

GREENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
eugene_watts@greenwich.k12.ct.us

EUGENE H. WATTS
Senior Buyer

June 6, 2022

Dear Sir/Madam:

You are invited to submit a bid for Emergency Generator Services for the Greenwich Public School District. The attached bid specifications detail the requirements we are looking for.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Bids must be submitted on the schedule forms attached. All unit prices must be filled in and the **cost sheet must be the first page of the submitted bid**. Each bid must be submitted and clearly marked as (1) original and five (5) copies of the bid. Bidders must submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bid. *The cost sheet must be the first page of the submitted bid.* Faxed or emailed bids will not be accepted however, hand delivered, mailed or overnight bids will be accepted Monday through Friday between the hours of 8:30am -12:00pm and 1:30 pm - 3:00pm at: Greenwich Public Schools 290 Greenwich Avenue Greenwich, CT 06831. **Late bids will not be accepted.**

The original bid and copies must be in a sealed envelope plainly marked with the Vendors name and address and the following information:

Emergency Generator Services Bid
Opening Date: 6/21/22
Opening Time: 10:00 AM
Bid Number: 2372-22

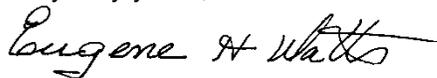
All responses are subject to change based on the status of the COVID 19 pandemic and Federal Ordinances.

The meeting for the Bid opening will be held remotely by telephone in real time. The details to join the meeting remotely are as follows:

Dial-In by phone: 1 929-256-1319 PIN: 990 966 987#

All Bidders and other interested people are invited to call in to hear Bid 2372-22 being read at 10:00 a.m.

Very truly yours,



Eugene H. Watts

**GREENWICH PUBLIC SCHOOLS
GREENWICH, CT.**

**REQUEST FOR BID
EMERGENCY GENERATOR SERVICES**

1. Background

The Town of Greenwich, CT is about 35 miles northeast of New York City and has a population of about 60,000 people. The Greenwich Public Schools enjoy a national reputation for excellence and have strong support from the community. Our fifteen public schools have a current enrollment of 9,000 students and consist of eleven elementary schools (K-5), three middle schools (6-8), and one comprehensive high school (9-12). Our district also offers some pre-K and alternative high school programs.

2. Bid Evaluation Criteria:

The following criteria guidelines will be used in analyzing and evaluating this Bid.

- Conformance to the requirements of this BID, i.e. conformance to Terms, Conditions and Scope of Work.
- Proven skills and technical competence.
- Background on the firm and resume of the consultant(s).
- For consultant firm, identification of personnel who will have principal responsibility.

3. A narrative describing the approach to undertaking the scope of the work including:

- a. Cost/service fee (overall cost to the Board of Education with all factors considered).

4. Award of Contract:

The contract will be awarded by the Board of Education to the qualified firm or person at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity and the nature of goods and/or services.

5. Scope of Service:

This is a unit price for preventive maintenance and cleaning of emergency generators at various school locations.

This agreement includes, but is not limited to, the supplying of all labor, material, equipment and supervision necessary and required to provide these services.

Repair proposals shall be submitted after cleaning and maintenance work has been performed.

Perform preventive maintenance service to the entire engine/generator set as per manufactures spec.

CLEANING/MAINTENANCE

Engine Service including but not limited to:

1. Remote Monitoring of generators including fuel level on diesel units with an interface that the Board of Education also has access.
2. Change engine oil and filter lubricating.
3. Check radiator/cooling system. Add/change coolant as required.
4. Check sediment bowl and fuel/water separator and clean/drain as needed.
5. Check fuel filter and change as required.
6. Check air cleaner and crankcase breather. Clean as required.
7. Check warning lights.
8. Check fuel lines and hoses for pliability and leaks.
9. Check fan and governor belts for wear and tension.
10. Check engine block heater and thermostat.
11. Check, clean and service battery.
12. Check battery charger. Adjust if necessary.
13. Check instruments.
14. Run under load if possible. Authorization required.

Interior Wiring and Components

1. Perform visual inspection of all wiring and connections for signs of tracking overheating, and insulation deterioration.
2. Check and tighten, where necessary, all control circuit wiring terminals.
3. Check manual switches for free movement and contact continuity.
4. Check all time delay settings and adjust to specifications.
5. Check, clean, and adjust where necessary, relay finger contacts.
6. Check condition of main and arcing contacts and auxiliary contacts.

