

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: JUNE 09 2020

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver | Open Container Law Waiver
Other: _____

Please be specific about the reason to be on the agenda.

A Resolution to Authorize the Mayor to enter into Contract with Kellermeyer Bergensons Services for janitorial services for all City of Hammond buildings in the Amount of \$ 158,064.00 annually.

Requested By: Purchasing
NAME: Jana Thurman
ADDRESS _____
PHONE # _____ CELL PHONE: _____
EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the Second and Fourth Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Tonia Banks Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Carlee Gonzales
Council President

Tonia Banks

Date

**RFP 21-04
JANITORIAL SERVICES
CITY OF HAMMOND**

**June 3, 2020
10:00 a. m.**

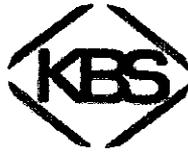
Received (5) Five bids:

| | Annual Total |
|--|---------------------|
| KellerMeyer Bergensons Services | \$158,064.00 |
| Robinson Cleaning Services | \$173,316.00 |
| All The Time Janitorial | \$174,000.00 |
| EJ's Cleaning Services | \$178,000.00 |
| Enmon Enterprises | \$179,062.00 |

Bids were due in by 10:00 a. m. Wednesday, June 3, 2020

Present at bid:

**Jana Thurman, Purchasing Manager
Krystle Noto, Assistant Purchasing Agent
Jimmy Horton, Enmon Enterprises, LLC**



KELLERMEYER BERGENSONS SERVICES

June 03, 2020

Ms. Jana Thurman
Purchasing Manager
City of Hammond LA
310 East Charles Street
Hammond LA 70404-2788

Dear Ms. Thurman:

Kellermeier Bergensons Services is dedicated to delivering high quality Custodial Service at a competitive price. We are pleased to submit this proposal to the City of Hammond LA (hereafter CH).

Throughout our proposal, we have submitted information that defines our ability and experience providing Custodial Service in High Rise facilities. We understand the requirements set by CH and can design and implement service programs that accommodate your needs. Our qualifications and experience successfully managing Class "A" facilities outlined in this proposal will clearly demonstrate the advantages of a partnership with us.

We look forward to a favorable response to our proposal and extend our full commitment to providing outstanding service and being a trusted partner. We have a sincere interest in fostering a long-term relationship with CH and would appreciate the opportunity to discuss our proposal with you in more detail.

Please feel free to call if any assistance is required during your review.

Thank you again for your consideration!

Al Hilton

Al Hilton
Vice President
al@empirenola.com



RFP # 21-04

**City Of Hammond
Purchasing Department**

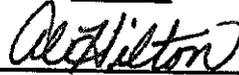
Janitorial Services for the City of Hammond

**Proposals Shall Be Received by the Purchasing Department,
City of Hammond
310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788
Until
10:00 A.M June 3, 2020**

**Advertisement in Official Journal, Daily Star, to be
Published three (3) Times**

May 7, May 12 & May 19, 2020

**For Additional Information or Questions, Contact:
Jana Thurman -Purchasing Manager- (985)-277-5633**

This is the Proposal of:**Date:** June 03, 2020**Company:** Kellermeyer Bergensons Services**Section 3 Business/WBE/SBE/MBE/DBE:** _____**Address:** 310 East Charles Street**City:** Hammond**State:** LA**ZIP Code:** 70404-2788**Person to Contact:** Mr. Al Hilton**Phone:** 504-835-5551**Fax:** 504-835-2345**Email:** al@empirenola.com**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

Liability Insurance Requirements

At all times during the term of the Contract, the Contractor must maintain and pay for property damage and public liability insurance with limits of at least one million dollars (\$1,000,000) inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work, the Contractor must file with the City a "certificate of insurance" meeting the aforementioned requirements and listing the City of Hammond as a named insured by added endorsement. Any cost associated with this addition shall, like the cost of the insurance itself, be paid by the Contractor.

Liability:

The Contractor shall assume the defense of and indemnify and save harmless the City, its Officers, and Agents from and against any and all damages, losses, claims, demands, payments, suits, actions, recoveries, attorney fees, and judgments relating to the Contract.

The Contractor shall be responsible for any and all damages, claims for damages, injuries, or accidents done or caused by the Contractor or the Contractor's employees or resulting from the execution of any work or any operation or caused by reason of existence, location, or condition of facilities or of any materials, supplies, or machinery used thereon or therein or neglect or omission on the Contractor or the Contractor's employees' part or all of the several acts or things required to be done by them under and by these conditions and covenants.

Workers' Compensation Requirements

The Contractor shall pay or cause to be paid all assessments and compensations required by the Workers' Compensation Act. The Contractor shall provide evidence that all assessments and compensations payable to the Workers' Compensation Board up to and including the date of the Contract have been paid. The City may, at any time during the Contract or at the completion of the Contract, require further evidence that such assessments and compensations have been paid.

LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.

Instructions to proposer

PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website, and personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc.

The RFP number, Proposers name, address, Louisiana Contractor License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered or mailed.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time. Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications.

Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department.. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and subject to rejection.

The entire RFP package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Department as THE RFP.

All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive.

All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Manager, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

A site visit is required before the submission of bid package. Contact Robert Morgan 985-969-1636 between the hours 7 a.m. and 2 p. m. weekdays.

