

**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.**

State of Connecticut

**Town of Greenwich
Contract**

Town Department: Greenwich Public Schools
Division:

Contract No.:
Account Name:

Name and
Address
Of
Contractor

Account Code
Total Amount
of Contract

This Agreement made this ____ day of _____ 2026 between Greenwich Public Schools, Town of Greenwich, hereafter called the Owner and _____ hereafter called the Contractor.

Witnessed as follows:

1. The Contractor agrees to furnish materials and perform services as shown in specifications and contract documents hereto attached and made a part hereof, and consisting of numbered pages from 1 to _____.
2. The Owner agrees to pay the price designated for such materials and services upon certification by the proper agent of the Owner.
3. This contract shall not be valid until approved by the Town Attorney and countersigned by the Town Comptroller.

GREENWICH PUBLIC SCHOOLS,
TOWN OF GREENWICH

By _____
Its Chief Financial & Administrative Officer

CONTRACTOR

By _____
Its

Approved as to legal sufficiency

Date _____

Assistant Town Attorney

I hereby certify that the estimated amount of this contract does not exceed the unencumbered balances of amounts duly appropriated and against which this contract is chargeable as indicated hereon.

Date _____

Comptroller

PERSONAL SERVICE AGREEMENT

Contract No.

THIS AGREEMENT made and entered into this day of _____, by and between GREENWICH PUBLIC SCHOOLS, Town of Greenwich, Connecticut, (hereinafter referred to as “Owner”), 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. Owner and Contractor are sometimes referred to herein individually as a "Party" and collectively as the "Parties."

WITNESSETH:

WHEREAS, the Owner contemplates:

WHEREAS, the Owner 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: Services as described in the attached Exhibit(s) __ and ____.

2. Describe method and terms of payment:
Contractor shall invoice the Owner on a service rendered basis. Contractor shall send all invoices via electronic mail to accountspayable@greenwich.k12.ct.us. Contractor agrees to accept payment through Electronic Funds Transfer (EFT) via Automatic Clearing House (ACH) for all services rendered. Such payments will be made by the Owner net 30 days after receipt of invoice and acceptance and approval by the Owner, for all services actually rendered.

3. This Contract consists of:
Personal Service Agreement (pp.1-7);
Exhibit A, Insurance Requirements & Certificate of Insurance (pp.8-10);
Other exhibit(s) (yes/no) entitled B (pp.);
Other attachment(s) (yes/no) entitled (pp.);
for a total number of _____ numbered pages, hereinafter collectively referred to as the “Contract.”

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

5. The Owner 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 Owner 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 Owner.

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

7. Owner shall designate in writing a person to act as the Owner's representative with respect to the work to be performed under this Agreement. Owner's designated representative shall have complete authority to transmit instructions, receive information, interpret, and define the Owner's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the work covered by this Agreement.

8. Owner 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 Owner after consultation with the Contractor and shall be subject to audit by the Owner's Comptroller. Termination under this section shall not give rise to any claim against the Owner for damages for compensation in addition to that provided hereunder.

9. 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 Owner. Failure of the Contractor for any reason to make the personal service of such a person available to the Owner to the extent necessary to perform the services required, skillfully and promptly, shall be cause for termination of this Contract.

10. The Contractor shall not assign this Contract without prior consent of the Owner in writing.

11. 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 Owner, to continue to perform and complete all the terms, covenants and provisions contained in this Contract.

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

13. When the Owner 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 Owner arising out of the negligence of the Contractor or the Contractor's breach of any provision of this Contract, then the Owner may withhold payment of any amount otherwise due and payable to the Contractor hereunder. Any amount so withheld may be retained by the Owner for such period as it may deem advisable to protect the Owner 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 Owner. No person shall have any right against the Owner or claim against the Owner by reason of the Owner's failure or refusal to withhold monies. No interest shall be payable by the Owner on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the Owner.

14. 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 Owner from any and all claims, demands and causes of action whatsoever which the Contractor, his successors or assigns, have or may have against the Owner under the provisions of this Contract.

15. The Contractor shall not assert any claim arising out of any supervisory act or omission by any agent, officer, or employee of the Owner 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 Owner, its officers, agents, or employees by reason of such labor or materials, or by reason of any acts or omissions of the Contractor.

16. The Contractor shall indemnify and save harmless the Owner 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 Owner, 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. 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 Owner, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the Owner, its officers, agents, servants or

employees, other than supervisory acts or omissions of the Owner, its officers, agents, servants, or employees, in connection with the work called for in the Contract.

17. 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 A. Before commencing the work called for in this Contract, the Contractor shall furnish the Owner with a completed certificate of insurance on the Acord form that is referenced in the attached Exhibit A evidencing such coverage. If the professional liability insurance procured by the Contractor provides coverage on a "claims made" basis, the Contractor agrees to maintain said insurance for as long as a claim may legally be made for errors and omissions relating to the work performed under this Contract, provided the Consultant may seek a waiver of this maintenance from the Owner's Risk Management Director, that will not be unreasonably denied, on grounds documented by its insurance agent/broker, that such insurance or tail coverage no longer remains commercially and reasonably available.

18. Contractor represents that it is authorized to do business in the State of Connecticut. Contractor agrees to comply in every respect with applicable Federal, State, and local laws, regulations, and ordinances.

19. 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 Owner, its agencies, employees, and agents, and Contractor, its employees, and agents. Contractor assumes exclusive 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 the Owner's employees and shall not be considered in any manner to be employees of the Owner. Contractor, its employees, and its agents, shall not hold itself out in any manner as being anything but an independent contractor of the Owner, and may not use the Owner name for any purpose and in any manner without the express permission of the Owner.

20. If the Contractor makes claims for any damages alleged to have been sustained by breach of contract or otherwise, he shall, within ten (10) days after occurrence of the alleged breach, or within ten (10) days after such damages are alleged to have been sustained, whichever date is the earlier, file with the Contracting Officer a written, itemized statement of the details of the alleged breach and the details and amount of the alleged damages. The Contractor agrees that unless such statement is made and filed as so required, his claim for damages shall be deemed waived, invalid, and unenforceable, and that he shall not be entitled to any compensation for any such alleged damages. Within ten (10) days after the timely filing of such statement, the Contracting Officer shall file with the appropriate department of the Owner, one copy of the statement, and shall file with the Owner and the Contractor his determination thereon. The Contractor shall not be entitled to claim any additional compensation for damages by reason of any direction, instruction, determination or decision of the Owner or its agents, nor shall any such claims be considered, unless the Contractor shall have complied in all respects with the provisions of this paragraph.

21. No person, firm, or corporation, other than the Contractor, who signed this Agreement, shall have any interest herein or rights hereunder. No claim shall be made or be valid either against the Owner, or any agent of the Owner, and neither the Owner nor any agent of the

Owner shall be liable for or be held to pay any money except as herein provided. The acceptance by the Contractor of the payment as fixed in the final estimate shall operate as and shall be a full and complete release of the Owner and of every agent of the Owner of and from any and all claims, demands, damages and liabilities of, by or to the Contractor for anything done or furnished for, or arising out of, or relating to, or by reason of the Work, or for or on account of any act or neglect of

the Owner, or of any agent of the Owner, or of any other person, arising out of, relating to, or by reason of the Work, except the claim against the Owner for the unpaid balance, if any there be, of the amounts retained as herein provided.

22. The Owner may, at any time, retain from any moneys which would otherwise be payable hereunder, so much thereof, as the Owner may deem necessary to complete the Work hereunder, and to reimburse it for all costs, expenses, losses, and damages chargeable to the Contractor hereunder.

23. It is agreed that this is an entire contract for one whole and complete Work or Result, and that neither the Owner's entrance upon or use of the Work, or any part thereof, nor any partial payments by the Owner, shall constitute an acceptance of the Work or any part thereof, before its entire completion and final acceptance.

24. 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.

25. Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted herein, and the Contract shall be read and enforced as though they were included herein. If through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.

