



MOLINE-COAL VALLEY SCHOOL DISTRICT

Request for Proposal

MOLINE-COAL VALLEY SCHOOL DISTRICT NO. 40 TRASH REMOVAL

Issue Date
May 26, 2023

Closing Date
All Bids must be received by 2:30 p.m. on June 13, 2023.
The sealed envelope that contains the bids shall be clearly marked,
"SEALED BID –MHCVSD Trash Removal"

Closing Location
Moline-Coal Valley School District No. 40
Business Office
1619 11th Avenue
Moline, Illinois 61265

Contact Person
Keith Karstens
(309) 743-8624
kkarsten@molineschools.org

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MOLINE-COAL VALLEY SCHOOL DISTRICT

September 26, 2022

The Board of Education of Moline-Coal Valley School District No. 40, Moline, Illinois, will receive sealed bids for MOLINE-COAL VALLEY SCHOOL DISTRICT- TRASH REMOVAL until 2:30 p.m., June 13, 2023, in the School District Business Office at 1619 - 11th Avenue, Moline, Illinois 61265.

Specifications may be obtained at the Business Office or by emailing request to kkarsten@molineschools.org. The envelope that contains the bid shall be plainly marked, "SEALED BID – MOLINE-COAL VALLEY SCHOOL DISTRICT – TRASH REMOVAL."

The Board of Education reserves the right to accept or reject any or all bids or to waive formalities as its best interest may require.

Regards,

Dave McDermott
Chief Financial Officer

ADVERTISEMENT FOR BIDS

The Board of Education of Moline-Coal Valley School District No. 40, Moline, Illinois, will receive sealed bids for MOLINE-COAL VALLEY SCHOOL DISTRICT-TARSH REMOVAL until 2:30 p.m., June 13, 2023, in the School District Business Office at 1619 - 11th Avenue, Moline, Illinois 61265.

Specifications may be obtained at the Business Office or by emailing request to kkarsten@molineschools.org. The envelope that contains the bid shall be plainly marked, "SEALED BID – MOLINE-COAL VALLEY SCHOOL DISTRICT – TRASH REMOVAL." A Pre-Bid meeting will be at the site on Tuesday, October 4, 2022 at 3:45 PM at Moline High School, located at 3600 Avenue of the Cities Moline, IL. Please use the Main entrance.

The Board of Education reserves the right to accept or reject any or all bids or to waive formalities as its best interest may require.

Dave McDermott
Chief Financial Officer
Dated: May 26, 2023

INSTRUCTIONS TO BIDDER

1. Bidders may obtain copies of Bidding Documents from the Business Office of the Board of Education, 1619 - 11th Avenue, Moline, Illinois 61265.
2. Bids shall be firm for Ninety (90) days from the date of receipt of bids.
3. Questions shall be submitted in writing to the Chief Financial Officer of the District. Replies will be issued to all bidders of record as Addenda; bidders shall acknowledge receipt of Addenda in the Proposal Form. No Addenda will be issued later than three days prior to the date for receipt of bids.
4. Products described and listed by manufacturer establish a standard of quality. No substitutions will be considered unless written documentation of equivalence has been submitted by the bidder and received by the District with the bid. Each such substitution shall include a complete description and any other information necessary for an evaluation. The burden of proof of the merit of the proposed substitute is upon the proposer. Equivalence shall be determined by the District.
5. Proposed substitutions may be bid as VOLUNTARY ALTERNATES, but must be stated as such and bidder shall list the manufacturer and model proposed. The District may consider such proposals, but has no obligation to accept them.
6. Bids shall be submitted on the form provided with these specifications; signed by the authorized agent of bidder; and received in a sealed envelope addressed:

SEALED BID- MOLINE-COAL VALLEY SCHOOL DISTRICT – TRASH REMOVAL
MOLINE-COAL VALLEY SCHOOL DISTRICT NO. 40
1619 - 11TH AVENUE
MOLINE, ILLINOIS 61265
7. In submitting a bid, bidder represents that he has read the Instructions, Conditions and Specifications.
8. Freight and delivery costs to various schools within our district boundaries, shall be included in the total bid price.
9. Work to be coordinated through Keith Karstens, (309) 743-8624.
10. After completion, the vendor will send a detailed invoice to the District for payment.

