



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**NOTES:**

1. The County reserves the right to reject any and/or all quotes, to waive any technicalities in the quote, and to take whatever action is in the best interest of Washington County.
2. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 30001292.

<p><b>RETURN QUOTATIONS TO:</b></p> <p>WASHINGTON COUNTY DIVISION OF ENGINEERING        80 West Baltimore Street        Hagerstown MD 21740</p> <p><b>Attention:</b> Scott Hobbs – Director</p> <p><b>Telephone Number:</b> 240-313-2460</p>	<h2 style="margin: 0;">REQUEST FOR QUOTATION</h2>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;"><b>DATE ISSUED</b></td> <td style="width: 50%; text-align: center; padding: 5px;"><b>DELIVERY WANTED</b></td> </tr> <tr> <td style="text-align: center; padding: 5px;">08/21/2019</td> <td style="text-align: center; padding: 5px;">See Attachment</td> </tr> </table>	<b>DATE ISSUED</b>	<b>DELIVERY WANTED</b>	08/21/2019	See Attachment	
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08/21/2019	See Attachment				

DESCRIPTION	TOTAL NET PRICE
<p style="text-align: center;"><b>FIRE ALARM ADDITIONS FOR COURTHOUSE RENOVATION</b>  <i>(See Attached Instructions &amp; Specifications)</i></p> <p><b>QUOTATION DUE: Wednesday, September 4th, 2019 no later than 4:00 P.M. by e-mail (ECQuotes@washco-md.net, fax (240-313-2401), or delivered.</b></p> <p><b>IF DELIVERED, QUOTATIONS TO BE ADDRESSED TO:</b> Washington County Division of Engineering, Attn: Scott Hobbs, Director, Washington County Administrative Annex, 80 West Baltimore Street, Hagerstown, Maryland, 21740 and enclosed in a sealed opaque envelope marked "<b>QUOTATION – FIRE ALARM ADDITIONS FOR COURTHOUSE RENOVATIONS</b>" and bearing the vendor's name.</p> <p>Having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposed to furnish all labor, materials and equipment called for by said specifications and instructions on the attached Quotation Proposal Form.</p>	<p>PRICE (See Form of Proposal)</p>

Official Signature _____ Name Printed _____ Telephone Number _____	Acknowledge Addenda # _____ Date _____ # _____ Date _____, # _____ Date _____
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## FIRE ALARM ADDITIONS FOR COURTHOUSE RENOVATION

### NOTICE TO QUOTERS & INSTRUCTIONS

1. **QUOTATION SUBMISSION:** Quotations are due by e-mail (ECQuotes@washco-md.net), fax (240-313-2401) or delivery. If delivered, the quotation shall be enclosed in a sealed opaque envelope bearing the name of the Quoter and marked “**QUOTATION – FIRE ALARM ADDITIONS FOR COURTHOUSE RENOVATION**” Quotations are to be addressed to Washington County Division of Engineering, Washington County Administrative Annex, 80 West Washington Street, Hagerstown, MD 21740. Please direct all general inquiries to Scott Hobbs, Director. **Quotations must be received no later than Wednesday, September 4th, 2019 at 4:00 P.M.**
2. **PRE-QUOTATION MEETING:** **A pre-quotation meeting will not be held for this project.**
3. **SITE VISITS:** It is strongly encouraged that each Bidder submitting a quotation for this work examine the site and thoroughly satisfy himself/herself to the conditions under which he/she will operate or that will in any manner affect any work under his/her contract. The Bidder shall accept the site as he/she finds them. All proposals shall take into consideration all conditions that may affect the work. No allowance shall be made to any Bidder for negligence in this respect. The County is available to allow access to the property anytime between the hours of 7:30a-4:30p Monday Through Friday before the quotation due date. It is the responsibility of the bidder to make the necessary arrangements to view the property.
4. **AWARD OF CONTRACT:** The Total Lump Sum Quotation will be used as a basis for evaluation of quotations and award of the Contract. If an award of Contract is made, it will be made to the responsible Bidder who submits the lowest, responsive quotation. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. Erasures or changes in quotations must be initialed.
5. **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Commissioners or authorized representative shall be final and binding on both parties.
6. **EQUAL OPPORTUNITY:** The Board of County Commissioners of Washington County, Maryland does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.
7. **EXCEPTION:** The submission of a quote shall be considered an agreement to all items, conditions, and specifications provided herein and in the various quotation documents unless specifically noted otherwise in the proposal.
8. **INSURANCE:** Upon request and prior to execution of contract, the successful contractor must show Evidence of Insurance as outlined in the attached copy of Washington County Policy No. P-4 (Attachment No. 1).
9. **INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Bidder find discrepancies in, or omissions from the documents or be in doubt of their meaning, or feel that the specifications are discriminatory, he/she should at once request an interpretation, in writing, from:

*Notice to Quoters & Instructions*

**FIRE ALARM ADDITIONS FOR COURTHOUSE RENOVATION**

Scott Hobbs, Director  
Washington County Division of Engineering  
Washington County Administrative Annex  
80 West Baltimore Street  
Hagerstown, MD 21740  
E-mail: ECBidQuestions@washco-md.net and  
Fax: 240-313-2401

All necessary interpretations will be issued to all bidders in the form of addenda to the specifications, and such addenda shall become part of the contract documents. Exceptions as taken in no way obligates the County to change the specifications. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his/her bid as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** No questions received after 4:00 P.M., local time, Wednesday, August 28, 2019 will be considered.

10. **TIME OF COMPLETION AND LIQUIDATED DAMAGES:** Bidder must agree to commence work within ten (10) calendar days of receipt of written "Notice to Proceed" by the County and to fully complete the project within **60** consecutive calendar days thereafter.

The bidder must agree to pay as liquidated damages, the sum of **\$50.00** for each consecutive calendar thereafter.

Time is an essential element of the Contract and it is important that the Work be vigorously prosecuted until Final Acceptance. The Contractor understands and agrees that the County and the general public will suffer financial loss and/or inconvenience if the Project is not substantially complete on the date set forth in the Contract Documents. The County and the Contractor agree that the amount of financial loss and/or inconvenience is not subject to accurate estimation and the actual damages are not easily ascertained. Therefore, the County and the Contractor agree that the amount of liquidated damages set forth in the Contract Documents is a reasonable forecast of the just and fair compensation for the harm that would result from the Contractor's failure to timely complete the work.

For each calendar day that the Work shall remain uncompleted beyond the Contract Time, the Contractor and/or the Surety shall be liable for liquidated damages in the amount provided for in the Contract Documents, provided, however, that due account shall be taken of any adjustment of the Contract time for completion of work as granted by approved equitable adjustments.

11. **DISPOSAL FEES:** Disposal of items shall be at an approved location or landfill and any fees for same must be included in the contractor's quotation.
12. **LUMP SUM PROPOSAL:** A lump sum proposal shall include all work described herein. The total sum for the work listed in the Task Order of Work/Specifications shall include the cost of any and all permits and/or fees, the cost of all applicable seals and other taxes required by Local, State and Federal laws, the cost of bonds and insurances required, the cost of all material, labor, tools, equipment, transportation, landfill users fees, superintending and other services and facilities of every nature whatsoever or as may be necessary to complete the work as described in the specifications. The County will waive the permit fees for permits issued under County jurisdiction.

13. **PAYMENT:** Payment will be made within thirty (30) days after satisfactory acceptance. Invoices shall be submitted in duplicate to Mr. John Van Riper, Project Engineer, Washington County Division of Engineering, Hagerstown, Maryland 21740. Invoices submitted without clear, concise, readable, definitive information shall be returned for clarification, and may delay payment. Invoices must include the site name and the Washington County-issued Purchase Order (P.O.) number.
14. **PAYMENT OF COUNTY AND MUNICIPAL TAXES:** Effective October 1, 1993, in compliance with Section 1-106(b)(3) of the Code of the Public Local Laws of Washington County, Maryland, "If a Bidder has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the Bidder's bid."
15. **POLITICAL CONTRIBUTION DISCLOSURE:** In accordance with Maryland Code, State Finance and Procurement Article, §17-402, the Bidder shall comply with Maryland Code, Election Law Article, Title 14, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or any incorporated municipality, or their agencies during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.
16. **RESERVATIONS:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all quotes, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Quoter for clarifications and may, at its sole discretion, allow a Quoter to correct any and all formalities, informalities and technicalities in the best interest of the Washington County.
17. **SALES TAX:** The County is exempt from State of Maryland Sales Tax. The County's Sales Tax Exemption Number is 3000129-2. The Bidder is responsible to make any necessary inquiries and investigations with regulating state agencies to obtain a determination of tax exemptions in his/her quotation.
18. **WORK SITE DAMAGES:** Any damage to finished surfaces, surrounding areas, building, etc., shall be repaired to the damaged party's satisfaction at the Contractor's expense.
19. **FINAL ACCEPTANCE SIGN-OFF:** Final acceptance shall take place after all deficiencies noted by the Washington County Project Manager have been corrected to his/her satisfaction.
20. **PRICES VALID:** All quoted prices shall be valid for ninety (90) consecutive calendar days after submission of quote.
21. **GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS:** Contractor advised that contract shall abide by Washington County General Conditions for Construction, October 2008.