Site visit verification signature *[Signature]*

Date May 18, 2020 *[Signature]* Al Hilton *[Signature]*

Al Hilton
Al HILTON
KBS Company

As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal,

List by date and Addendum number _____

Janitorial Services for the City of Hammond

| Area | Schedule | Price per Month |
|---|-----------------|------------------------|
| 1) Airport Office and 2 outside Restrooms and Traffic Control Tower | 3 days per week | \$ 598.80 |
| 2) Building Inspection | 3 days per week | \$ 839.50 |
| 3) Fire Headquarters (Daytime only) | 1 day per week | \$ 502.50 |
| 4) City Court | 5 days per week | \$ 1,517.00 |
| 5) City Hall | 3 days per week | \$ 1,150.00 |
| 6) City Council Building | 3 days per week | \$ 468.50 |
| 7) Hwy. 190 Maintenance (Front) | 3 days per week | \$ 978.00 |
| 8) Hwy. 190 Maintenance (Back) | 3 days per week | \$ 978.00 |
| 9) Marshal Offices | 3 days per week | \$ 284.20 |
| 10) Police | 6 days per week | \$ 1,600.00 |
| 11) Police Training | 2 days per week | \$ 309.00 |
| 12) Recreation – 2 Gyms & Offices | 7 days per week | \$ 2,197.00 |
| 13) Social Services | 3 days per week | \$ 942.40 |
| 14) Safe Haven | 2 days per week | \$ 210.00 |
| 15) South Plant (Daytime between 6 am & 2 pm) | 1 day per week | \$ 210.00 |
| 16) TADAC | 3 days per week | \$ 261.24 |
| 17) Holly Garden Cemetery | 1 a Month | \$ 37.50 |
| 18) Investigations Annex (Daytime only) | 1 day a week | \$ 88.36 |

Bidder agrees to deliver services in complete accordance with all Specifications for the sum indicated:

(Amounts shall be shown in words and digits, In case of discrepancy, words shall govern.)

Total Annual Price One hundred fifty eight thousand and sixty four dollars.

(\$ 158,064.00)

Signature of Bidder  Charlie Lusco - Chief Executive Officer

Name of Company Kellermeyer Bergensons Services Date June 03, 2020

RFP 21-04 SPECIFICATIONS

SCOPE

The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform the services as described in Specifications. The objective is to clean the buildings in such a manner that the City buildings provide a clean, healthy, and safe work environment for occupants and visitors of The City of Hammond

JANITORIAL/HOUSEKEEPING SERVICE FOR THE FOLLOWING CITY OF HAMMOND PROPERTIES:

- | | |
|--|--|
| 1) Airport Office & 2 outside Restrooms and Traffic Control Tower | 3 days per week |
| 2) Building Inspection | 3 days per week |
| 3) Fire Headquarters | 1 day per week (Daytime only) |
| 4) City Court | 5 days per week |
| 5) City Hall | 3 days per week |
| 6) City Council Building | 3 days per week |
| 7) Hwy. 190 Maintenance (Front) | 3 days per week |
| 8) Hwy. 190 Maintenance (Back) | 3 days per week |
| 9) Marshal | 3 days per week |
| 10) Police | 6 days per week |
| 11) Police Training | 2 days per week |
| 12) Recreation – 2 Gyms & Offices | 7 days per week |
| 13) Social Services | 3 days per week |
| 14) Safe Haven | 2 days per week |
| 15) South Plant | 1 day per week (Day between 6 am & 2 pm) |
| 16) TADAC | 3 days per week |
| 17) Holly Garden Cemetery | 1 day a Month |
| 18) Investigations Annex | 1 day a week (Daytime Only) |

JANITORIAL CONTRACT SERVICE DUTIES: Custodial services to be inclusive of the following:

1. The Contractor shall be responsible for furnishing a replacement Custodian in the event of sickness or absence.
2. The Contractor shall have the right to use weekends and or holidays to accomplish weekly, monthly, semi-annual and annual services.

3. The Contractor wishing to be considered for this contract must verify their ability to service The City of Hammond facilities with staff that are approved for entrance into all City of Hammond facilities via the successful completion of a Hammond Police Department background check. Failure of a background check is grounds for refusing entrance into the City of Hammond facilities and may be viewed as a reason for disqualification of use of the Contractor by The City of Hammond. Contractor shall ensure personnel bear some means of individual identification, such as uniform with name badges, name tags, or identification cards.

CUSTODIAL PERSONNEL REQUIREMENTS

No minimum manpower requirements shall be placed on the Contractor in relation to the number of custodial services required. The Contractor shall have each facility, as listed, in first-rate condition according to the specifications on each working day unless otherwise stated and or specified herein. The Contractor is encouraged to schedule services for each facility whereby supervision of his personnel and security of the facility will be maintained at all times. The Contractor shall be expected to coordinate evening janitorial services with the parties responsible for management of the facility. Janitorial services shall be coordinated and or scheduled to prevent interference or disturbance of City business such as meetings held in certain areas of the facility during the servicing period.

SERVICE PERIODS

- 1) **Daily**
- 2) **Weekly**
- 3) **Monthly**
- 4) **Semi-Annual**

SCHEDULE SUMMARY OF CUSTODIAL SERVICES DAILY – SERVICES GENERAL

- 1) Empty trash receptacles and clean with disinfectant.
- 2) Clean and dust furniture as directed.
- 3) Clean partitions.
- 4) Clean mirrors.
- 5) Report all maintenance problems to the Building Contact Person.
- 6) Empty all exterior smoking or ashtray receptacles.
- 7) All Spider Webs in every room shall be removed regardless of their location.
- 8) Drinking fountains shall be cleaned and sanitized.
- 9) Corridor and office walls shall be cleaned as required.
- 10) Door Handles, key pads and stair railings shall be wiped with disinfectant.

