



**CITY OF EL SEGUNDO**  
INFORMATION TECHNOLOGY SERVICES DEPARTMENT  
350 MAIN STREET  
EL SEGUNDO, CA 90245

**REQUEST FOR BID**

PROPOSAL NUMBER: 25-01  
PROPOSAL TITLE: City of El Segundo, Police Dept. - Desktop Refresh  
REQUESTING DEPARTMENT: Informational Technology Services Department (ITSD)  
RELEASE DATE: Thursday, February 6, 2025  
**DUE DATE: No later than 11:00 A.M. (PST) on  
Tuesday, February 25, 2025**

Notice is hereby given that sealed bids will be received (via in-person or by courier delivery) to the following address **no later than 11:00 A.M. (PST) on Tuesday, February 25, 2025:**

Office of the City Clerk  
City of El Segundo  
350 Main Street, Room 5  
El Segundo, CA 90245-3813

Bids received after this deadline will be rejected. Bids by facsimile or email will not be accepted.

**Please review this Request for Bid (RFB) for the requirements to submit a bid.**

Interested parties may obtain a copy of this RFB by accessing the City of El Segundo (City) website:

<https://www.elsegundo.org/government/departments/city-clerk/bid-rfp>

Any and all updates, questions and answers, and changes to this RFB will be distributed through the City's Bid/RFP webpage. If it becomes necessary to revise this RFB, in whole or in part, an addendum to this RFB will be published and distributed through the City's website. All addenda will become a part of this RFB and may require acknowledgment by the vendor. The City will not be held responsible or liable if interested vendors miss any information or updates relevant to this RFB.

**A. BACKGROUND / GENERAL INFORMATION**

The City is a general law city located in the State of California, South Bay region of Los Angeles County. The City was incorporated on January 18, 1917 and is governed by a City Council comprised of five (5) members.

The City is a thriving beachside gem of approximately 5.5 square miles and an estimated population of 16,731. The City has small-town charm and is an economic powerhouse home to several Fortune 500 companies. The City was recently recognized by the Los Angeles County Economic Development Corporation (LAEDC) as a finalist for "Most Business-Friendly City" in Los Angeles County.

ITSD is looking to refresh the desktop workstations for the City's Police Department in anticipation of Windows 10 end of life. There are currently approximately 74 desktop PCs for the Police Department. Each workstation generally has a Dell OptiPlex 8020 desktop PC with a keyboard, mouse, speaker, and webcam. The City is looking to upgrade each workstation as more particularly described in Section C, Scope of Work.

**B. OBJECTIVE**

1. The City is looking for a vendor who can provide the goods more particularly described in Section C, Scope of Work, for the lowest price and in the timeline required.
2. At the City's discretion, the City may require a short services agreement prior to issuing a purchase order (PO) for the goods.

**C. SCOPE OF WORK**

1. The City is looking to purchase Dell Precision 3460, Dell OptiPlex 7020, webcams, and speakers. Please refer to **Attachment 1 of this RFB, incorporated herein by reference, for a complete list of the goods and quantity requested.**
  - a. All goods to be purchased must be in new and unused condition. Remanufactured, refurbished or used goods will NOT be accepted.
2. Vendor will deliver the goods and quantity no later than six (60) days after receipt of a PO from the City.
3. Vendor must provide a MAC address and/or serial number for all devices in CSV file format.
4. Each bid must be for the exact goods and quantity that are listed in Attachment 1. The City will not accept any substitute or deviation in the bid from what is listed in Attachment 1. Failure to adhere to this requirement may disqualified the vendor's bid.

5. Vendor must provide all necessary personnel, instruments, equipment, and materials needed to deliver the goods to 350 Main Street, El Segundo, CA 90245-3813.
  - a. Goods purchased and delivered to the City are subject to inspection and approval. The City, without limitation, reserves the right to reject and refuse acceptance of items which are not in accordance with the instructions, specifications or data of vendor's warranty (express or implied). Rejected goods will be promptly replaced by the vendor and vendor will bear any and all costs in connection with the removal, return and/or replacement of rejected goods.

