



AGENDA REPORT

Meeting Date: November 18, 2014
Item Number: D-7
To: Honorable Mayor & City Council
From: Craig Crowder, Fleet Manager *CC*
Subject: AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND JAYCOX CONSTRUCTION CNG TO PROVIDE THE CITY OF BEVERLY HILLS WITH MAINTENANCE AND REPAIR OF COMPRESSED NATURAL GAS EQUIPMENT AT CITY OWNED FUELING FACILITIES

Attachment: 1. Jaycox Construction CNG Agreement

RECOMMENDATION

Staff recommends that the City Council approve an agreement with Jaycox Construction CNG for maintenance and repair of compressed natural gas (CNG) equipment at City owned fueling facilities. These services are necessary to ensure the current CNG fueling equipment remains operational, reliable and able to provide the City fleet with domestic clean burning natural gas. This agreement is for a one year term with a fiscal impact of \$21,000.00 for preventative maintenance fees and could be extended for four additional one year terms for a five year not-to-exceed total of \$150,000.00.

DISCUSSION

The City CNG fueling system is a complex mix of compressors, storage tanks, valves and plumbing all combined and configured to deliver domestic clean burning compressed natural gas to the City fleet vehicles. The City has a need for a vendor that understands the intricacies of CNG fueling infrastructure and is trustworthy, honest, and can provide quality services at a reasonable cost.

Informal proposals were sent out to three vendors experienced in CNG system maintenance and repair as indicated in the chart below.

VENDOR	LABOR TOTALS	TRAVEL COST per HR.	MONTHLY COST
Jaycox Construction CNG	\$95.00	\$50.00	\$1,750.00
Exterran Energy Solutions	\$97.00	\$97.00	\$2,200.00
Clean Energy	No Response	No Response	\$2,925.00

Staff has identified Jaycox Construction CNG as a Vendor that is reputable, familiar with the City operation, has been extremely responsive to the needs of the City in the past and returned the lowest responsible proposal as indicated above. The Vendor has experience with the installation of this particular CNG system thus allowing familiarization to aid in the maintenance and repair activities. Therefore, staff recommends that the City Council approve an agreement with Jaycox Construction CNG for a five year not-to-exceed total of \$150,000.00. If any repair exceeds \$45,000, staff will go out to bid on that repair in accordance with state law, and will return to the City Council for approval if required by state law or the Beverly Hills Municipal Code. Staff will also return to the City Council if the need for a purchase order that exceeds \$50,000.00 in a fiscal year arises.

FISCAL IMPACT

Funding for this purchase will be provided from the following Council-approved budget for Fiscal Year 2014/2015

Budget Unit	Program # / Description of Fund Source	Account #	Amount
490	49010001 / FUEL INVENTORY	731220	\$21,000.00


 George Chavez
 Approved By

Attachment 1

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND JAYCOX
CONSTRUCTION CNG TO PROVIDE THE CITY OF BEVERLY HILLS
WITH MAINTENANCE AND REPAIR OF COMPRESSED NATURAL GAS
EQUIPMENT AT CITY OWNED FUELING FACILITIES

NAME OF CONTRACTOR: JAYCOX CONSTRUCTION CNG

RESPONSIBLE PRINCIPAL OF CONTRACTOR: Virgil J. Jaycox,
Chief Executive Officer

CONTRACTOR'S ADDRESS: Jaycox Construction CNG
750 W. 40th Street
San Bernardino, CA 92407
Attention: Virgil J. Jaycox,
Chief Executive Officer

CITY'S ADDRESS: City of Beverly Hills
345 Foothill Road
Beverly Hills, CA 90210
Attention: GEORGE CHAVEZ,
Director of Public Works Services

COMMENCEMENT DATE: September 30, 2014

TERMINATION DATE: September 30, 2015 and may be extended as described
in Section 2 of this Agreement

CONSIDERATION: Total Not to exceed \$ 150,000.00 during the term of the
Agreement

Preventative Maintenance Fees:

Year 1- \$21,000.00 (9/30/14-9/30/15)	Monthly- \$1,750.00
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If the Agreement is extended by CITY in writing:

Year 2- \$21,450.00 (9/30/15-9/30/16)	Monthly- \$1,787.50
Year 3- \$22,100.00 (9/30/16-9/30/17)	Monthly- \$1,842.00
Year 4- \$22,550.00 (9/30/17-9/30/18)	Monthly- \$1,879.50
Year 5- \$23,000.00 (9/30/18-9/30/19)	Monthly- \$1,917.00

Additional Services: Not to exceed \$39,900.00 at the
rates set for in Exhibit B

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND JAYCOX
CONSTRUCTION CNG TO PROVIDE THE CITY OF BEVERLY HILLS
WITH MAINTENANCE AND REPAIR OF COMPRESSED NATURAL GAS
EQUIPMENT AT CITY OWNED FUELING FACILITIES

THIS AGREEMENT is made by and between the City of Beverly Hills (hereinafter called "CITY"), and JAYCOX CONSTRUCTION CNG (hereinafter called "CONTRACTOR").

RECITALS

A. CITY desires to have certain services and/or goods provided as set forth in Exhibit A (the "Scope of Work"), attached hereto and incorporated herein.

B. CONTRACTOR represents that it is qualified and able to perform the Scope of Works.

NOW, THEREFORE, the parties agree as follows:

Section 1. CONTRACTOR's Scope of Work. CONTRACTOR shall perform the Scope of Work described in Exhibit A in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. Any changes in the Scope of Work or cost of such changes must be made in writing and approved by both parties.

Section 2. Time of Performance.

CONTRACTOR shall commence its services under this Agreement upon the Commencement Date or upon a receipt of a written notice to proceed from CITY. CONTRACTOR shall complete the performance of services by the Termination Date set forth above and/or in conformance with the project timeline established by the City Manager or his designee.

The City Manager or his designee may extend the time of performance in writing for four additional one-year terms or such other term not to exceed four years from the date of termination pursuant to the same terms and conditions of this Agreement.

Section 3. Compensation.

(a) Compensation

CITY agrees to compensate CONTRACTOR for the services and/or goods provides under this Agreement, and CONTRACTOR agrees to accept in full satisfaction for such services, a sum not to exceed the Consideration set forth above and more particularly described in Exhibit B, attached hereto and incorporated herein, based on the hourly rates set forth in Exhibit B.

(b) Expenses

The amount set forth in paragraph (a) shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement (including, but not limited to, all labor, materials, delivery, tax, assembly, and installation, as applicable). There shall be no claims for additional compensation for reimbursable expenses.

(c) Additional Services. CITY may from time to time require CONTRACTOR to perform additional services not included in the Scope of Services. Such requests for additional services shall be made by CITY in writing and agreed upon by both parties in writing.

Section 4. Method of Payment. CITY shall pay CONTRACTOR said Consideration in accordance with the method and schedule of payment set forth in Exhibit B.

Section 5. Independent Contractor. CONTRACTOR is and shall at all times remain, as to CITY, a wholly independent contractor. Neither CITY nor any of its agents shall have control over the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

Section 6. Assignment. This Agreement shall not be assigned in whole or in part, by CONTRACTOR without the prior written approval of CITY. Any attempt by CONTRACTOR to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

Section 7. Responsible Principal(s)

(a) CONTRACTOR's Responsible Principal set forth above shall be principally responsible for CONTRACTOR's obligations under this Agreement and shall serve as principal liaison between CITY and CONTRACTOR. Designation of another Responsible Principal by CONTRACTOR shall not be made without prior written consent of CITY.

(b) CITY's Responsible Principal shall be the City Manager or his designee set forth above who shall administer the terms of the Agreement on behalf of CITY.

Section 8. Personnel. CONTRACTOR represents that it has, or shall secure at its own expense, all personnel required to perform CONTRACTOR's Scope of Work under this Agreement. All personnel engaged in the work shall be qualified to perform such Scope of Work.

Section 9. Permits and Licenses. CONTRACTOR shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement, including a business license.

Section 10. Interests of CONTRACTOR. CONTRACTOR affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the Scope of Work contemplated by this Agreement. No person having any such interest shall be employed by or be associated with CONTRACTOR.

Section 11. Insurance.

(a) CONTRACTOR shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

(1) A policy or policies of Comprehensive General Liability Insurance, with minimum limits of One Million Dollars (\$1,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by CONTRACTOR.