- 11) Hand marks shall be removed from painted surfaces as required.
- 12) Straighten all chairs, desks, tables and other furniture in an orderly fashion.
- 13) Clean and straighten lounge area.
- 14) **Lock exterior entrance doors each evening as designated. Exterior Doors should not be left ajar (propped open) while cleaning buildings.**

DAILY - FLOORS

- 1) All hard surface floors shall be swept or dust mopped.
- 2) All spills shall be removed from hard surface areas and wet mopped with clean mop.
- 3) All carpet shall be vacuumed with commercial vacuum equipment.
- 4) All spills shall be removed from carpet and vacuumed as required.
- 5) All stairs shall be swept and or vacuumed (as applicable).
- 6) All exterior entrances shall be swept and all debris or trash removed.
- 7) All entrance door mats shall be swept or vacuumed.
- 8) All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust, debris and trash.

DAILY – RESTROOMS

- 1) Floors shall be wet mopped and disinfected.
- 2) Toilets shall be cleaned with an acid bowl cleaner.
- 3) Lavatories shall be cleaned, sanitized and rinsed thoroughly.
- 4) Bathtubs or showers (if applicable) floors and walls shall be cleaned and sanitized.
- 5) All fixtures shall be cleaned and sanitized.
- 6) Shelves and counter tops shall be cleaned and sanitized.
- 7) Mirrors shall be cleaned.
- 8) Water supply pipe and fittings shall be cleaned.
- 9) Stall partitions, doors and walls shall be cleaned and sanitized.
Any Graffiti shall be removed immediately.
- 10) Waste receptacles shall be emptied, cleaned and sanitized.
- 11) Towel, toilet and soap receptacles shall be refilled and an adequate supply of materials shall be stored nearby.
- 12) Toilet bowl deodorizers shall be installed as needed (1) per fixture at all times.

DAILY – GLASS

- 1) Entrance and office door glass shall be cleaned and all postings shall be removed. Commercial glass cleaner shall be used.
- 2) Partition glass shall be cleaned with a commercial glass cleaner.

WEEKLY SERVICES

- 1) All hard surface floors shall be mopped with a neutral cleaner.
- 2) All hard surface areas shall be spray buffed.
- 3) Stairs and stairwells shall be wet mopped with a neutral cleaner (if applicable).
- 4) Vacuum Carpets.
- 5) Clean baseboards.
- 6) Dust and clean computers, printers, fax machines and copy machines

MONTHLY SERVICES

- 1) Wash all interior plate glass windows.
- 2) Dust and damp clean all interior wall surfaces.
- 3) Dust all windowsills, ledges, moldings, picture frames, etc.
- 4) Vacuum all heat and air vents of dust.
- 5) Vacuum all Venetian blinds of dust.
- 6) Areas requiring additional coats of wax shall be refinished.
- 7) Clean, rinse and refinish composition floor coverings in order to prevent excessive wear.

SEMI-ANNUAL SERVICES

- 1) Wash all exterior window glass accessible at ground level.
- 2) Vacuum all curtains and draperies.
- 3) Shampoo all carpeted areas with an approved system acceptable to the Building Contact and the City Purchasing Agent.
- 4) Strip and wax all hard surface floors twice a year. Typically at the beginning of the contract period and the 6 months later.

ADDITIONAL SERVICES REQUIRED FOR RECREATION DEPARTMENT

The services are in addition to the services listed above.

DAILY SERVICES

- 1) All Floors shall be Sprayed and Buffed.

WEEKLY SERVICES

- 1) Clean all interior windows including window sills.
- 2) Clean all Baseboards.
- 3) Dust and clean all interior wall surfaces.
- 4) Wash out inside of trash cans.

MONTHLY SERVICES

- 1) All exterior windows shall be pressured washed.

QUARTERLY SERVICES

- 1) Strip and Wax all hard surface floors.
(September, December, March, June)

SERVICES NOT REQUIRED

- 1) The watering and upkeep of plants throughout the facility.
- 2) The making of coffee for City Personnel.
- 3) The washing of dishes and coffee pots.

ADDITIONAL SERVICES

The City of Hammond reserves the right to add or delete services and facilities to the contract as may be required. The successful contractor shall be notified in writing of any additional facilities and services and provide the required specifications to provide a written estimate for the fee prior to said service being performed

NON-DELIVERY

In the event a successful bidder is unable to furnish and/or refuses to provide service when requested to do so, the City reserves the right to obtain service elsewhere and bill the contractor for the difference between the quoted price and the actual cost.

EXPERIENCE

The successful bidder must have at least one year of successful cleaning experience with commercial accounts. References must be provided with your bid.

EQUIPMENT & SUPPLIES TO BE PROVIDED BY CONTRACTOR

The Contractor shall provide his own commercial equipment, to properly perform all duties as per specifications, which includes, but is not limited to the following in top operating condition: Vacuum Cleaner and Carpet Cleaner, Buffer, Mops, Brooms etc.

The Contractor shall provide the commercial supplies to properly perform all duties as per specifications, which includes, but is not limited to the following: whisk brooms, house brooms, mop wringers, squeegees, hoses, nozzles, plastic buckets, plastic pump sprayers, housekeeping carts, cleaning rags, dusting rags, scrubbing pads, sponges, plastic can liners,

rubber gloves, work gloves, urn, sand, floor pads, vacuum cleaner bags, soap for cleaning, disinfectant soap for bathroom dispensers, toilet bowl cleaner, and toilet bowl deodorizers, etc. The Contractor shall provide all quality grade paper products, such as but not limited to paper towels for lounge dispensers, paper towels and toilet paper for all bathroom dispensers.

