# 2 – Forms

#### **Attachment 1 – Submittal Form**

Below is our completed Attachment 1 - Submittal Form. The form is signed by Seth Nunes, Senior Vice President of CEC, who is listed as a corporate officer on CEC's SunBiz registration.



The undersigned hereby declares that: Carlson Environmental Consultants, PC has examined and accepts the specifications, terms, and conditions presented in this Solicitation, satisfies all legal requirements to do business with the County, and to furnish **As Needed Geologic and Hydrogeologic Services** for which Submittals were advertised to be received no later than 3:00 P.M. Eastern time on the date stated in the solicitation or as noted in an addenda. Furthermore, the undersigned is duly authorized to execute this document and any contracts or other transactions required by award of this Solicitation.

#### 1.0 TERM OF CONTRACT

The Contract will be awarded for an initial one (1) year term with the option for two (2) subsequent two (2) year renewals. Renewals are contingent upon mutual written agreement.

The Contract will commence upon the first day of the next calendar month after Board approval. The Contract remains in effect until completion of the expressed and implied warranty periods. The County reserves the right to negotiate for additional services/items similar in nature not known at time of solicitation.

#### 2.0 METHOD OF PAYMENT

The Contractor must submit an accurate invoice to the County's using department's email. The date of the invoice must be after delivery but no more than 30 calendar days after delivery. Invoices must reference the: purchase or task order; delivery date, delivery location, and corresponding packing slip or delivery ticket signed by a County representative at the time of acceptance. Failure to submit invoices in the prescribed manner will delay payment.

Payments will be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The County will remit full payment on all undisputed invoices within 45 days from receipt by the appropriate County using department. The County will pay interest not to exceed 1% per month on all undisputed invoices not paid within 30 days after the due date.

All pricing will be FOB Destination unless otherwise specified in this solicitation document. Pricing submitted will remain valid for a ninety (90) day period.

Vendor accepts MasterCard for payment: Choose an item.

# 3.0 CERTIFICATION REGARDING LAKE COUNTY TERMS AND CONDITIONS:

I certify that I have reviewed the <u>General Terms and Conditions for Lake County Florida</u> and accept the Lake County General Terms and Conditions dated 5/6/21 as written including the Proprietary/Confidential Information section. Choose an item. Failure to acknowledge may result in Submittal being deemed non-responsive.

#### 4.0 CERTIFICATION REGARDING FELONY CONVICTION:

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? Choose an item.

#### 5.0 CONFLICT OF INTEREST DISCLOSURE CERTIFICATION:

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this Submittal is made without prior understanding, agreement, or connection with any

corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. Click or tap here to enter text.

#### 6.0 CERTIFICATION REGARDING BACKGROUND CHECKS:

Under any County Contract that involves Contractor or subcontractor personnel working in proximity to minors, the Vendor hereby confirms that any personnel so employed will have successfully completed an initial, and subsequent annual, Certified Background Check, completed by the Contractor at no additional cost to the County. The County retains the right to request and review any associated records with or without cause, and to require replacement of any Contractor employee found in violation of this requirement. Contractor shall indemnify the County in full for any adverse act of any such personnel in this regard. Additional requirements may apply in this regard as included within any specific contract award. Choose an item.

#### 7.0 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

The County does not establish specific goals for minority set-asides however, participation by minority and non-minority qualified firms is strongly encouraged. If the firm is a minority firm or has obtained certification by the State of Florida, Office of Supplier Diversity, (OSD) (CMBE), please indicate the appropriate classification(s) Choose an item. Choose an item. and enter OSD Certification Number Click or tap here to enter text. and enter effective date Click or tap to enter a date.

#### 8.0 RECIPROCAL VENDOR PREFERENCE:

Vendors are advised the County has established, under Lake County Code, Chapter 2, Article VII, Sections 2-221 and 2-222; a process under which a local vendor preference program applied by another county may be applied in a reciprocal manner within Lake County. The following information is needed to support application of the Code:

- A. Primary business location of the responding Vendor: Tampa, Florida
- B. Does the responding vendor maintain a significant physical location in Lake County at which employees are located and business is regularly transacted: NO If "yes" is checked, provide supporting detail: Click or tap here to enter text.

