rates" of the Depthe minimum wage rates for this project as predetermined by the Provisions, whichever is the higher rate.	renue, and shall be constructed in not less than the minimum wage in accordance with the "Standard ia, Department of Transportation, i" in effect on the date the work is partment of Industrial Relations on
The undersigned, as bidder, declares that the only persons or part principals are those named herein; that this proposal is made without firm or corporation; that he has carefully examined the location specifications, and he proposes, and agrees if this proposal is accept County of Butte to provide all necessary machinery, tools, apparatus and to do all the work and furnish all the materials specified in the prescribed, and according to the requirements of the Engineer as the in full payment therefore an amount based on the unit prices specifiems of work, the total value of said work as estimated herein being	at collusion with any other person, of the proposed work, plans and oted, that he will contract with the s and other means of construction, the contract in the manner and time trein set forth and that he will take affied herein below for the various
\$and the following being (insert total price)	g unit prices bid to wit:

# BID SCHEDULE Schedule of Prices for Construction of the Lower Wyandotte Road and Monte Vista Avenue SRTS Project, County Project No. 23521-2007-1

# BID SCHEDULE "A" Reimbursable Items of Work under Federal Aid Project No. SRTSF-5912(078) for Construction of Improvements on Monte Vista Avenue

Item	Monte Vista Avenue SRTS	Unit of	Estimated	Item Price	Total In
No.	Item Description	Measure	Quantity	In Figures	<b>Figures</b>
A1	Clearing and Grubbing	LS	1		
A2	Traffic Control	LS	1		
A3	Develop Water Supply	LS	1		
A4	Construction Site Management	LS	1		
A5	Storm Water Pollution Prevention Plan (SWPPP)	LS	1		
A6	Pavement Grinding	LS	1		
A7	Final Erosion Control (Type D)	LS	1		
A8	Roadway Excavation	CY	865		
A9	Aggregate Base (Class 2)	TON	1,113		
A10	Asphalt Concrete (Type A, 1/2" Max., Med. Grading)	TON	510		
A11	Asphalt Concrete-Miscellaneous Areas	SY	30		
A12	Liquid Asphalt (Prime Coat)	TON	5		
A13	Sand Cover	TON	10		
A14	35" x 24" Corrugated Steel Pipe Arch (CSPA)	LF	48		
A15	35" x 24" (CSPA) Flared End Section	EA	1		
A16	48" Dia. Reinforced Concrete Pipe (RCP)	LF	24		
A17	5-Foot Dia. Manhole (Butte Co. Std S-19)	EA	1		
A18	Rip-Rap Protection ¼ ton (Method A)	Ton	24		
A19	Slurry Cement/Cobble Rip Rap Protection	CY	1		
A20	Type GOL Drainage Inlet (Caltrans D-72)	EA	1		
A21	Minor Concrete (Modified Caltrans D89 Headwall )	CY	5		
A22	Concrete Driveway Approaches (Butte Co. Std S-3)	SF	1,696		
A23	Concrete Driveway Aprons – (4" Thickness)	SF	1,970		
A24	Concrete Pedestrian Ramp (Type "B")	EA	2		
A25	Concrete Curb & Gutter (Butte Co. Std S-1)	LF	1,270		
A26	Concrete Sidewalk (4" thickness)	SF	3,320		
A27	Sidewalk Under Drain	EA	2		
A28	4" Thermoplastic Traffic Stripe	LF	2,780		
A29	Thermoplastic Pavement Markings	SF	513		
A30	Pavement Markers (Retro-Reflective)	EA	121		
A31	Adjust Manhole Covers to Grade	EA	4		
A32	Adjust Water Valves to Grade	EA	1		
A33	Adjust SS Cleanouts to Grade	EA	3		
A34	Adjust Monument Wells to Grade	EA	3		
A35	Fencing – Chain Link (4-Foot High)	LF	29		
A36	Fencing – Chain Link (6-Foot High)	LF	144		
A37	Fencing – WM Modified (5-Foot High)	LF	421		
A38	Fencing – (Temporary)	LF	421		
A39	Temporary Straw Mulch	SY	1500		

