

**BID DOCUMENTS
FOR
LEGAL NOTICE PRINTING PROPOSAL**



**CITY OF OWOSSO
301 W. MAIN STREET
OWOSSO, MICHIGAN 48867**

April 27, 2018

NOTICE TO BIDDERS

LEGAL NOTICE PRINTING PROPOSAL FOR THE CITY OF OWOSSO, MICHIGAN

Sealed bid proposals will be received by the city of Owosso for Legal Notice Printing Proposal and should be addressed to: Bid Coordinator, City of Owosso, 301 W. Main, Owosso, Michigan 48867. Sealed bids will be accepted until **3:00 p.m. Tuesday, May 15, 2018** for the Legal Notice Printing Proposal at which time bids will be publicly opened and read aloud.

All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, FAX, etc.) are **NOT** acceptable. All bids shall clearly contain on the outside of the **sealed** envelope in which they are submitted: **LEGAL NOTICE PRINTING PROPOSAL**

The proposal, contract forms and specifications are on file and may be obtained at the office of the Bid Coordinator at city hall, phone (989)725-0550, or on the city's website at www.ci.owosso.mi.us.

The city reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the city of Owosso. The undersigned hereby agrees that if the foregoing proposal shall be accepted by the City, the successful bidder will, within ten (10) consecutive calendar days after receiving notice of the acceptance of such bid proposal, enter into a contract to furnish the noted services at the price named in the cost proposal for a period of two years, July 1, 2018 through June 30, 2020.

GENERAL CONDITIONS

1. LOCAL PREFERENCE POLICY

The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a 6% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a 3% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing 25% or more of the work of a general contract.*

2. BID ACCEPTANCE

The city reserves the right to reject any or all proposals. Unless otherwise specified, the city reserves the right to accept any item in the proposal. In case of error in extending the total amount of the bid, the unit prices shall govern.

3. PAYMENT

Unless otherwise stated by the bidder, time, concerning discount offered, will be computed from date of delivery and acceptance at destination or from date correct bill or claim voucher properly certified by the contractor is received. When so stated herein, partial payments, based on a certified approved estimate by the city of materials, supplies or equipment delivered or work done, may be made upon presentation of a properly-executed claim voucher. The final payment will be made by the city when materials, supplies, equipment or the work done have been fully delivered or completed to the full satisfaction of the city.

4. BID DEFAULT

In case of default by the bidder or contractor, the city of Owosso may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

5. UNIT PRICES

Prices should be stated in units of quantity specified.

6. QUOTED PRICES

Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to a designated destination and to include all charges for packing, crating, containers, shipping, etc., and being in strict accordance with specifications and standards as shown.

7. SPECIFIC SPECIFICATION

Wherever a reference is made in the specifications or description of the materials, supplies, equipment, or services required, to a particular trade name, manufacturer's catalog, or model number, the bidder, if awarded a contract or order, will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

8. HOLD CITY HARMLESS

The bidder, if awarded an order or contract, agrees to protect, defend, and save the city harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract. Bidder further agrees to indemnify and save the city harmless from suits or action of every nature and description brought against it, for or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his employees, subcontractors, or agents.

9. COMPETITIVE BIDDING STATUTES

The laws of the state of Michigan, the charter and ordinances of the city of Owosso, as far as they apply to the laws of competitive bidding, contracts and purchases, are made a part hereof.

10. SAMPLES

Samples, when requested, must be furnished free of expense to the city and, if not destroyed, will upon request be returned at the bidder's expense.

11. EQUAL EMPLOYMENT OPPORTUNITY AND OTHER CLAUSES

The contractor shall agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined by Michigan Compiled Statutes, or national origin. This provision shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of the non-discrimination clause.

INSTRUCTIONS TO BIDDERS

1. Each proposal must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. **Any paperwork not filled out properly or signed will cause the bid to be considered non-responsive and shall be rejected by the city.**
2. Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
3. Bidders are requested to use the proposal form furnished by the city when submitting their proposals. Envelopes must be **sealed** when submitted and clearly marked on the outside indicating the name of the bid.
4. Proposals having erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
5. References in the specifications or description of materials, supplies, equipment, or services to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the type of materials or supplies, equipment, or nature of the work desired. They should not be construed as excluding proposals on equivalent types of materials, supplies, and equipment or for performing the work in a manner other than specified. However, the bidders' attention is called to General Condition six (6).
6. Proposals should be mailed or delivered to the **Bid Coordinator's Office, City Hall, 301 W. Main Street, Owosso, MI 48867.**
7. Special conditions included in this inquiry shall take precedence over any conditions listed under General Conditions or Instructions to Bidders.
8. Bodily injury, property damage and worker's compensation – The contractor, prior to execution of the contract, shall file with the city copies of completed certificates of insurance naming the city of Owosso as an additional insured party, as evidence that the contractor carries adequate insurance satisfactory to the city.
9. The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a six percent (6%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a three percent (3%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing twenty-five percent (25%) or more of the work of a general contract.*

GENERAL SPECIFICATIONS

LEGAL NOTICES PRINTING PROPOSAL

PURPOSE: The purpose of this request for proposals is to solicit information from interested bidders that will enable the City of Owosso to award a contract for the printing of legal notices (which includes City Council meeting synopsis, meeting notices, bid notices, etc.).