## Quotation

### FIRE ALARM ADDITIONS FOR COURTHOUSE RENNOVATION

#### TASK ORDER OF WORK

##### 1. SUMMARY:

- A. This work includes providing all material, labor, equipment, tools, and incidentals necessary to complete the installation of new Fire Alarm Additions in the proposed Courtroom Renovation area. The work shall include coordination with other trades to complete the renovation of the building. The Contractor shall submit all applicable material specifications and samples to the County for review and approval prior to the start of the work. This work also includes appropriate plan submission and approval through the Hagerstown Fire Marshal. Work will be performed with the floor unoccupied excepting other trades working in the same area. The equipment needed for the project is anticipated to be as follows:
- 1 – Remote Booster Power Supply with 12V10A Batteries
  - 12 – Photoelectric Smoke Detectors w/Bases
  - 2 – Ceiling Horn/Strobe
  - 2 – Ceiling Strobe
  - 2 – Wall Horn/Strobe
  - 1 – Wall Strobe
  - 1 – Output Module
- B. Contractor is responsible for making all field measurements. All Cabling, installation labor, programming, Permit and Fire Marshal Submittal and programming of existing Notifier Fire Alarm Control Panel are incidental to this contract.
- C. CAD Drawings of the project will be made available for permit and fire marshal submittals.
- D. Additional information is attached hereto for informational purposes:
- Attachment No. 1 – Insurance Requirements  
Attachment No. 2 – Project Drawings
- E. The existing fire alarm system shall be extended into the new space. The fire alarm system shall be specified and designed in accordance with the requirements of the NFPA 72, “National Fire Alarm Code” 2013 edition. Contractor is responsible for making appropriate submissions to the Hagerstown Fire Marshal. Permit Fees are waived for this project.
- F. Unless otherwise advised, John Pennesi, Director of Parks and Facilities, shall be the Owner’s designated representative and point of contact for all matters relating to the performance of this work.

- G. The Contractor shall complete the work described herein within the time specified herein following receipt of a written notice to proceed (purchase order) from the Owner.
- H. All work associated with this proposal shall be completed in accordance with the applicable standards, codes, laws and regulations adopted by the Authority Having Jurisdiction (AHJ). This project is located within the State of Maryland, County of Washington, and the City of Hagerstown.
- I. The location for the project is: 95 W. Washington Street 1<sup>st</sup> Floor., Hagerstown MD.

**FORM OF PROPOSAL**

**TO:**

**FROM:**

**The Board of County Commissioners  
of Washington County, Maryland  
c/o Washington County Division of Engineering  
Washington County Administrative Annex  
80 West Baltimore Street  
Hagerstown, MD 21740**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**QUOTATION DUE: Wednesday September 4th, 2019  
4:00 P.M.**

Ladies/Gentlemen:

We hereby submit our proposal for:

**FIRE ALARM ADDITIONS FOR COURTHOUSE RENOVATION**

Having examined the site and being familiar with pertinent local conditions affecting the work and having carefully examined the contents of this Quotation Package, Request for Quotation, Notice to Quoters/Instructions, and Task Order of Work/Specifications bearing the project title, and dated August 21, 2019, including

Addenda (if any):

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to furnish all labor, materials and equipment called for by the said documents for the entire work, in strict accordance with the specifications, for the stipulated total lump sum of:

**Total Lump Sum Price:**

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_ )  
Written Figures

FIRM NAME AND ADDRESS: \_\_\_\_\_

BY (Signature): \_\_\_\_\_

NAME AND TITLE (Printed): \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER: \_\_\_\_\_



**POLICY TITLE:** Insurance Requirements for Independent Contractors

**POLICY NUMBER:** P-4

**ADOPTION DATE:** August 29, 1989

**EFFECTIVE DATE:** September 1, 1989

**FILING INSTRUCTIONS:**

**I. PURPOSE**

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

**II. ACTION**

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

1. **Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation -	Statutory
Employers Liability -	\$100,000 (Each Accident)
	\$500,000 (Disease - Policy Limit)
	\$100,000 (Disease - Each Employee)

2. **Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Washington County on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.



Quick Tips

Washington County, Maryland

Understanding the Acord Certificate of Insurance

**ACORD - CERTIFICATE OF INSURANCE**

ISSUE DATE (MM/DD/YY)  
09/02/99

**1. PRODUCER**  
Insurance Agent/Broker who issues certificate.

**2. NAME OF INSURED**  
Must be the legal name of the contracting party.

**3. TYPES OF INSURANCE**  
Must include the types of insurance required by contract.

**4. POLICY FORM**  
"Claims made" or "occurrence" form

**5. NAMED ADDITIONAL INSURED**  
The Board of County Commissioners of Washington County, MD must be named as additional insured.