A40	Temporary Fiber Roll	LF	150	
A41	Street Sweeping	LS	1	
A42	Wind Erosion Control	LS	1	
	SUBTOTAL BID ITEMS A1THROUGH A42			\$

# BID SCHEDULE "B" Reimbursable Items of Work under State Funded Project No. SRTSL-5912(080) for Construction of Improvements on Lower Wyandotte Road

Item		Unit of	Estimated	Item Price	Total In
No.	Item Description	Measure	Quantity	In Figures	<b>Figures</b>
B1	Clearing and Grubbing	LS	1		
B2	Traffic Control	LS	1		
В3	Develop Water Supply	LS	1		
B4	Construction Site Management	LS	1		
В5	Storm Water Pollution Prevention Plan (SWPPP)	LS	1		
В6	Pavement Grinding	LS	1		
В7	Final Erosion Control (Type D)	LS	1		
В8	Traffic Signal Conduit, Detector Loops, & Pull Box				
	Installation	LS	1		
В9	Roadway Excavation	CY	1,235		
B10	Aggregate Base (Class 2)	TON	3,408		
B11	Asphalt Concrete (Type A, 1/2" Max., Med. Grading)	TON	752		
B12	Asphalt Concrete-Miscellaneous Areas	SY	30		
B13	Liquid Asphalt (Prime Coat)	TON	7		
B14	Sand Cover	TON	23		
B15	Flap Valve	EA	1		
B16	18" Dia. Corrugated Metal Pipe (CMP)	LF	34		
B17	18" Dia. (CMP) Flared End Section	EA	1		
B18	15" Dia. Reinforced Concrete Pipe (RCP)	LF	77		
B19	15" Dia. Reinforced Concrete Flared End Section	EA	1		
B20	24" Dia. Reinforced Concrete Pipe (RCP)	LF	660		
B21	24" Reinforced Concrete Flared End Section	EA	1		
B22	30" Dia. Reinforced Concrete Pipe (RCP)	LF	54		
B23	30" Dia. Equivalent Reinforced Concrete Arch Pipe	LF	438		
B24	48" Dia. Equivalent Reinforced Concrete Arch Pipe	LF	206		
B25	48" Dia. Equivalent Conc. Archpipe Flared End Section	EA	1		
B26	7-Foot Dia. Manhole (Jensen or Approved Equal)	EA	2		
B27	Slurry Cement/Cobble Rip Rap Protection	CY	5		
B28	Slurry Cement Backfill (Pipe Cover)	CY	104		
B29	Type GO Drainage Inlet (Butte Co Std S-8-B)	EA	1		
B30	Type GO Drainage Inlet (Butte Co Std S-8)	EA	4		
B31	Type GOL Drainage Inlet (Caltrans D-72 Modified)	EA	1		
B32	Concrete Driveway Approaches (Butte Co. Std S-3)	SF	770		
B33	Concrete Driveway Aprons – (4" Thickness)	SF	952		
B34	Concrete Pedestrian Ramp (Type "B")	EA	2		
B35	Concrete Pedestrian Ramp (Type "B"- Retrofit)	EA	4		
B36	Concrete Pedestrian Ramp (Caltrans Case "C")	EA	2		
B37	Concrete Curb & Gutter (Butte Co. Std S-1)	LF	1,274		

B38	Concrete Sidewalk (4" thickness)	SF	5,683			
B39	Sidewalk Under Drain	EA	2			
B40	Grind Concrete Sidewalk – (4-Foot Width) SF 40					
B41	Masonry Pillars	EA	4			
B42	4" Thermoplastic Traffic Stripe	LF	2,690			
B43	Thermoplastic Pavement Markings	SF	914			
B44	Pavement Markers (Retro-Reflective)	EA	123			
B45	Adjust Manhole Covers to Grade	EA	5			
B46	Adjust Water Valves to Grade	EA	9			
B47	Adjust Monument Wells to Grade	EA	1			
B48	Fencing – Chain Link (4-Foot High)	LF	634			
B49	Fencing – Chain Link (5-Foot High)	LF	159			
B50	Fencing – Chain Link (6-Foot High)	LF	84			
B51	Fencing – (Temporary)	LF	159			
B52	Temporary Straw Mulch	SY	1,500			
B53	Temporary Fiber Roll	LF	150			
B54	Street Sweeping	LS	1			
B55	1 0					
	SUBTOTAL BID ITEMS B1 THROUGH B55 \$					
	TOTAL BASE BID (BID SCHEDULES "A" AND "B") \$					
(SHOW TOTAL ON PAGE PF-1 AND CF-4)						

The Contract will be awarded to the lowest responsive, responsible bidder based on the Total Base Bid.

