

To: Board of Directors
From: Bruce Richard, Retired Annuitant
Date: July 23, 2013
Subj: Willits Bus Yard Paving: Award of Contract, Resolution 2013-06

Background

MTA has rented space from the City of Willits for a bus yard for nearly 20 years. Until recently, the City could have terminated the agreement without cause, and with little notice. The 1/3 acre site adjacent to the City Corporation Yard is unpaved. It is dusty in Summer, muddy in Winter. In order to reasonably support improvement of the site, a new lease agreement was negotiated, effective January 1, 2011 for a period of ten years. The lease specifically included authorization to make permanent improvements, including paving of the yard and the 300 foot long driveway.

Budget and Solicitation of Bids

For the past two years, the MTA Capital Budget has carried this project at \$40,000 to \$45,000. Some amount must be carried forward from 2012/13 to the current fiscal year.

The solicitation included three options:

- Grade, compact and pave the Yard with 3" of asphalt
- Grade' compact and pave the Yard with 4" of asphalt
- Grade and compact the driveway without paving

The addition of 1" of asphalt doubles the labor as it requires two passes of the equipment. Although staff originally anticipated paving the driveway, Roots of Motive Power, who shares the driveway with MTA, cautioned against paving because they sometimes use it for especially heavy, tracked equipment/machinery.

Solicitation of bids began with publishing a Public Notice in the Ukiah Daily Journal on June 30, the Willits News and the Fort Bragg Advocate on July 3. These notices directed readers to the MTA website where the complete Request for Proposals was available. In addition, on July 1, copies of the complete RFP were mailed to four qualified local contractors: Mendocino Construction, Duran

Construction, Valley Paving and Granite Construction.

Bid Opening

Bob Butler and I opened the one bid received, from Mendocino Construction Services (MCS), at 1:00 pm Monday, July 22, 2013 at the Willits Bus Yard. Results were:

- Pave the Yard with 3" of asphalt \$ 41,400
- Pave the Yard with 4" of asphalt \$ 51,750
- Grade and compact the driveway \$ 2,250*
- Unit Cost per a 10-yard truck of base rock \$ 400

<p>* MCS actually bid \$26,575, thinking that this work included paving the driveway. Subsequently, they revised that bid to \$2,250.</p>

The completed Proposal from MCS is attached. Absent the handwritten entries, it is the full RFP.

The receipt of only one bid is disappointing, but not unusual or necessarily a problem. The primary need is to confirm that adequate notification was provided and that competition was encouraged. The RFP was clearly well announced and distributed. The three other firms which received it, acknowledged receipt and had good reasons for not submitting bids. Second, the bid price should be reviewed to ensure the amount is reasonable. The only definitive analysis is that the bids were very close to the staff estimate which had been based on other paving projects.

Recommendation and Award

Paving with 4" of asphalt is over the anticipated budget. According to the Project Manager at MCS, the added value is not worth the extra cost. The addition of grading and compacting the driveway, possibly using additional base rock, would still leave the project within budget.

Staff recommends that the Board award this contract to Mendocino Construction Services Inc. for grading, compacting and paving the Willits Bus Yard with 3" of asphalt, plus grading and compacting the driveway, at a cost not to exceed \$45,000. That figure allows the addition of base rock and some contingency. Staff also recommends the carry-over of funding from 2012/13 to 2013/14 in the Capital Budget. Adoption of Resolution 2013-06 accomplishes the recommendations, which are subject to modification by the Board.

MENDOCINO TRANSIT AUTHORITY
RESOLUTION 2013-06

AWARDING A CONTRACT TO MENDOCINO CONSTRUCTION SERVICES INC.
FOR PAVING THE WILLITS BUS YARD AND GRADING THE DRIVEWAY
AND ADJUSTING THE 2013/14 CAPITAL BUDGET

WHEREAS:

1. The leased MTA Bus Yard in Willits is unpaved, dusty in Summer and muddy in the rainy season, and
2. Staff has budgeted \$45,000 in State Transit Assistance funds for this project for the past two years, and
3. Staff has negotiated a new, ten-year lease agreement with the City of Willits which specifically allows for such improvements, and
4. Staff has conducted a thorough request for proposals for the work and received a single, reasonable proposal from Mendocino Construction Services that is within budget.

NOW, THEREFORE, BE IT RESOLVED that the MTA Board of Directors hereby:

1. Award a contract to Mendocino Construction Services Inc. to grade, compact and pave the fenced bus Yard with 3" of asphalt, and to grade and compact the driveway, and
2. Carry forward \$45,000 from the 2012/13 Capital Budget to the 2013/14 Capital Budget.