3) KEYS & SECURITY:

The City of Hammond will provide Contractor with keys required (sub masters) for access to service areas. **NO BUILDING KEYS MAY BE COPIED.** If keys are lost, Contractor shall be responsible for the total cost of re-keying and replacement of all City of Hammond locks and keys. Contractor and/or Contractor's employees shall not admit anyone to areas controlled by a key in their possession. The Building Contact must be notified immediately in the event of a lost entrance Key.

Contractor and Contractor's employees must keep all areas locked except to provide janitorial service. Areas only in Contractor's direct view shall be unlocked in order to maintain Security. **Exterior Doors Should Not be left ajar (propped open) at any time.**

4) LIGHTS:

Contractor's are responsible for turning lights on and off as necessary in performing their duties. Contractor's and/or Contractor's employees shall turn on only lights necessary to illuminate their immediate work area and shall turn them off upon completion of work.

5) WATER CLEANUP:

Uncontrolled water inside the cleaning areas from broken pipes, plugged toilets or urinal, roof leaks, open windows and doors, condensation, etc. shall be immediately cleaned up and reported to Building Officials.

6) GRAFFITI MARKS:

Scribbled in interior cleaning area walls, floors, partitions, windows, etc. shall be removed as soon as observed using methods least damaging to the surface. Report any graffiti unable to be removed.

7) TRASH REMOVAL:

Trash removal shall be to dumpster containers located outside of City Buildings. Trash must be placed in trash bags, each bag secured and tied, and placed in dumpsters.

8) REPAIR/REPLACEMENT:

Contractor shall report immediately to the Building Contact all conditions of the cleaning area requiring repair such as broken fixtures, leaking utility pipes and faulty electric switches.

9) DEFAULT:

Contractor shall have 24 hours to remedy all areas of unacceptable performance discovered. Repeated unacceptable performance will be grounds for termination of the contract.

The City may terminate the contract, at no cost to the City, by notice in writing without a waiting period if the Contractor has breached any of the conditions stated herein.

10) HOURS ACCEPTABLE FOR CLEANING:

At no times shall the duties of this contract be performed during regular business hours when city employees are present for work unless scheduled in advance. Cleaning hours are to be worked out between Contractor and Building Contacts.

11) SAFETY PRECAUTIONS:

The Contractor shall see that all necessary safety training and equipment for the protection of workmen employed is provided.

The Contractor shall conduct the work at all times with the safety of employees on the job and safety of the public in mind.

12) CONTACTS:

Bidder Contact for Janitorial Service

Mr. Al Hilton (al@empirenola.com)



Phone Number 504-835-5551

Successful bidders will be given a list of names of Building Contacts, their locations and phone numbers when they are awarded the work.

Background Information

1. EJS&S background information

- a. **Beginning 1999:** Empire Janitorial Sales & Services LLC (EJS&S) is a Louisiana domiciled company formed in 1999 by Mr. Charlie Lusco as a Janitorial Service and Supply Company with the locally focused ambition to provide the best janitorial service solutions, great customer service experience on a daily basis with the focus on continuous improvement and the understanding that the need for a clean and inviting environment is key to a healthy and happy workplace.
- b. **August 2005:** Over time in an effort to best fulfill the needs of our Client Partners it was clear that EJS&S needed a new strategy from being a Janitorial Service Company to become an Integrated Facility Service Provider. In August 2005 EJS&S entered the Facility Service market and has developed a suite of managed service offerings to its competencies that expand the value we provide, becoming one of Louisiana's largest Building Service Contractors today.



- c. **December 2017:** In December 2017, EJS&S partnered with Kellermeyer Bergensons Services (KBS) to become one of the leading Facility Services Organizations in the United States. Through our more than 18,000 carefully-selected and trained staff, EJS&S delivers a full range of quality facility services in packages specially designed and customized for each of our more than 42,000 locations serviced nationwide.
- d. **Multi State Reach:** Today EJS&S is uniquely positioned and operating in three states, Louisiana, Mississippi and Texas to meet the growing demand from our Client Partners as their single point of contact for the Facility Service solutions that we provide.
- e. **Integrity, Excellency and Innovation:** With more than 20 years of applying these ideals to our business, we have built a sound foundation of Facility Service solutions for our Client Partners.
- f. **Legal Status:** EJS&S is a resident Louisiana LLC, has qualified legally and authorized to do and doing business under the laws of the State of Louisiana with an active registration in good standing with the following Municipalities:



State of Louisiana
Registration
Charter #: 34958638K



City of New Orleans
Business Registration
#105000923



Jefferson Parish
Occupational License
#11212843

Background Information



- g. **Experience performing similar services:** EJS&S has provided Facilities Management Services solutions to our commercial clients for more than 18 years. EJS&S manages facilities budgets of more than \$18 million for our clients while maintaining more than 14 + million square feet of building facilities. This experience has allowed us to become true partners with our clients and to develop open communication that provides an understanding of their specific needs and expectations.



- h. **Business Growth:** Our business growth is directly attributed to our management philosophy of dedication to Client Partner service. We stress attention to detail, prompt problem solving, and excellent Client Partner relations. EJS&S has enjoyed a consistent average growth rate of 11% annually for each of the past 18 years, current revenues of approximately \$18 million, and a total cleanable square footage of approximately 14M.



- i. **Customer Retention Tells Our Story:** EJS&S is extremely proud of its customer retention rate, which exceeds 98%. Very few, if any, building service contractors have retained Client Partners at such a high level. This represents EJS&S partnership approach to exceeding client expectations. EJS&S provides the management and staff, training, systems, equipment, supplies and support to ensure our client relationships endure over time.