26. If any provision of this Contract is declared or found to be prohibited, unenforceable or void, the Parties will negotiate in good faith to agree upon a substitute provision that is valid, binding, and enforceable, and is consistent with the intentions underlying the original provision. If the Parties are unable to agree upon such substitute provision, the original provision will be stricken. If the remainder of this Contract is not materially affected by such declaration or finding and is capable of substantial performance, then the remainder shall be enforced to the extent permitted by law.

27. This Agreement, including any referenced Exhibits, constitutes the entire contract between the Parties. No modification, amendment, or waiver of any provision of this contract will be effective unless in writing and signed by both parties hereto. This Agreement represents the entire understanding between the parties and supersedes and replaces all other agreements related to this subject matter.

28. No delay or failure by either Party to exercise any right or power under this Contract will constitute a waiver of that right, unless expressly provided otherwise herein. A waiver by any Party of any of the covenants, conditions, or agreements to be performed by the other Party, or any breach thereof, will not be construed to be a waiver of any succeeding breach thereof, or of any other covenant, condition, or agreement herein contained. No change, waiver, or discharge hereof will be valid unless in writing and signed by an authorized representative of the party against which such change, waiver, or discharge is sought to be enforced.

29. Contractor acknowledges that Owner is subject to the Connecticut Freedom of Information Act ("FOIA"). No information provided to Owner by Contractor or any Subcontractor, shall be considered confidential, irrespective of any representation to the contrary, with the exception of the provisions contained in C.G.S. §1-210(b). The Owner shall have full authority as to whether it will invoke an exemption to a FOIA request. Contractor agrees that they will comply with any and all FOIA requests placed upon the Owner that involve this Contract and any work conducted in relation thereto. In no event shall Owner have any liability for the disclosure of documents or information in its possession which Owner believes it is required to disclose pursuant to FOIA or any other law.

30. The Parties may execute this Agreement in multiple counterparts, each of which constitutes an original as against the Party that signed it, and all of which together constitute one agreement. The signatures of all Parties need not appear on the same counterpart. The delivery of signed counterparts by facsimile, email or other electronic transmission that includes a copy of the sending Party's signature is as effective as signing and delivering the counterpart in person. The Parties may affix their signatures electronically to this Agreement by typing their names on the signature lines below ("Electronic Signature"). A Party who executes this Agreement by Electronic Signature agrees that such signature is the legal equivalent to a hand-written signature on this Agreement, which shall have the same binding legal effect as if the Party had personally signed his or her name to paper.

31. Contractor is required to perform Employee Background Screening as imposed by Section 2 of the Public Act 16-67, which amended Conn. Gen. Stat. section 10-222c. All signed and completed background checks are to be submitted to Greenwich Public Schools via secure email link: background_department@greenwich.k12.ct.us.

Dated at Greenwich, Connecticut,

**GREENWICH PUBLIC SCHOOLS,
TOWN OF GREENWICH**

By: Benjamin Branyan,

Chief Administrative & Financial
Its: Officer

THE CONTRACTOR

By: _____

Its: _____

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. If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 36 months, contractor shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of the contract with the Town, for a minimum of months following the later of (i) contractor's completion and Town's acceptance of all services required under the contract, or, (ii) Town or contractor termination of contract, or, (iii) the expiration of the claims made policy. 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.

- 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 \$1,000,000 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 AND GREENWICH PUBLIC SCHOOLS. (Also fill in on ACORD Certificate of Insurance)
101 Field Point Road, 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, The Greenwich Board of Education and Greenwich Public Schools 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, The Greenwich Board of Education and Greenwich Public Schools have 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.** 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 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 list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

(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

Town of Greenwich/Board of Education / Greenwich Public Schools **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, The Greenwich Board of Education and Greenwich Public Schools 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

EXHIBIT A

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 <small>REF.</small> <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)								
T	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" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">WC STATU-</td> <td style="width: 50%; text-align: center;">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													
The Town of Greenwich, Greenwich Board of Education and Greenwich Public Schools 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		X ADDITIONAL INSURED; INSURER LETTER: _____		CANCELLATION									
Certificate Holder: Town of Greenwich & 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									