Bids are required for the entire work. The amount of the bid for comparison purposes will be the total of all items. The total of unit basis items will be determined by extension of the item price bid on the basis of the estimated quantity set forth for the item.

The bidder shall set forth for each item of work, in clearly legible figures, an item price and a total for the item in the respective spaces provided for this purpose. In the case of unit basis items, the amount set forth under the "Total" column shall be the extension of the item price bid on the basis of the estimated quantity for the item.

In case of discrepancy between the item price and the total set forth for a unit basis item, the item price shall prevail, provided, however, if the amount set forth as an item price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or is the same amount as the entry in the "Total" column then the amount set forth in the "Total" column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the item price.

As to lump sum items, the amount set forth in the "Total" column shall be the item price.

If this proposal shall be accepted and the undersigned shall fail to contract as aforesaid and to give the two bonds in the sums to be determined as aforesaid, with surety satisfactory to the Department of Public Works, within eight days, not including Sundays and legal holidays, after the bidder has received notice from the County Engineer that the contract has been awarded, the Department of Public Works may, at its option, determine that the bidder has abandoned the contract, and thereupon this proposal and the acceptance thereof shall be null and void and the forfeiture of such security accompanying this proposal shall operate and the same shall be the property of the County of Butte.

### (THE BIDDER'S EXECUTION ON THE SIGNATURE PORTION OF THIS PROPOSAL SHALL ALSO CONSTITUTE AN ENDORSEMENT AND EXECUTION OF THOSE CERTIFICATIONS, WHICH ARE A PART OF THIS PROPOSAL)

#### **EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The bidder, proposed
subcontractor, hereby certifies
that he has, has not participated in a previous contract or subcontract subject to the equal
opportunity clause, as required by Executive Orders 10925, 11114, or 11246, and that, he has filed
with the Joint Reporting committee, the Director of the Office of Federal Contract Compliance, a
Federal Government contracting or administering agency, or the former President's Committee on
Equal Employment Opportunity, all reports due under the applicable filing requirements.

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5 (Generally, only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.07(b)(1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

The Bidder shall list the name and address of each subcontractor to which the Bidder proposes to subcontract portions of the work, as required to be listed by the provisions in Section 8-1.01, "Subcontracting," of the Standard Specifications and the Special Provisions.

#### LIST OF SUBCONTRACTORS

Name and Address	Description of portion of work subcontracted
_	

### PUBLIC CONTRACT CODE SECTION 10162 QUESTIONNAIRE

In accordance with Public Contract Code Section 10162, the Bidder shall complete, under penalty of perjury, the following questionnaire:

### **QUESTIONNAIRE**

in the bidder, ever been disqualified, re	er, or any employee of the bidder who has a proprietary interest emoved, or otherwise prevented from bidding on, or completing oject because of a violation of the law or a safety regulation?
Yes	No
TO 1	

If the answer is Yes, explain the circumstances in the following space.

#### NON-COLLUSION AFFIDAVIT

(Title 23, United States Code Section 112 and Public Contract Code 7106)

#### To the County of Butte, Department of Public Works

In accordance with **Title 23**, **United States Code**, **Section 112** and **Public Contract Code 7106**, the bidder declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded or conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

#### PUBLIC CONTRACT SECTION 10232 STATEMENT

In accordance with **Public Contract code Section 10232**, the Contractor, hereby states under penalty of perjury, that no more than one final appealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board.