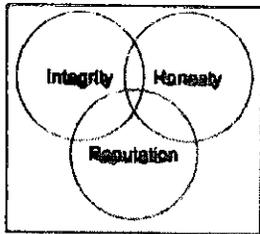
- j. **Contract Performance:** EJS&S has not had a Contract terminated for default, poor performance, or non-performance since its inception in 1999. "Terminated" is defined as a Client Partner or EJS&S ending a Contract in the middle of the term pursuant to the termination provision provided in the Contract.

k.



Our commitment to lasting Partnerships: Identifying our client partner expectations, setting measurable goals and continual communication are keys to building a successful long-term partnership. EJS&S believes communication is a constant, two-way street, and our commitment is to be a valued member of our client partner community, actively engaged in ongoing conversations. EJS&S provides a framework to help us understand what is relevant to our client partner and to ensure that our technical delivery meets expectations.

Background Inform



Reputation of EJS&S Managed Service(s):

- i. EJS&S has no pending general liability and worker's compensation claims that are consistent with its scope of work and status as a service provider, and has never entered into a suit with a past or current Client Partner.
- ii. No principal, member, officer, or any key person with EJS&S has ever been formally charged with, plead guilty to, or convicted of any state or federal crime, including but not limited to the Louisiana Procurement Code, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid-rotating.
- iii. No principal, member, officer, or any key person with EJS&S has ever been charged with or convicted of a state, federal, or civil anti-trust violation or similar offense.
- iv. Neither EJS&S nor any key person of the company has been suspended or debarred from conducting business with the US Government, Federal, State, Parish or Municipal Agency.

It takes 20 years to build a reputation and five minutes to ruin it. If you think about that you'll do things differently.

Warren Buffett

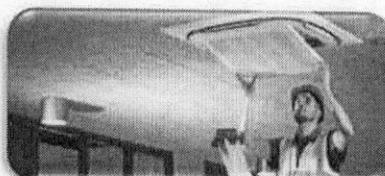
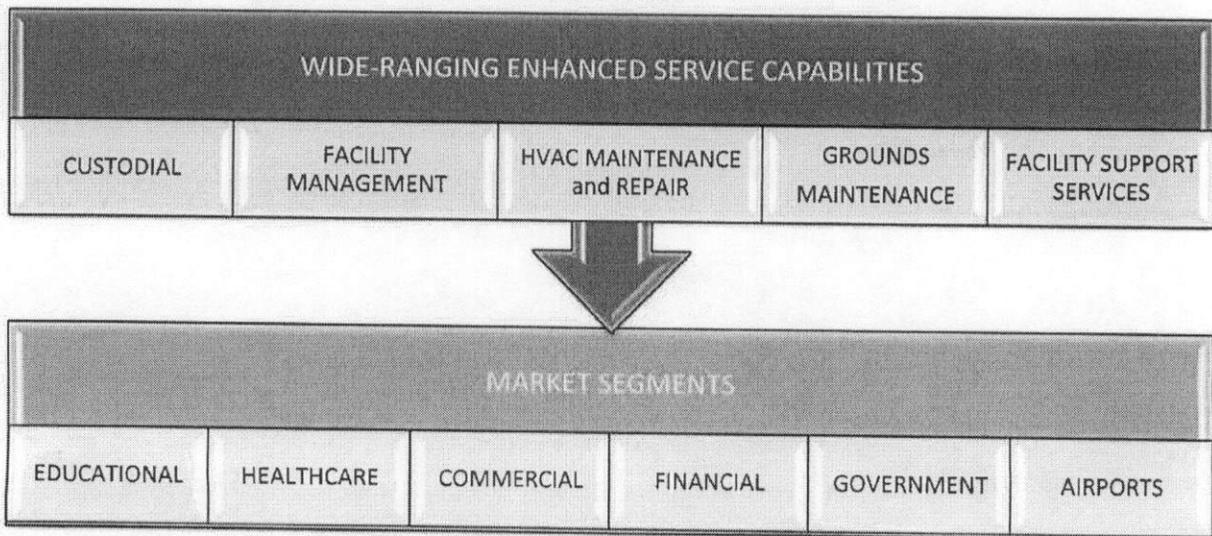
Background Information

2. EJS&S primary differentiator(s) in the building service industry

- a. **Diversity and Inclusion reflected in our workforce:** Diversity and Inclusion differentiates us in the marketplace and contributes to our culture of inclusion in the workplace. EJS&S truly welcome's, values and appreciates the diversity that is *reflected in its workforce*, and the valuable work environment that diversity provides. It recognizes diverse people have different needs, different values, different characteristics, different styles and different desires in the workplace and it seeks respect, acceptance and tolerance for these differences in order to create a healthy and productive workplace.
- b. **Integrated Service Provider-Cross Market Experience:** EJS&S is an Integrated Facility Service provider. We have the capability and experience to manage all service deliveries, administration, training, operational management, integration, innovation and provide strategic support to our Client Partners. This means that instead of having several external service companies working with various service deliveries, everything is integrated in one solution.