TERM OF CONTRACT: The contract to be awarded shall cover publication of the synopsis and legal notices from *July 1, 2018 through June 30, 2020*. The City reserves the right to terminate this contract with thirty days notice if electronic media becomes a legal alternative for meeting public notice requirements and the cost/benefit is determined to be in the public's best interest.

FORM OF PROPOSAL: The proposal shall be made using the form attached and include supplemental documentation as required.

CONTENTS OF PROPOSAL: At a minimum, the proposal shall include the following information:

1. Proposed publication price: All advertising will be charged by the COLUMN INCH.
2. Amount of discount for e-mail transmission of legal notices and synopsis, if any.
3. Price quotation for publishing the attached legal notice sample.
4. Price quotation for publishing the attached synopsis sample.
5. Price quotation for affidavit of publication (required within seven (7) days of publication).
6. A proof of each of the attached legal notice and minutes/synopsis as they would appear if published. The proof submitted shall be in the same type face and size customarily used for other legal notices that appear in the publication.
7. Samples of legal notices published by organizations other than the City of Owosso. Bidder shall submit at least one legal notice from each of the preceding three months.

DELIVERY OF PROPOSAL: The proposal shall be delivered to the Bid Coordinator's Office, Owosso City Hall, 301 West Main Street, Owosso, MI 48867. All proposals must be received not later than 3:00 p.m. on Tuesday, May 8, 2018.

RESERVATIONS OF RIGHTS: The City of Owosso reserves the right to accept or reject any or all proposals and to award a contract for that proposal whose terms and conditions are most advantageous to the City. The City also reserves the right to publish legal notices in the publication of the unsuccessful bidder if time constraints for legal compliance prohibit publication by the successful bidder.

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined above; the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications that they wish the City to consider, but the cost associated with these additions shall be stated separately.

**CITY OF OWOSSO
NOTICE OF PROPOSED BUDGET
PUBLIC HEARING**

NOTICE IS HEREBY GIVEN THAT pursuant to Section 8.4 of the Owosso City Charter and in accordance with Michigan Compiled Laws 15.261 - 15.275 and 141.411 - 141.415, a Public Hearing on the Proposed Budget for fiscal year 2018-2019 will be held in the Council Chambers of the Owosso City Hall, 301 West Main Street, Owosso, Michigan on Monday, May 7, 2018 at 7:30 p.m.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

Citizens attending the hearing have the right, and are encouraged, to provide written and oral comments regarding the entire budget.

A copy of the entire budget is available for public inspection at the City Clerk's Office during regular business hours and on the City's website at www.ci.owosso.mi.us.

Amy K. Kirkland, CMC
Owosso City Clerk

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso Website address is www.ci.owosso.mi.us.

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES SYNOPSIS
MONDAY, MARCH 05, 2018**

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey, Burton D. Fox, Elaine M. Greenway, Daniel A. Law, and Robert J. Teich, Jr.

ABSENT: None.

PROCLAMATIONS/SPECIAL PRESENTATIONS

Proclamation of Appreciation – Sallysue Gale. Mayor Eveleth delivered a Mayoral Proclamation recognizing long-time Board of Review member Sallysue Gale for her many years of service to the City of Owosso. Ms. Gale's son Todd was on hand to receive the honor.

PUBLIC HEARINGS

Special Assessment District No. 2018-02. A public hearing was conducted to receive citizen comment regarding Resolution No. 3 for proposed Special Assessment District No. 2018-02 for Hanover Street from Harding Avenue to the north end for street resurfacing. The following people commented regarding the proposed project: Marva Bohaty (in writing), Leroy Crites, Charles Poag, Christine Ferguson, Delana Lewis, Hanna Bignall on behalf of Douglas Weeks, and Hanna Bignall. The Council moved to approve the resurfacing project as proposed.

Special Assessment District No. 2018-03. A public hearing was conducted to receive citizen comment regarding Resolution No. 3 for proposed Special Assessment District No. 2018-03 for Harding Avenue from Chipman Street to Hanover Street for street resurfacing. The following people commented regarding the proposed project: Charles Poag, Crystal Smith, and Bill Stanhope. The Council moved to approve the resurfacing project as proposed.