7. Check lug connections and mounting insulator bolts.
8. Check for proper transfer operation and sequencing of time control relays.
9. Lubricate all necessary mechanical parts.

Enclosure

1. Wipe down and touch up minor exterior scratches.
2. Clean interior of enclosure and remove accumulated dust and/or dirt.
3. Check door closure, locking bars, and mechanism for proper operation.

Miscellaneous

1. Record findings of the inspection. Note corrective action taken.
2. Report unsafe conditions.
3. Report recommendations for replacement of major components.

Cleaning and Removing

1. At the completion of work, the Contractor shall remove all empty containers, debris etc. from the site and leave the premises in condition satisfactory to Greenwich Public Schools.

6. PROJECT SCHEDULE:

The work will start once the contract is awarded through June 30, 2023 school year. The successful firm or individual will be expected to be flexible.

NOTE: The Town, at its discretion, may choose to extend the contract for additional option years.

Fee Bid:

Please indicate your proposed fee for these services on an hourly basis for, 2022-2023, 2023-2024, 2024-2025 and 2025-2026.

Selection Procedure:

The intention of this Bid is to establish contracts with one or more contractors who will, upon request, provide the time with the services, labor and supplies described in the solicitation.

This is no guarantee as to the amount of services, labor or supplies that the Board of Education may purchase during the term of this contract.

Bids will be evaluated based on the responsiveness of this Bid, technical qualification, and previous experience with clients similar to Greenwich Public Schools and anticipated cost.

Selected firms submitting Bids conforming in all respects to this Bid will be interviewed by a scope review committee. Finalists may be required to provide additional copies of their Bid as necessary.

Greenwich Public Schools reserves the right to reject any and all Bids not deemed to be in the best interest of the Greenwich Public Schools.

7. The Detailed Bid Shall Include:

An outline of the procedures to be used to provide Generator services indicated above, and how cost estimates will be calculated, and the names of the members of your firm.

8. Include in your company's submittal for Generator Services, consideration of the four (4) items listed below:

- a. Proximity of Generator company office with respect to Greenwich. The District requires that the selected firm be within a 50-mile radius of Greenwich.
- b. Selected Generator company must provide documentation outlining past projects of this type.
- c. If invited to interview, it is anticipated that the persons representing the Generator company will be the same persons assuming the lead roles in the project. These same persons shall be available to meet with Owner on an as-needed basis throughout all year.
- e. The Bidder should demonstrate familiarity with Connecticut school requirements and Connecticut State Building Codes.

9. Fee Bid:

Indicate your proposed fee for all Generator services, including contract administration as described. The district reserves the right to provide payment in accordance with completion of services based on the project schedule.

10. Questions:

Questions concerning this Bid will be received by e-mail only directed to the Bid Department at: (bid_department@greenwich.k12.ct.us). In the subject line you must put Bid #2372-22 Generator Services. All questions must be received no later than noon June 13, 2022. All answers will be posted as an addendum to our website, www.greenwickschools.org no later than noon on June 17, 2022. Failure to comply with these conditions will result in the proposer waving his/her right to dispute the Bid specifications and conditions. It is the proposer's responsibility to check our website for all addenda up to the day before the opening date.

11. Acceptance:

The department will make determination of the acceptability of work. Work shall be completed in a responsive and professional manner and in accordance with the specifications.

12. General Terms and Conditions:

- a. Sealed Bids for furnishing Generator Services for Greenwich Public Schools, as specified on the attached Bid specification sheets, will be received at the time and date above. All Bidders and other interested persons are invited to be present at the opening of these Bids that will take place at the Board of Education.
- b. The Board of Education reserves the right to waive any informality in the Bid or reject any or all Bids or to accept any Bid, which appears to be in the best interest of the Board. Any Bid may be withdrawn prior to the opening time and date. Any Bid received after the time and date as specified will not be considered.
- c. The Board of Education may consider proximity of vendor's service as a factor in determining lowest responsible Bid.
- d. If the Board of Education deems it necessary, the Board of Education may postpone the date for the opening of these Bids by notifying each proposer by telephone, mail or the issuing of an addendum.
- e. The Board of Education shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform the work and the proposer shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any Bid where, on investigation, the evidence or information submitted by such Bidders does not satisfy the Board of Education that the proposer is qualified to carry out properly the terms of the contract.
- f. Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.
- g. Bidders are to respond to this request for bid by completing the attached Reply Sheets. Bidders shall indicate their pricing, and all other required information on the Reply Sheets. The pricing on the Reply Sheets shall be complete and shall include the costs of all shipping, delivery, insurance, certificates, permits, etc.

