

RAISIN CITY SCHOOL DISTRICT

**REQUEST FOR PROPOSALS FOR
CLEAN ENERGY EFFICIENCY:
CONTRACT FOR CONSULTATION, AUDIT, AND OTHER PLANNING ACTIVITIES**

RFP DOCUMENTS LIST
RFP DOCUMENT A

The following documents and any addenda, whether attached or not, are referred to separately as a “**RFP Document**” and collectively as the “**RFP Documents**” and together form this “**RFP**”. Terms with initial capital letter shall have the respective meanings set forth in this RFP.

No.	RFP Document
A	RFP Documents List
B	Project/Program Background and Information
C	Notice Requesting Proposals
D	Instructions to Respondents
E	Proposal (form)

PROJECT/PROGRAM BACKGROUND AND INFORMATION
RFP DOCUMENT B

B1.1 OWNER BACKGROUND AND FACILITIES

RAISIN CITY SCHOOL DISTRICT (“**Owner**”) is a public school district located in Fresno County, California. Owner provides educational and related programs for approximately 330 students in grade levels through K-8. Owner owns and operates the following site, which includes 8.68 acres of ground and approximately 28,730 square feet of buildings:

6425 W. Bowles Raisin City, CA 93652

B1.2 OWNER OBJECTIVES

Owner intends to undertake one or more energy projects and/or programs at one or more of the above facilities and expects to receive certain funding from the State of California as a result of the Clean Energy Jobs Act, Public Resources Code section 26200 et seq. (referred to herein as “**Prop. 39**”). Owner expects to receive funding on an annual basis starting in the 2012-2013 fiscal year and for four fiscal years thereafter. Owner has been allocated the amount of \$54,990 for the fiscal year 2013-2014 and anticipates an allocation of a similar amount for each subsequent fiscal year thereafter, 2014-15, 2015-2016, 2016-2017, and 2017-2018, all such amounts to be use by Owner in accordance with Prop. 39.

Owner intends to achieve the following goals and objectives through implementation of the energy projects and/or programs:

1. Improve energy efficiency and expand clean energy generation at Owner’s existing facilities.
2. Implement energy efficiency retrofits and clean energy installations, along with related improvements and repairs that contribute to reduced operating costs and improved health and safety conditions, at Owner’s existing facilities.
3. Reduce the cost of electricity and other energy sources at Owner’s existing facilities.
4. Identify and, at Owner’s request, assist Owner to obtain additional funding, including but not limited to, grants, loans, rebates, and incentives, that Owner can use in addition to Prop. 39 funds.
5. Implement projects and/or programs that are cost effective, total benefits greater than the costs of the project or program costs over time.
6. Educate and train students, staff, and the community about energy conservation and efficiency, and the benefits thereof.
7. Improve environmental quality at Owner’s facilities and in the community in which Owner operates.

Owner desires to retain a firm to provide the Services as stated in the Instructions to Respondents and such services as may be agreed upon between the selected firm and Owner. The selected firm must be willing and able to provide the services throughout the five years during which Prop. 39 funds are expected to be allocated and such additional duration thereafter as agreed to between Owner and the selected firm. Owner expects that the projects and/or programs that Owner will implement will be funded partially or wholly by Prop. 39. However, Owner reserves the right to implement projects and/or programs that are not funded in any way by Prop. 39 and, upon Owner’s request, the selected firm shall provide services to Owner for such projects and/or programs.