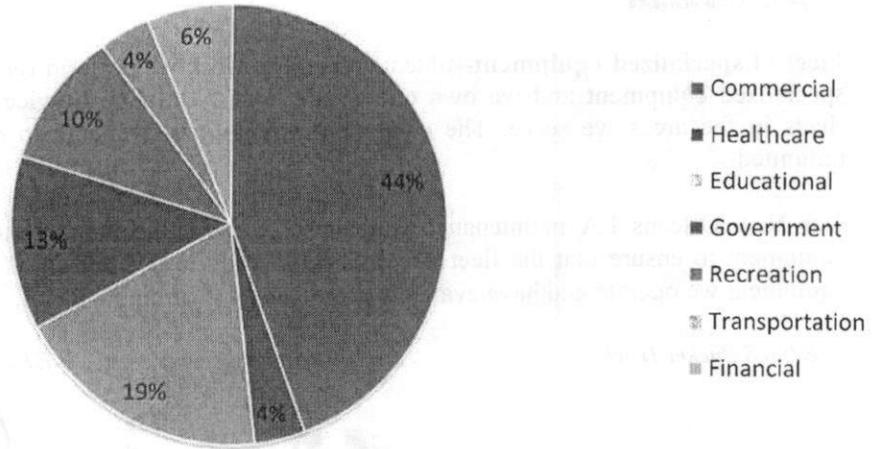
Perhaps best known for superior cleaning services, we can offer a comprehensive total facility management package including custodial, HVAC maintenance, landscape maintenance, post-construction clean up, plumbing and electrical work. *We are your single solution for all your facility management needs.* We provide our Client Partners with "one-stop shopping" for all their facility management needed to maintain a safe, comfortable environment for their faculty, volunteers, employees, and visitors to their facility.

Overview



Background Information

Market Segments



Commercial
(office buildings, property management firms)

Healthcare
(hospitals, medical and dental offices)

Educational
(K-12 schools, colleges, universities,

Government
(municipal, state, county, federal)

Recreation
(sports stadiums, health clubs, movie theaters, casinos)

Transportation
(airports, bus and rail stations)

Financial
(banks, lending institutions)

Background Information



- c. **Fleet of specialized equipment-Added Value:** The work we perform requires a commitment to specialized equipment and we own one of the largest Building Service Contractor equipment fleets in the areas we serve. The equipment possibilities available to our client partners are unlimited.

Our New Orleans LA maintenance warehouse oversees the maintenance and service of our equipment to ensure that the fleet is consistently ready to go. Below is just a sampling to the equipment we operate and have available at any time day or night.

EJS&S Bucket Truck



EJS&S Street Sweeper



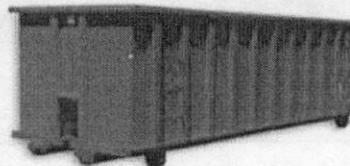
EJS&S pressure Washer



EJS&S Front End Loaders



EJS&S Roll Off Containers



- d. **Contractor License-Added Value:** EJS&S is licensed (51119) by the State of Louisiana Licensing Board of Contractors in the following classifications: (i) Building Construction; (ii) Industrial Cleaning and Material / Handling; (iii) Specialty-Janitorial Services.

Different business sectors have very specific needs. Regardless of the business, EJS&S Cross-Market experience means we can customize our solutions to meet any facility needs our client partners may have.

Al Hilton
Vice President

Background Information

OUR MISSION STATEMENT

FOR OUR CUSTOMERS: We pledge to serve our targeted customers with the highest level of customer service delivered with integrity and a sense of pride and bringing solutions that improve business operations and reduce total operating expense. We will fulfill our mission through the mutual satisfaction of the needs of our customers and employees.

FOR OUR EMPLOYEES: We pledge personal respect, fair compensation and honest and equitable treatment. To all who qualify for advancement, we will make every effort to provide opportunity. We acknowledge our obligation to provide able and humane leadership, a workplace that is exciting, clean, safe, personally and financially rewarding.

FOR OUR SUPPLIERS: We pledge courteous, efficient and ethical behavior and practices, respect for your interest; and an open door. We pledge to build and uphold the trust and goodwill that are the foundation of successful business relationships, and impeccable performance regarding our financial commitments.

TO OUR COMMUNITY WHERE WE LIVE AND WORK: We pledge conscientious citizenship and a helping hand to worthwhile causes. We pledge Empire Services to the highest standard of moral and ethical behavior and to policies and practices that fully embody the responsibility, integrity and decency required of free enterprise if it is to merit and maintain the confidence of our society.



We are a value driven company and our 4 core values include the following:

1. Excellent customer service;
2. Taking care of our employees;
3. Giving back to the local community;
4. Integrity and honor in all business dealings.

Statement Of Purpose

We will conduct all business dealings on our belief that the priceless ingredient in any relationship is honor and integrity. This forms the foundation of trust on which our business activities take place. It is essential to our reputation, and our reputation depends on making the right choices, every day.

References and Experience

A+

Proven History: Below are our experience references of current facility service contracts. These references include working relationships of current ongoing continuous services of Universities, Schools, Buildings, Sport Facilities and Public Space cleaning.

CUSTOMER EXPERIENCE

The references showcased below represent diversity in business area, size and markets attesting to the flexibility, efficiency and capability to manage a project of this magnitude, and demonstrates our successful ability to conform to contract requirements and to standards of excellent service delivery.

PARTNERSHIP

We have provided Janitorial and Facility Maintenance Service Solutions to our Client Partners for more than 20 years. The experience we have accumulated from serving our education customers has been instrumental in the development of the systems and programs we provide and will be reflected in the programs we will implement at City of Hammond LA. We possess the established, relevant, institutionalized multi-functional team experience of similar size, scope, and complexity to the RFP.



Contract Performance: We have not had a Contract terminated for default, poor performance, or non-performance since its inception in 1999. "Terminated" is defined as a customer or KBS ending a Contract in the middle of the term pursuant to the termination provision provided in the Contract.



Customer Retention: We have established and sustained a customer retention rate exceeding 98% and have not had a Contract terminated for default, poor performance, or non-performance since its inception in 1999. "Terminated" is defined as a Client Partner or KBS ending a Contract in the middle of the term pursuant to the termination provision provided in the Contract.

