



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS FOR GOODS

Item Description: VARIOUS SIZE NO LEAD WATER METERS UP TO 2"

Date to be opened: MONDAY, FEBRUARY 1, 2021

Issuing Department: PROVIDENCE WATER

QUESTIONS

- Please direct questions **relative to the bidding process, how to fill out forms, and how to submit a bid** to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.govPlease include the Item Description shown above in the subject line of your email.
- Please direct questions **relative to the specifications** outlined to the issuing department's subject matter expert:
 - **MARK CESERETTI – MANAGER OF CUSTOMER SERVICE**
 - **401-521-6300 EXT 7120**
 - **MARKC@PROVWATER.COM**

INSTRUCTIONS FOR SUBMISSION

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **3 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related and must include the company name and address on the envelope as well.** clearly marked on the first page.
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have **"NOT A BID"** written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form **do not recycle it for use in this bid.**
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the City's Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City's Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
9. **As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes. A Tax Exempt Certificate will be provided upon request.**
10. In case of error in the extension of prices quoted, the unit price will govern.
11. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. No goods should be delivered or work started without a Purchase Order.
13. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
14. Payment Terms *are a minimum of Net 30.*
15. Successful bidder must submit a completed W-9 form and Certificate of Insurance/Product Warranty.
16. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
17. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

*****Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.*****



**BOARD OF CONTRACT AND SUPPLY
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BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK.**

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Contact Email Address: _____

Agrees to bid on (Items(s) to be bid): _____

Delivery Date: _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

** If you are submitting a unit price bid, please insert "Unit Price Bid"*

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title

BID FORM 2: Certification of Bidder

(Non-Discrimination/Hiring)



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20____.

Signature of Representation

Printed Name



BOARD OF CONTRACT AND SUPPLY
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BID FORM 3: Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20_____.

Signature of Representation

Printed Name



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

BID FORM 4: MBE/WBE Affidavit

Item Title (as seen on RFP):

Name of Bidder (Firm or Individual): _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island?

_____ MBE _____ WBE _____ Neither MBE nor WBE

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20____.

Signature of Representation

Printed Name



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

INFORMATION TO ALL BIDDERS

1. This is a Blanket Contract from July 1, 2021 to June 30, 2024. **ALL PRICES QUOTED MUST REMAIN FIRM FOR THIS TIME PERIOD.** PWSB reserves the right to extend this contract for two additional years.
2. All quoted prices to include any and all costs including freight for deliveries to the Providence Water Supply Board.
3. Deliveries will only be accepted Monday thru Friday (Excluding Holidays) between the hours of 9:00am thru 3:00pm at 125 Dupont Drive Providence, RI.02907
4. The successful bidder must make deliveries in the time period requested or quoted in the bid. Deliveries will have a 48 hour notice to Mr. Mark Ceseretti (401) 521-6300 Ext 7120.
5. Deliveries will be made upon the request of the proper Providence Water Supply Board (PWSB) officials. **THE PWSB RESERVES THE RIGHT TO REQUIRE PARTIAL ORDERS AND SHIPMENT AS DEEMED NECESSARY**
6. A packing slip must accompany all material listing quantity, description of the item, serial number and Providence Water Purchase Order Number.
7. The PWSB may purchase a total of approximately 5,000 no lead meters per year as specified herein. However, the award of this contract in no obligates the city to buy or spend the corresponding estimated dollars. The amount is estimated based on historical data for bidder's information upon which to base their quoted quantity price discounts.
8. Based on the numbers accounts that use each particular meter, we estimate that Providence Water will change the following quantities:

5/8" Meters	3,711	3/4" Meters	723	1" Meters	348
1.5" Meters	110			2" Meters	108
9. Bidders must bid on every item in the RFP. No partial bids will be accepted or awarded.
10. All materials must be marked with a PWSB part number. This number is to be permanently attached, each individual item and each container it's shipped in (if any). The markings should be legible and long lasting. PWSB will supply all necessary part numbers.
11. All meters furnished shall conform to the "Standard Specifications for Cold Water Meters" by American Water Works Association, The New England Water Works Association (7700-77) and (C701) and The NSF Standards taking effect January 2014.
12. The PWSB reserves the right to cancel this contract at any time with a 30 day written notice.