(2) A policy or policies of Comprehensive Vehicle Liability Insurance covering personal injury and property damage, with minimum limits of One Million Dollars (\$1,000,000) per occurrence combined single limit, covering any vehicle utilized by CONTRACTOR in performing the Scope of Work required by this Agreement.

(3) Workers' compensation insurance as required by the State of California.

(b) CONTRACTOR shall require each of its sub-contractors to maintain insurance coverage which meets all of the requirements of this Agreement.

(c) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least a B+;VII in the latest edition of Best's Insurance Guide.

(d) CONTRACTOR agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONTRACTOR's expense, the premium thereon.

(e) At all times during the term of this Agreement, CONTRACTOR shall maintain on file with the City Clerk a certificate or certificates of insurance on the form set forth in Exhibit C, attached hereto and incorporated herein, showing that the aforesaid policies are in effect in the required amounts. CONTRACTOR shall, prior to commencement of work under this Agreement, file with the City Clerk such certificate or certificates. The general and auto liability insurance shall contain an endorsement naming the CITY as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days prior written notice to CITY, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement.

(f) The insurance provided by CONTRACTOR shall be primary to any coverage available to CITY. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(g) Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, CONTRACTOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONTRACTOR shall procure a bond guaranteeing payment of losses and expenses.

Section 12. Indemnification. CONTRACTOR agrees to indemnify, hold harmless and defend CITY, City Council and each member thereof, and every officer, employee and agent of CITY, from any claim, liability or financial loss (including, without limitation, attorneys fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONTRACTOR or any person employed by CONTRACTOR in the performance of this Agreement.

Section 13. Termination.

(a) CITY shall have the right to terminate this Agreement for any reason or for no reason upon five calendar days' written notice to CONTRACTOR. CONTRACTOR agrees to cease all work under this Agreement on or before the effective date of such notice.

(b) CONTRACTOR shall have the right to terminate this Agreement for cause upon forty-five (45) days prior written notice to CITY.

(c) In the event of termination or cancellation of this Agreement by CITY or CONTRACTOR, due to no fault or failure of performance by CONTRACTOR, CONTRACTOR shall be paid based on the percentage of work satisfactorily performed at the time of termination. In no event shall CONTRACTOR be entitled to receive more than the amount that would be paid to CONTRACTOR for the full performance of the services required by this Agreement. CONTRACTOR shall have no other claim against CITY by reason of such termination, including any claim for compensation.

Section 14. CITY's Responsibility. CITY shall provide CONTRACTOR with all pertinent data, documents, and other requested information as is available for the proper performance of CONTRACTOR's Scope of Work.

Section 15. Information and Documents. All data, information, documents and drawings prepared for CITY and required to be furnished to CITY in connection with this Agreement shall become the property of CITY, and CITY may use all or any portion of the work submitted by CONTRACTOR and compensated by CITY pursuant to this Agreement as CITY deems appropriate.

Section 16. Records and Inspections. CONTRACTOR shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of 3 years. CITY shall have access, without charge, during normal business hours to such records, and the right to examine and audit the same and to make copies and transcripts therefrom, and to inspect all program data, documents, proceedings and activities.

Section 17. Changes in the Scope of Work. Any changes in the Scope of Work or cost of such changes must be made in writing and approved by both parties.

Section 18. Notice. Any notices, bills, invoices, etc. required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party's regular business hours or by facsimile before or during the receiving party's regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses set forth above, or to such other addresses as the parties may, from time to time, designate in writing pursuant to this section.

Section 19. Attorney's Fees. In the event that either party commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

Section 20. Entire Agreement. This Agreement represents the entire integrated agreement between CITY and CONTRACTOR, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both CITY and CONTRACTOR.

Section 21. Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

Section 22. Governing Law. The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California.

Section 23. CITY Not Obligated to Third Parties. CITY shall not be obligated or liable under this Agreement to any party other than CONTRACTOR.

Section 24. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

EXECUTED the ____ day of _____ 20__, at Beverly Hills, California.