CITIZEN COMMENTS AND QUESTIONS

Judy Brazil said not much work has been done on her street over the years and she wished the work and cost would have been spread out a little more to make it more affordable. She also sought clarification on whether grant money would fund part of the project for her street. It was noted it would not.

Charles Poag said he felt that staff should have with them all of the information necessary to answer questions regarding street projects.

Eddie Urban tried to sooth those that were upset with the decisions to proceed with the special assessment projects saying Council was doing what they thought was best for the entire community and sometimes those decisions were tough. He said he loved Owosso and would live in Owosso even if he won the lottery. He also announced a Veteran's meeting on March 7th at 2:00 p.m. in the Surbeck Building.

Crystal Smith inquired how she would find out the details of the corner lot discount. The Mayor indicated he would contact her with the information.

Owosso High School student Taylor Estes inquired whether the cost to do testing and analysis of the streets was included in the special assessment estimates. It was indicated that testing and analysis had already been paid for and was not included in special assessments.

Mayor Eveleth said that Owosso Main Street had been getting lots of attention at both the state and national levels and he congratulated those working with the group for their accomplishments.

Mayor Pro-Tem Osika welcomed the group of juniors from Owosso High School, here as a part of their civics course.

CITY MANAGER REPORT

City Manager Crawford detailed the latest Project Status Report for the Council.

Councilmember Fox left the meeting at 8:28 p.m.

Mayor Pro-Tem Osika noted that Kori Shook is no longer with Century 21 and inquired whether the City's contract for the sale of Osburn Lakes lots was with Century 21 or with Kori Shook. Staff will look into the matter.

CONSENT AGENDA

The Consent Agenda was approved as follows:

Special Assessment District No. 2018-09. Authorized Resolution No. 2 setting a public hearing for Monday, March 19, 2018 for proposed Special Assessment District No. 2018-09 for the Industrial Park Connector Improvement Project for street resurfacing/ reconstruction.

Contract Amendment – Addendum No. 1 - 2017 Tall Grass Mowing Program. Authorized Addendum No. 1 to the 2017 Tall Grass Mowing Program Contract with J&M Tree Service a.k.a. Forrest M. Spitzer for mowing of private properties in violation of the weed ordinance and for certain city-owned properties extending the contract through the 2018 mowing season in the amount of \$24,300.00, approved a contingency of \$2,500.00 to be utilized only upon written approval, and further authorized payment up to the addendum amount plus the contingency.

Professional Services Agreement Addendum No. 1 - Professional Engineering Services Contract with Eng., Inc. Approved Addendum No. 1 to the Professional Engineering Services Contract with Eng., Inc. for engineering design and construction administration services for the South Washington Street Reconstruction Project in the amount of \$104,392.50 and further authorized payment to the engineer upon satisfactory completion of the work or portion thereof.

Professional Services Agreement – Downtown Façade Improvements. Authorized professional services agreement with H2A Architects, Inc. for design related services for the facade improvement projects at 114 West Main Street, 114 North Washington Street, 115 North Washington Street, 116 North Washington Street, and 216 West Main Street (front & rear facades) as a part of the downtown façade grant, in an amount not to exceed \$60,600.00 and authorized commitment of \$30,300.00 as the City's match, with the remaining balance to be paid by the individual property owners.

ITEMS OF BUSINESS

None.

COMMUNICATIONS

Zoning Board of Appeals. Minutes of February 20, 2018.

CITIZEN COMMENTS AND QUESTIONS

Eddie Urban told a story about a man that recently entered into his house thinking it was someone else's home. Councilmember Law indicated that the Planning Commission was in the final stages of completing the new medical marijuana ordinance and asked the Council whether they had an opinion as to how applications for licenses should be handled, first come first served or a points system. He asked his fellow Councilmembers to email him with their responses.

City Manager Crawford explained for those present that Councilmember Fox's wife was in the hospital, necessitating his leaving the meeting early.

NEXT MEETING

Monday, March 19, 2018

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals - term expires June 30, 2019

Building Board of Appeals – Alternate - term expires June 30, 2018

Historical Commission – term expires December 31, 2020

ADJOURNMENT

The meeting was adjourned at 8:46 p.m.

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

Note: Complete printed copies of the minutes and any ordinances contained therein are available to the public at the Office of the City Clerk and the Shiawassee District Library – Owosso Branch during regular business hours.

BID PROPOSAL

**LEGAL NOTICE PRINTING
PROPOSAL**

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder under "other services/items offered."