ADOPTION of this RESOLUTION was MOVED by Director _____ and SECONDED by Director _____ at a regular meeting of the MTA Board of Directors on July 25, 2013 by the following Roll Call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
ATTEST:

Jim Tarbell, Vice Chair

Dan Baxter, General Manager

AGREEMENT TO PAVE THE WILLITS BUS YARD

This agreement is made between Mendocino Construction Services Inc., hereinafter referred to as CONTRACTOR, and the Mendocino Transit Authority, hereinafter referred to as the MTA.

1. INCLUSIONS

This agreement includes the following documents, which are attached and incorporated by this reference, and supersedes any conflicting provisions within them:

- A. Pave Willits Bus Yard RFP dated July 1, 2013,
- B. Proposal submitted by CONTRACTOR dated July 22, 2013 or earlier, including insurance attachments.

2. SCOPE OF WORK AND PRICE

CONTRACTOR agrees to prepare and pave the Willits Bus Yard, in accordance with specifications provided in Section II of the RFP and Proposal for: \$41,400

Contractor Agrees to grade and compact the driveway, in accordance with specifications provided in Section II of the RFP and Proposal for: \$ 2,250

After consultation with the MTA Maintenance Manager, Contractor shall provide additional aggregate base as needed and in accordance with specifications provided in Section II of the RFP and Proposal for a unit price of:
\$ 400 per 10 cubic yard truck load

Total Contract Price Not to Exceed \$45,000

3. COMPLETION TIME

The paving shall be completed, as specified herein, within SIX calendar days of MTA issuance of a Notice to proceed.

4. PAYMENT

MTA will pay CONTRACTOR the total Contract price, within 15 days of MTA's acceptance of the work.

5. STATUS OF CONTRACTOR AND INSURANCE

Contractor is not an employee of the MTA, and therefore is not entitled to any benefits from the MTA. Contractor shall provide evidence of Workers Compensation insurance and \$1 Million in Commercial General Liability insurance, naming MTA as an additional insured, on an Accord form, acceptable to the MTA, prior to beginning any work under this contract.

6. EXECUTION

The parties have agreed to the terms described above, and in the attachments. Signatories are authorized to execute this agreement on behalf of CONTRACTOR and MTA.

FOR THE CONTRACTOR

FOR MTA

By: Bret McPhaul

By: Dan Baxter

Title: Project Manager

General Manager

(signature)

(signature)

(date)

(date)