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(1)

13. The PWSB reserves the right to purchase and have performed any quantity of any item listed.
14. PWSB reserves the right to award one-year or multiple years as deemed in its best interest.
15. Providence Water has adopted a policy to standardize the purchase of water meters under 2" from multiple manufacturers with an established relationship with Itron and currently proven and demonstrated with at least 5 years of reading experience.
16. Providence Water requires notification for any manufacturing process change that have may occurred with their product being bid on within the last three years.
17. Successful bidder must be able to deliver meters 4 weeks from the date of order.
18. Delivered meters will contain a permanent serial # on the meter and a removable serial number test tag or sticker also attached to meter.
19. All deliveries must be on a short style trailer (Pup Size).
20. Providence Water reserves the right to order standard or low lead bronze type meters at the same quoted price. If vendor is requesting additional costs, then it should be noted on the Bidder's Blank.
21. Located at the bottom of the last page of the Bidder's Blank is a place for a yearly – not to exceed percentage increase – for the life of the contract if needed. The yearly percentage increase will be used in calculating the total cost of the contract.
22. For questions regarding this specification please contact Mark Ceseretti at (401) 521-6300 Ext 7120.



**BOARD OF CONTRACT AND SUPPLY
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(2)

**CITY OF PROVIDENCE
WATER SUPPLY BOARD
INVITATION TO BID ON
WATER METERS AND METER PARTS**

Sealed proposals are hereby invited by the Board of Contract and Supply to furnish in accordance with the attached specifications and deliver freight prepaid to the Providence Water Supply Board, 125 Dupont Drive, Providence, Rhode Island, the following:

Size	Description
5/8" x 5/8"	No lead cold water meters with washers equipped with any remote Itron ERT compatible registers. Must meet NFS Standards as of Jan 2014.
5/8" x 5/8"	No lead cold water Pit Setting meters with washers equipped with 25' of wire, in-line, for any Itron ERT. Must meet NFS Standards as of Jan 2014.
5/8" x 5/8"	No lead cold water meters with washers equipped with 5' of wire, in-line, for any Itron ERT. Must meet NFS Standards as of Jan 2014.
5/8"	Remote Register Head Only
5/8"	Meter Couplings
3/4" x 3/4"	No lead cold water meters with washers equipped with any remote Itron ERT compatible registers. Must meet NFS Standards as of Jan 2014.
3/4" x 3/4"	No lead cold water Pit Setting meters with washers equipped with 25' of wire, in-line, for any Itron ERT. Must meet NFS Standards as of Jan 2014.
3/4" x 3/4"	No lead cold water meters with washers equipped with 5' of wire, in-line, for any Itron ERT. Must meet NFS Standards as of Jan 2014.
3/4"	Remote Register Head Only



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3/4"	Meter Couplings
Size	Description
1" x 1"	No lead cold water meters with washers equipped with remote Itron ERT compatible registers. Must meet NFS Standards as of Jan 2014
1" x 1"	No lead cold water Pit Setting meters with washers equipped with 25' of wire, in-line, for any Itron ERT. Must meet NFS Standards as of Jan 2014
1" x 1"	No lead cold water meters with washers equipped with 5' of wire, in-line, for any Itron ERT. Must meet NFS Standards as of Jan 2014
1"	Remote Register Head Only
1"	Meter Couplings
1 1/2" x 1 1/2"	No lead cold water meters with washers equipped with remote Itron compatible registers. Must meet NFS Standards as of Jan 2014
1 1/2" x 1 1/2"	No lead cold water Pit Setting meters with washers equipped with 25' of wire, in-line, for any Itron ERT. Must meet NFS Standards as of Jan 2014
1 1/2"	Remote Register Head Only
1 1/2"	Meter Couplings
2" x 2"	No lead cold water meters with washers equipped with remote Itron compatible registers. Must meet NFS Standards as of Jan 2014
2" x 2"	No lead cold water Pit Setting meters with washers equipped with 25' of wire, for any Itron ERT. Must meet NFS Standards as of Jan 2014



