

## **ATTACHMENT F – MANDATORY CERTIFICATIONS AND FORMS**

### **F.1 - ANTI-LOBBYING CERTIFICATION**

#### **Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions** **(Sept 2007)**

\_\_\_\_\_ (date)

Purchasing and Business Services  
Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

In accordance with the Federal Acquisition Regulation, 52.203-11:

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989—

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature Required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)

## **F.2 - CONFLICT OF INTEREST CERTIFICATION**

\_\_\_\_\_ (date)

Purchasing and Business Services Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

( ) There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any contract resulting from this request.

( ) The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature Required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)

### **F.3 - FEDERAL DEBARRED LIST CERTIFICATION**

#### **Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)**

\_\_\_\_\_ (date)

Purchasing and Business Services Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

In accordance with the Federal Acquisition Regulation, 52.209-5:

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

i. The Offeror and/or any of its Principals—

(A) (check one) **Are** ( ) or **are not** ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Nonprocurement Programs) is at <http://epls.arnet.gov>

(B) (check one) **Have** ( ) or **have not** ( ), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) (check one) **Are** ( ) or **are not** ( ) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

i. The Offeror (check one) **has** ( ) or **has not** ( ), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent

person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature Required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)

#### **F.4 - LEGAL WORKER CERTIFICATION**

\_\_\_\_\_ (date)

Purchasing and Business Services Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

As required by Arizona Revised Statutes §41-4401 the University is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214-A. The undersigned entity warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the

U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the below entity.

The undersigned acknowledges that a breach of this warranty by the below entity or by any subcontractor or sub-subcontractor under any Contract resulting from this solicitation shall be deemed a material breach of the Contract, and is grounds for penalties, including termination of the Contract, by the University. The University retains the right to inspect the records of the below entity, subcontractor and sub-subcontractor employee who performs work under the Contract, and to conduct random verification of the employment records of the below entity and any subcontractor and sub-subcontractor who works on the Contract, to ensure that the below entity and each subcontractor and sub-subcontractor is complying with the warranties set forth above.

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature Required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)

## **F.5 - SUPPLIER SUSTAINABILITY GUIDELINES**

ASU Purchasing and Business Services, in conjunction with University Sustainability Practices, has implemented [Sustainable Purchasing Guidelines](#) for procuring products and services that support and advance [ASU's Sustainability Goals](#). For the purpose of evaluating Sustainability the following description applies: A process of current or developing business practices and technologies that restore and enhance the environment by supplying products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service. The Supplier Sustainability Questionnaire is used to help ASU understand how sustainable a supplier is. Sustainability is an important goal for the university, and as such, we expect our suppliers to help us support this goal.

## SUSTAINABILITY QUESTIONNAIRE

### Internal Practices

1. Does your firm have published sustainability goals and a plan?

- ☐ Yes  
☐ No

If yes, please provide the link:

2. Does your firm have published sustainability metrics?

- ☐ Yes  
☐ No

If yes, please provide the link:

3. ASU has a goal to achieve carbon neutrality by 2025 for Scope 1 and Scope 2 emissions. Scope 3 by 2035. Do you have a public carbon neutrality goal?

- ☐ Yes  
☐ No

If yes, please provide the link:

4. Has your firm conducted a greenhouse gas inventory?

- ☐ Yes  
☐ No

	Year	Qty (MTCDE)
Baseline		
Most Recent		
% Increase (decrease) vs baseline		%

Comments:

5. Has your firm taken measures to reduce emissions related to air and commuting travel?

☐ Yes

☐ No

If yes, please provide examples:

6. ASU has a goal to divert 90% of its waste from landfills by 2025. Does your organization have a waste diversion goal?

☐ Yes

☐ No

If yes, please provide the link:

7. Does your firm track its solid waste?

☐ Yes

☐ No

If yes, please provide the following using units of tons or pounds as appropriate:

	Year	Recycled	Compost	Landfill
Baseline				
Most Recent				

Comments:

8. Has your firm taken measures to reduce printing and paper waste?

☐ Yes

☐ No

If yes, please provide examples:

9. ASU has a goal to reduce water use by 20% by 2022. Does your firm have a water reduction goal?

☐ Yes

☐ No

If yes, please provide the link:



10. Does your firm track its water usage?

- ☐ Yes  
☐ No

If yes, please provide the following indicating units of kgal or mgal as appropriate:

	Year	Potable Water Used	Rainwater + Greywater + Blackwater Captured/Treated/Reused
Baseline			
Most Recent			

Comments:

11. Does your organization participate in and or support community service, not for profit organizations and inclusive community success?