CITY OF BEVERLY HILLS, a municipal corporation

LILI BOSSE
Mayor of the City of
Beverly Hills, California

ATTEST:

BYRON POPE (SEAL)
City Clerk

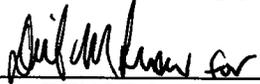
CONTRACTOR: JAYCOX CONSTRUCTION CNC


VIRGIL J. JAYCOX
Chief Executive Officer



RASAMEE G. JAYCOX
Chief Financial Officer

APPROVED AS TO FORM:



LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY C. KOLIN
City Manager



GEORGE CHAVEZ
Director of Public Works Services



KARL KIRKMAN
Risk Manager

EXHIBIT A

SCOPE OF WORK

CONTRACTOR shall perform maintenance and repair services of the CITY owned Compressed Natural Gas (CNG) Fueling Facility ("CITY CNG Facility") located at 345 N. Foothill Road, Beverly Hills, CA 90210, as described in the Scope of Work outlined below. CITY shall have service priority over other CONTRACTOR customers without contracts if CITY requires emergency repairs and other needed services.

Preventative Maintenance Scope:

- Preventive Maintenance service shall include:

Compressor Service:

- Check compressor maintenance logs and perform tasks as needs.
- Check crank case oil level and condition.
- Inspect and leak test compressor suction piping; all inter stage high-pressure tubing, inter-stage cooling assembly, blow-down assembly and related components.
- Check motor and compressor; oil level switch operation, unusual noises and vibration, suction inter state, and discharge pressure temperatures.
- Test local emergency shutdown device (ESD's).
- Performance testing, low and high-pressure gas leak check.

Dryer Service:

- Check dew point reading, temperatures, and for faults and record.
- Check differential pressures across pre-filter and after-filter elements. Drain pre-filter and after-filters housing, blower housing and sump.
- Check all process piping for gas leaks.

Time Fill Post Service:

- Visibly inspect all hoses and nozzles for wear and damage.
- Check operation of fill/vent valve.
- Clean and lubricate nozzles.
- Check integrity of vent hose coupling.
- Check electrical conductivity of hose (Meg ohm).
- Check hose breakaways are in place and connected properly.
- Check all tubing and valves for gas leaks.
- Check hose retractor operation.
- Check nozzle to post receptacle operation.
- Connect test vehicle and fuel to check operation (if available).
- Test local emergency shutdown device (ESDs).

Fast Fill Dispenser Service:

- Check hoses and leak test.

Dome Load Panel Service:

- Check Dome Load panel for gas leaks.
- Check and adjust temperature compensation dome load valve.
- Record pressure readings.

Permits:

- CONTRACTOR shall be responsible for obtaining all required permits from CITY or other government agency if required by law. CITY shall reimburse CONTRACTOR for the cost of such permits.

Scope of Work Exclusions:

Preventative Maintenance does not include:

- Minor or major repairs, parts, compressor oil, dryer maintenance.
- Damage resulting from all acts of nature, including but not limited to fire, flood, power outages, surges, blackouts, brownouts, suction side gas supply problems of any nature, deficiencies in regulators, meters, supply lines, etc.
- Damage from impacts, intentional or unintentional, vehicle drive-away accidents, including but not limited to fill hose nozzles, vented valves and related hardware, vehicle side defects or deficiencies, negligence, vandalism, liquidated damages for any out of service condition regardless of cause.
- CONTRACTOR does not remove hazardous material from any locations.
- CONTRACTOR does provide approved containers for waste oil and filters, as well as approved oil and filters, for sale to serve your site.

Service Terms:

- CONTRACTOR shall provide twelve (12) monthly service visits in a one-year period (9/30/14-9/30/15). Monday through Friday 8:00 a.m. to 2:00 p.m. Holidays and weekends are excluded.
- Each visit covers technician travel and labor to perform scheduled maintenance.

Additional Services:

At the City Manager's or his designee's written request, CONTRACTOR shall perform additional services at the rates set forth in Exhibit B.

Approval of Completion:

- CITY will have an employee designee available to acknowledge and sign for the completion of each monthly service.

Equipment and Materials:

- CONTRACTOR shall provide the tools to complete the services detailed in this Scope of Work.