Request for Proposals

To

Pave Willits Bus Yard

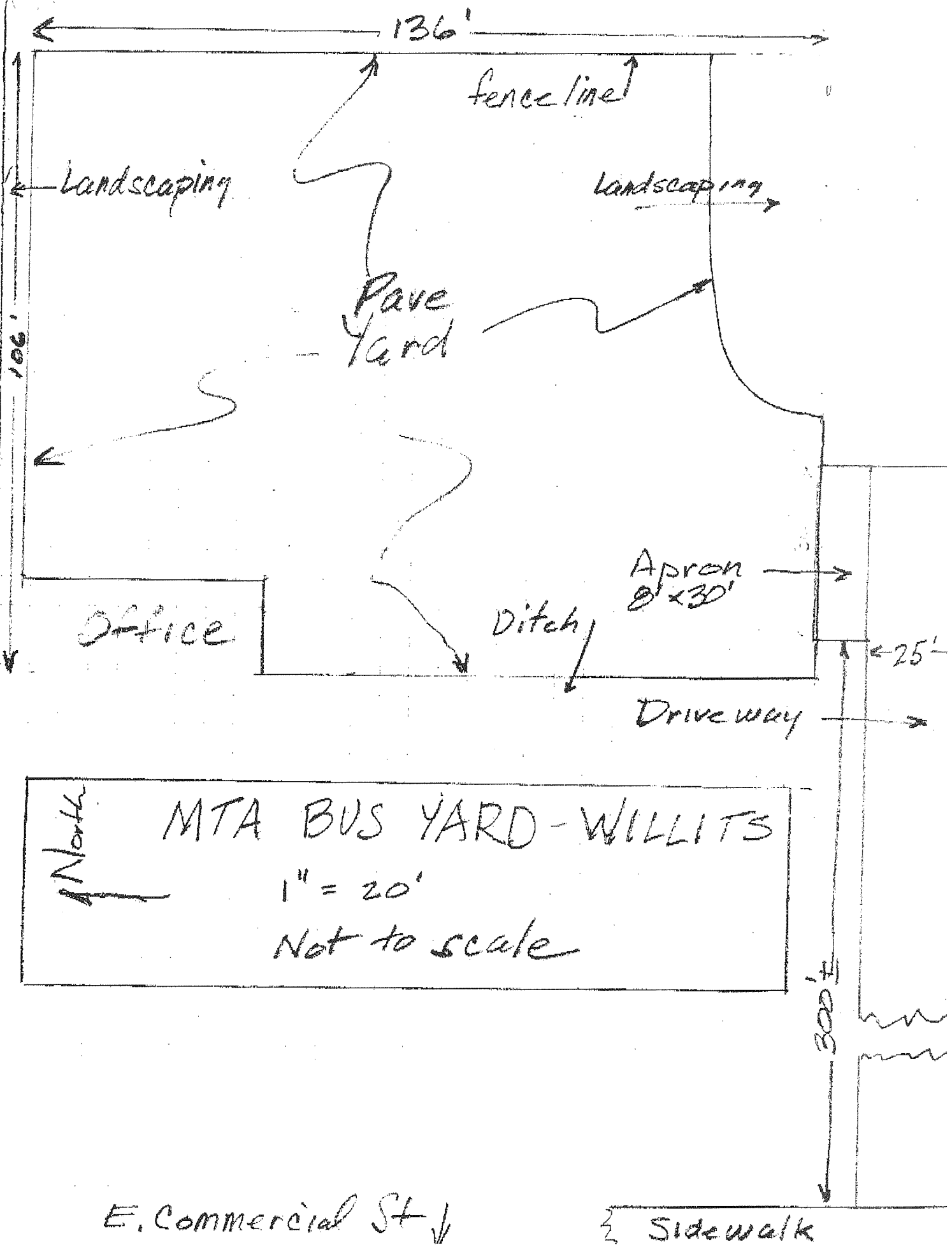
for the

Mendocino Transit Authority

Proposal Opening:

1:00 pm, July 22, 2013

At Willits Bus Yard



Mendocino Transit Authority
Pave Willits Bus Yard RFP

July 1, 2013
Page 1 of 6

I Submittal Instructions

Please submit **two** copies of your proposal, including all five sections and all required attachments, no later than **1:00 pm Monday, July 22, 2013** in person at the **MTA Willits Bus Yard**. (The YARD is adjacent to the east side of the Willits Corporation Yard, and is accessible via the driveway to the north of East Commercial Street between the Mendocino County Museum and the Roots of Motive Power.) Proposals may be sent by mail to **Dan Baxter, General Manager**, or delivered to **241 Plant Road Ukiah, CA 95482**, no later than **10:00 am Monday, July 22, 2013**.

MTA will open and publicly record all proposals at **1:00 pm Monday, July 22, 2013** at the **MTA Willits Bus Yard**.

II Technical Requirements

- 1 **Site:** Enclosed is a sketch of the site with measurements which are intended for reference and orientation only. The specific areas to be worked will be marked in orange paint at the site. **Proposers are invited to attend an on-site, pre-bid meeting at 2:00 pm on Monday, July 8, 2013**, in order to allow for exact measurements and a thorough understanding of the project.
- 2 **Materials.** Aggregate Base on the YARD and APRON is deemed by MTA to be of sufficient thickness. Aggregate Base, complying with Mendocino County standard specifications section 26, Class 2, $\frac{3}{4}$ inch, may be added to the DRIVEWAY only. Hot Mix Asphalt shall be $\frac{1}{2}$ inch HMA Type B and shall comply with Mendocino County standard specification section 39 with Tack Coat applied, corresponding $\frac{1}{2}$ inch aggregate and finish rolling at 150 degrees F for the YARD and APRON only.
- 3 **Grading and Compacting.** The YARD and APRON, and the DRIVEWAY if selected, shall be graded and crowned to allow for proper water runoff with no standing puddles, and shall be compacted to 95% relative compaction or higher.
- 4 **Options.** Based on budget and proposed pricing, MTA will select a Contractor to perform one of the following three options, listed in order of increasing amount of work:

Mendocino Transit Authority
Pave Willits Bus Yard RFP

July 1, 2013
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- A. Grade, Compact and Pave the YARD and APRON with 3" of asphalt and with all edges rolled over.
- B. Grade, Compact and Pave the YARD and APRON with 4" of asphalt and with all edges rolled over.
- C. Grade the existing DRIVEWAY, perhaps with the addition of Aggregate Base, for proper runoff and compact to 95% relative compaction. Special care must be taken to protect the railroad track crossing of the DRIVEWAY. Grade, Compact and Pave the YARD and APRON with 4" of asphalt and with all edges rolled over.