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RAISIN CITY SCHOOL DISTRICT (“Owner”)

6425 W. Bowles Raisin City, CA 93652

Renee’ Steen, Business Manager

Phone: (559) 233-0128 FAX: (559) 486-0891 Email: rsteen@raisincity.k12.ca.us

NOTICE REQUESTING PROPOSALS

CLEAN ENERGY EFFICIENCY:

18430 Requesting Proposals (“Notice”) and other documents (collectively “RFP Packet”). Owner desires to retain an experienced and qualified firm to provide consultation, conduct an energy survey and/or audit, assist Owner to prepare and submit required documents to the appropriate government agencies for approval of project(s) and fund disbursements, and assist Owner to plan for and implement one or more clean energy efficiency projects. The services required of the successful firm will be funded, in part or in whole, by the California Clean Energy Jobs Act, Public Resources Code section 26200 et seq. (referred to herein as “Prop.39”). The successful firm shall comply with, and assist Owner to comply with, Prop.39 and the implementing statutes, requirements, and guidelines as well as other applicable laws and regulations. The particular services required of the successful firm are set forth in the RFP Packet.

1. RFP PACKET AVAILABILITY. The **RFP Packet will be available starting July 8, 2014** and may be obtained by contacting the Contact Person listed above.
2. PRE-SUBMITTAL CONFERENCE. An optional pre-submittal conference to acquaint prospective respondents with the RFP Packet and Owner’s sites and facilities will be held at **9:00 a.m. on Tuesday, July 15, 2014 at the above-stated address**. Whether or not a respondent attends the conference, which may include dissemination of information in response to questions, the respondent shall be deemed to have notice of all information disseminated at the conference.
3. QUESTIONS SUBMISSION. Questions regarding the RFP Packet shall be submitted in writing to, and received by, the Contact Person listed above at the above FAX number or email **before 3:00 p.m. on Tuesday, July 15, 2014**.
4. RESPONSE SUBMITTAL. All responses to this RFP shall be submitted **before 3:00 p.m. on Tuesday, July 22, 2014 (“Submittal Deadline”)** to Owner’s address listed above (“Submittal Location”).
5. AWARD OF CONTRACT .In determining the successful firm to which to award the contract, Owner will consider various factors, including, the qualifications and experience of the firm to provide the required services and comply with and assist Owner to comply with Prop. 39, the proposed services, the proposed prices, and other factors set forth in the RFP Packet. Owner reserves the right to award the contract to a firm other than the one who submits the lowest price proposal.

Publication: July 3, 2014

RAISIN CITY SCHOOL DISTRICT

By: Renee’ Steen, Business Manager

INSTRUCTIONS TO RESPONDENTS
RFP DOCUMENT D

Each Response submitted to Owner in response to this RFP must be in accordance and comply with the following instructions and the requirements set forth in other RFP Documents in order for the Response to be considered by Owner.

D1. RESPONDENT QUALIFICATIONS

To be considered by Owner, the selected firm must have, among others, the following qualifications:

- D1.1 Be willing and able to provide consultation relating to, among others, energy efficiency projects and programs, Prop.39 procedures and requirements, additional funding sources for project planning and implementation, and project/program planning and implementation, and post-construction operations and maintenance; conduct an energy survey and/or audit; assist Owner to prepare and submit required documents to the appropriate government agencies for approval of project(s) and funding disbursements; assist Owner to plan for and implement one or more clean energy efficiency projects and/or programs, including maintenance, operations, and management thereof; and provide such other services as may be agreed upon between the selected firm and Owner (collectively “**Services**”).
- D1.2 Be willing and able to provide the Services throughout the five years during which Prop. 39 funds are expected to be allocated to Owner and such additional duration thereafter as agreed to between Owner and the selected firm.
- D1.3 Have substantial experience in planning for, implementation of, and maintenance and operation of energy programs, energy efficiency/conservation measures, and clean energy, including but not limited to, energy survey and audit, construction management and oversight, and operations, maintenance, and operation of energy systems and infrastructures.
- D1.4 Have at least five years of experience working with California school districts on energy efficiency/conservation projects and programs.
- D1.5 Have at least five years of experience working with the California Division of the State Architect in regard to plan review and approvals.
- D1.6 Have knowledge and understanding of laws applicable to California public school districts relating to the design, construction, and maintenance of school buildings.
- D1.7 Have knowledge and understanding of Prop.39 statutes, guidelines, and requirements.
- D1.8 Be willing and able to work as part of a team to successfully plan for, develop, and implement energy efficiency projects and programs and comply with Prop.39 statutes, guidelines and requirements.
- D1.9 Be a California business or a foreign corporation registered with the California Secretary of State to do business in California.
- D1.10 Have the minimum insurances as stated in Exhibit A, Insurance, attached to this RFP.

