



DIVISION OF FINANCE



To: Honorable Mayor Jim Strickland

From: Kristie Hardy, Purchasing Agent

Date: November 2, 2023

Handwritten initials 'KH' and date '11/2/23' in a circle.

DOCUSIGN

Subject: Contract # 40819 - MEMPHIS SHELBY COUNTY SCHOOLS

Please find attached the above referenced contract for the Mayor's signature. This document does not require City Council approval.

Purpose: FY24 Negotiated/MOU For, use of pool equipment and lifeguards. Term: Execution thru June 24, 2024. Amount \$ 12.00 fee per swimming lane and per hour.

Type: New

Type Amount: \$

Financial Commitment: This is a unit price contract. Encumbrances are based on work orders issued .

M/WBE Participation Goal: 0.00%

M/WBE Participation Commitment: 0.00%

SBE-Only Bid: No

Contracting Authority: By Home Rule Amendment 1852, Section 14, BE IT FURTHER ORDAINED, That the power to contract (other than by franchise agreements) shall remain with the Mayor.

After approval, please return all documents to the Purchasing Department for further processing.

Should you have any questions, please advise.

Attachment

40819
FY:24



PURCHASING
CONTRACT CHECK-OFF SHEET

(To be attached to each file)

Division Parks MOU
 Requisition No. _____
 Request for Quote No. _____
 Purchase Order No. 40819
 Initials/Date LS 11/2/23

NEGOTIATED CONTRACT
 For: Use of pool, equipment and life guards.

Memphis Shelby County School

NEGOTIATED CONTRACTS	YES	NO	N/A
RFP Required			
Scoring criteria attached			✓
Does Purchasing have original proposals			✓
Check award recommendation information			✓
Check scope of services	✓		
Check term of contract/extension clauses	✓		
Check and enter Not To Exceed Amount	✓		
Check contract amount	✓		
Check source of funds/POETA	✓		
Check insurance requirements	✓		
Have you received tax exempt ruling letter from IRS or Memphis Shelby County Business Tax Receipt/License			
Copy of License & Establish Date - Shelby County 222-3059			
Check signatures	✓		
Copy of insurance/endorsement to clerk			N/A

Term: Execution thru June 30, 2024.

Amount: \$12.00 Fee per swimming lane and per hour.

Signature: Ⓟ

City of Memphis

TENNESSEE

JIM STRICKLAND
MAYOR

DIVISION OF MEMPHIS PARKS
NICK WALKER

From: Nick Walker, Director, Memphis Parks Division



To: Jim Strickland, Mayor

Via: Chandell Ryan, Chief Operation Officer

DATE: August 31, 2023

SUBJECT: Memphis-Shelby County School Interscholastic Athletic Association - MOU

Brief/Memo

1. Statement of Opportunity

The Division of Memphis Parks – Recreation Department desires to enter into an Agreement with Memphis-Shelby County Schools Interscholastic Athletic Association for pool access, use of equipment, and lifeguards at the Hickory Hill Community & Aquatic Center and Bickford Community and Aquatic Center.

2. Prior Memphis Parks Action

Prior to this current Memorandum of Understanding, there was an agreement for the rental of lanes and the provision of multiple recreation services through classroom and/or aquatic services for the 2021-2022 swim season.

3. EBO Participation

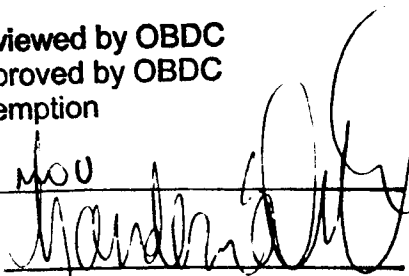
N/A. *Exemption - MOU.*

4. COO Action

The COO is requested to ask the Mayor to approve this contract.

- Reviewed by OBDC
- Approved by OBDC
- Exemption

Reason MOU

Sig/Date 

GT

10/31/23



TENNESSEE

JIM STRICKLAND
MAYOR

DIVISION OF MEMPHIS PARKS
NICK WALKER

From: Nick Walker, Director, Memphis Parks
To: Kristie Hardy, Purchasing Agent
DATE: October 4, 2023
SUBJECT: Memorandum of Understanding – Memphis Parks & Memphis Shelby County Schools

Brief/Memo

Memphis Parks has rented Aquatic facilities to Memphis Shelby County Schools for their swim meets and practice times in previous years, governed by an MOU. We desire to establish a new agreement between the two parties for the upcoming season. Insurance requirements have been obtained from Risk Management, and Legal has provided their approval of the draft MOU. We are seeking approval from Purchasing to enter into the updated MOU as drafted for pool rentals between Memphis Parks and Memphis Shelby County Schools.

DocuSigned by:
Director Nick Walker
D8C218091023402
Nick Walker,
Division Director – Parks Services

10/4/2023
Date

Approved By: Kristie Hardy
C01D1ED1CDECA2E
Kristie Hardy
Purchasing Agent

10/4/2023
Date



Pa



2 1

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Suppliers > Update MEMPHIS SHELBY COUNTY SCHOOLS - 200493: Business Classification

Certification

Last Certified By

TIP Date format example: 18-Oct-2023

...

Classification

- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Women Owned
- Women-owned small business eligible under the WOSB program

Applicable Minority Type



[Show directory information and instructions](#)

Search Parameters

CERTIFICATIONS

Minority Business Enterprise (MBE)
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

BUSINESS NAME/DBA

MEMPHIS SHELBY COUNTY SCHOOLS

Search Results

0 firms with 0 certifications found

Your search parameters did not return any matches. Click **Edit Parameters**, modify the information in the fields above and click **Search** Again.

[Entity Validation Processing](#) [Show Details](#)
Oct 31, 2023

[Planned Maintenance Schedule](#) [Show Details](#)
Apr 3, 2022


[See All Alerts](#)



[Sign In](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

[Search](#) All Words e.g. 1606N020Q02



Please sign in: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

[Sign In](#)

Select Domain
Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

[Simple Search](#)

[Search Editor](#)

- Any Words ⁽¹⁾
- All Words ⁽¹⁾
- Exact Phrase ⁽¹⁾

MEMPHIS SHELBY COUNTY SCHOOLS X

"MEMPHIS SHELBY COUNTY SCHOOLS" X

Entity

Location

Status

- Active
- Inactive

Reset



No matches found

Your search did not return any results for active records.

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City of Memphis **BID AND CONTRACT AGENDA SHEET**
FY 24

Original



1. Division: Memphis Parks Date: 10/26/2023

Division Contact Person: Morris Robinson Phone #: 901-636-4263
 Print Name

2. Contractor: Memphis-Shelby County School Improvement Authority (MSCSIAA) Address: 2501 Ketchum Rd
 City/State/ Zip Code: Memphis, TN 38104

Contractor's Contact Name: India Weaver Contractor's Email Address: www@msci12.org

3. BID REJECTION:

For purchase/construction of _____

Explanation of rejection _____

Request to Re-advertise _____

4. CONTRACT AWARD RECOMMENDATION: RFQ/RFP # _____ Vendor # _____

Check Box: Low Best* Only Negotiated

Contract Amount: _____

Purpose: MSCSIAA agrees to the collection of payments for the use of the pool, equipment, and lifeguards under the terms of the agreement

Special Instructions: _____

*Justification for rejection of low bids attached. (Attach a copy of bid tabulation)

5. CHANGE ORDER/AMENDMENT/ENCUMBRANCE/FINAL PAYMENT: Contract# _____ Expiration: _____

For: _____

Special Instructions: _____

6. Submit Invoices to:

Dept. Contact Person: Cleo Griffin Address: 2599 Avery Avenue

City/State/Zip Code: Memphis, TN 38112

<input type="checkbox"/>	Extension	Original Contract Amount	_____	Final Payment Due:	\$ _____
<input type="checkbox"/>	Change Order	Previous C. O. Total	_____		
<input type="checkbox"/>	Finally Close Contract	Prev. Amend./Encum. Toll	_____	Retainage:	\$ _____
<input type="checkbox"/>	Transfer to PO	C. O. #	_____	Attached	_____
<input type="checkbox"/>	Amendment				
<input type="checkbox"/>	Encumber	Encumbrance Amount	_____		
<input type="checkbox"/>	Unencumber	Adjusted Contract Amount	_____		

COST & SOURCE OF FUNDS

Type	Line #	Fund	Srv. Ctr	Account #	Project #	Task #	Award #	Amount
(1)	misc. professional services	0111	151603	052528				\$0.00
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								

Appropriating Resolution Attached.

Other Attachments

X

10/27/2023

10/26/2023

CHECKED & APPROVED BY

Approval

Date

G-T [Signature] 11/3/23

Director, ORDC Approval

Date

L Sherrod

Contract Analyst-Print

City Engineer Date

Division Director

Date

Director Nick Walker 11/13/2023

Chief Administrative Officer

[Signature] 11/13/23

Purchasing Agent/Purchasing Supervisor

Date

FUNDING/PURCHASING APPROVAL:

_____ Funds are available.

_____ Funds to be appropriated/transferred.

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN
THE CITY OF MEMPHIS, TENNESSEE AND MEMPHIS-SHELBY COUNTY
SCHOOL INTERSCHOLASTIC ATHLETICS ASSOCIATION

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into by and between the City of Memphis, Tennessee, a municipal corporation (the “CITY”) and **MEMPHIS-SHELBY COUNTY SCHOOLS INTERSCHOLASTIC ATHLETIC ASSOCIATION**, effective as of the date of execution.

RECITALS

WHEREAS, the City, through its Division of Parks – Recreation Department, owns and operates all City of Memphis community centers and aquatics centers; and

WHEREAS, Memphis-Shelby County Schools Interscholastic Athletic Association, is the structure in which all athletics of the City of Memphis and Shelby County schools operates; and

WHEREAS, City of Memphis Parks Division and Memphis-Shelby County Schools Interscholastic Athletic Association desires to enter into an agreement for pool access, use of equipment, and lifeguards at the Hickory Hill Community & Aquatic Center and Bickford Community Center & Aquatic Center (the “Facilities”); and

WHEREAS, City of Memphis Parks Division and Memphis Shelby County School Interscholastic Athletic Association agrees to all class details, supplies, and collection of fees for this agreement, herein attached as Addendum A.

WHEREAS, City of Memphis Parks Division and Memphis Shelby County School Interscholastic Athletic Association will use Addendum B for invoice purposes. All swimming teams will be required to sign in for each meet for this Agreement, using the attached Addendum B.

WHEREAS, the City and Memphis-Shelby County Schools Interscholastic Athletic Association desire to memorialize their agreements herein.

NOW THEREFORE, for and in consideration of the premises herein, the receipt and sufficiency of which are hereby acknowledged, the undersigned agree as follows:

1. **Term/Termination**. This MOU shall be effective from date of execution through **June 30, 2024**.
2. **Cancellation by Memphis Parks Division**. Memphis Parks reserves the right to cancel at any time, due to inadequate services, payment, or quality of services.

3. Compensation. Memphis-Shelby County Schools Interscholastic Athletic Association agrees to pay Twelve Dollars (\$12) (the "fee") per swimming lane and per hour to the Division of Parks - Recreation Department 2599 Avery Avenue; Memphis, Tennessee 38112-4897, Attn: Cleo Griffin/Memphis Parks Deputy Director. The completed Addendum B for each meet determines the invoice amount that will be due within thirty (30) days.
4. Notification. The Memphis Parks Division- Recreation Department reserve the right to increase fees for this service but will notify the Memphis-Shelby County Schools Interscholastic Athletic Association of any future increases for this agreement two months before the end of each fiscal year.
5. Authority in Community Centers and Aquatic Centers. Memphis Parks has complete and full control and management over all City of Memphis parks and community centers and aquatic centers within the City of Memphis, including decisions regarding maintenance, operations, closure, and capital projects.
6. Community Center and Aquatics Locations. The following locations have been identified as community centers and aquatic centers locations in which Memphis Parks will provide access, use of equipment, and lifeguards. Memphis-Shelby County Schools Interscholastic Athletic Association will provide coaches and swim meet directors. After the execution of this agreement, any necessary modifications to this listing must get the written consent of both parties and will be amended only in writing.
 - a. Hickory Hill Community Center / Hickory Hill Aquatics Center
 - b. Bickford Community Center / Bickford Aquatics Center
7. Notice. All notices given hereunder shall be in writing and shall be delivered via certified U.S. Mail, return receipt requested, postage prepaid to the following:
 - a. IF to CITY:

Memphis Parks
Attn: Cleo Griffin
2599 Avery Ave.
Memphis TN 38112
 - b. With copy to:

Chief Legal Officer/City Attorney
125 N. Main St. Room 336
Memphis, TN 38103

c. IF to Memphis-Shelby County Schools Interscholastic Athletic Association:
India Weaver
Director-Athletics
Memphis-Shelby County Schools Interscholastic Athletic Association
2601 Ketchum Rd
Memphis, TN 38104

8. Compliance: Memphis-Shelby County Schools Interscholastic Athletic Association agrees is assumed to be familiar with and shall comply with all federal, state, and local laws, ordinances, and regulations in performing any of its obligations under this Agreement.
9. Governing Law: This Agreement shall be interpreted in accordance with the laws of the State of Tennessee.
10. Nondiscrimination: Memphis-Shelby County Schools Interscholastic Athletic Association agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin shall be subject to discrimination in the performance of this Agreement.
11. Boycott of Israel. In connection with Tennessee Code Annotated Section 12-4-119, Contractor certifies that it is not currently engaged in nor will it engage in a boycott of Israel. For this purpose, a "boycott of Israel" shall mean engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken (i) in compliance with, or adherence to, calls for a boycott of Israel, or (ii) in a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. This provision is not applicable to contracts with a value less than \$250,000 or to companies with less than 10 employees.
12. Conflict of Interest: Memphis-Shelby County Schools Interscholastic Athletic Association warrants that no part of the funding provided hereunder shall be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor in connection with services to be performed relative to this Agreement.
13. Entire Agreement: This Agreement represents the entire agreement of the parties and there are no other promises or conditions in any other agreement, whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties. This

Agreement may be executed in one or more counterparts.

14. Amendment: This Agreement may be modified or amended only if made in writing and executed by both parties.
15. Assignment: This Agreement may not be assigned without the prior written consent of the City.
16. No Waiver: The failure of the City to enforce any provision or exercise a right under this Agreement shall not be considered a waiver. The express waiver of a provision shall be effective only in the specific instance, and as to the specific purpose, for which it was given in writing by the City.
17. Insurance. See insurance requirements attached hereto as Insurance Requirements for Memphis-Shelby County Schools Interscholastic Athletic Association and incorporated herein as if stated verbatim with the Agreement. Memphis-Shelby County Schools Interscholastic Athletic Association shall be responsible for all injuries or damages of any kind to persons or property resulting from its use of the Facilities.
18. Severability: Any provision of this Agreement that is prohibited, unforeseeable, or not authorized as a matter of law shall not invalidate or affect the remaining provisions.
19. Force Majeure: Memphis-Shelby County Schools Interscholastic Athletic Association shall not be deemed to be in breach or default hereunder for any delay, interruption, or cessation in the performance of its obligations under this Agreement where such failure or performance is the result of causes beyond the City's control, including but not limited to acts of God, natural disasters, riots, wars, pandemics, or any other act or circumstance beyond the reasonable control of the City.

[SIGNATURE PAGE FOLLOWS]

[SIGNATURE PAGE TO MOU- CITY AND MEMPHIS-SHELBY COUNTY SCHOOL]

IN WITNESS WHEREOF, the undersigned have executed this Memorandum of Understanding.

CITY OF MEMPHIS

Memphis-Shelby County Schools Interscholastic Athletic Association

DocuSigned by:
Jim Strickland 11/14/2023
88C406251914C4

DocuSigned by:
India Weaver
4173A0FC260E4E8

Jim Strickland, Mayor
City of Memphis

India Weaver
Memphis-Shelby County Schools
Interscholastic Athletic Association

DocuSigned by:
Director Nick Walker
86C319061023402

DocuSigned by:
Angela Whitelaw
DD170C0F84E4B8

Nick Walker, Director
Memphis Parks

Dr. Angela Whitelaw
Deputy Superintendent of Academics

Approved as to Form:

Approved as to Form:

DocuSigned by:
Michael Fletcher 11/8/2023 *cmf*
877E3074C686C

DocuSigned by:
Mary Bright
43C73C30E89D40E

Michael Fletcher
Interim Chief Legal Officer/City Attorney

ATTESTED:

DocuSigned by:
Jed Pinhears 11/14/2023
FAF4708EA747436
Comptroller

Certification of Signature

"I, INDIA WEAVER, hereby certify that the faxed/electronic/copied signature below is my legally enforceable signature."



Signature

DIRECTOR OF ATHLETICS

Title

MSCS

Company

10/27/2023

Date

DIVISION OF PARK SERVICES CONTRACT FOR INSTRUCTORS PROVIDING
MULTIPLE RECREATION SERVICES

Addendum A

Addendum 1 of 2

Contractor Name: Memphis - Shelby County Schools Interscholastic Athletic Association

Date Contract and Addendum are Accepted: Upon Execution

Section I Number 2: Class Details

Teams with seven or fewer swimmers will utilize open swim time at Hickory Hill, and Bickford Aquatic Centers. There will be no reserved lanes and the contractor will not be billed for use of these lanes. All practices must conclude 60 minutes prior to closing at Hickory Hill and 30 minutes prior to closing at Bickford.

Teams of eight or more swimmers will schedule practice time at least 48 hours in advance. The requested lanes will be reserved and billed at the end of the season at the rate of \$12 per hour, per lane.

Section I. Number 3: Supplies

Park Services agrees to provide the contractor use of the following items:

- Pool noodles
- Kickboards
- Pull Buoys
- Lap Counters
- Every effort will be made to supply an electronic starter system; however, this cannot be guaranteed at the time of contract signing due to manufacturer backorder.

In addition, Park Services will ensure that City of Memphis Lifeguard(s) will be present during contracted hours. The Lifeguard(s) will provide surveillance of the whole pool and all activities within it. Under no circumstances will City of Memphis employees or Lifeguards provide instructional assistance to contractors or contracted programs.

Section I, Number 4: Collection of Fees and Payment to the City

In addition to fees detailed in Section I, Number 2, Shelby County Interscholastic Athletic Association will have exclusive use of Bickford Aquatic Center for five meets on October 31, November 14, 28, December 5, and 12. Meets are three hours and use four lanes, to be billed at \$12 per hour, per lane.

All teams are required to sign in on Addendum B. Park Services will use this to invoice the contractor at the completion of the contract.

**INSURANCE REQUIREMENTS
FOR
PARKS MEMPHIS SHELBY COUNTY SCHOOLS**

The Company shall not commence any work under this contract until it has obtained and caused its subcontractors to procure and keep in force all insurance required. The Company shall require all subcontractors to carry insurance as outlined below, in case they are not protected by the policies carried by the Company. The Company is required to provide copies of the insurance policies upon request. The Company shall furnish the Division to which services or materials are being provided under this contract a Certificate of Insurance and/or each policy attested by a duly authorized representative of the insurance carrier evidencing that the insurance required hereunder is in effect. All insurance companies must be acceptable to the City of Memphis and licensed in the state of Tennessee with a Best Insurance Rating of A and Class VII or better and authorized to do business in the state where the work is performed.

If any of the Insurance Requirements are non-renewed at the expiration dates, payment to the company may be withheld until those requirements have been met, or at the option of the City. The City may pay the renewal premiums and withhold such payments from any monies due the Company.

Certificate Holder: City of Memphis
Attn: Risk Management
170 N. Main St., 5th Floor
Memphis, TN. 38103

Each certificate or policy shall require and state in writing the following clauses:

“The City of Memphis, its officials, agents, employees and representatives shall be named as additional insured on General Liability and Auto Liability policies.” The additional insured endorsements shall be attached to the Certificate of Insurance and the Certificate of Insurance shall also state: “The additional insured endorsement is attached to the Certificate of Insurance.”

Company shall provide notice to the City within three (3) business days following receipt of any notice of cancellation or material change in Company’s insurance policy from Company’s insurer. Such notice shall be provided to City by registered mail, to the following addresses:

City of Memphis
Attn: Purchasing Agent
125 North Main, Room 354
Memphis, TN 38103

WORKERS COMPENSATION:

Option I: The Company shall maintain in force Workers' Compensation coverage in accordance with the Statutory Requirements and Minimum Limits of the State of Tennessee and shall require all subcontractors to do likewise.

Employer's Liability	\$100,000	Each Accident
	\$500,000	Disease-Policy Limit
	\$100,000	Disease-Each Employee

Option II: Company has submitted the Workers' Compensation letter to the City of Memphis affirming they have fewer than five (5) employees and acknowledge they are financially responsible for any and all of their employees on the job injuries. Company further affirms that should they employ five (5) or more employees in the future, Company will notify the City and provide a certificate of insurance confirming the required Workers' Compensation coverage as required by law.

AUTOMOBILE LIABILITY:

Option I: Covering owned, non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000 Each Occurrence – Combined Single Limits

COI will have owned, non-owned, and hired checked or "ANY" checked. City of Memphis named as Additional Insured.

Option II: Covering non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000 Each Occurrence – Combined Single Limits

COI will have non-owned and hired checked. City of Memphis named as Additional Insured.

COMMERCIAL GENERAL LIABILITY:

Commercial General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor's Liability, and Broad Form Property Damage Liability Coverage with Minimum Limits of:

\$2,000,000	General Aggregate
\$2,000,000	Products-Completed Operations
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence (Bodily Injury & Property Damage)
\$ 50,000	Fire Damage any One Fire

UMBRELLA / EXCESS LIABILITY with Minimum Limits of:

\$2,000,000 Each Occurrence / \$2,000,000 Aggregate

PROPERTY INSURANCE:

The Company shall be responsible for maintaining any and all property insurance on their own equipment and shall require all subcontractors to do likewise. The Company shall require all subcontractors to carry insurance as outlined above, in case they are not protected by the policies carried by the Company.

The Company is required to provide copies of the insurance policies upon request. Notwithstanding the above insurance requirements, the City acknowledges that Company (MSCS) is self insured and can provide certificate of self insured upon request.



OFFICE OF RISK MANAGEMENT

160 S Hollywood St • Memphis, TN 38112 • (901) 416-5515 • Fax (901) 416-1483 • www.scsk12.org

October 17, 2023

City of Memphis Parks Services
Mr. Morris Robinson
Recreation Administrator
2599 Avery Avenue
Memphis, TN 38112

RE: MOU for Pool Access
Expiration of Agreement June 30, 2024
Use of Facilities: Bickford Community Center and Bickford Aquatics Center
Hickory Hill Community Center and Hickory Hill Aquatics Center
Dates: October 31, 2023; November 14 and 28, 2023;
December 5 and 12, 2023

Dear Mr. Robinson,

Memphis Shelby County Interscholastic Athletic Association (MSCIAA), part of the Memphis Shelby County Schools has entered an MOU with the City of Memphis Parks Services to host Swim Competition of the dates listed above. Memphis Shelby County Schools is self-insured pursuant to the Governmental Tort Liability Act (GTLA) and is governed by the T.C.A. 29-20-101, Et. Seq., including Auto and General Liability. We are also self-insured for On-the-Job-Injury.

Should there be any questions or to report a claim, please contact the Risk Management Department at the number listed above.

Sincerely,

A handwritten signature in cursive script that reads "Sandra E. Burgess".

Sandra E. Burgess
Manager of Risk Management

c: File