- ☐ Yes  
☐ No

If yes, please provide examples:

12. Has your firm developed measures to improve organizational diversity, inclusion and enhance employee engagement?

- ☐ Yes  
☐ No

If yes, please provide examples:

13. Does your firm have any external ratings, certifications or awards related to diversity, inclusion and employee engagement such as GPTW, JUST, etc.?

- ☐ Yes  
☐ No

If yes, please provide the names of the ratings, certifications or awards and link:

14. Do you provide health care insurance to your employees? If yes, what percentage of your employees are covered by your firm's health care insurance?

- ☐ Yes                      %  
☐ No

15. Is your firm a 501C-3, employee owned, cooperative, incorporated as a B Corp, or do you provide employee profit sharing?

☐ Yes

☐ No

If yes, please specify:

16. Does your firm have any external sustainability certifications such as DJSI, GRI, GBB, Green C, Certified B Corporation, Green America, Green Plus, etc?

☐ Yes

☐ No

If yes, please provide the names of the certifications and links:

17. Has your firm committed to any goals created by an external organization related to climate change?

☐ Yes

☐ No

If yes, please provide the goals and links your firm has committed to:

18. Are there any other internal sustainability efforts you would like to mention?

☐ Yes

☐ No

If yes, please provide here:

#### Business Practices

19. How many total employees including leaders does your firm employ and how many of those employees hold green building accreditations such as Living Future Ambassador, LEED AP, LEED GA, WELL AP, SITES AP, Passive House Designer, Passive House Consultant, Green Globes Professional, Certified Energy Manager, etc?

Number of employees	Number of employees with accreditations

20. How many people make up your firm's leadership team, and how many of those leaders hold green building accreditations such as Living Future Ambassador, LEED AP, LEED GA, WELL AP, SITES AP, Passive House Designer, Passive House Consultant, Green Globes Professional, Certified Energy Manager, etc?

Number of leaders	Number of leaders with accreditations

21. How many projects has your firm completed in the past five years, and how many of those projects are certified or pending certification such as ILFI Zero Carbon, ILFI Zero Energy, Living Building Challenge Petal, Living Building Challenge Full, LEED Certified, LEED Silver, LEED Gold, LEED Platinum, WELL Silver, WELL Gold, WELL Platinum, etc?

Number of projects	Number of projects certified	Number of projects pending certification

22. Has any of your firm's projects completed in the last 5 years have won AIA COTE Awards?

- ☐ Yes  
☐ No Comments:

23. Has your firm adopted Architecture 2030's 2030 Challenge?

- ☐ Yes  
☐ No

If yes, please report on or provide a link to your firm's progress:

## **F.6 - SERVICE PROVIDER ACKNOWLEDGEMENT**

**All service providers are required to read and sign the ASU Service Provider Agreement prior to performing work that may involve disturbing of any surface materials on ASU property. Failure on the part of the service provider to comply with these requirements may result in termination of the contract with ASU.**

Arizona State University is committed to protecting the health and welfare of students, faculty, staff, visitors, and to the environment. Accordingly, it is important that all members of the ASU community recognize and share this commitment and comply with the environmental, health and safety policies, rules, procedures and regulations governing ASU campus activities.

ASU is also looking to the community, including service providers, for cooperative and responsible leadership that will help the University implement a safer environment through safer practices and more sustainable solutions.

Towards this end, it is ASU's expectation that all service providers have the responsibility for environmental, health, and safety issues created or otherwise arising from or related to their work under their contract with ASU.

The service provider shall ensure that its employees are properly identified (e.g. officially issued picture ID and/or badge) and have been instructed about the boundaries of their work areas. Service providers will comply with all applicable local, state, and federal rules and regulations, including those related to the Occupational Safety and Health Act of 1970.

For all service providers, ASU is providing a few general guidelines in this document concerning conducting work on ASU Job Sites.

**SERVICE PROVIDER** -- refers to any individual, company, or corporation who is hired by ASU or an ASU employee to provide construction, repair or maintenance related services on ASU property or facilities.

### **GENERAL SITE INFORMATION**

Failure on the part of the service provider to comply with the following requirements may result in termination of the contract with ASU. Prior to working in areas where site-related hazards might be present, all service providers shall consult with the Project Manager for more information

- Permission must be obtained from the Project Manager whenever it is necessary for personnel to go to the roof of any building.
- Lunch and break areas are to be coordinated through the Project Manager.
- Pedestrians should use walkways where provided. Shortcuts shall not be taken through operating areas.
- Explosives of any type are prohibited on the site with the **exception of Powder Actuated Tools.**

- Barricading of ASU streets (contacting ASU Police at 480-965-3456 is required prior to any barricades being set).