- **STATEMENT OF CONFIDENTIALITY:** *This reference and experience list has been compiled on a confidential basis and may be reviewed solely for the purpose of evaluating KBS experience and qualifications in connection with the awarding of a contract to a successful bidder. The information contained in this reference and experience list is not intended for public use and/or dissemination. Any release, public use and/or dissemination of this information would cause substantial and irreparable competitive harm to KBS. Reproduction of any part of this reference and experience list without the express written permission of KBS is prohibited.*

CONFIDENTIAL

References and Experience

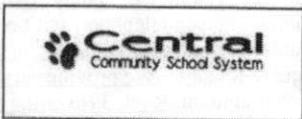
KBS Current Local Partners that is relevant to this contract.

Legend for KBS Ranks: (Rank 1 <\$1.0M) (Rank 2 \$1.0M-\$2.0M) (Rank 3 \$2.0M-\$3M) (Rank 4 >\$3.0M)

Reference #1

| | |
|---|---|
| Name of Firm: <u>Southeastern Louisiana University</u> Address: <u>2400 North Oak Street, Hammond LA 70402</u> Contact Person: <u>Mr. Richard Humber, Purchasing Director</u> Contact Person telephone and fax numbers: <u>Telephone 985-549-5322</u> Nature of contract: <u>Janitorial, Day Porter, Pressure Washing and Event Labor</u> Square footage: <u>We provide service to approximately 1.5M square feet</u> Dollar amount: <u>Rank 4 (over the life of the contract)</u> Contract start date: <u>January 3, 2019</u> Contract end date: <u>Ongoing-Current</u> |  |
| <i>Southeastern Louisiana University in Hammond LA is the Louisiana's third largest public University, consisting of approximately 500 contiguous acres-146 buildings-14 residential facilities, boasting nearly 15,000 students and more than 150 programs of study.</i> | |

Reference #2

| | |
|---|--|
| Name of Firm: <u>Central Community School System</u> Address: <u>10510 Joor Road, Suite 300, Baton Rouge LA 70818</u> Contact Person: <u>Ms. Jan Moreland, Purchasing Director</u> Contact Person telephone and fax numbers: <u>Telephone 225-262-1919 – FAX 225-262-1989</u> Nature of contract: <u>Maintenance, Janitorial, Day Porter and Pressure Washing</u> Square footage: <u>We provide service to seven campuses totaling approximately 608,634 sq. ft.</u> Dollar amount: <u>Rank 4 (over the life of the contract)</u> Contract start date: <u>July 2, 2017</u> Contract end date: <u>Ongoing-Current</u> |  |
|---|--|

We provide service at the following school locations:

| School | Address | Approx. Sq. Ft. | Grades | Student Population |
|----------------------|--|-----------------|--------------|--------------------|
| Bellingrath Hills ES | 6612 Audusson Greenwell Springs LA 70739 | 49,601 | Elementary | 449 |
| Tanglewood ES | 9352 Rushing Oaks Baton Rouge LA 70818 | 49,620 | Elementary | 707 |
| Central Intermediate | 12636 Sullivan Rd. Baton Rouge LA 70818 | 107,319 | Intermediate | 1,101 |
| Central MS | 12656 Sullivan Rd. Baton Rouge LA 70818 | 149,055 | Middle | 1,038 |
| Central HS | 10200 East Brookside Dr. Baton Rouge LA 70818 | 228,569 | High | 1,333 |
| Central School Board | 10510 Joor Rd. Baton Rouge LA 70818 | 15,970 | Office | 20 |
| IT/Maintenance Bldg. | 11526 Sullivan Rd. Baton Rouge LA 70801 | 8,500 | Warehouse | 10 |

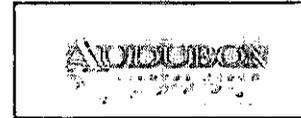
CONFIDENTIAL

References and Experience

KBS Current Local Partners that is relevant to this contract.

Reference #3

Name of Firm: Audubon Charter Schools
 Address: 1111 Milan St., New Orleans LA 70115
 Contact Person: Ms. Alisa Dupre, Operations Director
 Contact Person telephone and fax numbers: Telephone 504-324-7115 – FAX 504-218-4618
 Nature of contract: Facility Maintenance, Janitorial and Pressure Washing Service
 Square footage: We provide service to three campuses totaling approximately 281,457 sq. ft.
 Dollar amount: Rank 1 (over the life of the contract)
 Contract start date: July 10, 2010 Contract end date: Ongoing-Current



We provide service at the following school locations:

| School | Address | Approx. Sq. Ft. | Grades | Student Population |
|------------------|---|-----------------|---------------------------|--------------------|
| Audubon Uptown | 428 Broadway St. New Orleans LA 70118 | 107,111 | Pre-K – 8 th . | 650 |
| Audubon Gentilly | 4720 Painters St. New Orleans LA 70122 | 98,337 | Pre-K – 8 th . | 559 |
| Audubon Milan | 1111 Milan St. New Orleans LA 70115 | 76,009 | Pre-K – 8 th . | 450 |

Reference #4

Name of Firm: Archbishop Chapelle High School
 Address: 8800 Veterans Memorial Blvd., Metairie LA 70003
 Contact Person: Mr. Danny Abadis, Managing Director
 Contact Person telephone and fax numbers: Telephone 504-467-3105 – FAX 504-466-3191
 Nature of contract: Janitorial and Day Porter Service
 Square footage: We provide service to one campus of approximately 135,000 sq. ft.
 Dollar amount: Rank 3 (over the life of the contract)
 Contract start date: July 1, 2016 Contract end date: Ongoing-Current



Archbishop Chapelle High School is a leading private Catholic high school for girls in grades 8 – 12, with a current student population of 1,057.