**D. ADMINISTRATIVE ELEMENTS**

1. **RFB Schedule.** The following is a *tentative* schedule for this RFB:

RFB Published:	Thursday, February 6, 2025
Questions from Vendors Due by:	No Later than 11 a.m. (PST) on Tuesday, February 11, 2025
Response to Questions Posted on:	Tuesday, February 18, 2025 (end of day)
Bids Due:	No Later than 11 a.m. (PST) on Tuesday, February 25, 2025
Approval & Awarding by City Council:	TBD
Notification of Awarded Vendor:	No Later than April 15, 2025 (end of day)

The City will endeavor to apply the necessary resources to maintain this schedule but must reserve the right to modify this schedule as needed to accommodate the completion of this RFB.

2. **Questions.** The City will accept questions from vendors regarding this RFB by email only. All emails must be submitted to Jose Calderon at [jcalderon@elsegundo.org](mailto:jcalderon@elsegundo.org) by 11 a.m. (PST) on Tuesday, February 11, 2025 with the subject line: "**RFB 25-01 – Police Department Desktop Refresh**". Each vendor should endeavor, to the extent possible, submit one (1) email with their questions.

Answers to all submitted questions will be posted on the City's website by Tuesday, February 18, 2025 (end of day).

3. **Requirements for Submitting a Bid**

Bids shall be prepared and submitted in accordance with the provisions, instructions, and specifications of this RFB. Any alteration, omission, addition, variance, or limitation of, from, or to a bid may be sufficient grounds for rejection of the bid. The City, without limitation, reserves the right to waive any minor defects or irregularities in a bid.

To be considered, bidder must submit two (2) hard copies and one (1) electronic copy on a USB flash drive of the bid in a sealed envelope with the name and address of the vendor company submitting the proposal and it should be clearly marked with the words “**RFB 25-01 – Police Department Desktop Refresh**” no later than 11:00 a.m. (PST), on Tuesday, February 25, 2025, to the following address:

City of El Segundo  
Office of the City Clerk  
350 Main Street, Room 5  
El Segundo, California 90245

**Bids received after the due date and time will be rejected.**

**4. Bid Submittal Format (in the order listed)**

- a. A brief cover letter introducing the vendor and identifying the vendor’s legal business name, address, and a designated contact person and alternate who are authorized to act on behalf of vendor and to bind vendor to any and all terms of the submitted bid. Please include a valid email address and phone number for the contact person and alternate.

Unless the vendor specifies, the contact person will be the vendor’s representative and be responsible for all duties from review of the bid to contract negotiations (if applicable) to delivery. If the representative is unable to continue, then the alternate will become the primary representative. Any other changes in responsible representative must be approved, in advance, by the City. The City will have the right to reject other proposed changes in personnel and may consider any other changes in responsible personnel a breach of contract.

- b. A current signed, copy of the vendor’s Form W-9
- c. A quote for the goods outlined in Section C, Scope of Work that includes the per unit cost, the sub-total, handling and delivery fees, taxes, and the grand total. The grand total is to be quoted F.O.B. destination for inside delivery to 350 Main Street, El Segundo, CA 90245-3813. The quote must remain valid for a period of not less than 90 calendar days from the date of bid submission and is for a “Not-To-Exceed” amount that is the grand total.
- d. A written statement by vendor that:
  - i. All federal laws and regulations must be adhered to notwithstanding any state or local laws and regulations. In case of conflict between federal, state, or local laws or regulations, the strictest will be adhered to.

- ii. Allow all authorized federal, state, county, and the City officials access to place of work, books, documents, papers, fiscal, payroll materials, and other relevant contract records pertinent to this bid. All relevant records must be retained for at least three (3) years.
- iii. Vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- iv. Vendor will comply with the California Labor Code, pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of California Prevailing Wage Rates, respectively.
- v. Vendor will comply with the Copeland Anti-kickback Act (18 USC 874 C) and the implementation regulation (29 CFR 3) issued pursuant thereto, and any amendments thereof.
- vi. The person submitting the bid is authorized to bind the vendor to the terms of the bid and this RFB.