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2" x 2"	No lead cold water meters with washers equipped with 25' of wire, for any Itron ERT. Must meet NFS Standards as of Jan 2014
2"	Remote Register Head Only
2"	Meter Couplings

WATER METERS WILL BE ORDERED AND SHIPPED AS REQUIRED
SPECIFICATIONS

1. All meters furnished shall conform to the "Standard Specifications for Cold Water Meters" by the American Water Works Association, the New England Water Works Association (C700-71) and NFS Standard as of January 2014.
2. Both displacement meters of the magnetic rotating disc and oscillating piston type will be accepted.
3. The meters shall be frost protected and shall have a plastic lined cast iron bottom. The lining is required in addition to the non-corrosive treatment given to the bottom. All meters shall have a non-corrosive waterworks bronze outer main case, with a separate measuring chamber which can be easily removed from the case.
4. Connections shall be furnished as specified.
5. The size, capacity and meter lengths shall be specified in AWWA Standard (C700-71)
6. The chambers shall be rotating discs or oscillating piston type constructed of a non-hydrolyzing synthetic polymer.
7. Meter accuracy shall comply with minimum requirements outlined in AWWA applicable standards and maintain a minimum of 98.5% accuracy for flows of 0.25gpm over the life of the meter.
8. The model meter to be supplied must have a service history of ten (10) years, with the exception of No Lead bronze/meter.
9. All meters should register in cubic feet.
10. Meters should be equipped with a leak detector indicator.
11. Meters should have threaded spuds 5/8" to 1". Meters shall have female threaded connections 1 1/2" and 2".
12. All meters furnished shall come complete with Remote Registers that provide means for electrically transmitting a water meter reading from the indoor meter to any Itron ERT Module.



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13. All vendors bidding shall submit parts list containing the price for each of the bid sheet items. The Vendor awarded the contract shall be required to provide all necessary parts.
14. All couplings furnished shall be straight Brass Meter Couplings with male pipe threads. Couplings and washer size must adapt to meters.

SPECIFICATIONS

15. All meters must be equipped with Washers
16. Providence Water reserves the right to purchase no lead bronze case meters which shall consist of high-quality no-lead bronze main case, containing no lead, with raised markings to indicate the direction of flow and size. The no-lead bronze main case shall be certified by NSF 61.



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(2)

Bidder's Blank

All Meters must meet the Standard Specifications for Cold Water Meters" by the American Water Works Association, the New England Water Works Association (C700-71) and NFS Standard as of January 2014.

*NOTE: PLEASE USE THE SPACE TO PROVIDE DOLLAR AMOUNT IN WRITING
(Words and Numbers)

1. 5/8" No Lead Cold Water Pit Setting Meter equipped with 25' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount

2. 5/8" No Lead Cold Water Meter equipped with 5' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount

3. 5/8" Register with direct mount for any Itron ERT and washers.
(Excluding base)

* _____ \$ _____ each
Written Amount

4. 5/8" Register with 25' of wire, in-line connector for any Itron ERT and washers.
(Excluding base)

* _____ \$ _____ each
Written Amount



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5. 5/8" Register with 5' of wire, in-line connector for any Itron ERT and washers.
(Excluding base)

* _____ \$ _____ each
Written Amount

**(1)
Bidder's Blank**

*NOTE: PLEASE USE THE SPACE TO PROVIDE DOLLAR AMOUNT IN WRITING
(Words and Numbers)

1. 3/4" No Lead Cold Water Pit Setting Meter equipped with 25' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount

2. 3/4" No Lead Cold Water Meter equipped with 5' of wire, in-line connector for any Itron ERT and washers

* _____ \$ _____ each
Written Amount

3. 3/4" Register with direct mount for any Itron ERT and washers
(Excluding base)

* _____ \$ _____ each
Written Amount

4. 3/4" Register with 25' of wire, in-line connector for any Itron ERT and washers
(Excluding base)

* _____ \$ _____ each
Written Amount

5. 3/4" No Lead Cold Water Meter equipped with 5' of wire, in-line connector for any Itron ERT and washers

* _____ \$ _____ each



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Written Amount

**(2)
Bidder's Blank**

*NOTE: PLEASE USE THE SPACE TO PROVIDE DOLLAR AMOUNT IN WRITING
(Words and Numbers)

1. 1" No Lead Cold Water Pit Setting Meter equipped with 25' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount

2. 1" No Lead Cold Water Meter equipped with 5' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount

3. 1" Register with direct mount for any Itron ERT and washers:
(Excluding base)

* _____ \$ _____ each
Written Amount

4. 1" Register with 25' of wire, in-line connector for any Itron ERT and washers:
(Excluding base)

* _____ \$ _____ each
Written Amount

5. 1" No Lead Cold Water Meter equipped with 5' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount



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**(3)
Bidder's Blank**

*NOTE: PLEASE USE THE SPACE TO PROVIDE DOLLAR AMOUNT IN WRITING
(Words and Numbers)

1. 1.5" No Lead Cold Water Pit Setting Meter equipped with 25' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount

2. 1.5" No Lead Cold Water Meter equipped with 5' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount

3. 1.5" Register with direct mount for any Itron ERT and washers
(Excluding base)

* _____ \$ _____ each
Written Amount

4. 1.5" Register with 25' of wire, in-line connector for any Itron ERT and washers.
(Excluding base)

* _____ \$ _____ each
Written Amount

5. 1.5" Register with 5' of wire, in-line connector for any Itron ERT and washers.
(Excluding base)



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* _____ \$ _____ each
Written Amount

**(4)
Bidder's Blank**

*NOTE: PLEASE USE THE SPACE TO PROVIDE DOLLAR AMOUNT IN WRITING
(Words and Numbers)

1. 2.0" No Lead Cold Water Pit Setting Meter equipped with 25' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount

2. 2.0" No Lead Cold Water Meter equipped with 5' of wire, in-line connector for any Itron ERT and washers:

* _____ \$ _____ each
Written Amount

3. 2.0" Register with direct mount for any Itron ERT and washers
(Excluding base)

* _____ \$ _____ each
Written Amount

4. 2.0" Register with 25' of wire, in-line connector for any Itron ERT and washers.
(Excluding base)

* _____ \$ _____ each
Written Amount

5. 2.0" Register with 5' of wire, in-line connector for any Itron ERT and washers.



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(Excluding base)

* _____ \$ _____ each
Written Amount

(5)

Bidder's Blank

1. 5/8" Cold Water Meter Brass Couplings:

* _____ \$ _____ each
Written Amount

2. 3/4" Cold Water Meter Brass Couplings:

* _____ \$ _____ each
Written Amount

3. 1" Cold Water Meter Couplings

* _____ \$ _____ each
Written Amount

4. 1.5" Cold Water Meter Couplings:

* _____ \$ _____ each
Written Amount

5. 2" Cold Water Meter Three Part Brass Couplings for:

* _____ \$ _____ each
Written Amount



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5. 2" Cold Water Meter Three Part Brass Couplings for:

* _____ \$ _____ each
Written Amount

**(6)
Bidder's Blank**

1. Tamper Resistant scdr STUBY T-10 62658-001

* _____ \$ _____ each
Written Amount

2. Bit Torx Tamper Resistant T-10 62657-007

* _____ \$ _____ each
Written Amount

3. 5/8" Cold Water Meter Washers:

* _____ \$ _____ each
Written Amount

4. 3/4" Cold Water Meter Washers:

* _____ \$ _____ each
Written Amount

5. 1.0" Cold Water Meter Washers:

* _____ \$ _____ each
Written Amount

5. 1.5" Cold Water Meter Washers:

* _____ \$ _____ each
Written Amount



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5. 2.0" Cold Water Meter Washers:

* _____
Written Amount

\$ _____ each

**Yearly not to exceed percentage increase
for the life of the contract**

* _____
Written Amount

_____ %