- h. The service agreement will have an initial term of five (5) months. In addition, there will be four (4) optional years that may be engaged through the mutual consent of both parties on an annual basis.
- i. Bidders shall also indicate if there may be changes in pricing for the optional years of the service agreement. If price changes are possible in the option years, bidders shall indicate the maximum percentage of the potential increases or decreases on the Reply Sheets. Pricing will be fixed for each annual contract term.
- j. The Bidder is required to do Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c.

13. Tax:

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public School system is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the Bid price.

14. Collusion among Bidders:

- a. More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one Bid for the work contemplated will cause rejection of all Bidders in which the proposer is interested. Any or all Bidders will be rejected if there is any reason for believing that collusion exists among the Bidders.
- b. Participants in such collusion may not be considered in future offers for the same work. Each proposer, by submitting a Bid, certifies that it is not a part to any collusive action.

15. Employment Discrimination by Contractor Prohibited:

- a. The successful proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful Proposer in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful Proposer is an Equal Opportunity Employer.
- b. Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

**SPECIFICATIONS FOR CLEANING/PREVENTIVE MAINTENANCE
OF EMERGENCY GENERATORS
AT VARIOUS GREENWICH PUBLIC SCHOOLS**

SCOPE OF WORK

BID FORM

Bids must be submitted to the Greenwich Public Schools, Havemeyer Building, and 290 Greenwich Avenue, Greenwich, Connecticut 06830.

Date _____
Greenwich Public Schools
Havemeyer Building
290 Greenwich Avenue
Greenwich, CT 06830

Re:

Gentlemen:

(I, We) _____ the undersigned having familiarized ourselves with the local conditions affecting the cost of the work and with Contract Documents and all addenda to said Documents, hereby propose to furnish all labor, tools, materials, equipment and insurance, to pay all applicable taxes, and to do and perform all things as provided in the Specifications, all in accordance with the Contract Documents.

COST:

Greenwich High School
10 Hillside Road, Greenwich, CT
400 KW Spectrum Diesel _____

Greenwich High School Stadium
10 Hillside Road, Greenwich, CT
60 KW Generac Diesel _____

Greenwich High School
10 Hillside Road, Greenwich, CT
250 KW Kohler Diesel _____

Central Middle School
9 Indian Rock Lane, Greenwich, CT
15 KW Kohler Gas _____

Western Middle School
One Western Highway, Greenwich, CT
150 KW MTU Diesel _____

Hamilton Avenue School
184 Hamilton Avenue, Greenwich, CT
125 KW MTU Gas

Eastern Middle School
51 Hendrie Avenue, Riverside, CT
300 KW Cummins Diesel

Glenville School
33 Riversville Road, Greenwich, CT
150 KW Kohler Diesel

Parkway School
141 Lower Cross Road, Greenwich, CT
150 KW Onan Diesel

Greenwich Public Schools/Havemeyer Building
290 Greenwich Ave, Greenwich, CT
150 KW Kohler Diesel

Travel Time (If additional, list rate schedule)

Hourly Rate for other service or repairs

EMERGENCY GENERATOR SERVICE

PRICING FOR OPTION YEARS

Pricing shall remain fixed for each year of this contract. The bidder shall indicate below if pricing may either increase or decrease prior to the start of the optional years of the service agreement:

_____ Yes, pricing may increase or decrease prior to the start of the option years.

_____ No, pricing will not increase or decrease at the start of the option years.

If pricing may increase or decrease at the start of the option years, the bidder shall indicate below the maximum percentage of the potential increases or decreases for each optional year.

Option Year	Maximum Labor Price Increase (if any)	Maximum Materials Price Increase (if any)	Maximum Labor Price Decrease (if any)	Maximum Materials Price Decrease (if any)
1	%	%	%	%
2	%	%	%	%
3	%	%	%	%

4	%	%	%	%
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WASTE OIL TRANSPORTATION & DISPOSAL

The bidder shall indicate below the name and mailing address of the waste oil transportation and disposal company that will be used for the Board of Education work orders. The bidder **shall include** a copy of the company's Connecticut waste disposal license with the bid.