Note: The Equal Employment Opportunity Certification on page PF-4, the above statement, the Questionnaire on page PF-6 and the Non-Collusion Affidavit are part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of the Equal Employment Opportunity Certification, this Statement, Questionnaire, and Non-Collusion Affidavit.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

#### PUBLIC CONTRACT CODE SECTION 10285.1 STATEMENT

In accordance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the bidder
hereby declares under penalty of perjury under the laws of the State of California that the bidder
has, has not been convicted within the preceding three years of any offenses referred to in
that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation
of any state or federal antitrust law in connection with the bidding upon, award of, or performance of,
any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as
defined in Public Contract Code Section 1100, including the Regents of the University of California
or the Trustees of the California State University. The term "bidder" is understood to include any
partner, member, officer, director, responsible managing officer, or responsible managing employee
thereof, as referred to in Section 10285.1.

Note: The bidder must place a check mark after "has" or "has not" in one of the blank spaces provided.

The above Statement is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

#### DEBARMENT AND SUSPENSION CERTIFICATION

#### TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency
- Has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three years.
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgement rendered against it by a court of
  competent jurisdiction in any matter involving fraud or official misconduct within the past three
  years.

If there are any	v exceptions to	o this	certification.	insert the	exceptions	in th	e following	space.
II tiloto ato ati	, checpulons t	CILID	COLUMN	, illibolt tile	one operation		0 10110 11115	ppace.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

NOTES: Providing false information may result in criminal prosecution or administrative sanctions.

The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification

#### NON-LOBBYING CERTIFICATION FOR FEDERAL-AID CONTRACTS

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with it's instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000.00 and that all such subrecipients shall certify and disclose accordingly.

#### DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: 2. Status of Federal Action:	leral Action: 3. Report Type:
a. contract a. bid/offer/a	pplication a. initial
b. grant b. initial awa	
c. cooperative agreement c. post-award	E
d. loan	For Material Change Only:
e. loan guarantee	year quarter
f. loan insurance	date of last report
4. Name and Address of Reporting Entity	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
Prime Subawardee Tier, if known	
Tiel, ii kiiowii	
Congressional District, if known	Congressional District, if known
6. Federal Department/Agency:	7. Federal Program Name/Description:
o. Federal Department/Agency.	7. Federal Program Name/Description.
	CFDA Number, if applicable
8. Federal Action Number, if known:	9. Award Amount, if known:
10. a. Name and Address of Lobby Entity	b. Individuals Performing Services (including
(If individual, last name, first name, MI)	address if different from No. 10a)
	(last name, first name, MI)
(attach Continuation S	heet(s) if necessary)
	•
11. Amount of Payment (check all that apply)	13. Type of Payment (check all that apply)
\$ Actual planned	a. retainer
12. Form of Payment (check all that apply):	b. one-time fee c. commission
a. cash	d. contingent fee
b. in-kind; specify: nature	e deferred
value	f. other, specify
14. Brief Description of Services Performed or to be perf	
officer(s), employee(s), or member(s) contacted, for P	
(attach Continuation	n Sheet(s) if necessary)
15. Continuation Sheet(s) attached: Yes	No
<b>16.</b> Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance	Simulation.
was placed by the tier above when his transaction was made	Signature:
or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress	Print Name:
semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject	Title:
to a civil penalty of not less than \$10,000 and not more than	
\$100,000 for each such failure.	Telephone No.:Date:
	Authorized for Local Reproduction
Federal Use Only:	Standard Form - LLL

Standard Form LLL Rev. 09-12-97

### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of covered Federal action or a material change to previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for such payment or agreement to make payment to lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with a covered Federal action. Attach a continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence, the outcome of a covered Federal action.
- 2. Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last, previously submitted report by this reporting entity for this covered Federal action.
- 4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or sub award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Sub awards include but are not limited to subcontracts, sub grants and contract awards under grants.
- 5. If the organization filing the report in Item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
- 6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organization level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
- 7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
- 8. Enter the most appropriate Federal identifying number available for the Federal action identification in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant. or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
- 9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitments for the prime entity identified in item 4 or 5.
- 10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).
- 11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
- 12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
- 13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
- 14. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform and the date(s) of any services rendered. Include all preparatory and related activity not just time spent in actual contact with Federal officials. Identify the Federal officer(s) or employee(s) contacted or the officer(s) employee(s) or Member(s) of Congress that were contacted.
- 15. Check whether or not a continuation sheet(s) is attached.
- 16. The certifying official shall sign and date the form, print his/her name title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

SF-LLL-Instructions Rev. 06-04-90 <<ENDIF>>>