Reporting, Recording, and Analysis

- CONTRACTOR monitors and advises on services needed per the manufacturer's guidelines as well as performs visual and audio inspections of the CITY CNG Facility. CONTRACTOR shall analyze data, and anticipate service needs in order to keep the CITY CNG Facility running with little down time.
- CONTRACTOR shall submit reports in writing to CITY regarding CITY CNG Facility function, and prepare regular preventative maintenance service records.

- CONTRACTOR shall monitor, analyze and report data in connection with CITY's CNG Facility. This allows CITY to anticipate service needs for budgeting as well as decreases the probability of fleet fueling stoppage and emergency call out repair costs.
- CONTRACTOR shall give CITY a Maintenance Log-Book and train CITY CNG Facility site operations staff on the necessity and importance of basic daily reporting. CONTRACTOR's awareness training will give CITY CNG Facility site operations staff more understanding of the equipment function, knowledge of the safety issues, and make them aware of their role in the CITY CNG Facility's daily operation.
- After each preventative maintenance visit by CONTRACTOR, CONTRACTOR shall submit CITY CNG Facility reports to CITY to be included in the Maintenance Log- Book. These reports shall note that a qualified inspection took place, in order to substantiate that a proper preventative maintenance program is in place.
- Whenever possible, needed extra services shall be planned by CONTRACTOR during preventative maintenance visit days to reduce extra call-out and travel charges for CITY. Extra services include changing of Nowata Filter Elements, broken retractors and other similar related items.

Reports Log

- CONTRACTOR shall provide a maintenance report by email or hard copy after each service to CITY.
- CONTRACTOR shall provide a maintenance log to the site for facility staff to record basic onsite services and observations.

EXHIBIT B

SCHEDULE OF PAYMENT AND RATES

CITY shall compensate CONTRACTOR for the satisfactory performance of the work described in this Agreement in an amount not to exceed \$150,000.00 for the term of the Agreement, including any extensions to the Agreement.

RATES

CONTRACTOR shall perform maintenance and repair of CITY CNG Facility as described in the Scope of Work in Exhibit A and at the rates set forth in this Exhibit:

Preventative Maintenance Fees

- o Yearly Cost \$21,000 (9/30/14-9/30/15)
- o Monthly Cost \$1,750

Additional Services Rates

- o Normal business hours are Monday-Friday 8:00 a.m. to 4:30 p.m.
 - o Travel time \$50.00 per hour tech portal to portal.
 - o Regular hourly Tech rate is \$95.00 during normal business hours. (2 hour minimum call out rate)
 - o Overtime (after hour) hourly Tech rate is \$142.50.
 - o Overtime is defined as Holidays, weekends and any time outside of normal business hours.
 - o Pressure washing and cleaning service for your CNG is available for \$1,000.
 - o Phone Call diagnostic Service is Free
- The rates set forth in this Exhibit reflect a 10% discount on parts and a 24% discount on services.

If extended by the City Manager or his designee pursuant to Section 2 of the Agreement:

Year 2- \$21,450.00 (9/30/15-9/30/16)	Monthly- \$1,787.50
Year 3- \$22,100.00 (9/30/16-9/30/17)	Monthly- \$1,842.00
Year 4- \$22,550.00 (9/30/17-9/30/18)	Monthly- \$1,879.50
Year 5- \$23,000.00 (9/30/18-9/30/19)	Monthly- \$1,917.00

PAYMENT SCHEDULE

CONTRACTOR shall submit an itemized statement to CITY for its services performed, which shall include documentation setting forth in detail a description of the services rendered, and the hours of service, if applicable. CITY shall pay CONTRACTOR the amount of such undisputed billing within thirty (30) days of receipt of same.

EXHIBIT C

CERTIFICATE OF INSURANCE

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

NAMED INSURED

COMPANIES AFFORDING COVERAGE

ADDRESS

- A.
- B.
- C.

COMPANY (A.B.C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	B.I.	LIMITS P.D.	AGGREGATE
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKER'S COMPENSATION					

It is hereby understood and agreed that the City of Beverly Hills, 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 or agreement:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the 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 of contribution with insurance which may be available to the City of Beverly Hills.

In the event of cancellation or material change in the above coverage, the company will give 30 days written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or 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 Representative

TITLE : _____
 AGENCY : _____ Address : _____