Company Name & Address	Waste Disposal License Included with Bid
	Yes No

Bidder's Company Name: _____

Authorized Signature: _____

CABILITY TO PROVIDE EMERGENCY SERVICE

The bidder shall describe below the type of communication system that will be available for contact with the contractor by the Town on a 24-hour basis for the duration of this contract. The system described below must provide the guarantee of a response back to the Board of Education within 60 minutes or less.

The bidder shall confirm and describe the contractor's ability to provide service for all work requests for any Town location within four (4) hours of a call from DPW.

The bidder shall provide below the complete street address of the contractor's established base of operation (that includes 24-hour repair & service facility availability) that is located within a 50-mile radius of the Town of Greenwich, CT.

Bidder's Company Name: _____

INSURANCE PROCEDURE

PLEASE NOTE:

THIS PAGE MUST BE RETURNED WITH YOUR BID/BID. FAILURE TO DO SO MAY RESULT IN YOUR BID/BID BEING REJECTED.

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid. Any bids with deficient insurance requirements will be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid cost reflects any additional costs relating to insurance requirements for this work.

Signature

Date

Contractor

Insurance Requirements: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- A. General Liability, with minimum coverages for combined bodily injury and property damage liability of **\$2,000,000** general aggregate, **\$1,000,000** per occurrence including:
 - 1. Commercial General Liability.
 - 2. Town as additional insured.
 - 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).

- B. Comprehensive Automobile Liability, with minimum coverages of **\$1,000,000** combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.

- C. Excess Liability with minimum coverage of **\$5,000,000** in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.

- D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.

- E. Professional Liability (for design and other professionals for Errors and Omissions) with minimum coverage of **\$1,000,000**. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.

- F. Other (Builder's Risk etc.): _____.

- G. CERTIFICATE HOLDER: TOWN OF GREENWICH, GREENWICH BOARD OF EDUCATION, ATTN: BOARD OF EDUCATION (also fill in on ACORD Certificate of Insurance) 290 Greenwich Avenue, Greenwich, CT 06830.

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich and the Greenwich Board of Education is endorsed as additional insured by having the appropriate box checked off and/or stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter must follow exactly the format provided by the board of Education and must be signed by the same individual authorized representative who signed the Acord form. (See page __ for sample "Endorsement" letter).

The Contractor shall be responsible for maintaining the above insurance coverage's in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A: VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business

through Connecticut excess line brokers per listing on the current Connecticut White List of the State of Connecticut Insurance Department.

**AGENT/BROKER
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

Re:

Town of Greenwich/Board of Education / **Contract #**
Project Name:

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich and the Greenwich Board of education have been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by **[insert company affording coverage]** to **[name of insured]**;
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form

ACORD

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSUREERS AFFORDING COVERAGE

INSURED	Contract #	INSURER A:
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF 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.

INSURER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS								
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES TO: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG								
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE								
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1"> <tr> <td>WC STATU-</td> <td>OTH-ER</td> </tr> <tr> <td colspan="2">E.L. EACH ACCIDENT</td> </tr> <tr> <td colspan="2">E.L. DISEASE-EA EMPLOYEE</td> </tr> <tr> <td colspan="2">E.L. DISEASE - POLICY LIMIT</td> </tr> </table>	WC STATU-	OTH-ER	E.L. EACH ACCIDENT		E.L. DISEASE-EA EMPLOYEE		E.L. DISEASE - POLICY LIMIT	
WC STATU-	OTH-ER												
E.L. EACH ACCIDENT													
E.L. DISEASE-EA EMPLOYEE													
E.L. DISEASE - POLICY LIMIT													
	Professional Liability												

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Additional Insured: The Town of Greenwich and the Greenwich Board of Education are named as additional insured for Contract # ____ It is agreed by both parties to Contract No ____ that the Contractors insurance will be primary and non-contributory

CERTIFICATE HOLDER	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: __	CANCELLATION
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Certificate Holder: Town of Greenwich Board of Education 101 Field Point Road Greenwich, CT 06830	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE R NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS
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INSURANCE PROCEDURE

PLEASE NOTE:

THIS PAGE MUST BE RETURNED WITH YOUR BID/BID. FAILURE TO DO SO MAY RESULT IN YOUR BID/BID BEING REJECTED.