**PARKING -- Park in specified areas only.** The proper parking permit must be secured from ASU Parking and Transit Systems (PTS) and displayed appropriately in vehicles. Contact the Project Manager and/or at PTS at 480-965-9297. Do not block entrance ramps, trash docks, and truck doors, etc.

Web View of [Service Provider Job-Site Safety Information](#)

## **DISCLOSURE OF ASBESTOS, LEAD AND/OR OTHER HAZARDOUS MATERIALS**

Arizona State University is informing all service providers of the potential presence of asbestos, lead and or other hazardous materials at ASU. Depending on the location(s) of your work, there may be one or more of these materials present. It is your responsibility to discuss the full scope of your work with the CPMG Project Manager or designee so that you have the appropriate information related to asbestos, lead and/or other potentially hazardous materials. If the scope of your work changes, contact your CPMG Project Manager or designee before proceeding to determine if the change in scope may involve the potential disturbance of asbestos, lead and/or other hazardous materials.

Should there be changes to your scope of work affecting areas outside of your original contract area, or, if unforeseen or unidentified suspect materials be uncovered or discovered during your work, you are required to stop all work which would impact those materials until they can be evaluated and tested by ASU. Immediately upon discovery of any unidentified or unforeseen building material, you must notify the CPMG Project Manager to arrange for ASU to evaluate and test the materials.

Prior to your work taking place, inspections for asbestos, lead and other potentially hazardous materials must be (or have been) conducted by ASU, and identified materials (containing asbestos, lead or other hazardous materials) that would be disturbed by your current scope of work will be (or have been) removed or isolated in such a manner as to prevent potential exposure. Please contact ASU CPMG Asbestos Program Manager at 480-965-7739 to determine if, based on your current scope of work, there any remaining materials which are or may be present in adjacent location(s), but should not be disturbed.

Your signature on this document acknowledges you received this disclosure and that you had the opportunity to review your scope of work with the CPMG Project Manager or designee.

The [Service Provider Job-Site Safety Information](#) Orientation document is meant to serve as a guide for the contractor/vendor, any and all of its supervisors, and any and all of its subcontractors during their performance within the scope of work under their contract with ASU. Although the document sets forth certain guidelines and rules of operations on ASU sites, it is not intended to address every potential safety and health issue that may arise during the scope of the contracted work. **IT DOES NOT COVER EVERY POSSIBLE SITUATION.**

While ASU retains the right to periodically review the work of any service provider, its supervisors, or its subcontractors, ASU does not assume responsibility for any issues identified outside of contract compliance.

Accordingly, ASU expects each service provider to supplement the provisions contained in the

Service Provider Job-Site Information & Guideline document with proper instructions and work practices that, based on knowledge and experience, will help decrease the likelihood of injury to service provider employees, subcontractors' employees, and to others, as well and prevent damage to property and material on ASU sites.

**[Service Provider Name]** \_\_\_\_\_

**[Street Address]** \_\_\_\_\_

**[City, State Zip]** \_\_\_\_\_

The above service provider certifies that they, any and all of its subcontractor's, or its supervisors, prior to commencing any work on an ASU site, have reviewed and understand the contents of the Service Provider Job-Site Information & Guidelines document and/or have attended the Service Provider Job-Site Information & Guidelines orientation program produced by ASU Department of Environmental Health and Safety. By having their representative sign and date this document prior to commencing any work, the service provider accepts, and agrees to the provisions of these Acknowledgement Clauses. The service provider is required to provide the original of this signed document to EHS and a copy to CPMG.

**[Name]** \_\_\_\_\_ **[Title]** \_\_\_\_\_

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date

## **F.7 – ARFQ INSURANCE REQUIREMENTS ACKNOWLEDGEMENT**

Consultant must acknowledge that ability to provide and maintain the required insurance policies and limits as depicted in Exhibit 1 and Exhibit 2 throughout the term of the work.

The ARFQ Buyer will requests a Certificate of Insurance at which time Consultant may submit a justification to waiver or reduce the limits required, based on the services provided by the Consultant. ASU reserves the right to reject any justification and require the limits provided in Exhibit 1 and Exhibit 2 be purchased and maintained throughout the term of the work.