**6. CERTIFICATE HOLDER**  
Must be Board of County Commissioners of Washington County, MD

**7. POLICY EFFECTIVE DATE**  
Must be prior to or coincidental with effective date of contract.

**8. POLICY EXPIRATION DATE**  
If occurrence form, date must be on or after termination of contract

**9. LIMITS OF INSURANCE**  
Must be the same or greater than required by contract. See minimums below.

**10. DESCRIPTION OF OPERATIONS**  
The County is named additional insured here; place & event sometimes described here.

**11. NOTICE OF CANCELLATION**  
Must be modified as indicated; 30 days required.

**12. AUTHORIZED REPRESENTATIVE**  
Must be signed, not stamped.

<b>PRODUCER</b>		Bill Jones Insurance Agency License #0C32505 40 E. Main St., Ste. 1100 Baltimore, MD 21405 Ph.#: 800/583-005		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND COVERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW	
<b>COMPANIES AFFORDING COVERAGE</b>					
COMPANY LETTER	A	TRAVELERS INDEMNITY OF WISCONSIN			
COMPANY LETTER	B	RELIANCE INSURANCE OF PENNSYLVANIA			
COMPANY LETTER	C	STATE INSURANCE COMPANY			
COMPANY LETTER	D				
COMPANY LETTER	E				
<b>INSURED</b>	XVZ Construction P. O. Box 41229 Hagerstown, MD 21740				
<b>COVERAGES</b>	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 PREVIOUS CLAIMS.				
CO. LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS (IN THOUSANDS)
A	GENERAL LIABILITY <input checked="" type="checkbox"/> DOMESTIC GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> CONTRACTORS & CONTRACTOR'S PROFIT	NGA0105086-09	10/1/06	10/1/07	GENERAL AGGREGATE \$ 1,000,000 PRODUCTS-COMPOS AGGREGATE \$ 1,000,000 PERSONAL & ADVERTISING INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ MEDICAL EXPENSE (Any one person) \$ Exclud.
B	AUTOMOBILE LIABILITY <input type="checkbox"/> OWN AUTO <input checked="" type="checkbox"/> OTHER OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> RENTED AUTOS <input type="checkbox"/> UNOWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	0105081-RDS	4/7/07	4/7/08	EXCLUDED DRIVER \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PROPERTY DAMAGE \$
C	EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	46699898	1/10/07	1/10/08	EXCESS OCCURRENCE \$1,000,000 AGGREGATE \$
B	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY	JKA010-9087654	4/7/07	4/7/08	STATUTORY LIMITS \$ 1,000,000 (EACH ACCIDENT) \$ 1,000,000 (PER EMPLOYEE LIMIT) \$ 1,000,000 (PER YEAR PER EMPLOYEE)
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS</b> The Board of County Commissioners, Washington County, MD, its appointed or elected officials, officers, agents, and employees are named as additional insureds.					
<b>CERTIFICATE HOLDER</b> Board of County Commissioners of Washington County, MD 100 W. Washington St. Hagerstown, MD 21740 Attn: County Dept			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL endeavor TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPROVE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <b>Bill Jones</b>		
ACORD 25-S (3/98)			©ACORD CORPORATION 1998		

The ACORD Certificate of Insurance

- 1. THE PRODUCER:** Produces or orders Certificate for insured; answers questions, revises certificate to meet contract requirements.
- 2. NAME OF INSURED:** Must be legal name of contracting party.
- 3. TYPES OF INSURANCE:** Must include types required by contract.
- 4. POLICY FORM:** Will indicate claims-made or occurrence form; see "8. Policy Expiration Date" and Glossary for additional information.
- 5. NAMED ADDITIONAL INSURED:** The Certificate must state, either under Description of Operations or by attached endorsement, that Board of County Commissioners is additional insured.
- 6. CERTIFICATE HOLDER:** Must be Board of County Commissioners of Washington County, MD -- include department, contact person.
- 7. POLICY EFFECTIVE DATE:** Must be prior to or coincidental with effective date of contract.
- 8. POLICY EXPIRATION DATE:** For "occurrence" form coverage, date should be on or after the termination date of contract; if "claims-made coverage," coverage must survive for a period not less than three years following termination of contract and shall provide for a retroactive date of placement prior to or coinciding with the effective date of contract.
- 9. LIMITS OF INSURANCE:** Must be same or greater than required by contract.
- 10. DESCRIPTION OF OPERATIONS:** Review information in this section to determine it is consistent with contract.
- 11. NOTICE OF CANCELLATION:** This language must be modified to read: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days notice to the certificate holder named to the left."
- 12. AUTHORIZED REPRESENTATIVE:** Must be signed by an authorized representative of Producer.

Quick Tips: Understanding the Acord Certificate of Insurance • 07/07