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid/Bid. Any bids/Bids with deficient insurance requirements will be rejected. The firm who is awarded the Bid/Bid must return the contract, agent/broker and insurance form within two (2) weeks from the date on the award letter.

<u>PLEASE CHECK THE APPROPRIATE BOX</u>		<u>YES</u>	<u>NO</u>
1. General Aggregate	\$2,000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
2. Per Occurrence	\$1,000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
3. Automobile Liability	\$1,000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
4. Excess Liability	\$5,000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
5. Professional Liability		<input type="checkbox"/>	<input type="checkbox"/>
6. Worker's Compensation and Employer's Liability		<input type="checkbox"/>	<input type="checkbox"/>
7. Town as Additional Insured		<input type="checkbox"/>	<input type="checkbox"/>
8. Ability to Return Contract and Insurance Documents Within Two (2) Weeks		<input type="checkbox"/>	<input type="checkbox"/>
9. Able to Provide the Town with Thirty (30) Days Prior Written Notice of Cancellation		<input type="checkbox"/>	<input type="checkbox"/>

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid/Bid cost reflects any additional costs relating to insurance requirements for this work.

Signature

Date

Contractor

NON-COLLUSION AFFIDAVIT

**GREENWICH PUBLIC SCHOOLS
290 GREENWICH AVE
GREENWICH, CONNECTICUT**

State of _____:

County of _____:s.s.

I state that I am the _____ of _____
(TITLE) (NAME OF MY FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, bidder/proposer or potential bidder/proposer.
- (2) Neither the price(s) nor the amount of this bid/BID, and neither the approximate price(s) nor approximate amount of this bid/BID, have been disclosed to any other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before bid/BID opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a bid/Bid higher than this bid/BID, or to submit any intentionally high or noncompetitive bid/BID or other form of complementary bid/BID.
- (4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/proposer is interested in more than one bid/BID for the work contemplated may cause rejection of all bids/BIDs in which the bidder/proposer is interested. Any or all bidders/Bidders will be rejected if there is any reason for believing that collusion exists among the bidders/Bidders. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/proposer by submitting a bid/Bid certifies that it is not a part to any collusive action.
- (5) The bid/BID of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/Bid.

(6) _____ its affiliates, subsidiaries, officers,
(NAME OF MY FIRM)
directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding/proposing on any public contract, except as follows:

I state that _____ understands and acknowledges that
(NAME OF MY FIRM)

the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid/Bid for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is

and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids/Bids for this contract.

- (7) I agree to furnish and deliver all services on the date and time agreed on by _____ and the Greenwich Board of Education at _____
(NAME OF MY FIRM)

The time the purchase order is placed. Furthermore, there will not be any cancellations to the Board of Education. If a bidder/proposer submits a bid/proposer on any item he/she will be responsible for delivering that item at the bid/Bid cost, in accordance with the attached above specifications, which were submitted with this bid/Bid and upon which the bid/Bid was made.

- (8) In submitting this bid/Bid, the undersigned declares that this is made without any connection with any persons making another bid/Bid on the same contract; that the bid/Bid is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/Bid or in the supplies or work to which it relates, or in any portion of the profits thereof.
- (9) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.
- (10) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/Bid. If found to be false, the Town of Greenwich retains the right to reject said bid/Bid and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/Bid and contract or purchase order.
- (11) The Greenwich Code of Ethics can be found at www.greenwichct.org. Code of Ethics stated as follows:
- (2) **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.
- (3) **GIFTS AND FAVORS.** No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
- (4) **IMPROPER INFLUENCE.** No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

VENDOR INFORMATION. (Please print the following)

VENDOR NAME

ADDRESS

TELEPHONE

FAX #

E-MAIL

WEB SITE

AUTHORIZED SIGNATURE

TITLE

- (12) By signing this bid/Bid the bidder/proposer understands and agrees to the attached terms, conditions, and specifications, including Collusion among Bidders/Bidders Employment Discrimination by the Contractor Prohibited.

SIGNATURE

**SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR
THE COUNTY OF _____ AND THE STATE OF _____**

_____ **THIS** _____

DAY OF _____, 2022 _____

_____ **MY COMMISSION EXPIRES** _____
NOTARY PUBLIC

**THE FOLLOWING PAGES ARE A SAMPLE COPY OF THE
TOWN OF GREENWICH CONTRACT FOR YOUR REVIEW.
YOU MUST BE ABLE TO SIGN THIS CONTRACT AND MEET
THE NECESSARY INSURANCE AS REQUIRED BY THE
TOWN OF GREENWICH IN ORDER FOR YOUR BID TO BE
CONSIDERED.**

PERSONAL SERVICE CONTRACT

Contract No.