CONDITIONS

1. The Bid Form of agreement shall be a signed Moline-Coal Valley School District No. 40 purchase order as per specifications and accepted bid.
2. A manufacturer's standard written warranty shall accompany the product, and shall commence on the date of accepted delivery of vehicles.
3. The successful vendor shall comply with all laws, ordinances, rules, regulations and lawful orders of public authorities bearing on the sale of goods to and performance of work for Illinois Public School Districts.
4. Products bid under this proposal shall meet all federal, state, and local statutes, rules, regulations, codes, ordinances, and requirements that are applicable to Moline-Coal Valley School District No. 40, a Public Illinois School District.
5. All vendors and contractors must comply with the public contract provisions under the Illinois Human Rights Act, including the sexual harassment provisions. This bill amends the Illinois Human Rights Act to require every party to a public contract and every bidder to a public contract to have a written sexual harassment policy, post a notice of the policy, and provide training on sexual harassment prevention as a part of a new employee training program. The policy must, at a minimum, include the illegality of sexual harassment, the definition of sexual harassment under State law, a description of sexual harassment utilizing examples, the contractor's internal complaint process including penalties, the legal recourse, investigative and complaint process available through the Department of Human Rights, directions on how to contact the Department, and protection against retaliation.
6. The vendor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. More specifically, the successful contractor will be required to have criminal background investigations done on the employees and any subs who will be working at the site before starting the work. The contractor will pay for the fee required to complete these background checks.
7. The District is exempt from Illinois sales and usage tax.

REQUEST FOR PROPOSAL TIMELINE

Activity	Target Date
Advertise Request for Proposal	May 26, 2023
Bid Opening at 2:30 p.m.	June 13, 2023
Review and Summarize Bids	June 13, 2023
Present to Board of Education for Approval	June 26, 2023

SPECIFICATIONS

1. Scope of Work: Provide disposal services for District as per the listing of locations, number of containers, size of containers and frequency of pickup as provided on the bid form attached for the year beginning July 1, 2017, and ending June 30, 2020. Any portion of any month where partial service is required/requested should be invoiced on a pro-rated basis. Also requested are total monthly costs for years 2 and 3.
2. In reviewing and awarding bids, the District will consider the bids/costs for services over the three-year period identified on the bid form. The bid will be awarded to the lowest responsible bidder meeting the specification considering the three year bid. The District will, however, issue a Purchase Order for one year at a time with renewal each year dependent upon satisfactory service or rebidding, if deemed necessary. If at any point during the term of the agreement service becomes unsatisfactory, the Owner reserves the right to terminate with 30 days written notice.
3. Standards, Codes, Regulations, Safety, Pressures, Etc.: Equipment, devices, apparatus, systems and installations of all types shall be in full compliance with applicable standards, requirements, rules, regulations, codes, statutes, ordinances, etc., of the municipal, county, state and federal governments, the District's insurance company, local utilities and labor regulations. Such equipment shall meet all government inspection requirements.
The installation of containers and the providing of disposal services must be entirely safe in all respects, and must not create any condition of any kind which will be harmful to any occupant of the building, to the operating personnel, to the installation personnel, to the Contractor's personnel and to the public, and the Contractor shall be solely responsible for providing installation and disposal services equipment which will meet these conditions. If the Contractor believes that the installation location will not be safe for all people, he shall so report in writing before any equipment is placed or any disposal service performed, giving his exact recommendations.
4. Qualifications: Contractor must present satisfactory proof that he has satisfactory and adequate expense and equipment to accomplish the services specified. Please submit evidence with bid.
5. Site: After performing disposal services with each pickup, each site shall be left in a neat and clean manner. District shall have the right, with 1-week notice, to require contractor to replace any container not meeting the appearance and sanitation requirements of the District during the term of the agreement. The color and type of all containers must be acceptable to the owner and approved in advance.
6. All invoicing is to be in arrears. A single monthly invoice should be sent which includes all regularly scheduled monthly pickups with costs for each building itemized. All extra or special pickups are to be itemized and billed in arrears and separately from regular monthly billing.
7. Winter and spring vacation periods shall be excluded from monthly charges on a pro-rata basis and charges shall be made on an "on-call" basis for such periods. The Owner will notify the Contractor of the last regular pickup date in June of each year and the date to resume regular pickups in August of each year.
8. If as a result of this bid process there is a change in the Owner's provider for trash services from the existing contractor, the new contractor will be required to set all dumpsters for services the last week of June 2017. The new service, if applicable, will begin on July 1, 2017.

