

CITY COUNCIL MINUTES-Draft

December 17, 2018

J-4a Award Standard Purchasing Resolution 8: Best Value Award – Towing and Storage Services – Police Department

Resolution #2018-12-197

Moved by Pennington

Seconded by Baker

RESOLVED, That Troy City Council hereby **AUTHORIZES** City Management to enter into an agreement for a three (3) year term with a three (3) year renewal option, with *A & M Service Center, Inc. of Troy, MI* to provide Towing and Storage Services for the City of Troy.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the company's submission of properly executed proposal and contract documents, including agreements, insurance certificates and all other specified requirements.

Yes: All-7

No: None

MOTION CARRIED

Opening Date: 11/29/2018
 Reviewed Date: 12/4/2018

CITY OF TROY
 BID TABULATION
 TOWING SERVICES

RFP-COT 18-54
 Page 1 of 2

Vendor Name:	A&M Service Center Inc.
City:	Troy, MI

PROPOSAL: 3 (THREE) YEAR REQUIREMENTS OF TOWING SERVICES WITH AN ADDITIONAL 3 (THREE) YEAR RENEWAL.

ITEM	EST.	SERVICE- PRIVATE VEHICLES	UNIT COST
1	2200	Vehicles up to 5,000 lbs. (Accidents and Impounds)	\$110.00
2	250	Vehicles over 5,001 lbs. (Accidents and Impounds)	\$110.00
3	5	Vehicles over 10,000 lbs.	\$195.00
4	5	Accident Vehicles over 10,000 lbs.	\$195.00
5		Straight pick-ups (relocation of vehicles for snow removal or other purposes requiring a tow of less than 1/2 mile.	\$75.00
5a		Vehicles up to 10,000 lbs.	\$85.00
5b		Vehicles over 10,001 lbs.	\$95.00
6		Tows from and/or to locations more than 5 miles outside of the City of Troy; amount per mile in addition to the basic towing fee- Mileage may not be charged until it has exceeded the 5 miles outside the City and then, only from the point it exceeds that limit.	\$4.00/ Per Mile
7		Service calls within the City of Troy	
7a		Vehicle jump-start	\$55.00
7b	50	Vehicle lock-out	\$55.00
7c	200	Return vehicle to roadway (only assessed for a vehicle that is fully off the roadway, oaved area or shoulder, or where more than 15 feet of cable is used beyond the extension of the towing vehicle)	\$85.00
7d		Tire Change (per tire)	\$55.00
7e		Service call- other (separate cars, etc.)	\$55.00
8		Additional dolly (this charge is not allowed for flatbed or wheel lift hoist tows)	N/C
9		Labor charge per man hour for on scene, additional or standby personal	\$65.00/ Per Man Hour
10		Storage fee per day- Standard parking	\$20.00
10a		Storage fee per day- Oversized parking	\$30.00
			2 Hour Minimum

Opening Date: 11/29/2018
 Reviewed Date: 12/4/2018

CITY OF TROY
 BID TABULATION
 TOWING SERVICES

RFP-COT 18-54
 Page 2 of 2

Vendor Name:	A&M Service Center Inc.
City:	Troy, MI

PROPOSAL: 3 (THREE) YEAR REQUIREMENTS OF TOWING SERVICES WITH AN ADDITIONAL 3 (THREE) YEAR RENEWAL.

ITEM	EST.	SERVICE- CITY OWNED VEHICLES	UNIT COST
1	160	Vehicles up to 12,000 GVWR (includes accidents)	\$45.00
2	10	Vehicles 12,001-16,000 GVWR (includes accidents)	\$75.00
3	10	Vehicles 16,001-80,000 GVWR Including Off Road Equipment (includes accidents)	\$95.00
4	4	Remove Each Axle Shaft and/or Drive Shaft	No Bid
5	7	Tows from and/or to locations more than 5 miles outside of the City of Troy; amount per mile in addition to the basic towing fee	\$3.00/ Per Mile
6	12	Road Service within Troy (including jump starts)	\$35.00
6a		Additional dolly (this charge is not allowed for flatbed or wheel lift hoist tows)	No Bid
6b		Labor charge per man hour for additional man-power	\$35.00/ Per Man Hour
6c	15	On-road tire replacement (road call)	\$45.00/ Vehicles up to 12,000 lbs
7		Transport Vehicle to Out of Troy Auction Sites or dealers, etc.- amount per mile in addition to the basic towing fee as follows:	
7a		Cars, Vans and Pick-ups	\$3.00/ Per Mile
7b		Vehicles/equipment from 12,000-16,000 GVWR	\$3.00/ Per Mile
7c	4	Vehicles/equipment from 16,001 GVWR and over	\$3.00/ Per Mile
8		Vehicle requiring assistance to place back on roadway (stuck) as follows:	
8a	6	Cars, Vans and Pick-ups	\$35.00
8b		Vehicles/equipment from 12,001-16,000 GVWR	\$65.00
8c	3	Vehicles/equipment from 16,001-80,000 GVWR including construction equipment	\$95.00
9	1	Towing two (2) vehicles with one (1) truck	55x 2

Attended Pre Bid:	Y or N	Y
Questionnaire:	Y or N	Y
Insurance Met:	Y or N	Y
Payment Terms:		None
Exceptions:	Y or N	None
Acknowledgement:	Y or N	Y
Forms:	Y or N	N
		2 Hour Minimum

ATTEST:

 Sue Reisterer

 Robert Wolfe

 Kristine Kallek

 MaryBeth Murz
 Purchasing Manager



PRICING
(TO BE SEALED IN A SEPARATE ENVELOPE)

DIRECTIONS: IMPORTANT

ANY PAGE INDICATED AS "PRICING" MUST BE SEALED IN A SEPARATE ENVELOPE; MARK THE ENVELOPE WITH YOUR COMPANY'S NAME; AND SUBMIT WITH YOUR REQUEST FOR QUALIFICATIONS AND PROPOSAL DOCUMENTS ON OR BEFORE THE RFP OPENING DATE AND TIME.

The undersigned proposes to provide **THREE YEAR REQUIREMENTS OF TOWING SERVICES WITH AN OPTION TO RENEW FOR THREE ADDITIONAL YEARS** in accordance with the specifications and attachments contained herein. The specifications and attachments are to be considered an integral part of this proposal, at the following prices:

ITEM	ESTIMATED ANNUAL COUNT	SERVICE - PRIVATE VEHICLES	UNIT COST
1.	2200	Vehicles up to 5,000 lbs. (Accidents and Impounds)	\$ 110.00
2.	250	Vehicles over 5,001 lbs. (Accidents and Impounds)	\$ 110.00
3.	5	Vehicles over 10,000 lbs. 2 hour minimum	\$ 195.00
4.	5	Accident vehicles over 10,000 lbs. 2 hour minimum	\$ 195.00
5.		Straight pick-ups (re-location of vehicles for snow removal or other purposes requiring a tow of less than ½ mile)	75.00
5a.		Vehicles up to 10,000 lbs. 2 hour minimum	\$ 85.00
5b.		Vehicles over 10,001 lbs. 2 hour minimum	\$ 95.00
6.		Tows from and/or to locations more than 5 miles outside of the City of Troy: amount per mile in addition to the basic towing fee – Mileage may not be charged until it has exceeded the 5 miles outside the City and then, only from the point it exceeds that limit	\$ 4.00 Per mile
7.		Service calls within the City of Troy	
7a.		Vehicle jump-start	\$ 55.00
7b.	50	Vehicle lock-out	\$ 55.00
7c.	200	Return vehicle to roadway (Only assessed for a vehicle that is fully off the roadway, paved area or shoulder, or where more than 15 feet of cable is used beyond the extension of the towing vehicle).	\$ 85.00
7d.		Tire change (per tire)	\$ 55.00
7e.		Service call- other (separate cars, etc.)	\$ 55.00
8.		Additional dolly (this charge is not allowed for flatbed or wheel lift hoist tows).	\$ N/C
9.		Labor charge per man hour for on scene, additional or standby personnel	\$ 65.00 per man hour
10.		Storage fee per day- Standard parking	\$ 20.00
10a.		Storage fee per day- Oversize parking	\$ 30.00

COMPANY NAME: A&M Service Center Inc.



PRICING C
(TO BE SEALED IN A SEPARATE ENVELOPE)

ITEM	ESTIMATED ANNUAL COUNT	SERVICE - CITY OWNED VEHICLES	UNIT COST
1.	160	Vehicles up to 12,000 GVWR (includes accidents)	\$ 45.00
2.	10	Vehicles 12,001 – 16,000 GVWR (includes accidents)	\$ 2 hour minimum 75.00
3.	10	Vehicles 16,001 – 80,000 GVWR Including Off Road Equipment (includes accidents)	\$ 2 hour minimum 95.00
4.	4	Remove Each Axle Shaft and / or Drive Shaft	\$ —
5.	7	Tows from and/or to locations more than 5 miles outside of the City of Troy: amount per mile in addition to the basic towing fee	\$ 3.00 per mile
6.	12	Road Service within Troy including jump starts	\$ 35.00
6a.		Additional dolly (this charge is not allowed for flatbed or wheel lift hoist tows)	\$ —
6b.		Labor charge per man hour for additional man-power	\$ 35.00 per man hour
6c.	15	On-road tire replacement (Road Call)	\$ 45.00 vehicles up to 12,000 LBS
7.		Transport vehicle to Out of Troy Auction Sites or dealers, etc. – amount per mile in addition to the basic towing fee as follows:	
7a.		Cars, Vans and Pick-ups	\$ 3.00 per mile
7b.		Vehicles/equipment from 12,000 to 16,000 GVWR	\$ 3.00 per mile
7c.	4	Vehicles/ equipment from 16,001 GVWR and over	\$ 3.00 per mile
8.		Vehicle requiring assistance to place back on roadway (stuck) as follows:	
8a.	6	Cars, Vans, and Pick-ups	\$ 35.00
8b.		Vehicles/ equipment from 12,001 - 16,000 GVWR	\$ 65.00
8c.	3	Vehicles/ equipment from 16,001 – 80,000 GVWR including construction equipment	\$ 95.00
9.	1	Towing two (2) vehicles with one (1) Truck	\$ 55 x 2

IMPORTANT: In order to fairly evaluate and score the pricing phase, only the items with an estimated annual count will be used.

COMPANY NAME: A&M Service Center Inc.



SECTION 5: VENDOR QUESTIONNAIRE

DATE: 11/27/2018
Month/Date/Year

COMPANY NAME: A&M Service Center Inc

ESTABLISHED: June 15, 1981 / 20 MI STATE: MI YEARS in BUSINESS 37

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other _____

If applicable:

FORMER COMPANY NAME(S)

Company is licensed by the Michigan Public Service Commission (MPSC) for transportation of wrecked or disabled vehicles within the City of Troy and other points within the State.

Copies of license(s) are attached and marked Exhibit A for identification.

NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1. What is this company's experience relative to towing services? A minimum of three (3) towing service contract examples are required. Examples provided should be contracts that have been completed in the last five (5) years. Be sure to include the average response time for each of the examples provided (i.e. 20 minute response 85% of time).

<u>City of Troy</u>	<u>20 minutes 95% of the time</u>	<u>Still in contract</u>
<u>City of Clawson</u>	<u>20 minutes 95% of the time</u>	<u>Still in contract</u>
<u>City of Royal Oak</u>	<u>20 minutes 95% of the time</u>	<u>Still in contract</u>
<u>City of Berkley</u>	<u>20 Minutes 95% of the time</u>	<u>Still in contract</u>
<u>Michigan State Police</u>	<u>20 minutes 95% of the time</u>	<u>Still in contract</u>

2. Describe this company's capabilities specific to the scope of work within this RFP. Include total number of employees (wrecker drivers/operators and dispatchers) and work performed for other law enforcement agencies.

We offer 24 hour/7 day a week towing with 35 years of police towing. We have 25 state of the art trucks to serve the city, from 1 ton to a 60 ton wrecker with rotator. We are family owned and run with both owners involved in the day to day operations of the business as well as 18 additional tow truck drivers and two dispatchers.

SECTION 5: VENDOR QUESTIONNAIRE - continued

3. List all other cities, counties, regional or state governments with whom this company has worked including contact information.

ENTITY	CONTACT NAME	PHONE NUMBER	EMAIL
City of Berkley	Greg Betts	248-541-9000	
City of Royal Oak	Bob Riely	248-885-1722	
City of Clawson	Harry Anderson	248-524-3477	

4. Personnel from this company who would be assigned to the City's account.
Please provide resumes, copies of certifications, licenses, and/or list any additional training classes taken to increase expertise in light, medium, heavy towing and recovery wrecker operations for the people listed in this section who will be assigned to the City of Troy account along with their responsibilities.

TITLE	NAME	LICENSE/ CERTIFICATION	EXPERIENCE/ YEARS	ROLE
President	MarioValente		35+	Day to day operations
Vice President	Antonio Valente		35+	Day to day operations
Accounting	Doreen Valente			
Accounting	David Valente			

5. What towing services are provided in-house and what towing services are subcontracted to outside companies as it relates to this project. If outside companies will be used, include their resumes, stating experience and qualifications. Please also indicate the company's experience working with these individuals.

All services provided in house unless we need to call Service Towing for an extra heavy duty wrecker.

6. Provide the company's contact information below:

HOURS OF OPERATION: MON - FRI 7-6 SAT 8-2 SUN Closed

CONTACT NAME: Tony Valente cell# 248-640-1825

24 HOUR CONTACT/ DISPATCH NUMBER: 248-588-3640

7. Please check the method(s) of payment that this company currently accepts from customers. (Check all that apply)

Cash Credit Card Debit Card Personal Check

8. List any motor club/roadside assistance programs you are currently affiliated with.

AAA of Michigan

9. List any Towing Associations you are currently affiliated with.

Michigan Towing Association

Are you a member in good standing? If not, why not.

Yes

COMPANY NAME: A&M Service Center Inc.

SECTION 5: VENDOR QUESTIONNAIRE - continued

10. Professional References – please list at least three (3) clients with whom you have completed towing contracts for within the past five (5) years that are similar in scope to the type of work described in this proposal. Contact names and the listed information are to be provided.

Entity Name	Address	Contact Name	Phone Number	E-Mail
City of Berkley		Greg Betts	248-541-9000	
City of Royal Oak		Bob Riely	248-885-1722	
City of Clawson		Harry Anderson	248-524-3477	

11. List all contract commitments this company has been engaged to perform for 2017/2018. Give organization name, name of contract and value of contract.

ORGANIZATION	CONTRACT	VALUE
City of Royal Oak	Towing	
City of Troy	Towing	
City of Clawson	Towing	
City of Berkley	Towing	
Michigan State Police	Towing	

12. Where is your vehicle storage facility located? How long have you been operating at this facility?

Location 1: 2075 Austin # of years: 11 years
Location 2: _____ # of years: _____

- () Location 1 is located within Troy
- () Location is located outside of Troy - miles from the borders of the City of Troy.

The successful bidder will be required to maintain and make the storage facility available to the City of Troy throughout the contract period. It is important and critical to the City of Troy to have access to a convenient storage facility within close proximity. Therefore the site shall be located in the City of Troy or no more than a **five (5) mile radius of the City.**

13. Describe the size and location of the storage facility lot(s) and include a site plan.

Location #1 is 2.5 acres See Exhibit B


SECTION 5: VENDOR QUESTIONNAIRE - continued

14. Please list all recovery vehicles, service vehicles, debris removal equipment and any other miscellaneous towing/recovery equipment available to this company. Include the make, model, boom capacity, and under lift capacity.

The bidder states that this company has at the time of the proposal opening, the following equipment to be used in performing towing services in accordance with the request for proposal and specifications. The successful bidder will continue to maintain and make the listed equipment (including updated equipment) available throughout the term of the contract.

Type of Equipment	Make/Model	Capacity
See Exhibit C		

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: 
Representative's Name: Antonio VALENTE
(Print)
Company Name: A&M Service Center Inc.
Address: 2105 Austin, Troy, MI 48083
Phone Number: 248-588-3640
Fax Number: 248-588-4852
E-mail: amservicecenter@aol.com
Date: 11/27/18

SECTION 6: INSURANCE REQUIREMENTS

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE** and **ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Department at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

- () We can meet the specified insurance requirements.
- () We cannot meet the specified insurance requirements.
- () We do not carry the specified limits but can obtain the additional insurance coverage of \$ _____, at the cost of \$ _____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.
- () Our proposal is reduced by \$ _____ if we lower the requirement to \$ _____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

IMPORTANT: A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements **SHALL** be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

NOTE: Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

OTHER: Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

INSURANCE VERIFICATION:

A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

WORKERS' COMPENSATION INSURANCE, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

COMMERCIAL GENERAL LIABILITY INSURANCE on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

AUTOMOBILE LIABILITY, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

COMPANY NAME: A&M Service Center Inc.

ADDITIONAL INSURED:

Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be **Additional Insureds**: The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the City of Troy as additional insured, coverage afforded is considered to be primary and any other insurance the City of Troy may have in effect shall be considered secondary and/or excess.

CANCELLATION NOTICE:

All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

City of Troy
Purchasing Manager
500 West Big Beaver
Troy, MI 48084

PROOF OF INSURANCE COVERAGE:

The Contractor shall provide the City of Troy, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Troy at least ten (10) days prior to the expiration date.

LETTER VERIFICATION:

The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/her option. ***The City must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.*** This process will occur before presentation of the award recommendation to the Troy City Council.

FINAL INSURANCE CERTIFICATE SUBMISSION:

After approval by Troy City Council, the City's Purchasing Manager will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) additional business days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

COMPANY NAME: A&M Service Center Inc

SECTION 7: PROPOSAL TERMS AND CONDITIONS

CONTRACT FORMS:

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment, the Certification regarding "Iran Linked Business" and the Familial Disclosure Forms and return with your bid proposal.

ADDITIONAL INFORMATION:

For additional information or questions concerning this project, please contact Robert Wolfe at (248) 619-7687 or impounds@troymt.gov.

SIGNATURE:

Each authorized representative of the company must sign the proposal with their usual signature and shall give their full business address. Proposals submitted by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter.

RETAIN PROPOSALS:

The City reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the company of the conditions contained in this RFQ/RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the City of Troy and the company selected.

LAWS:

All applicable State of Michigan and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference.

AWARD OF CONTRACT:

The evaluation and award of this proposal shall be a combination of factors including, but not limited to: the completion of all information requested and detailed in the RFQ / RFP, evaluation of the fee proposal, professional competence, storage facility location, references that include evidence of completion of at least three (3) towing contracts, understanding of the services required, and the correlation of the proposal submitted to the needs of the City of Troy and any other factors considered to be in the best interest of the City of Troy.

The intent of the award is to contract with one Primary towing service provider. In the event the Primary Service Provider is unable to provide the services as stated in Section 8 of the Request for Proposal document, it is the sole responsibility of the Primary Service Provider to Provide a Secondary Service Provider.

The City of Troy reserves the right to award to the company(s) providing the best value proposal, in whatever manner is deemed to be in the City's best interest; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications; or whatever is deemed to be in the City's best interest.

RIGHT TO REQUEST ADDITIONAL INFORMATION:

The City reserves the right to request any additional information it deems necessary from any company responding to this RFQ / RFP after the documents have been received.

COMPANY NAME: A&M Service Center Inc.

SECTION 7: PROPOSAL TERMS AND CONDITIONS – continued

QUALIFICATIONS OF BIDDERS:

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Troy that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The bidder may also be required to give a past history in order to satisfy the City of Troy in regard to the bidder's qualifications. The City of Troy may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.

PURCHASE ORDER:

After the Troy City Council has approved the award, the City of Troy Purchasing Department will notify the successful bidder(s). The successful bidder(s) once notified, will be required to provide acceptable insurance certificate(s) and sign the final Agreement. A purchase order issued in conjunction with the final Agreement from the City of Troy will create a bilateral contract between the parties, and the successful bidder(s) shall commit to perform the contract in accordance with specifications.

INVOICING AND PAYMENT:

The City of Troy reserves the right to select the invoicing option deemed to be in its best interest at the time of implementation of the contract. No additional costs will be incurred for the invoicing option selected.

Termination of service will be unacceptable for non-payment of a bill without the successful bidder contacting the designated City representative to resolve the problem. The City will have 45 days to resolve any billing problem from written notice to terminate services.

ESTIMATED QUANTITIES:

Quantities stated are estimated and are not guaranteed. Quantities stated are for award purposes only. The quantities are estimated usages provided by those City employees who have been responsible for contract administration. Troy will not be penalized for requiring more or less service than the numbers provided. Although no quantity may be listed for some items listed above, a price is necessary since the City is establishing a price for this service if it should occur during the contract period.

DOWNPAYMENTS OR PREPAYMENTS:

Any proposal submitted which requires a down-payment or prepayment for services prior to performance and acceptance as being in conformance with specifications will not be considered for award.

SAMPLE AGREEMENT:

A "draft" sample agreement is attached to this proposal document. The City of Troy anticipates that the final agreement will be in substantial conformance with the Sample attached. Nevertheless, bidders are advised that any contract that may result from this proposal may deviate from the Sample Agreement attached. The successful bidder(s) will be required to sign the final Agreement Document.

SUBCONTRACTORS:

The undersigned agrees to submit a list of proposed subcontractors, if applicable. It will be the successful bidder's responsibility to ensure that any subcontractor performing services under this contract is capable of doing the work as specified. The designated City representative retains the right to evaluate the services performed by or on behalf of the successful bidder and reserves the right to reject any service that is not in accordance with the specifications.

COMPANY NAME: A&M Service Center Inc.

SECTION 7: PROPOSAL TERMS AND CONDITIONS - continued
SIGNATURE PAGE

PRICES

Prices shall remain firm until proposal award, except the successful bidder(s) whose prices shall remain firm for the entire contract period which shall commence on the date of award and expire on August 31, 2021.

The contract may be renewed for three (3) years with mutual consent of both parties within 90 days of contract termination based upon the same prices, terms, and conditions as the original contract. The renewal may be subject to a favorable market survey and City Council approval. A request by City staff to determine a successful bidder's interest in renewing a contract in no way obligates the City. The option cannot be exercised without a blanket Purchase Order issued. The City of Troy may terminate this contract with 30 days written notice as delineated in Section 8 – M; Term of the Contract.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: 

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addenda as issued.

TAX ID 38-2597600

COMPANY A&M Service Center

ADDRESS 2105 Austin CITY Troy STATE MI ZIP 48083

TELEPHONE NUMBER (248) 588-3640 FAX NUMBER (248) 588-4852

REPRESENTATIVE'S NAME ANTONIO VALENTE

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:  (Print)

PAYMENT TERMS: _____ EMAIL: amservicecenter@aol.com

EXCEPTIONS:

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer:

ACKNOWLEDGEMENT: I, ANTONIO VALENTE, certify that I have read Section IV, the **Instructions to Bidders** (3 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: 

IMPORTANT: All City of Troy purchases require a **SAFETY DATA SHEET**, where applicable, in compliance with the **MIOSHA "Right to Know" Law**.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: PRICES QUOTED SHALL BE IN U.S. CURRENCY.

Exhibit A

MICHIGAN STATE POLICE
Commercial Vehicle Enforcement Division

rules require as follows:

Rule 501.(1) Upon issuance of a certificate or permit and payment of the appropriate fees, the Michigan State Police, Commercial Vehicle Enforcement Division (MSP/CVED) shall issue an identification for each self-propelled motor vehicle covered by the certificate or permit. The identification shall be attached in a conspicuous location on the tractor or truck as directed by MSP/CVED. The identification shall remain on the vehicle for which it was issued at all times, unless application has been made to MSP/CVED for permanent retirement of the vehicle from operation or when the vehicle is undergoing repairs necessitating removal of the identification.

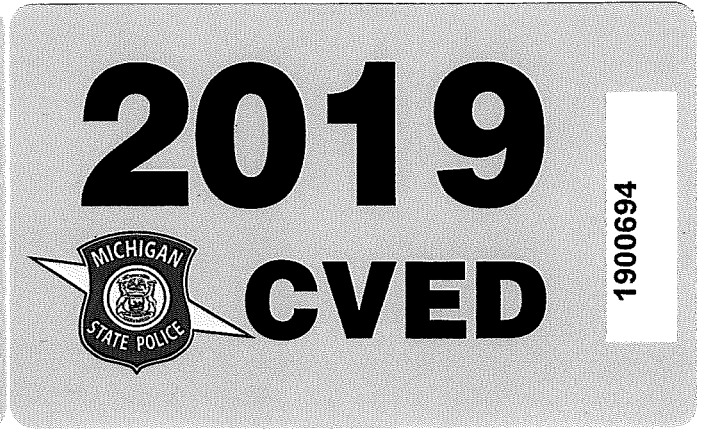
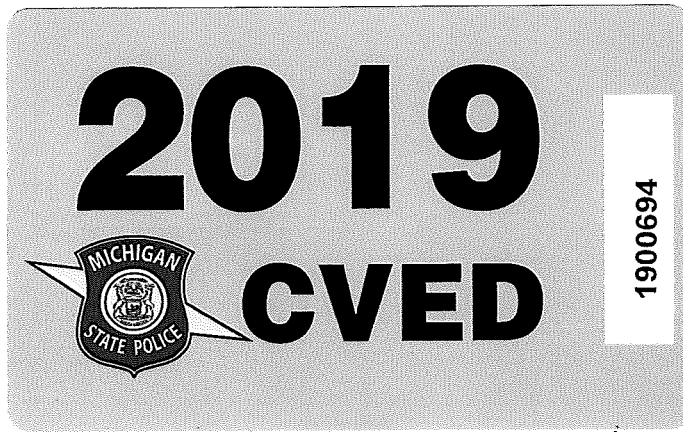
Rule 502.(1) A separate card shall be issued for each self-propelled motor vehicle covered by a certificate or permit. The card shall be carried with the vehicle for which it is issued to permit it to be easily inspected.

Whenever a vehicle is removed from service an application of retirement should be completed either online or on MSP/CVED form(s).

24612		CAB CARD		DECAL # 1900694	
A & M TOWING					
UNIT # 210	MAKE FRTLN	TYPE Truck	YEAR 2014		
VIN 1FVACWDT4EHFP1428		STATE MI	PLATE FEE 100		
OWNER					



EXPIRES DEC. 31, 2019
(CAB CARD VOID IF ALTERED)



APPLY A DECAL ON BOTH THE DRIVER AND PASSENGER SIDE DOORS. DECAL MUST BE CLEARLY VISIBLE FOR INSPECTION. DECALS MUST BE APPLIED TO A DIRT-FREE AND GREASE FREE SURFACE.

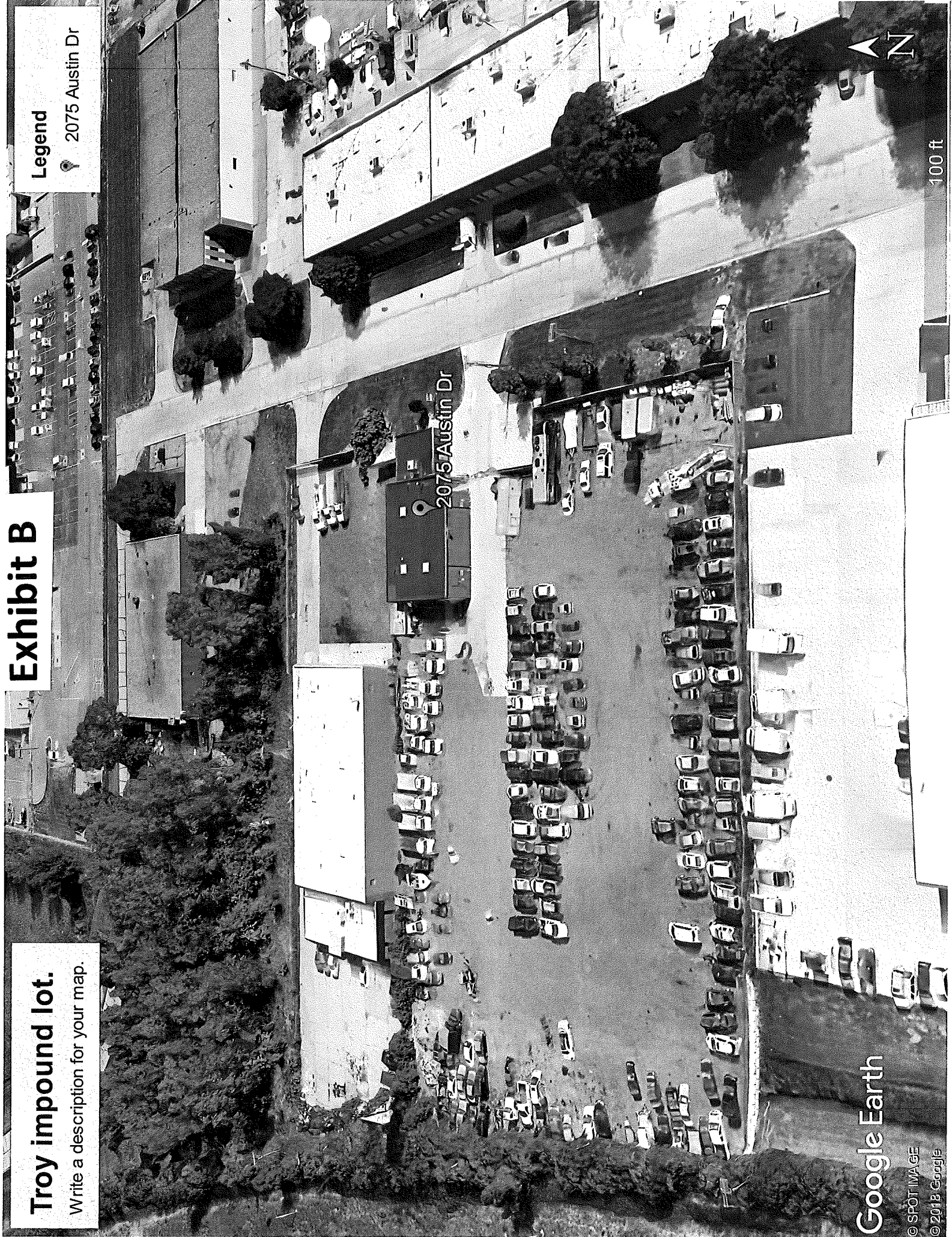
Fold

A & M TOWING
2105 Austin Drive
TROY, MI 48083

Exhibit B

Troy impound lot.
Write a description for your map.

Legend
📍 2075 Austin Dr



Google Earth

© SPOT IMAGE
© 2018 Google

Exhibit C

<u>#</u>	<u>A&M #</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Capacity</u>
1	210	2014	Freightliner	Flatbed	14,000
2	211	2002	Ford	Wrecker	14,000
3	213	1999	Jeep	Cherokee	Service Truck
4	214	2011	Ford	F-150 Pick up	Service Truck
5	223	2012	Ford	Flatbed w/Jerr-Dan	12,000
6	224	2000	GMC	3 yard Dump Truck	n/a
7	225	2012	Dodge	Flatbed	12,000
8	229	2012	Dodge	Flatbed	12,000
9	231	2012	Dodge	Flatbed	12,000
10	232	2012	Dodge	Flatbed	12,000
11	233	2013	Dodge	Caravan	Service Truck
12	234	2013	Ford	Flatbed	12,000
13	235	2014	Dodge	Flatbed	12,000
14	236	2014	Dodge	Caravan	Service Truck
15	237	2015	Dodge	Flatbed	12,000
16	238	2011	Chevy	Pickup	Emerg.Vehicle
17	240	2015	Chevy	Light Duty Wrecker	8,000
18	241	2015	Ford	Light to Medium Duty Wrecker	12,000
19	242	2016	Ford	F650 Wrecker	14,000
20	243	2016	Dodge	5500 Flatbed	12,000
21	244	2016	Dodge	5500 Flatbed	12,000
22	245	2016	Dodge	5500 Flatbed	12,000
23	252	2017	Peterbuilt	Medium to Heavy Duty Wrecker	25,000
24	255	2018	Dodge	Flatbed	12,000
25	375	2015	Kenworth	Heavy Duty Wrecker	120,000
Additional Equipment:					
		2004	Ford	L30 Tractor	
		2010	Kubota	520 Loader	
		2014	Volvo	L-50 Loader	
		2000	Cat	914 Loader	

2018	<u>A&M Driver/Dispatcher</u>	
<u>Drivers</u>		<u>Yrs Exp.</u>
Brown, William		13
Ellis , Eric		9
Eroh, Paul		5
Eschelbach, Kyle		2
Maclean, Kenneth		4
Monroe, Tyler		1
Nikolajuk, Jerzy		18
Richards, Doug		7
Richards, Justen		1
Rose, John		1
Rubley,Allen		7
Sturm, Nathan		3
Valente, Mario		37
Valente, Michael		16
Valente, Antonio		37
White, Steve		8
Young, Aaron		2
<u>Dispatchers</u>		
Craig, Cindy		14
Roberts, Jason		27



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

MARIO VALENTE, being duly sworn deposed, says that he
(Print Full Name)

is PRESIDENT. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

Mario Valente

SIGNATURE OF PERSON SUBMITTING BID

Marie E Valente
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 4th day of
December 20 18
In and for Oakland County.

My commission expires: 11/3/2020

Marie E. Valente, Notary Public
State of Michigan, County of Macomb
My Commission Expires 11/3/2020
Acting in the County of Oakland

Oakland



Proposer's Sworn and Notarized Familial Disclosure
(To be provided by the Proposer)

The undersigned, the owner or authorized officer of A.M. SERVICE CENTER INC. (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of A.M. SERVICE CENTER INC. and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships:

NONE

BIDDER:

A.M. SERVICE CENTER INC.

By: Marie Valente

Its: PRESIDENT

STATE OF MICHIGAN)

) ss.

COUNTY OF OAKLAND)

This instrument was acknowledged before me on the 4th day of December, 2018, by

Marie E Valente

Marie E. Valente, Notary Public
State of Michigan, County of Macomb
My Commission Expires 11/3/2020
Acting in the County of OAKLAND

OAKLAND



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	A.M SERVICE CENTER INC.
Street Address	2105 AUSTIN DR.
City	TROY
State, Zip	MICHIGAN, 48083
Corporate I.D. Number/State	382597600
Taxpayer I.D. #	

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: Mario Valente

Printed Name of Vendor's Authorized Agent: MARIO VALENTE

Witness Signature: Marie S Valente

Printed Name of Witness: MARIE VALENTE



**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

I am able to certify to the above statements.

A S M SERVICE CENTER INC.

Name of Agency/Company/Firm (Please Print)

MARIO VALENTE

Name and title of authorized representative (Please Print)

Mario Valente
Signature of authorized representative

12-4-18

Date

I am unable to certify to the above statements. Attached is my explanation.



SECTION 9: FORMS

Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A&M Service Center Inc

A corporation, duly organized and doing business under the laws of the State of Michigan for whom Mario Valente, bearing the office title of President, whose signature is affixed to this proposal, is duly authorized to execute contracts.

Mario Valente

A partnership, all members of which, with addresses, is:

~~_____

_____~~

~~AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:~~

~~_____
_____~~



**CITY OF TROY
INDEMNIFICATION (Hold Harmless) CLAUSE**

To the fullest extent permitted by law,

A S M SERVICE CENTER INC. agrees to defend, pay on
(Name of Consultant / Organization)

behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract/agreement.

CITY TOWING CONTRACT.

Contract / Agreement

Mauro Valente

Contractor/Vendor representative signature/date

Mauro E. Valente
Witness

City of Troy representative signature/date

Witness

(Please complete and return at time of proposal submittal)



CITY OF TROY

SOLE PROPRIETOR WORKER'S COMPENSATION RELEASE FORM

I, _____, as an Independent Contractor performing work and/or services for the City of Troy, acknowledge that I am a Sole Proprietor business and will not employ any person(s) in the work to be performed for the City of Troy under this contract (_____).

I, am familiar with the requirements of the Workers' Disability Compensation Act, and as a Sole Proprietor with no employees, I further acknowledge that I am not subject to the Workers' Disability Compensation Act of the State of Michigan.

In consideration of being awarded this contract, I agree to give up any and all claims against the City and to hold harmless the City of Troy for any and all injuries or illness that I may sustain during the course or as a result of this contract.

I hereby agree to notify the City of Troy in writing prior to hiring any person(s), full time or part time, to assist in this contract and to secure workers' compensation insurance prior to any person beginning work or assisting in the performance of work under this contract or otherwise become subject to the Workers' Disability Compensation Act of Michigan.

Signature _____ Date _____

Print

Witness (other than relative)

Signature _____ Date _____

Print



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: December 5, 2018

To: Mark F. Miller, City Manager

From: MaryBeth Murz, Purchasing Manager *MBM* *KK*
 Frank Nastasi, Police Chief *FN*
 Robert Wolfe, Police Lieutenant *RW #312*

Subject: Award Standard Purchasing Resolution 8 – Best Value Award - Towing and Storage Services – Police Department

History

- September 14, 2009 City Council awarded a three (3) year contract with an option to renew for three (3) additional years to provide towing and storage services to A & M Service Center, Inc. of Troy, MI (Resolution #2009-09-272).
- September 10, 2012 City Council approved a three (3) year renewal option upon mutual consent of both parties and successful performance of the contract with *A & M Service Center, Inc.* to continue to provide towing and storage services (Resolution #2012-09-180-J-4e).
- Purchasing has monitored the market and conducted market surveys to compare the pricing of other towing service providers.
- August 24, 2015 in the best interest of the City Council waived the bid process and approved a contract with *A & M Service Center, Inc.* for towing and storage service for three (3) years; contract expiring September 20, 2018.

Purchasing

- November 5, 2018 a Request for Proposal was issued and posted on the Michigan Inter-governmental Trade Network (MITN) website: www.mitn.info. The vendor list from MITN was supplemented by the Purchasing Department with additional companies who were also notified via email.
- November 29, 2018 a bid opening was conducted and Proposals were received as required by City Charter and Code for Towing Services. Below is a summary of potential firms.

Companies notified via MITN	94
Troy Companies notified via MITN	5
Troy Companies - Active email Notification	5
Troy Companies - Active Free	0
Companies that viewed the bid	11
Troy Companies that viewed the bid	1

MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

Active MITN members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.

Inactive MITN member status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.



500 West Big Beaver
Troy, MI 48084
troyml.gov

CITY COUNCIL AGENDA ITEM

Purchasing (continued)

- One (1) Proposal response was received from *A & M Service Center, Inc. of Troy, MI.*
- Qualifying conditions of the Towing Services were:
 - Years in business
 - Experience providing Towing Services
 - Positive references for the firm.
 - Qualifications of Company and Personnel to perform work as specified.
 - Capacity of Company
 - Response to questionnaire
- Committee Members from the Police Department reviewed and evaluated the proposal.
- The Committee Members were as follows:
 - Robert Wolfe, Police Lieutenant
 - Britta Genslak, Police Service Aide
 - Kurt Muehlbacher, Police Service Aide
- The Selection Committee completed and in-depth review A & M's proposal.
- The Selection Committee also checked references and conducted a site visit.
- Based on the current performance provided by *A & M Service Center, Inc.* the Committee, in the best interest of the City unanimously recommends awarding a contract to the sole proposer; *A & M Service Center, Inc.* as a best value award.
- The Bid Tabulation is attached.

Financial

A & M Service Center, Inc. will provide Towing and Storage Services as per all specifications and Scope of Work as detailed in the RFP.

Recommendation

City management recommends awarding a three (3) year contract with an option to renew for three (3) additional years, to provide Towing and Storage Services for the City of Troy to *A & M Service Center, Inc. of Troy, MI.*

G:\ Bid Award TowingServices_Memo

STANDARD PURCHASING RESOLUTION 8 – TOWING AND STORAGE SERVICES
– POLICE DEPARTMENT

RESOLVED, That Troy City Council hereby AUTHORIZES City Management to enter into an agreement for a three (3) year term with a three (3) year renewal option, with *A & M Service Center, Inc. of Troy, MI* to provide Towing and Storage Services for the City of Troy.

BE IT FINALLY RESOLVED, That the award is CONTINGENT upon the company's submission of properly executed proposal and contract documents, including agreements, insurance certificates and all other specified requirements.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/20/2018

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.

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.

PRODUCER: Johnston Lewis Associates, Inc. 248-528-2400
CONTACT NAME: Melissa Reinhardt
INSURER(S) AFFORDING COVERAGE: Motorists Insurance Company, Benchmark Insurance Company, Motorists Mutual Insurance

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Troy is additional insured with respect to General Liability per written contract.

CERTIFICATE HOLDER: City of Troy, Purchasing Dept, 500 W. Big Beaver, Troy, MI 48084

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: Daniel P. Wilhelm



A&MSERV-01

SBEDNARSKY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/23/2018

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 The Campbell Group 6307 84th St SE Caledonia, MI 49316	CONTACT NAME: Sarah Bednarsky	
	PHONE (A/C, No, Ext): (616) 541-1379	FAX (A/C, No):
	E-MAIL ADDRESS: sbednarsky@thecampbellgrp.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Fremont Insurance Company	NAIC # 13994
INSURED A&M Service Center, Inc. 999 Rochester Road Troy, MI 48083	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 OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$		
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO 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 \$ \$		
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCP002050400	08/01/2018	08/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000	

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

CERTIFICATE HOLDER Proof of insurance	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
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