#### 9.0 GENERAL VENDOR INFORMATION:

Firm Name: Carlson Environmental Consultants, PC Street Address: 100 South Ashley Drive, Suite 600 City: Tampa State and ZIP Code: Florida 33602 Mailing Address (if different): Same As Above. Telephone: 813-240-4568 Fax: 704-238-9755 Federal Identification Number / TIN: 20-0471138

DUNS Number: 02-407-4674

#### 10.0 SUBMITTAL SIGNATURE:

I hereby certify the information indicated for this Submittal is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an authorized representative of this Vendor and/or empowered to execute this Submittal on behalf of the Vendor.

I, individually and on behalf of the Vendor, acknowledge and agree to abide by all terms and Name of Legal Representative Submitting this Proposal: Army Nunes Awy Nunes (0/12/2) conditions contained in this solicitation as well as any attachments, exhibits, or addenda.

Date: 10/12/2021

Print Name: Amy Nunes Title: Corporate Secretary

Primary E-mail Address: anunes@cecenv.com

Secondary E-mail Address: kguilbeault@cecenv.com

The individual signing this Submittal affirms that the facts stated herein are true and that the response to this Solicitation has been submitted on behalf of the aforementioned Vendor.

[The remainder of this page is intentionally blank]

### **Completed Attachment 4 – Team Composition Form**

Below is our completed Attachment 4 – Team Composition Form.

We have selected key individuals for the project team because of our understanding of your needs, their unique qualifications, technical competence, and extensive experience on similar projects. Our key project management personnel are presented in the organization chart below. Ken Guilbeault will serve as Program Manager and Professional Geologist. Ken selected personnel for many reasons, but most importantly:

- They know and work with CEC technical resources and aligned the right individuals to the specific task.
- They have the experience and ability to understand the exact needs of the tasks for your projects.
- They have time and commitment to be dedicated to this contract.

For this work, CEC proposes a project team that currently works together on multiple projects that are similar in size and scope to tasks in the RFP. Our primary management staff earmarked for this project have extensive and varied work experience in the regulatory and public services sectors (U.S. EPA and County solid waste), solid waste industry (Waste Management), and solid waste consulting (multiple firms). This breadth of experience allows us to better understand both our clients and regulator needs. We will have dedicated personnel for the project but plenty of experienced backups if needed. **CEC currently performs water quality monitoring and reporting services at thirteen (13) solid waste facilities in Florida.** With this team, Lake County will have dedicated professionals that are experts in both solid waste facilities and water quality monitoring and reporting.



#### CONSULTANT

	130LIAITI				
ROLE	Name	City of Residence	Florida Active Registrations Number	Number of Years of Experience in the Profession	
Principal in Charge	Seth Nunes	Marietta	FL PE No. 69457	15	
Professional Geologist	Ken Guilbeault	Tampa	FL PG No. 02907	21	
Staff Geologist	Eric Hammerly	Orlando		19	
Drafting Services	Eddie Dernar	Marietta		4	
Clerical/Administration Services	Amy Carnes	Monroe		10	
QA/QC	Jim Christiansen	Melbourne		20+	

#### **SUB CONSULTANTS**

ROLE	Company Name	Address	Individual's Name Assigned	Number of Years of Experience in the Profession	Projected % of Overall Work	Worked with Prime before (YES/NO)	Individual Worked with Prime before (YES/NO)

# **Proof of Sunbiz.org Registration**

Below is our Proof of SunBiz.org registration.



# State of Florida Department of State

I certify from the records of this office that CARLSON ENVIRONMENTAL CONSULTANTS, PC is a North Carolina corporation authorized to transact business in the State of Florida, qualified on February 9, 2006.

The document number of this corporation is F06000001370.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 25, 2021, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-fifth day of January, 2021



RAINUNGELL Secretary of State

Tracking Number: 3071676590CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOf Status/Certificate Authentication

# **Completed W-9 Form**

Below is our completed W-9 form.