PROPOSAL FORM
TRASH REMOVAL

May 26 11, 2026

<u>School</u>	<u>Container Size</u>	<u>Pickups Per Week</u>	<u>Monthly Charges</u>	<u>Summer or Extra on Call Pickups</u>
Allendale	6 Cu. Yd. – Cube	1	\$ _____	\$ _____
Bicentennial	6 Cu. Yd. – Cube.	3	\$ _____	\$ _____
Butterworth	6 Cu. Yd. – Cube.	2	\$ _____	\$ _____
Coolidge/Maintenance	6 Cu. Yd.	2	\$ _____	\$ _____
Franklin	6 Cu. Yd. – Cube	2	\$ _____	\$ _____
Hamilton	8 Cu. Yd. - Cube	5	\$ _____	\$ _____
Jane Addams	6 Cu. Yd. – Cube	2	\$ _____	\$ _____
Jefferson	6 Cu. Yd. – Cube	2	\$ _____	\$ _____
John Deere Middle	8 Cu. Yd. – Cube	5	\$ _____	\$ _____
Lincoln-Irving	8 Cu. Yd. - Cube	2	\$ _____	\$ _____
Logan	6 Cu. Yd. – Cube	2	\$ _____	\$ _____
Moline High School	4 Cu. Yd.	5	\$ _____	\$ _____
	8 Cu. Yd.	5	\$ _____	\$ _____
	8 Cu. Yd.	5	\$ _____	\$ _____
	8 Cu. Yd.	5	\$ _____	\$ _____
Roosevelt	6 Cu. Yd. – Cube	2	\$ _____	\$ _____
Washington	6 Cu. Yd. – Cube	3	\$ _____	\$ _____
Wharton Field House	8 Cu. Yd.	On call	\$ _____	\$ _____
Willard	6 Cu. Yd. – Cube	2	\$ _____	\$ _____
Wilson Middle	4 Cu. Yd.	3	\$ _____	\$ _____
	4 Cu. Yd.	5	\$ _____	\$ _____
Bid Amount Year 1				
Total Per Month 7/1/23 -6/30/24			\$ _____	
Bid Amount Year 2				
Total Per Month 7/1/24-6/30/25			\$ _____	
Bid Amount Year 3				
Total Per Month 7/1/25-6/30/26			\$ _____	

ACKNOWLEDGEMENT OF ADDENDA

I hereby acknowledge the following Addenda:

CERTIFICATION

My signature certifies that I am an authorized agent of the aforementioned company and am authorized to quote and enter into contracts as called for in this advertisement for bid. Furthermore, I certify that by submitting my quotation I am bound by all requirements as called for in the specifications.

Signature _____

Date _____

Print Name _____

Title _____

Company Name _____

Phone _____

Fax _____

E-Mail Address _____

ENCLOSED:

- Vendor Info
- Civil Rights
- Vendor Eligibility
- Drug Free Workplace
- Non-Collusion Affidavit
- Tax ID Form
- Debarment
- Lobbying
- Certificate of Liability Insurance

Assurance Schedule A

Vendor Information Form

VENDOR INFORMATION FORM

Name of Company: _____

Tax Payer ID #: _____ FCC/USAC "SPIN" Number: _____

Address: _____ Date Business
Began: _____

Telephone No: _____ Years at Location: _____

List of contact information for all officers, directors, and principals:

Name: _____
Title: _____
Address: _____
Telephone No: _____
Email: _____
Relationship: _____

Description of services provided:

Description of facilities/resources:

Description of staff (no./type/qualifications, etc.):

Brief history of company:

Client reference list of major customers and projects (include address and telephone number):

Date Verified: _____ Verified by: _____

Assurance Schedule B
Civil Rights Certification of Compliance

CERTIFICATE OF COMPLIANCE
WITH ILLINOIS HUMAN RIGHTS ACT

All successful contractors must comply with the provisions of the Illinois Human Rights Act (ACT) dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The contract with the successful bidder will provide for this requirement. The statutory provisions require that the written Sexual Harassment policy included at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) a vendor's internal complaint process including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission; (vi) directions on how to contact the Department of Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name _____

Address _____

Signature of Officer

Title

Subscribed and sworn to before me
This ____ day of _____, 20__.

Notary Public

*Assurance Schedule C
Vendor Eligibility Certification*

BIDDING AND CONTRACT REQUIREMENTS
Vendor Eligibility Certification

Public Act 85-1295 (Illinois Revised Status, 1987, Ch 38, art 33E) requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid-rigging or bid rotation.

The following certifications must be signed and submitted with bidder's bid proposal. *FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.*

_____. As part of its bid on contract for
(Name of Contractor)

_____. For Moline School
(Name of Bid Package)

District No. 40 hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

Firm Name: _____

By: _____

Title: _____

Subscribed and sworn to before me
This ____ day of _____, 20__.

Notary Public

Verified by: _____

Date Verified: _____

*Assurance Schedule D
Drug Free Workplace*

**CERTIFICATIONS OF COMPLIANCE WITH
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for violation of the Illinois Drug-Free Workplace Act.

Name of bidder (Please Print)

Submitted by (Signature)

Title

**Assurance Schedule E
Non-Collusion Affidavit**

BIDDING AND CONTRACT REQUIREMENTS
Non-Collusion Affidavit

AFFIDAVIT: "I, (we) hereby certify and affirm that my (our) proposal was prepared independently for this bid package and that it contains no fees or amounts other than for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade. I further certify that I (we) am not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961."

The following certification must be signed and submitted with bidder's proposal. **FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.**

(If an individual)

Signature of Proposer: _____
(Seal) (Signature required)

Business Address: _____

(If a Partnership)

Firm Name: _____
(Seal)

By _____
(Signature required)

Business Address: _____
(of all Partners of the Firm)

(If a Corporation)

Corporate Name: _____

By _____
(Signature required)

Corporate Address: _____

(CORPORATE SEAL)

Names of Officers: (President): _____

(Secretary): _____

(Treasurer): _____

Attest: (Secretary): _____

**Assurance Schedule F
Federal Tax ID and Disclosure**

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

_____ Individual

_____ Sole Proprietorship

_____ Partnership

_____ Corporation

_____ Governmental Entity

_____ Not-for-profit Corporation

Signature

Date

Return this certification and a W-9 copy to:

Moline-Coal Valley School District No. 40
Attention: Business Office
1619 11th Avenue
Moline, Illinois 61265

Assurance Schedule G Certification Regarding Debarment

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier Covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Excluded Parties List System" at <http://epls.arnet.gov/>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 7 CFR 3017 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733) and Part II of the November 26, 2003 Federal Register (pages 66533-66646). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Organization Name: _____

Name Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____

Signature Date: _____

**Assurance Schedule H
Notification of Lobbying Activity**

**NOTICE TO APPLICANTS – CERTIFICATION/DISCLOSURE REQUIREMENTS
RELATED TO LOBBYING**

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their sub-tier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress or any Federal agency in connection with the award of a particular contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their sub-tier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their sub-tier contractors or subgrantees will pay with profits or **non-appropriated** funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if materials changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress or any Federal agency in connection with a particular contract, grant, cooperative agreement, or loan;
- you are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and
- you will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations Implementing Section 319 of Public Law 101-121 have been published as an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, **Federal Register** (pages 6736-6746).

(Continued on the next page)

**CERTIFICATION REGARDING LOBBYING – CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan or cooperative agreement;

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this

Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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 NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE