



SPECIFICATIONS

FOREST TREE SEEDLING PLANTING CONTRACT CAMP BEAUREGARD, LOUISIANA MILITARY DEPARTMENT STATE OF LOUISIANA

1.0 SCOPE OF CONTRACT

- 1.1 Project/Contract Title: Forest Tree Seedling Planting, Camp Beauregard, Louisiana.
- 1.2 Objective: The objective of this Scope of Work (SOW) is for the State of Louisiana, Military Department, hereafter sometimes referred to as the GOVERNMENT, to obtain from the Forest Tree Seedling Planting Contractor, hereafter sometimes referred to as the **CONTRACTOR**, the hand planting of specified species of tree seedlings on selected/designated clear-cut tracts/sites of land located on **Camp Beauregard [four (4) tracts measuring 246 acres]**, Louisiana and are hereafter sometimes referred to collectively as the PROJECT or CONTRACT. Forest tree seedling planting will be in accordance with specifications and conditions set forth herein.
- 1.3 Project Location: Camp Beauregard (CB) is located in northeast Rapides Parish and southeast Grant Parish. The specific tracts/sites to be planted with tree seedlings under this CONTRACT will be defined/identified/designated by the Project Manager (PM) or the Project Managers Representative [PMR(s)].
- 1.4 Intent of the CONTRACT: The intent of the CONTRACT is to provide for the performance and completion by the CONTRACTOR of the CONTRACT work summarized below and described in detail in Section 2.0 Project Services. The CONTRACTOR shall furnish, except as set forth herein, all labor, supervision, materials, equipment, tools, chemicals, transportation, communications, taxes, insurance, fees, permits and supplies and perform all work required to complete all CONTRACT provisions and requirements in accordance with the specifications and terms set forth herein. CONTRACTOR is responsible for purchasing seedlings to be planted. The GOVERNMENT shall NOT furnish, except as set forth herein, any labor, supervision, materials, equipment, tools, chemicals, transportation, communications, taxes, insurance, fees, permits or supplies. In summary, The CONTRACTOR shall **hand plant Advanced Generation Loblolly Pine (*Pinus taeda*)** tree seedlings on selected/designated tracts/sites located on Camp Beauregard, Louisiana that are identified by the PM.

2.0 PROJECT SERVICES: The Project/Contract Services will include but not be limited to the following:

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- 2.1 Scope of Work: The CONTRACTOR shall perform the following services, and the CONTRACTOR does hereby agree to perform these services in accordance with the terms of this CONTRACT:
- 2.1.1 Planting Requirements: Tree seedlings shall be hand planted in accordance with the instructions below and with Recommended Forestry Best Management Practices for Louisiana (Latest Edition).
- 2.1.1.1 The CONTRACTOR shall **hand plant Advanced Generation Loblolly Pine (*Pinus taeda*) tree seedlings on four (4) selected/designated clear-cut tracts/sites** of land that are located on **Camp Beauregard for a total of 246 acres**. The specific tracts/sites to be planted will be defined/identified/designated by the Project Manager (PM) or the Project Managers Representative [PMR(s)].
- 2.1.1.2 **Planting will be conducted from January 1 to March 15** [unless dates are modified in writing to the Contractor by the PM or PMR(s)] and only if sufficient soil moisture exists, the ground is not frozen and the tree seedlings are dormant and **upon documented approval by the PM**. Based on weather conditions, the planting period may be modified by the PM. **The PM may suspend planting due to weather conditions.**
- 2.1.1.3 Plant one tree seedling in a trash-free hole which has been opened by the planting tool. Surface debris shall be cleared away before opening the planting hole.
- 2.1.1.4 Plant each tree seedling at the same depth, defined/identified by the seedling root collar, at which the seedling grew in the nursery. Using a planting bar (dibble) or hoe-dad, plant tree seedlings in identifiable rows at a **space of 8 feet by 10 feet with a minimum required stocking of 545 pine seedlings per acre**. Vary spacing where necessary due to ground conditions and underground obstacles, provided that tree seedlings must be planted within a tolerance of not-to-exceed 10% more or 5% less than the number of recommended planted seedlings per acre. Cull seedlings shall not be planted.
- 2.1.1.5 Plant tree seedlings vertical with the roots straight in the planting hole and in a manner to prevent "U" roots, "L" roots and twisted or balled roots. Any portion of the root system exposed above the ground is prohibited.
- 2.1.1.6 Pack soil firmly around each planted seedling. Close planting hole at the bottom first and then close the top.

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- 2.1.1.7 Do not plant seedlings in frozen ground or during freezing weather or in standing water more than one inch in depth.
- 2.1.1.8 Do not plant seedlings within 15 feet of any designated system road, fence or existing tree line. Do not plant seedlings within any right-of-ways or within 30 feet of the centerline of any power line.
- 2.1.1.9 Planting shall be done with a planting bar (dibble) or hoe-dad. The planting bar or hoe-dad must be capable of making a vertical slit in the ground at least 10 inches deep and 3 inches wide.
- 2.1.1.10 Use of the planting bar or hoe-dad to maneuver seedling roots into the planting hole damages seedling roots and is prohibited.
- 2.1.1.11 Over-filling seedling planting bags damages seedling roots and is prohibited.
- 2.1.1.12 Plant seedlings no further than 3 feet from the base of windrows.
- 2.1.2 **Material:** Seedlings shall be **Advanced Generation Loblolly Pine (*Pinus taeda*)**, with roots packed in an approved water-holding medium.
- 2.1.3 **Care and Handling of Seedlings:** The CONTRACTOR shall protect the seedlings and take precautions to prevent seedling damage during all phases of seedling handling, loading, transport, storage and planting. This shall include, but is not limited to:
 - 2.1.3.1 **Protection from sun, wind and adverse temperatures:**
 - 2.1.3.1.1 Seedlings shall be handled, stored and transported in a manner to protect them from sun and wind. The CONTRACTOR shall avoid exposure of the roots, particularly on dry, windy days. Immediately following lifting, seedlings shall be stored in a cool or refrigerated container in order to maintain the air temperature of bags between 35 and 65 degrees Fahrenheit. Seedlings shall not be allowed to freeze. No more than a 10-day supply of seedlings shall be stored at the planting site. If seedlings freeze, the frozen seedlings shall be allowed to thaw slowly before planting.
 - 2.1.3.1.2 Bags or boxes of seedlings shall be kept sealed prior to planting of the seedlings. Partially used bags or boxes shall be kept closed to prevent exposure of the seedling roots to air. If any bag or box is torn, separated or otherwise opened, CONTRACTOR shall immediately patch/tape or otherwise reseal it.

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- 2.1.3.1.3 Bags or boxes of seedlings shall not be subjected to direct sunlight while being transported or stored at the planting site. Upon delivery to the planting site, bags or boxes shall be stored in the shade. If there is no shade immediately available, the CONTRACTOR shall provide a seedling reflective blanket shelter to furnish shade. Shelters shall be used to protect seedlings during windy weather. Separating of seedlings shall be done in the shaded storage area: not in the open where they will be subjected to sun and wind.
- 2.1.3.2 Seedlings shall be planted within 14 days of lifting or removal from cold storage. Verifiable proof of lifting date must be provided.
- 2.1.3.3 Seedling roots shall be kept moist by use of planting bags or buckets at all times prior to and during planting operations.
- 2.1.3.4 Seedlings shall be protected from contamination by materials such as gasoline, diesel fuel, oils or chemicals that may damage the seedlings.
- 2.1.3.5 Thrashing of seedlings to dislodge soil/slurry/moisture from the seedlings is prohibited.
- 2.1.3.6 Seedling bags or boxes shall not be dropped, thrown, allowed to fall off vehicle(s) during transportation. Seedlings shall not be crushed or bruised by rough handling, sitting or standing on them or placing heavy objects on them.
- 2.1.3.7 Seedling planting bags, buckets or boxes shall be emptied at the end of the day. Unused seedlings shall be immediately placed back into a seedling container, the container resealed and returned to the storage site.
- 2.1.4 Root Pruning: CONTRACTOR will be allowed to prune roots of tree seedlings only when approved by the PM and when CONTRACTOR has demonstrated adequate performance. If root pruning is approved by PM, CONTRACTOR shall perform this task at no additional cost to the GOVERNMENT. A GOVERNMENT inspector shall be present when a root pruning operation is in progress. Tap roots longer than 8 inches may be pruned back to a minimum of 8 inches. Lateral roots may be pruned by pulling them down alongside the tap root and cutting even with the end of the tap root.
- 2.1.5 Personal Protective Equipment: CONTRACTOR'S personnel shall be required to wear suitable personal protective equipment to protect them from handling fungicide and insecticide treated tree seedlings.

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2.1.6 Resource Protection.

2.1.6.1 Erosion Control: All equipment shall be operated in a manner to minimize soil disturbance and damage.

2.1.6.2 Protection of Streams, Lakes and Reservoirs: CONTRACTOR shall use every precaution necessary to prevent pollution of streams, lakes and reservoirs by fuel, oils, other chemicals, silt or other harmful materials. All streams shall be kept free of CONTRACTOR-generated debris.

2.1.6.3 Protection of Archaeological/Historical Resources: The CONTRACTOR, upon discovery of suspected archaeological or historical materials, shall cease work in the vicinity of such material and immediately notify the PM.

2.1.7 Disposal of Debris: All empty and full seedling bags, boxes, binding straps and CONTRACTOR generated debris shall be removed from GOVERNMENT land before area can be accepted for payment, except that non-hazardous combustible material may be burned at the site, provided that the CONTRACTOR takes adequate precautions to control the fire. CONTRACTOR shall ensure fire is out before leaving the site.

3.0 INSPECTION, MEASUREMENT AND PERFORMANCE

3.1 The CONTRACTOR shall **hand plant Advanced Generation Loblolly Pine (*Pinus taeda*) tree seedlings** on designated/identified tracts/sites located on Camp Beauregard, Louisiana that are identified by the PM.

3.2 Inspection of the work performed under this CONTRACT shall be made by the PM or designated representative daily as the planting operations progresses and prior to the planting crew(s) moving to a new location.

3.3 A planted site/area/tract will be **deemed acceptable if 90 percent of the trees are planted correctly. Corrective measures will be required if less than 90 percent of the trees are planted correctly in accordance with the methods and specifications set forth herein.**

3.4 Upon completion of a tree seedling planting operation, the specific amount of area planted will be verified jointly by the CONTRACTOR and the PM.

4.0 PREPARATORY REQUIREMENTS: In order for the CONTRACTOR to accomplish the work set forth in this SOW, it shall be necessary for the CONTRACTOR to complete the following tasks:

4.1 Develop a materials list, order materials visit the planting sites in order to identify approved access routes, seedling storage sites, approved "burn" sites for

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combustible garbage/packaging materials and archaeological and environmentally sensitive sites within the Project area.

4.2 Obtain installation access permits for CONTRACTOR and employees.

4.3 Develop an estimate of funding and resources required to execute the CONTRACT. Such estimates must have restricted access and be "For Official Use Only" due to protection of government cost estimates.

4.4 Identify specific actions projected over the allowable period of service that may require legal compliance actions.

4.5 Determine and obtain all permits and authorizations that are required by regulations, laws and statutes for the Project.

5.0 REQUIREMENTS AND RESPONSIBILITIES

5.1 CONTRACTOR Requirements and Responsibilities. The CONTRACTOR requirements and responsibilities are as follows:

5.1.1 The CONTRACTOR shall guarantee at **least 90% of the trees are planted correctly** on the designated tract/site area.

5.1.2 The CONTRACTOR shall furnish, except as noted or agreed to in writing, all labor, supervision, materials, equipment, tools, transportation, communications, taxes, insurance, fees, permits and supplies required to complete the CONTRACT in accordance with this Scope of Work. CONTRACTOR shall be responsible for **purchasing seedlings to be planted**.

5.1.3 All CONTRACT work shall be performed by or under the direct supervision of personnel who are professionally and duly qualified, trained, certified and licensed. Proof of certificate(s) of training and license(s) shall be provided to the PM upon request.

5.1.4 The CONTRACTOR shall ensure all work is performed in accordance with Federal, Louisiana State and local laws, regulations, requirements and standards.

5.1.5 The CONTRACTOR and sub-contractors shall not commence work under this CONTRACT until they have obtained and provided proof to the Office of State Procurement Workman's Compensation Insurance for all of the CONTRACTOR'S employees. In case any class of employee engaged in hazardous work under this CONTRACT at the site of the project is not protected under the Workman's Compensation Statute, the CONTRACTOR and sub-contractor shall provide Employer's Liability Insurance for the protection of their employees not otherwise protected and provide proof of same to Office of State Procurement if requested.

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5.1.6 The CONTRACTOR shall not commence work under this CONTRACT until the following properly completed forms are received by the Office of State Procurement: **Certificate of Insurance; Certification and Disclosure Form; W-9; and E-Verify Form.**

5.1.6.1 **Certificate of Insurance:** The Certificate of Insurance (General Liability, Vehicle Liability and Workmen's Compensation) must be submitted in accordance with the example provided herein as **Exhibit G** and as follows:

5.1.6.2 The Purchaser's insurance provider must name the Office of State Procurement as an "Additional Insured" and furnish the Certificate of Insurance via to the **Office of State Procurement**, address shown in Attachment A, Page 1 of Invitation to bid RFX 3000006246.

5.1.6.3 Must be furnished in the format of an ACORD 25 form (latest edition) and in accordance with.

5.1.6.4 Must provide the following minimum amounts of coverage with all blocks checked in accordance with the enclosed ACORD 25 form example:

WORKERS COMPENSATION: Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

COMMERCIAL GENERAL LIABILITY: Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, it to be used in the policy. Claims-made form is unacceptable.

AUTOMOBILE LIABILITY: Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

5.1.7 **Indemnification Agreement:** The Indemnification Agreement Form must be completed, signed in blue ink and furnished via personal delivery or courier to

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the **Office of State Procurement** at the address shown in Attachment A, Page 1 of Invitation to bid RFX 3000006246.

5.1.8 **Certification and Disclosure Form:** The Certification and Disclosure Form must be completed, signed in blue ink and furnished with bid submission to the **Office of State Procurement**.

5.1.9 **W-9:** A completed W-9 furnished with bid to the Office of State Procurement at the address shown in Attachment A, Page 1 of Invitation to bid RFX 3000006246.

5.1.10 **E-Verify Form:** A completed E-Verify form furnished to the Office of State Procurement at the address shown in Attachment A, Page 1 of Invitation to bid RFX 3000006246.

5.1.11 The CONTRACTOR shall coordinate with the PM or designated representative to schedule site evaluations and inventories.

5.1.12 Upon completion of the CONTRACT, the CONTRACTOR shall protect all maps, photographs, historic documents, studies, surveys, inventories, investigations, evaluations, plans, project reports, and related material obtained/collected during the course of the CONTRACT work.

5.2 GOVERNMENT Requirements and Responsibilities. The GOVERNMENT requirements and responsibilities are as follows:

5.2.1 The GOVERNMENT shall furnish all requested access to information and data; and access to personnel, installations, structures, sites and facilities.

5.2.2 The GOVERNMENT shall provide all necessary safety and security briefings, and escorts.

6.0 DELIVERABLES: All items due and deliverable under this CONTRACT are identified in Section 2.0, Project Services, Section 4.0, Preparatory Requirements and Section 5.0, Requirements and Responsibilities. All maps, historic documents and other items borrowed from the GOVERNMENT or other contractors under the CONTRACT to the GOVERNMENT are the property of the GOVERNMENT and shall be returned to the GOVERNMENT upon completion of the CONTRACT. The deliverables due as a result of this CONTRACT are summarized below:

6.1 Plant Loblolly Pine seedlings as specified in Section 2.0, Services to be Provided.

6.2 Site evaluations and inventories.

6.3 All labor, materials, equipment, tools, transportation, communications, and supplies required to complete the CONTRACT in accordance with this Scope of Work.

6.4 Maps, Overlays, Graphics, Photographs and Displays.

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- 6.5 Copies of all insurance policies, license(s), permit(s) and signature authorization(s) required for completion of the CONTRACT.
- 6.6 Satisfactory completion of the Project/Contract.
- 6.7 Other documents developed during completion of the CONTRACT.

7.0 MEETINGS AND REVIEWS

- 7.1 Meetings and consultations will include, but are not limited to, the following:
 - 7.1.1 Meetings with PM.
 - 7.1.2 Meeting with installation security.
- 7.2 Reviews will include, but are not limited to, the following:
 - 7.2.1 Monthly progress report reviews.
 - 7.2.2 On-going inventories and evaluation reviews.
 - 7.2.3 Progress Reviews: Progress reviews will be provided at 10%, 35%, 90% and 100% of completion.
 - 7.2.4 Periodic site inspections.
 - 7.2.5 Other reviews as necessary.

8.0 TRAVEL REQUIREMENTS

- 8.1 The CONTRACTOR shall be responsible for providing all transportation/travel equipment and funding necessary to fulfill the requirements of this CONTRACT.
- 8.2 The CONTRACTOR shall be responsible for all transportation/travel scheduling, arrangements and contracting necessary to fulfill the requirements of this CONTRACT.

9.0 PROJECT MANAGER (PM) AND PROJECT MANAGER REPRESENTATIVE (PMR)

- 9.1 The Louisiana Military Department Project Manager is Mr. Chris Robinett, Forestry Program Manager, 100 Louisiana Boulevard, Camp Minden, Minden, Louisiana 71055-7794. Telephone (318) 382-4150 (Office), (318) 364-7269 (Cell) and FAX (318) 382-4155.
- 9.2 The Louisiana Military Department Project Managers Representative is Mr. Rance Tomlinson, Installation Forester, 100 Louisiana Boulevard, Camp Minden, Minden, Louisiana 71055-7908. Telephone (318) 382-4169, (318) 268-4086 and FAX (318) 382-4155.

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9.3 No GOVERNMENT personnel, other than the State Purchasing Officer, shall have the authority to change or alter the requirements set forth herein. The PM and/or PMR shall clarify technical points or supply relevant technical information, but no requirements in this statement of work or the scope of work may be altered as a sole result of such verbal clarification.

10.0 PERIOD OF SERVICE

10.1 Contract Schedule: Start Date: **Date of Award**. This start date is to allow CONTRACTOR time for ordering and preparation of seedlings prior to planting. Completion Date: **April 14, 2017**. **Planting will be conducted from January 1 to March 15** [unless dates are modified in writing to the contractor by the PM or PMR(s)]. (With Agency Approval this time frame may be extended pending weather conditions and other delays in work.)

10.2 Work will begin no later than 10 days following receipt of the Notice to Proceed.

11.0 CONTRACTOR QUALIFICATIONS

All CONTRACT work shall be performed by or under the direct supervision of forest tree seedling planting personnel who are professionally and duly qualified, trained, certified and licensed by the State of Louisiana to hand plant forest tree seedlings. Contractor must provide 3 references in regards to previous work.

Reference 1

Company: _____

Contact: _____

Date: _____

Phone #: _____

Reference 2

Company: _____

Contact: _____

Date: _____

Phone #: _____

Reference 3

Company: _____

Contact: _____

Date: _____

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Phone #: _____

Contract Certification and Disclosure Form

(Contractor Name)

(Contractor Address)

(Contractor City, State, Zip)

Date: _____

Contractor Certification and Disclosure Form

I, _____, do hereby certify that:
(Print Name)

- a. As an entity contracting with the State of Louisiana Military Department, (LMD), I acknowledge and agree that I am responsible for ensuring there is no conflict of interest or violation of the State of the Louisiana Ethics Code.
- b. Neither I, nor any of my employees, have immediate family members who work for the Military Department, State of Louisiana (LMD). In addition, no member of the LMD has a controlling interest in my company, as defined in the Louisiana Ethic Code.
- c. Neither I, nor any of my employees, have any other relationships with LMD employees that are or may be perceived as improper or unethical; OR

I hereby disclose freely and with no reservations that I, or the below listed employee, have/has relationships with the following LMD employee (s): _____

The nature of this/these relationship (s) is/are (personal, professional; number of years of relationship, etc.): _____

- d. The information above is true and correct, and should anything come to my attention that would damage the answers above, I will inform LMD immediately.

(Signature)

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(Printed name)

Contract E-Verify doc

Sworn Affidavit

(Date)

I hereby verify that all of the employees of _____ have been placed into the (E-Verify System) and are US-Born Citizens or Legal Aliens.

Contract Title: _____

Contract number: _____

(Witness Signature)

(Company Name)

(Signature)

(Witness Signature)

(Notary Signature / Seal)

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EXHIBIT E
INDEMNIFICATION AGREEMENT

The _____ (Contractor/Lessee) agrees to protect, defend indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees and volunteers, from and against any and all claims, damages, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grown out of, any act or omission of _____ (Contractor/Lessee), its Agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by _____ (Contractors/Lessee) as a result of any claims, demands, suits or causes of action, except those claims, demands, suits or causes of action arising out of the negligence of the State of Louisiana, all State Department, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

_____ (Contractor/Lessee) agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits or causes of action are groundless, false or fraudulent.

Accepted by _____
(Company Name)

(Signature)

(Title)

Date Accepted _____

Is Certificate of Insurance Attached: _____ Yes _____ No

RFX No. _____ for _____
(State Agency Name)

PURPOSE OF
CONTRACT: _____

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EXAMPLE OF ACORD 25 FORM REFERENCED ON PAGE 7 SEC. 5.1.6.4

|  | | CERTIFICATE OF LIABILITY INSURANCE | | DATE (MM/DD/YYYY) | | | |
|--|--|---|-------------------------------|--|-------------------------|-------------------------|--|
| <p>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.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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).</p> | | | | | | | |
| PRODUCER | | | CONTACT NAME: | | | | |
| | | | PHONE (A/C, No. Ext): | | FAX (A/C, No): | | |
| | | | E-MAIL ADDRESS: | | | | |
| | | | INSURER(S) AFFORDING COVERAGE | | NAIC # | | |
| | | | INSURER A: | | | | |
| INSURED | | | INSURER B: | | | | |
| | | | INSURER C: | | | | |
| | | | INSURER D: | | | | |
| | | | INSURER E: | | | | |
| | | | INSURER F: | | | | |
| COVERAGES | | CERTIFICATE NUMBER: | | REVISION NUMBER: | | | |
| <p>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.</p> | | | | | | | |
| INBR LTR | TYPE OF INSURANCE | ADDE INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
| | GENERAL LIABILITY <input type="checkbox"/> 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 | | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE MEMBER EXCLUDED? <input type="checkbox"/> Y / <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | <input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) | | | | | | | |
| CERTIFICATE HOLDER | | | | CANCELLATION | | | |
| | | | | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. | | | |
| | | | | AUTHORIZED REPRESENTATIVE | | | |