D2. RESPONSE – REQUIREMENTS AND FORMS

D.2.1 GENERAL REQUIREMENTS.

- D2.1.1 **COMPLIANCE WITH REQUIREMENTS.** Each Response must be in accordance and comply with the requirements of this RFP. Owner may refuse to consider any Response that does not comply with the requirements of this RFP.
- D2.1.2 **ONE RESPONSE ONLY.** A respondent may submit only one Response to this RFP. However, a person who or an entity that has submitted a sub-proposal, or quoted prices of materials, to a respondent on this RFP is not thereby disqualified from submitting a sub-proposal or quoting prices to other respondents or submitting a Response for the Project.

- D2.1.3 DUE DATE AND LOCATION. Each Response shall be submitted in accordance with the Submittal Deadline stated in the Notice Requesting Proposals. Each Response shall be hand-delivered, mailed, or delivered by courier or overnight services to the Submittal Location stated on the Notice Requesting Proposals. Owner will not accept any Response by facsimile or other electronic means. Irrespective of how a respondent chooses to deliver its Response to Owner, the respondent is responsible for ensuring that Owner **actually receives** the Response at the Submittal Location in accordance with the Submittal Deadline. Owner will not accept, and will return unopened, any Response that is not submitted at the Submittal Location before the Submittal Deadline.
- D2.1.4 SEALED RESPONSE. Each Response shall be: (A) under sealed cover, clearly identifying on the cover that the Response is to this RFP, (B) on the Proposal Form attached to this RFP, and (C) containing the content and complying with the requirements of this RFP.
- D2.1.5 COSTS. Each respondent is solely responsible for its costs to respond to this RFP.
- D2.1.6 RESPONSE FORM. Each respondent shall use the Proposal Form attached to this RFP. Any Response that does not use the Proposal Form shall not be considered by Owner.
- D2.1.7 EXCEPTIONS OR NEGOTIATIONS. If a respondent has any exceptions, limitations, or reservations to any term or requirement in this RFP or its Response to this RFP, the respondent shall clearly state so in its Response.
- D2.2 CONTENT OF RESPONSE TO RFP. Each respondent must submit the documents described below as part of its response to this RFP.
- D2.2.1 PROPOSAL FORM. A Proposal on the Proposal form attached as part of this RFP.
- D2.2.2 STATEMENT OF QUALIFICATIONS. A Statement of Qualifications that complies with the following:
- D2.2.2.1 Is concise, clear, well organized, and demonstrates respondent's qualifications to perform the Services.
- D2.2.2.2 Not exceed 25 pages on 8 1/2" x 11" paper, inclusive of resumes, forms, pictures, and any other documents that may be included but excluding the proposed contract that respondent may submit pursuant to D2.2.3 below.
- D2.2.2.3 Is based on the scope of work stated in this RFP and the information provided at the Pre-Submittal Conference.
- D2.2.2.4 Four copies along with a USB flash drive containing an electronic copy in portable document format (pdf).
- D2.2.2.5 Is in the following format and contains the information requested in each category, which shall be separated by a tab that is numbered and labeled as stated in the bold, italicized text below:
1. ***COVER LETTER.*** The cover letter shall be brief (two pages maximum) and contain, at a minimum, the following information:
 - a. Identify this RFP as stated on the cover page.
 - b. State respondent's full legal name, business address, date of incorporation or formation, state where incorporated (if applicable), and whether respondent is a corporation, limited liability corporation or partnership, partnership, sole proprietorship, or other form of business. If respondent is a joint venture or partnership, list the full name of each member of the joint venture or partners of the partnership.
 - c. If respondent is a subsidiary or affiliate of another company or companies, identify such other company or companies.

- d. Describe the nature of respondent's business and operations during the last ten years.
- e. Explain any changes to the format or requirements set forth in this RFP or omission of any requested information.
- f. State any exceptions, limitations, or reservations to any term or requirement in this RFP or in the Response to this RFP.

2. METHOD/PLAN.

- a. Describe in detail respondent's methods and plan for providing the Services, including but not limited to, description of the particular work that respondent proposes to perform, a preliminary schedule to develop and implement energy conservation/efficiency projects and programs to meet Owner's objectives and comply with Prop. 39.
- b. Describe respondent's approach to the planning, development, and implementation of the Services, including any creative methodology or technology that respondent uses or unique resources that respondent can offer and timeline for performance and completion of the Services.

4. FEE SCHEDULE/STRUCTURE. Describe in detail respondent's method and process for determining fees and costs that respondent will charge Owner for providing the Services, including, without limitation, an itemization of the fees and costs and time schedule for payment thereof.

5. TEAM MEMBER.

- a. List of the names of all key personnel, joint venture partners, and consultants, with titles and their specific task assignment, who will provide the Services if respondent is the selected firm. Owner's evaluation will consider the entire team. Therefore, no changes in the team's composition will be allowed without Owner's prior written approval.
- b. Brief history of team's ability to implement successful energy projects and/or programs.
- c. Resumes for each member of the team.

6. QUALIFICATION/EXPERIENCE.

- a. State the number of years that respondent has provided services similar to those required by this RFP.
- b. Describe respondent's experience in California providing services that are similar to the Services required under this RFP and how the experience, technical and professional skills will meet Owner's objectives as stated above in this RFP.
- c. Describe respondent's experiences for the past ten years, including for each project or program, the following:
 - i. Description of project or program.
 - ii. Period during which respondent provided services.
 - iii. Name of the owner, and name and telephone number of owner's representative(s).

- 7. PAST PERFORMANCE.** If any of the following has occurred, please describe in detail the circumstances for each occurrence:
- a. Failure or refusal to enter into a contract for any energy project and/or program once selected.
 - b. Withdrawal of a proposal on an energy project and/or program as the result of an error.
 - c. Termination or failure to complete a contract on an energy project and/or program.
 - d. Debarment of the respondent or any of its principal officers or owner by any municipal, county, state, federal, or local agency.
 - e. Involvement as a party in any litigation, arbitration, or mediation on any contract for any energy project/program.
 - f. Conviction of respondent or its principal officers or owners for violating any California or federal anti-trust law by bid-rigging, collusion, or restrictive competition between respondents, or conviction of violating any other federal or California law.
 - g. Knowing concealment of any deficiency in the performance of any contract for energy project/program in which respondent is a party.
 - h. Falsification of information or submission of deceptive or fraudulent statements or claims in connection with any contract for energy project/program in which respondent is a party.
 - i. Violation of applicable rules, laws or regulations relating to any public works projects or any contract for energy project/program in which respondent is a party.
 - j. Filing of any claims and/or lawsuits against any public agencies in connection with any contract for energy project/program in which respondent is a party. If yes, identify the public agency and describe the nature and the outcome of such claim or lawsuit.
- 8. REFERENCES.** Submit a list of at least five projects and/or programs where respondent provided services similar to the Services required by this RFP within the last ten years for reference purposes. Respondent authorizes Owner to contact the Project Owners for purposes of references. The list must state for each project/program, at a minimum, the following information:
- a. Description of project/program.
 - b. Description of energy conservation or efficiency measures implemented.
 - c. Dates on which project/program started and completed.
 - d. Respondent's role in the project/program.
 - e. Name of the owner of the project/program, and the name and phone number of a contact person.
- 9. INSURANCE.** Provide letter from insurer(s) admitted in California to transact insurance or other documentation indicating the ability to issue insurance to respondent that complies with the requirements set forth in Exhibit A.

- D2.2.3 PROPOSED CONTRACT. If respondent desires to use respondent's contract form, respondent must submit the proposed contract as part of its Response to this RFP. Owner reserves the right to use respondent's contract form or any other contract form that Owner determines appropriate, and to include therein such terms and conditions as Owner determines appropriate and as may be agreed upon by Owner and the selected firm.
- D2.3 WITHDRAWAL OF RESPONSE. A respondent may withdraw its Response by submitting to Owner a written request signed by the respondent's authorized representative. To be effective, Owner must receive the notice of withdrawal before the Submittal Deadline stated in the Notice Requesting Proposals. A respondent shall have no right to withdraw its Response until 60 days after the RFP Deadline.
- D2.4 PUBLIC RECORD. All responses to this RFP shall become Owner's property and are public records, and as such, are subject to inspection and production to the public.

D3. EVALUATION OF RESPONSES AND AWARD OF CONTRACT

- D3.1 EVALUATION CRITERIA. Owner will evaluate responses to this RFP according to the following criteria:
- D3.1.1 Conformance to the requirements and format set forth in this RFP.
 - D3.1.2 Organization, presentation, and content of the Response.
 - D3.1.3 Specialized experience and technical competence of respondent (including principal firms, joint venture-partners, and consultants) considering the types of required Services; the complexity of the projects/programs; record of performance; and the strength of the key personnel who will be dedicated to provide the Services.
 - D3.1.4 Proposed equipment, and methods and overall strategic plan to accomplish the Services in a timely and competent manner.
 - D3.1.5 Knowledge and understanding of the local environment and a local presence for interfacing with Owner.
 - D3.1.6 Financial resources and stability of the respondent and its designated subcontractors and proposed consultants, if any.
 - D3.1.7 Ability of respondent to meet the insurance requirements.
 - D3.1.8 Demonstrated competence and professional qualifications necessary for the satisfactory performance of the Services.
 - D3.1.9 Qualifications to provide the required labor, equipment, and materials and to perform the Services.
- D3.2 INTERVIEW. Owner may conduct interview(s) with selected respondent(s). If Owner elects to do so, Owner will notify each respondent who has been selected for an interview.
- D3.3 CLARIFICATION AND ADDITIONAL INFORMATION. Throughout the RFP and contracting process, Owner reserves the right to request clarifications or additional documents or information from each respondent in order for Owner to properly consider and select the successful respondent. Before the contract is awarded, Owner may, at Owner's sole discretion, require from the successful respondent evidence of its qualifications to faithfully, capably, and reasonably perform the contract and Owner may consider such evidence before deciding on the award of the contract.
- D3.4 REJECTION OF RESPONSES. Owner reserves the right to reject any and all responses, to contract work with whomever and in whatever manner Owner decides, to abandon any program/project and the contract entirely, and/or to waive any informality or irregularity in any Response.
- D3.5 AWARD OF CONTRACT. After the interviews, if any, and consideration of all responses and other information as Owner determines pertinent, Owner will select the successful respondent. **Owner reserves the right to award the contract to a respondent other than the one who submits the**

proposal with the lowest fees or charges. Owner expects that it will decide whether to reject all responses or award the contract within 90 days after the Submittal Deadline but reserves the right to take longer. If Owner is unable to agree upon the terms and conditions for the contract with the selected respondent, Owner may terminate discussion with that respondent. Owner may then discuss the contract with the next respondent as determined by Owner. If no contract is finalized and entered into with the second respondent, Owner may discuss the contract with a third respondent as Owner determines.

D4. QUESTIONS AND CONTACT

Any potential respondent that has questions regarding this RFP must submit them in writing by personal delivery, mail, facsimile, or email to Owner's contact person listed on the Notice Requesting Proposals, receipt of which by Owner must be **before the deadline for questions to Owner, which deadline is stated on the Notice Requesting Proposals.** Owner will reply to questions by issuing addenda to all parties known by Owner as having received this RFP. Only questions answered by formal written addenda will be binding upon Owner.

PROPOSAL
RFP DOCUMENT E-1

Respondent's full legal name: _____

Address: _____

Contact Person Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ Email: _____

Dear Raisin City School District ("**Owner**"):

The above-listed Respondent understands and agrees that: (1) all items on this Proposal must be completed and shall be without interlineations, alterations, or erasures; (2) this Proposal must be completed and submitted to Owner in accordance with the instructions contained herein; and (3) when requested by Owner, Respondent shall furnish evidence satisfactory to Owner of the authority of each person executing below on Respondent's behalf. If Respondent is a *partnership*, this Proposal must be signed in the partnership's name and by a general partner authorized to bind the partnership, with the name and title of the person signing typed or printed below the signature. If Respondent is a *corporation*, this Proposal must be signed in the corporation's legal name and by the chairman of the board, president or any vice president, *and* by the secretary, assistant secretary, the chief financial officer or assistant treasurer, with the name and title of each person signing typed or printed below the signature.

ADDENDA RECEIVED BY RESPONDENT. Circulars letters, bulletins, addenda, and other documents (collectively "**Addenda**") issued during the response period for this RFP are included in this RFP and are part of this RFP. Respondent hereby acknowledges that it has received the following Addenda:

Addendum # _____	Dated _____	Addendum # _____	Dated _____
Addendum # _____	Dated _____	Addendum # _____	Dated _____
Addendum # _____	Dated _____	Addendum # _____	Dated _____

RESPONSE. Respondent shall submit, and hereby submit, as part of its Response the following documents (**respondent to mark each that is submitted**):

- ___ Proposal
- ___ Statement of Qualifications
- ___ Proposed contract (if respondent desires Owner to consider its use)

RESPONDENT STIPULATIONS. Respondent further understands and agrees as follows:

1. Respondent designates the contact person and address listed above as Respondent's office to which Owner may communicate with Respondent if Respondent is the selected firm.
2. Respondent has carefully examined this RFP and all documents describing the scope and requirements for the Services.
3. Respondent checked carefully all information and amount stated in its Response and understands that Owner will not be responsible for any errors or omissions of Respondent in completing this Proposal or other documents submitted as part of the Response.
4. After submitting this Proposal to Owner, Respondent shall have no right to withdraw Respondent's Response until 60 days after the Submittal Deadline.

- 5. If Owner selects Respondent as the successful firm at any time before Respondent withdraws Respondent's Response, which withdrawal must be in accordance with Paragraph 4 above, the following shall apply: (A) Owner will notify Respondent of the selection and provide Respondent with the form of the contract; (B) Respondent shall cooperate in good faith with Owner to agree upon the final terms and conditions, and execute the contract; (C) within five business days of the date on which the contract is finalized, Respondent shall execute the contract and deliver all documents required by the contract to Owner; and (D) if Respondent fails to so execute the contract and deliver the required documents, Owner, in addition to any remedy that Owner has or may have against Respondent, may award the contract to another respondent without any notice, obligation, or liability to Respondent.

Each person executing below declares under penalty of perjury under the laws of the State of California and executes on behalf of the above-named Respondent that the representations made and information provided in this Proposal and the other documents submitted herewith are true and correct and that he/she is duly authorized to execute this Proposal on behalf of and to bind Respondent to this Proposal and Respondent's Response to this RFP.

Signature: _____ Dated: _____

Print Name: _____ Title: _____

Signature: _____ Dated: _____

Print Name: _____ Title: _____

EXHIBIT A
INSURANCE

SECTION 1.1 REQUIRED INSURANCE. Contractor, at its cost, shall maintain in effect insurance that complies, at a minimum, with the requirements stated below, and be provided by insurers that are admitted by the State of California to transact insurance and has an A.M. Best rating of at least A-:VII or higher. Owner, in its sole discretion, may waive in writing any of the requirements in this Article. However, Owner's failure to insist or request that Contractor comply with the requirements herein stated shall not constitute a waiver on Owner's part. Owner reserves the right to reject any insurance and/or to require that Contractor obtain insurance through an insurer satisfactory to Owner. "**Contractor**" means the respondent that is selected by Owner and with which a contract has been entered into between the selected respondent and Owner. "**Agreement**" means the contract that is entered into between the selected respondent and Owner. "**Contract Term**" means the term of the Agreement during which Contractor will provide the services required under the Agreement.

Mark each required:

- X**1.1.1 COMMERCIAL GENERAL LIABILITY, in effect throughout the Contract Term, with minimum limits *per project* of \$1,000,000 per occurrence and \$5,000,000 aggregate for property damage, bodily injury, advertising injury, and personal injury. This insurance shall state that Owner's insurance coverage is excess of Contractor's insurance coverage and will not contribute with Contractor's insurance as to any claims, demands, lawsuits, causes of action, actions, proceedings, damages, liabilities, judgments and expenses, including costs and attorney's fees, arising out of, resulting from, or relating to this Agreement and resulting from, arising out of, or caused by Contractor or its governing body, officers, employees, agents, subcontractors, and/or suppliers. This insurance shall: (1) name or be endorsed to name Owner and its board of trustees, officers, employees, agents as an additional insured; and (2) contain or be endorsed to contain a waiver of subrogation by the insurer with respect to Owner and its board of trustees, officers, employees, and agents.
- X**1.1.2 WORKERS' COMPENSATION, in effect throughout the Contract Term, with limits of not less than \$1,000,000 or as required by California laws, whichever is greater; and employer's liability of not less than \$1,000,000.
- X**1.1.3 COMMERCIAL AUTOMOBILE LIABILITY, in effect throughout the Contract Term, covering, at a minimum, non-owned and hired autos and, if there are any autos owned by Contractor, then also covering owned autos, with a combined single limit of not less than \$1,000,000 per accident.

SECTION 1.2 PROOF AND NOTICE. Contractor shall provide written proof satisfactory to Owner of the existence of the insurance required in Section 1.1 above, including all required endorsements. Upon Owner's request, Contractor shall provide a certified copy of the insurance policy or other document satisfactory to Owner. Contractor shall also provide Owner with proof of renewal of each required insurance, including all required endorsements, at least 15 days before the date on which the insurance expires. Contractor shall also provide Owner with written notice within two business days of the occurrence of any of the following: (A) any required insurance is cancelled or non-renewed, (B) notice from the insurer that the insurer intends to or will cancel or non-renew the insurance, and/or limit, restrict, or reduce Contractor's insurance coverage such that the insurance does not comply with the above requirements, or (C) any required insurance contains policy limits below those required in Section 1.1 above.

SECTION 1.3 DEDUCTIBLE OR SELF-INSURED RETENTION. Contractor must disclose any deductible or self-insured retention for any of the required insurance. Owner reserves the right to require that such deductible or self-insured retention be eliminated or reduced, that Contractor obtain a bond or other security guaranteeing payment of losses and costs within the limits of the deductible or self-insured retention, or that Contractor provide other assurances satisfactory to Owner.

SECTION 1.4 INSURANCE OF SUBCONTRACTORS. Contractor shall require each of Contractor's subcontractors to procure and maintain the insurance listed, and with the same coverage and policy limits as stated, in Section 1.1 above. Each subcontractor's commercial general liability insurance shall contain a blanket additional insured endorsement or be endorsed to name Owner and its board of trustees, officers, employees, and agents as an additional insured. Contractor shall require each subcontractor to provide Owner with written proof of the required insurance at Owner's request.