#### **Request for Taxpayer Identification Number and Certification**

send to the IRS. ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  Carlson Environmental Consultants, PC								
	2 Business name/disregarded entity name, if different from above								
page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of following seven boxes.	the 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):							
e. no sr	☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/esta single-member LLC	Exempt payee code (if any)							
Š	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶								
Print or type. Specific Instructions on page	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.								
š	Other (see instructions) ▶	(Applies to accounts maintained outside the U.S.)							
Spe	5 Address (number, street, and apt. or suite no.) See instructions.  Requester's na	ame and address (optional)							
See	305 South Main Street								
Ø	6 City, state, and ZIP code								
	Monroe North Carolina 28112								
	7 List account number(s) here (optional)								
Pai	Taxpayer Identification Number (TIN)								
Enter	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid  Social	al security number							
backup withholding. For individuals, this is generally your social security number (SSN). However, for a									
resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>									
	TIN, later.								
· ———		oyer identification number							
Numb	per To Give the Requester for guidelines on whose number to enter.								
	2 0	0   -   0   4   7   1   1   3   8							
Par	t II Certification								
Unde	r penalties of perjury, I certify that:								
2. I ar Se	e number shown on this form is my correct taxpayer identification number (or I am waiting for a number to b m not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not be rvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, o longer subject to backup withholding; and	en notified by the Internal Revenue							

- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign	Signatu
Here	U.S. per

son ▶



Date ▶ 2-04-21

#### **General Instructions**

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### **Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,

# **Completed Addenda Issued**

Below is our acknowledgement of Addenda 1 that was issued.



ADDENDUM NO. 1 22-903



P.O. Box 7800 • 315 W. Main St., Suite 441 • Tavares, FL 32778

**SOLICTATION:** As-Needed Geologic and Hydrogeologic Services

10/05/2021

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THE DATE FOR RECEIPT OF PROPOSALS IS CHANGED TO OCTOBER 12, 2021

#### **ADDITIONAL INFORMATION**

Remove and replace Exhibit A – Scope of Work/Services with Exhibit A – Scope of Work/Services REVISED.

#### **ACKNOWLEDGEMENT**

Firm Name: Carlson Environmental Consultants, PC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: Amy Nunes Any Nunes 10/12/21

Date: 10/12/2021

Print Name: Amy Nunes Title: Corporate Secretary

Primary E-mail Address: Anunes@cecenv.com

Secondary E-mail Address: kguilbeault@cecenv.com

#### **Proof of Insurance**

Required certificates of insurance providing evidence of coverages specified in the RFP has been included below. Prior to issuance of an executed contract, a Certificate of Insurance naming Lake County as "Additional Insured" will be provided.



**KBARNETT** 



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/8/2021

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	CONTACT Cindy Sherrill CBIA, CISR		
First Citizens Insurance Services 1510 Colonnade Center Drive 5th Floor	PHONE (A/C, No, Ext): (828) 263-5983 FAX (A/C, No): (866)	578-4508	
PO Box 29611 (27626-0611)	E-MAIL ADDRESS: cindy.sherrill@firstcitizens.com		
Raleigh, NC 27615	INSURER(S) AFFORDING COVERAGE		
	INSURER A: Indian Harbor Insurance Co.	36940	
NSURED	INSURER B : XL Specialty	37885	
Carlson Environmental Consultants, PC	INSURER C: Greenwich Insurance Company	22322	
CMI Energy, LLC, CMI Environmental LLC 305 S. Main Street	INSURER D : Colony Insurance Company	39993J	
Monroe, NC 28112	INSURER E :		
	INSURER F:		