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to provide for the publication of the synopsis and legal notices from July 15, 2015 through June 30, 2017 listed below at the following prices to wit:

Item	Description	Appox Quantity	Unit	Unit Price 2018-2019	Unit Price 2019-2020
1	PRINTING OF SYNOPSIS AND LEGAL NOTICES	800	Column Inches		
2	AFFIDAVIT OF PUBLICATION	1	Each		
3	PROOF OF ATTACHED SYNOPSIS	1	Each		
4	PROOF OF ATTACHED LEGAL NOTICE	1	Each		

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications that the city may consider, but the costs associated with these additions shall be stated separately.

Exceptions Yes

No

Explain Exceptions:

On behalf of the firm named below, I hereby submit this proposal for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal.

Bid proposal by _____
(Name of Firm)

Signature of Bidder _____ Title _____
(Authorized Signature)

Signature of Bidder _____ Title _____
(Authorized Signature)

Signed this _____ day of _____ 20 ____.

Address _____ City _____ Zip _____

Telephone () _____

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO.	BIDDER'S INITIALS
_____	_____
_____	_____
_____	_____

LOCAL PREFERENCE POLICY

The following affidavit should be completed if a bidder is located within Shiawassee County or intends to sub-contract more than twenty-five percent (25%) to a Shiawassee County based business: The city of Owosso has a local preference policy for the purchase of goods and services as recorded in the city ordinance in section 2-348. "Lowest qualified bidder" defined.

1. The term "lowest qualified bidder," as used in this division, shall mean the lowest bidder having qualifications to perform the work which are satisfactory to the council. The lowest bidder shall be determined based on an adjusted bid tabulation which shall be prepared in the following manner: To the bid of any bidder which is neither a city-based business nor a county-based business shall be added an amount equal to six (6) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less.
2. To the bid of any bidder which is a county-based business shall be added an amount equal to three (3) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less; provided, however, that if no bid is received from a city-based business, no additional amount shall be added to the bid of a county-based business.
3. "Owosso-based business" shall be interpreted to mean a business registered with the county clerk or a corporation registered with the state having a business address within the city limits which pays real and/or personal property taxes levied by the city.

The term "county-based business" shall be interpreted to mean a business other than a city-based business registered with the county clerk or a corporation registered with the state having a business address within the county which pays real and/or personal property taxes levied by the county.

4. If twenty-five (25) percent or more of a contract for construction or other services is to be subcontracted by a city-based business bidder to a non-city-based business or businesses, or by a county-based business bidder to a non-county-based business or businesses, the adjusted bid shall be calculated by applying the provisions of this section separately to each portion of the contract based on the status of the contractor or subcontractor performing that portion of the contract as a city-based or county-based business.

AFFIDAVIT

In accordance with Section 2-348 of the Owosso city code, the bid from a business located in Shiawassee County shall be adjusted to reflect a preference. In order for the city to calculate the adjustment, the bidder hereby deposes and states that their business address is registered, and is currently paying real and/or personal property taxes in Shiawassee County at the following address:

Registered business address

The affiant further deposes and states that a sub-contract with a business registered, and paying real and/or personal property taxes in Shiawassee County will be executed for a percentage equal to or greater than twenty-five percent (25%) as stated below:

Business name and address of sub-contractor

Percentage of contract

Authorized signature

Date

Title

Company name

PROOF OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED (CONTRACTOR)	<u>COMPANIES AFFORDING COVERAGE</u>
ADDRESS	A. B. C.

It is hereby understood and agreed that the city of Owosso, its city council and each member thereof and every officer and employee of the city shall be named as joint and several assureds with respect to claims arising out of the following project:

LEGAL NOTICE PRINTING PROPOSAL

It is further agreed that the following indemnity agreement between the city of Owosso and the named insured is covered under this policy: Contractor agrees to indemnify, hold harmless and defend city, its city council and each member thereof and every officer and employee of city from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against city, its city council and each member thereof and any officer or employee of city which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right on contribution with insurance which may be available to the city of Owosso.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have attained the insurance required below, 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 do business in the State of Michigan and acceptable to the city of Owosso. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 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.
3. **Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 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.
4. **Additional Insured:** Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be **Additional Insureds:** City of Owosso, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming City of Owosso as additional insured, coverage afforded is considered to be primary and any other insurance the city of Owosso may have in effect shall be considered secondary and/or excess.

5. Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed that a Ten (10) days notice for non-payment of premium is required and a Thirty (30) days notice is required for Non-Renewal, Reduction, and/or Material Change, shall be sent to: City of Owosso, Bid Coordinator, 301 W. Main Street, Owosso, Michigan 48867.

6. Proof of Insurance Coverage: The Contractor shall provide the city of Owosso, 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 shall be furnished, if so requested.

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

Please include a copy of insurance declaration verifying amounts of coverage. The verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance 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.

DATE _____

BY _____
Authorized Insurance Agent

AGENCY _____

TITLE _____

ADDRESS _____