THIS AGREEMENT made and entered into this _____ day of _____ 2022,
by and between the TOWN OF GREENWICH (hereinafter referred to as “Town”), acting
herein by the undersigned official, and _____ (hereinafter referred to
as “Contractor”), whose principal office is located at

_____, acting herein by
_____ its _____, hereunto duly authorized,

WITNESSETH:

WHEREAS, the Town contemplates:

WHEREAS, the Town desires to retain the services of the Contractor to perform the
following work:

NOW THEREFORE, in consideration of the mutual covenants and agreements herein
contained, the parties agree as follows:

- 1. Describe services to be performed:

- 2. Describe method and terms of payment:

This agreement consists of:

Personal Service Contract form (pp.);
Exhibit A, Insurance Requirements & Certificate of Insurance (pp.);
Other exhibit(s) (yes/no) entitled (pp.);
Other attachment(s) (yes/no) entitled (pp.);
for a total number of numbered pages (hereinafter collectively referred to as “Contract”)

3. Any conflict between this Contract and any invitation to bid, request for Bid, exception that any provision of an invitation to bid, request for Bid, bid or response to request for Bid, that is attached as an Exhibit to this Contract, which Exhibit provides bid or response to request for Bid shall be resolved in favor of this Contract, with the for a higher standard of obligation or service by Contractor, shall control as to the standard of obligation and service required of the Contractor and shall thereby supplement this Contract.

4. The Town may at any time, and for any reason, direct the discontinuance of the services and work contemplated under this Contract for a period of time. Such direction shall be in writing and shall specify the period during which the work shall be discontinued. The work shall be resumed on the dates specified in such direction, or upon such other date as the Town may thereafter specify in writing. The period during which such work shall have been discontinued shall be deemed added to the time for performance. Stoppage of work under this article shall not give rise to any claim against the Town.

5. The service and work contemplated under this Contract shall be completed in full on or before .

6. The Town may at any time and for any reason terminate this Contract by written notice specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such termination, services shall be paid for in such amount as shall compensate for the portion of the work satisfactorily performed prior to termination. Such amount shall be fixed by the Town after consultation with the Contractor and shall be subject to audit by the Town Comptroller. Termination under this section shall not give rise to any claim against the Town for damages for compensation in addition to that provided hereunder.

7. It is the intent of this Contract to secure the personal services of the Contractor or a duly authorized and competent representative(s) of the Contractor acceptable to the Town. Failure of the Contractor for any reason to make the personal service of such a person available to the Town to the extent necessary to perform the services required skillfully and promptly shall be cause for termination of this Contract.

8. The Contractor shall not assign this Contract without prior consent of the Town in writing.

9. In the event of death or disability of the principal of the Contractor, any qualified partner or associate of the Contractor may be authorized, at the option of the Town, to continue to perform and complete all the terms, covenants and provisions contained in this Contract.

10. If the Contractor has been delayed and as a result will be unable, in the opinion of the Town, to complete performance fully and satisfactorily within the time allowed therefore, the Contractor, upon submission of evidence of the cause of the delay, satisfactory to the Town, shall at the discretion of the Town, be granted an extension of time for performance equal to the period that the Contractor was actually and necessarily delayed.

11. When the Town shall have reasonable grounds for believing that a) the Contractor will be unable to perform this Contract fully and satisfactorily within the time fixed for performance, or b) a meritorious claim exists or will exist against the Contractor or the Town arising out of the negligence of the Contractor or the Contractor's breach of any provision of this Contract, then the

Town may withhold payment of any amount otherwise due and payable to the Contractor hereunder. Any amount so withheld may be retained by the Town for such period as it may deem advisable to protect the Town against any loss and may, after written notice to the Contractor, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the Town. No person shall have any right against the Town or claim against the Town by reason of the Town's failure or refusal to withhold monies. No interest shall be payable by the Town on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the Town.

12. The acceptance by the Contractor, his successors or assigns, of any payment made on the final requisition under this Contract, or of any final payment due on termination of this Contract, shall constitute a full and complete release of the Town from any and all claims, demands and causes of action whatsoever which the Contractor, his successors or assigns, have or may have against the Town under the provisions of this Contract.