Reference #5

Name of Firm: Kenner Discovery Health Sciences Academy
 Address: 2504 Main Ave., Metairie LA 70003
 Contact Person: Mr. Mark Radecker, Facilities Manager
 Contact Person telephone: 504-267-9461
 Nature of contract: Day Porter and Evening Custodial Service
 Square footage: We provide service to four campuses totaling approximately 138,708 sq. ft.
 Dollar amount: Rank 1 (over the life of the contract)
 Contract start date: May 15, 2019 Contract end date: Ongoing-Current



We provide service at the following school locations:

| School | Address | Approx. Sq. Ft. | Grades | Student Population |
|------------------|---|-----------------|---------------------------|--------------------|
| Main Campus | 2504 Main Ave. Metairie LA 70003 | 32,696 | Pre-K – 8 th . | 370 |
| Vintage Campus | 201 Vintage Dr. Kenner LA 70065 | 27,456 | Pre-K – 8 th . | 275 |
| Rivertown Campus | 415 Williams Blvd. Kenner LA 70062 | 51,421 | Pre-K – 8 th . | 400 |
| Jefferson Campus | 2012 Jefferson Hwy. Jefferson LA 70121 | 27,135 | Pre-K – 8 th . | 300 |

CONFIDENTIAL

References and Experience

Additional Client Partner's we currently serve - Additional References can be provided if requested.

CHASE

Humana

**LCMC
HEALTH**

**IRON
MOUNTAIN**

FOFI
French Quarter Festival, Inc.

CenturyLink

NSC

Varsity

JLL

LATTER & BLUM
INSURANCE

CORPORATE REALTY

CBRE

J P MORGAN CHASE

What our Client Partner's Say about us

"Empire Janitorial Sales & Services has been a very valuable service provided for us, in addition to providing excellent service they have implemented positive cost containment programs".

Ms. Michele Toups
Poydras Properties

"In everything they do, they have earned a reputation of integrity and high levels of performance with upper management and the entire team dedicated to maintaining that reputation and keeping their customer satisfied".

Ms. Juli Mailet
Security National Properties

"The service level that we receive is exceptional. Their employees are skilled in their job knowledge and performance, and all employees have a value system that demonstrates respect and pride in their work".

Ms. Tanja Case
J P Morgan Chase

CONFIDENTIAL

References and Experience

National Competitors Replaced by KBS

Over the years either thru the bid process, conversion from in-house custodial programs to outsourced service, personal reference and recommendation, or those who wanted to make a change to KBS from their current service provider, we have replaced many National competitors such as:

*ABM Services

*GCA Services

*ServiceMaster

*Aramark Facility Services

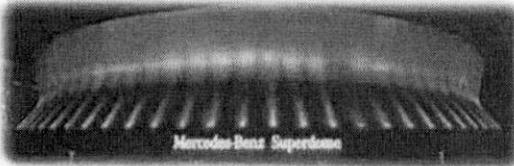
*Jani-King

Contract's where a National Competitor was replaced by KBS

1. Central Community School System, Baton Rouge LA, 5 campuses, approximately 608,133 sq. ft.



2. Mercedes-Benz Superdome and Smoothie King Center New Orleans LA (Saints and Pelicans)



3. Southeastern Louisiana University



CONFIDENTIAL



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
04/03/2020

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 Aon Risk Services Central, Inc. Chicago IL Office 200 East Randolph Chicago IL 60601 USA | CONTACT NAME _____ | |
| | PHONE (A/C, No., Ext.): (866) 283-7122 | FAX (A/C, No.): (800) 363-0105 |
| E-MAIL ADDRESS: _____ | | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURED Kellermeyer Bergensons Services, LLC 3605 Ocean Ranch Blvd. Suite 200 Oceanside CA 92056 USA | INSURER A: Zurich American Ins Co | 16535 |
| | INSURER B: American Zurich Ins Co | 40142 |
| | INSURER C: Travelers Property Cas Co of America | 25674 |
| | INSURER D: | |
| | INSURER E: | |
| INSURER F: | | |

Holder Identifier :

COVERAGES **CERTIFICATE NUMBER:** 570081321660 **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. Limits shown are as requested.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR VVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|--|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO JECY <input type="checkbox"/> LOC <input type="checkbox"/> OTHER | | | GLO651003130 | 04/01/2020 | 04/01/2021 | EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMMOD AGG \$4,000,000 |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE/AUTO ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | BAP 6510032-30 | 04/01/2020 | 04/01/2021 | COMBINED SINGLE LIMIT (Per accident) \$5,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) |
| C | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION | | | ZUP21P2450020NF SIR applies per policy terms & conditions | 04/01/2020 | 04/01/2021 | EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N | N/A | WC651003030 | 04/01/2020 | 04/01/2021 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH EL EACH ACCIDENT \$1,000,000 EL DISEASE-FA EMPLOYEE \$1,000,000 EL DISEASE-POLICY LIMIT \$1,000,000 |

Certificate No : 570081321660

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD #1, Additional Remarks Schedule, may be attached if more space is required)
 A waiver of subrogation is granted in favor of Certificate Holder in accordance with the policy provisions of the Workers Compensation.

| | |
|--|--|
| CERTIFICATE HOLDER Empire Janitorial Sales & Service 3510 N. Causeway Blvd., Suite 505 Metairie LA 70002 USA | 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 <i>Aon Risk Services Central, Inc.</i> |