Acknowledged By: \_\_\_\_\_ Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Please indicate the current policy limits and carrier for each of the following:

	Amount	Name of Carrier
Gen. Liability	_____	_____
Automobile	_____	_____
Workers Comp	_____	_____
Prof. Liability	_____	_____

Can these be increased?      Yes    ☐      No    ☐

## **F.7 Exhibit A - ARFQ Insurance Requirements**

### **ARFQ INSURANCE REQUIREMENTS SUMMARY**

#### **Commercial General Liability Insurance.**

Each Occurrence	\$1,000,000
Damage to Rented Premises	\$ 50,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000
Blanket Contractual Liability – Written and Oral	\$1,000,000

- The policy shall be endorsed to include the following **additional insured** language: “The State of Arizona, the Arizona Board of Regents, the Arizona State University, and their officers, officials, employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the DP”. Such additional insureds shall be covered to the full limits of liability purchased by the DP, even if those limits of liability are in excess of those required by this Agreement.
- The policy shall be endorsed to contain a **waiver of subrogation** endorsement in favor of the State of Arizona, the Arizona Board of Regents, Arizona State University, and their officers, officials, employees for losses arising from Work performed by or on behalf of the DP.
- DP agrees that for any project within the **City of Phoenix** limits it will, in addition to the limits set forth above, procure and maintain a minimum limit for General Aggregate of its Commercial General Liability Insurance policy of at least \$5,000,000. The policy shall name the City of Phoenix as an additional insured and will include a waiver of subrogation against the City of Phoenix. This requirement to add the City of Phoenix is in addition to the standard required endorsement as additional insured and waiver of subrogation in each insurance policy listed herein.

#### **Business Automobile Liability Insurance.**

Each Accident	\$1,000,000
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- DP shall procure and maintain commercial/business automobile liability insurance with a minimum, combined single limit for bodily injury and property damage of not less than \$1,000,000 each accident with respect to the DP’s owned, hired, or non-owned vehicles assigned to or used in performance of the services.
- DP shall maintain coverage through Final Completion for DP and all Subconsultants engaged in the performance of services under this Agreement.
- The policy shall be endorsed to include the following **additional insured** language: “The State of Arizona, the Arizona Board of Regents, Arizona State University, and their officers, officials and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the DP”. Such additional insureds shall be covered to the full limits of liability purchased by the DP, even if those limits of liability are in excess of those required by this Agreement.
- The policy shall be endorsed to contain a **waiver of subrogation** against the State of Arizona, the Arizona Board of Regents, Arizona State University, and their officers, officials, and employees for losses arising from Work performed by or on behalf of the DP.



- DP agrees that for any project within the **City of Phoenix** the policy shall name the City of Phoenix as an additional insured and will include a waiver of subrogation against the City of Phoenix. This requirement to add the City of Phoenix is in addition to the standard required endorsement as additional insured and waiver of subrogation in each insurance policy listed herein.

#### **Worker's Compensation Insurance.**

Employer's Liability	Statutory
Each Accident	\$1,000,000
Disease – Each Employee	\$1,000,000
Disease – Policy Limit	\$1,000,000

- The policy shall be endorsed to contain a **waiver of subrogation** endorsement in favor of the State of Arizona, the Arizona Board of Regents, Arizona State University and their officers, officials, agents, and employees for losses arising from Work performed by or on behalf of the DP.
- This requirement shall not apply to: Separately, each Consultant, contractor, Subcontractor or Subconsultant that is exempt under A.R.S. §23-901, and when such Consultant, contractor, Subcontractor or Subconsultant executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.
- DP agrees that for any project within the **City of Phoenix** the policy will include a waiver of subrogation against the City of Phoenix. This requirement to add the City of Phoenix is in addition to the standard required endorsement waiver of subrogation in each insurance policy listed herein.

#### **Professional Liability Insurance.**

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this Agreement and, except as set forth in this section shall be an occurrence form policy.
- In the event that the professional liability insurance required by this Agreement is written on a **claims-made** basis, DP warrants that any retroactive date under the policy shall be no later than the effective date of this Agreement, and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time of Final Completion.
- DP is required to maintain unimpaired aggregate limits for this insurance. In the event aggregate limits become impaired by claims or payments during the coverage term required by this Agreement, DP shall notify Owner within 30 days of becoming aware of such impairment, and shall procure additional coverage to restore full aggregate limits. Any new coverage procured must have a retroactive date no later than the date the original limits became impaired.

## **F.7 Exhibit B - ARFQ COI Example**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	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
	<b>COMMERCIAL GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached 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