13. The Contractor shall not assert any claim arising out of any supervisory act or omission by any agent, officer or employee of the Town in the execution or performance of this Contract against any such agent, officer or employee. The Contractor shall require each person supplying labor or materials to the Contractor to agree in writing to the Contractor not to make any claim against the Town, its officers, agents or employees by reason of such labor or materials, or by reason of any acts or omissions of the Contractor.

14. The Contractor shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the Contract, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault, or contractual default of the Contractor, its officers, agents, servants or employees, any of its subcontractors, the Town, any of its respective officers, agents, servants, or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent, and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Contractor shall not be required to indemnify the Town, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the Town, its officers, agents, servants or employees, other than supervisory acts or omissions of the Town, its officers, agents, servants, or employees, in connection with the work called for in the Contract.

15. The Contractor shall take out and maintain during the life of this Contract the types and amounts of insurance as are set forth in the attached Exhibit B. Before commencing the work called for in this Contract, the Contractor shall furnish the Town with a completed certificate of insurance on the Acord form that is referenced in the attached Exhibit B evidencing such coverage.

16. Contractor agrees to comply in every respect with applicable State and Town laws, regulations and ordinances.

17. Contractor shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Contract. Nothing herein contained shall be construed as creating the relationship of employer and employee or principal and agent, between the Town, its agencies, employees, agents and Contractor, its employees and agents. Contractor assumes exclusively the responsibility for the acts of its employees and agents as they relate to the services to be provided during the course and scope of their employment. Contractor, its agents and employees shall not be entitled to any rights and privileges of Town employees and shall not be considered in any manner to be Town employees.

18. The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

Dated at Greenwich, Connecticut,
this _____ day of _____ 2022

Witnessed by:

Witnessed by:

THE TOWN OF GREENWICH

By _____ **L.S.**

Its _____

THE CONTRACTOR

By _____ **L.S.**

Its _____

FOR A PARTNERSHIP:

STATE OF _____)
) ss: _____
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022 by _____
acknowledging partner or agent
partner (or agent) on behalf of _____, a partnership.
name of partnership

Notary Public
My Commission Expires:

BY ANY PUBLIC OFFICER, TRUSTEE, OR PERSONAL REPRESENTATIVE:

STATE OF _____)
) ss: _____
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 2022, by _____
name and title of position

Notary Public
My Commission Expires:

Insurance Requirement Sheet

Insurance Requirements: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:
 - 1. Commercial General Liability.
 - 2. Town as additional insured.
 - 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).

- B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.

- C. Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.

- D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.

- E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.

- F. Other (Builder's Risk, etc.): _____.

- G. **CERTIFICATE HOLDER: TOWN OF GREENWICH AND GREENWICH BOARD OF EDUCATION
ATTN: BOARD OF EDUCATION. (Also fill in on ACORD Certificate of Insurance)
290 Greenwich Avenue, Greenwich, CT 06830.**

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich and the Greenwich Board of Education are endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter must follow exactly the format provided by the Purchasing Department and must be signed by the same individual authorized representative who signed the Acord form. If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of AVII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSUREERS AFFORDING COVERAGE
INSURED	INSURER A:
Contract #	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF 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.

INSURER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS		
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG		
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)		
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG		
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table style="width:100%; border: none;"> <tr> <td style="border: none;">WC STATIL</td> <td style="border: none;">OTH- FR</td> </tr> </table> E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	WC STATIL	OTH- FR
WC STATIL	OTH- FR						
	Professional Liability						

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Additional Insured: The Town of Greenwich and the Greenwich Board of Education are named as additional insured for Contract # _____. It is agreed by both parties to Contract No _____ that the Contractors insurance will be primary and non-contributory

CERTIFICATE HOLDER	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: _____	CANCELLATION
Certificate Holder: Town of Greenwich & Board of Education 101 Field Point Road Greenwich, CT 06830		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

(SAMPLE ENDORSEMENT LETTER)

**AGENT/BROKER
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

Re:

Town of Greenwich/Board of Education / **Contract #**
Project Name:

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (6) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (7) The Town of Greenwich and the Greenwich Board of Education have been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by **[insert company affording coverage] to [name of insured]**;
- (8) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (9) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (10) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form