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 S	SUBR	POLICY EFF	POLICY EXP (MM/DD/YYYY)	LIMIT	·s
A	X COMMERCIAL GENERAL LIABILITY	11100		(MANAGOTTTT)	(MINUDDITITI)	EACH OCCURRENCE	\$ 1,000,000
	CLAIMS-MADE X OCCUR		GEC300156301	6/7/2021	6/7/2022	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	χ Contractual Liab.					MED EXP (Any one person)	\$ 5,000
	χ Exp. Collpase Underg					PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$ 2,000,000
	POLICY X PRO-					PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:						\$
В	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	X ANY AUTO		AEC005681001	6/7/2021	6/7/2022	BODILY INJURY (Per person)	\$
	OWNED SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
	X 100 Hired Comp X 1000 Hired Coll Ded						\$
Α	X UMBRELLA LIAB X OCCUR					EACH OCCURRENCE	\$ 5,000,000
	EXCESS LIAB CLAIMS-MADE		UEC005681201	6/7/2021	6/7/2022	AGGREGATE	\$ 5,000,000
	DED X RETENTION \$ 50,000						\$
С	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					X PER OTH- STATUTE ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A	WEC300156401	6/7/2021	6/7/2022	E.L. EACH ACCIDENT	\$ 1,000,000
	(Mandatory in NH)					E.L. DISEASE - EA EMPLOYEE	
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	
Α			PEC005681501	6/7/2021	6/7/2022	See Descrip below	2,000,00
D	D EXCESS UMBRELLA		EXO4258207	6/7/2021	6/7/2022	Over GL,AL,EL	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Policy no. PEC005681501 Effective 6/27/21 - 6/7/2022. Contractors Pollution Liability Coverage: Claims Limit \$1,000,000 for each Pollution Condition, and \$2,000,000 Claims Aggregate, Occurrence Form. Environmental Professional Liability Coverage: Claims Limit \$1,000,000 for each claim, and \$2,000,000 Claims Aggregate, Claims Made Form. \$10,000 Deductible each retro date 1/27/10 Prof. and 6/7/20 for Poll.

Policy no. EXO4258210 Effective 6/27/21 - 6/7/2022. Insurance Co.- Colony Insurance Company. Commercial Excess Umbrella Coverage: Limit \$9,000,000 Each Occurrence Limit, \$9,000,000 Aggregate Limit. - underlying only - Policy no. PEC0056815 above -CPL-PL Coverage.

SEE ATTACHED ACORD 101

OLIVIII IOATE HOLDER	CANOLLEATION
******FOR BIDDING PURPOSES ONLY********	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Ī	AUTHORIZED REPRESENTATIVE Line Barneto

CANCELL ATION

LOC #: 1



#### ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

	NAMED INSURED Carlson Environmental Consultants, PC CMI Energy, LLC, CMI Environmental LLC 305 S. Main Street Monroe, NC 28112 Union
NAIC CODE	
SEE P 1	EFFECTIVE DATE: SEE PAGE 1
	1

#### ADDITIONAL REMARKS

THIS ADDITIONAL F	REMARKS	FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: _A	ACORD 25	FORM TITLE: Certificate of Liability Insurance

**Description of Operations/Locations/Vehicles:** 

Policy no. AEC005681101 - Effective 6/7/21 - 6/7/22. Insurance Co. -XL Specialty Insurance Company. - Comprehensive deductible \$1,000, Collision deductible \$1,000.

# **Contractor Required Licenses**

Below are copies of our required licenses.



# STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF PROFESSIONAL GEOLOGISTS

THE PROFESSIONAL GEOLOGIST HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 492, FLORIDA STATUTES

# **GUILBEAULT, KENNETH EDWARD**

16802 WOBURN LANE LUTZ FL 33549

**LICENSE NUMBER: PG2907** 

**EXPIRATION DATE: JULY 31, 2022** 

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





### STATE OF FLORIDA

#### **BOARD OF PROFESSIONAL ENGINEERS**

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

# **NUNES, SETH A**

1511 JOHNSON FERRY ROAD SUITE 125 MARIETTA GA 30062

**LICENSE NUMBER: PE69457** 

**EXPIRATION DATE: FEBRUARY 28, 2023** 

Always verify licenses online at MyFloridaLicense.com



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# STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION CONSTRUCTION INDUSTRY LICENSING BOARD

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

# **NUNES, SETH A**

CARLSON ENVIRONMENTAL CONSULTANTS, PC 305 SOUTH MAIN STREET MONROE NC 28112

**LICENSE NUMBER: CUC1225496** 

**EXPIRATION DATE: AUGUST 31, 2022** 

Always verify licenses online at MyFloridaLicense.com



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