5 **Coordination.** Contractor shall coordinate with MTA to facilitate relocation of bus and employee parking during construction. Contractor shall also assist MTA in coordinating access for employees and events at the Mendocino County Museum and Roots of Motive Power which shares the driveway and is located north-east of the MTA site. This work must be completed by August 10, 2013.

III Proposal Form

This proposal is submitted by MENDOCINO CONSTRUCTION SERVICES INC.
Contractor Type A-C-21 License # 443396.

1 **Materials and Labor.** We will Grade, add Aggregate Base, Compact and Pave the site, as described in Section II above, in a professional manner with the highest quality finish and edges.

2 **Time.** We will complete all the work described in Section II Technical Requirements within 15 calendar days of receiving a notice to proceed.

3 **Warranty.** If any of the pavement fails within one year of completion of this contract for ~~any~~ materials or workmanship reason, we will correct the underlying problem and repave the area to MTA's satisfaction. R
B

4 **Price.** The price for the work as described in Section II, including labor at California prevailing wages (www.dir.ca.gov/DSLRL), shall not exceed:

Mendocino Transit Authority
Pave Willits Bus Yard RFP

July 1, 2013
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- A. Grade, Compact and Pave the YARD and APRON with 3" of Asphalt and with all edges rolled over. \$ 41,400-
- B. Grade, Compact and Pave the YARD and APRON with 4" of Asphalt and with all edges rolled over. \$ 51,750-
- C. Grade the existing DRIVEWAY, and Compact, ensuring protection of the railroad track crossing. Grade, Compact and Pave the YARD and APRON with 4" of Asphalt and with all edges rolled over. \$ 26,575
- D. Unit Cost for Aggregate Base. The cost for one, 10 CY truck load of specified Aggregate Base, delivered to the site and graded into the existing DRIVEWAY. \$ 400-

5 **References.** We have recently performed similar work for the following three clients:

Client/Company/Organization Mendo-Lake Community College

Contact Name Mike Adams

Location Lakeport, CA

Phone 707 467-1028

Client/Company/Organization Lakeport Unified School District

Contact Name Dave Nowis

Location Lakeport, CA

Phone 707 262-3022

Client/Company/Organization C's Waste Solutions

Contact Name Bruce McCracken

Location Ukiah, CA

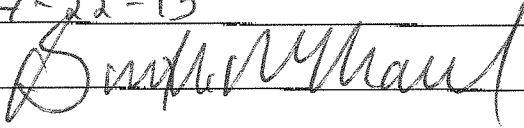
Phone 707 234-0408

Mendocino Transit Authority
Pave Willits Bus Yard RFP

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6 **Insurance.** We have attached verification of Workers Compensation and Commercial General Liability insurance on an Accord form. We understand that prior to start of work, revised forms must be submitted for both coverages, and the MTA must be named as an additional insured.

7 This proposal is valid for 60 calendar days and is authorized to be submitted for:

Firm: Mendocino Construction Services, Inc.
 By (printed): Bret McPhaul
 Title: Project Manager
 Phone/FAX: 707 459-2377 707 459-0644
 e-mail: mcsnai@sbcglobal.net
 Date: 7-22-13
 Signature: 

IV Selection

Any proposal submitted after 1:00pm on July 22, 2013 shall be returned to the sender unopened.

Responsible Contractors shall be those:

- a) whose references indicate on-time and on-budget work,
- b) who are able to provide evidence of required insurance,
- c) who possess the appropriate contractor's license.

MTA intends to accomplish the maximum amount of work possible within budget. After opening all bids, MTA shall select one of the three options listed in Section III-4, including Option D if Option C is selected, based on the budget for the project and the prices bid by **Responsible Contractors**. The **Successful Proposer** will be chosen based on the lowest price proposed for the selected option by a **Responsible Contractor**. Staff will recommend that the MTA Board of Directors award a contract (see Section V) to the **Successful Proposer** at their meeting of July 25, 2013 (1:30 pm in Willits), or as soon after that as possible.

MTA reserves the right to reject all proposals and re-bid the work at a later time, and to negotiate details, including the quantity of Aggregate Base, with the **Successful Proposer**.

Mendocino Transit Authority
Pave Willits Bus Yard RFP

July 1, 2013
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V
**PROPOSED AGREEMENT
TO PAVE THE WILLITS BUS YARD**
(Do not fill out)

This agreement is made between _____
hereinafter referred to as CONTRACTOR, and the **Mendocino
Transit Authority**, hereinafter referred to as the MTA.

1. INCLUSIONS

This agreement includes the following documents, which are attached and incorporated by this reference, and supersedes any conflicting provisions within them:

- A. Pave Willits Bus Yard RFP dated July 1, 2013,
- B. Proposal submitted by CONTRACTOR dated July 22, 2013 or earlier, including insurance attachments.

2. PRICE

CONTRACTOR agrees to prepare and pave the Willits Bus Yard, in accordance with specifications provided in Section II of this RFP and Proposal for:

Total Contract Price \$ _____

3. COMPLETION TIME

The paving shall be completed, as specified herein, within _____ calendar days of MTA issuance of a Notice to proceed.

4. PAYMENT

MTA will pay CONTRACTOR the total Contract price, within 30 days of MTA's acceptance of the work.

5. STATUS OF CONTRACTOR AND INSURANCE

Contractor is not an employee of the MTA, and therefore is not entitled to any benefits from the MTA. Contractor shall provide evidence of Workers Compensation insurance and \$1 Million in Commercial General Liability insurance, naming MTA as an additional insured, on an Accord form, acceptable to the MTA, prior to beginning any work under this contract.

Mendocino Transit Authority
Pave Willits Bus Yard RFP

July 1, 2013
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6. EXECUTION

The parties have agreed to the terms described above, and in the attachments. Signatories are authorized to execute this agreement on behalf of CONTRACTOR and MTA.

FOR THE CONTRACTOR

FOR MTA

By _____

By Dan Baxter

Title: _____

General Manager

(signature)

(signature)

(date)

(date)



CERTIFICATE OF LIABILITY INSURANCE

OP ID: CC

DATE (MM/DD/YYYY)

01/03/13

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 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 Anchor Insurance & Surety, Inc 1201 SW 12th Ave., Suite 500 Portland, OR 97205-2030 Gene M. Dietzman	503-224-2500	CONTACT NAME:	
	503-224-9830	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		PRODUCER CUSTOMER ID #: MENDO-1	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Mendocino Construction Services, Inc. P O Box 1517 Willits, CA 95490	INSURER A : National Fire Ins. of Hartford		20478
	INSURER B : Continental Casualty Co.		20443
	INSURER C : St. Paul Fire & Marine Ins. Co		
	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 SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSR	WVD					
A	GENERAL LIABILITY	X		1029671981	01/01/13	01/01/14	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 200,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 15,000
	<input checked="" type="checkbox"/> XC&U Coverage						PERSONAL & ADV INJURY	\$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liab						GENERAL AGGREGATE	\$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG	\$ 2,000,000
<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC								\$
B	AUTOMOBILE LIABILITY	X		1029671995	01/01/13	01/01/14	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
<input type="checkbox"/> NON-OWNED AUTOS		\$						
C	<input checked="" type="checkbox"/> UMBRELLA LIAB	X		ZUP12P35656-13-NF	01/01/13	01/01/14	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE							\$
	<input type="checkbox"/> RETENTION \$							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							WC STATUTORY LIMITS	OTHER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							E.L. EACH ACCIDENT	\$
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

CERTIFICATE HOLDER

CANCELLATION

WILLI-1	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. 30 days written notice of cancellation will be mailed to the certificate holder named to the left.
	AUTHORIZED REPRESENTATIVE <i>JM Dietzman</i>

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/02/12

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 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 Anchor Insurance & Surety, Inc 1201 SW 12th Ave., Suite 500 Portland, OR 97205-2030 Gene M. Dietzman	503-224-2500	CONTACT NAME: Carol Bettin PHONE (A/C, No, Ext): 503-224-2500 E-MAIL ADDRESS: cbettin@anchorias.com	FAX (A/C, No): 503-224-9830
	503-224-9830		
INSURED Mendocino Construction Services, Inc P O Box 1517 Willits, CA 95490	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Companion Property & Casualty		
	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 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 - COMP/OP 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 \$		
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A	PCPA16230	10/01/12	10/01/13	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER	CANCELLATION
CADOT-2	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 