**E. BID ACCEPTANCE AND REVIEW**

- 1. The City, without limitation, reserves the right to reject any and all bids, or alternate bids, or waive any informality or irregularity in the bid as in the City's best interest. Given the need to meet a deadline, the City further reserves the right to consider the vendor's ability to satisfactorily deliver the goods under the terms and conditions herein.
- 2. The City may, for any reason, decide not to award the PO and/or contract for this RFB.
- 3. All materials received relative to this RFB will become public information and be available for inspection after the award of contract. The City reserves the right to retain all bids submitted, whether or not the bid was selected or judged to be responsive.
- 4. Since this solicitation is a bid, **pricing will alone determine the selection of a successful bid.**
- 5. The selection of a bid does not guarantee the awarding of this RFB. The selected bid must be approval by City Council acting within its sole discretion. City Council is under no obligation to contract with any vendor. If City Council determines that the bids, in whole or in part, are unacceptably high, or the specifications were misleading, City Council may reject all bids presented and re-post this RFB.

6. Upon notification of approval by City Council, the City, at its discretion, may require vendor to
  - a. Enter into a short services agreement for the bid, the form of which is attached to this RFB as Attachment 2.
  - b. Obtain within ten (10) business days a business license with the City. In which case, vendor is required to maintain the business license for the entire term of any applicable agreement between the vendor and the City. A business license is not a prerequisite for submission of a bid.
  - c. Provide a certificate of insurance, an acceptable form is attached to this RFB as Attachment 3, where the City is listed as an additional insured for the coverage and amounts in any applicable contract between the City and the vendor.

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**ATTACHMENT 1 TO RFB 25-01**

ITEM	SKU	QTY
<b>Dell Precision 3460 SFF CTO BASE</b>	<b>[210-BCTU]</b>	<b>5</b>
Each Dell Precision 3460 SFF CTO BASE to be configured as follows:		
		SKU:
Processor: Intel Core i7 14700 (33 MB cache, 20 cores, 28 threads, up to 5.4 Ghz turbo, 65W)	[338-CPNT] [412-AAZQ]	
OS: Windows 11 Pro English	[619-AQLP]	
Microsoft Office Installed: Activate your M365 for 30 day trial	[658-BCSB]	
Graphics / Video Card: Nvidia T1000 8GB, 4 mDP to DP adapter (Precision 3460, 3260)	[490-BHXW]	
Memory: 32 GB: 1 x32 GB DDR5, 5200MT/s, SO-DIMM,nonECC	[370-BBXN]	
Storage: 256 GB, M.2, PCIe NVMe, SSD, Class 35	[400-BNBY] [412-AAZZ]	
CD ROM/DVD ROM: <u>No</u> Optical Drive	[429-ABKR]	
Keyboard: Dell Multimedia Wired Keyboard-KB216 Black-US English	[580-ADJC]	
Mouse: Dell Optical Mouse MS116 (Black)	[570-ABIE]	
Power Cord: System Power Cord C13 (US 125V, 15A)	[450-AHDU]	
5Y ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support	[989-3449] [997-2808] [997-2838] [997-6784]	

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**ATTACHMENT 1 TO RFB 25-01 - CONTINUED**

ITEM	SKU	QTY
<b>Dell OptiPlex Small Form Factor 7020</b>	<b>[210-BKWH]</b>	<b>75</b>
Each Dell OptiPlex Small Form Factor 7020 to be configured as follows:		
		SKU:
Processor: Intel Core i5 14500 vPro (24 MB cache, 14 cores, 20 threads, up to 5.0 Ghz Turbo]		[338-CNCH]
OS: Windows 11 Pro English		[619-ARSB]
Microsoft Office Installed: Activate your M365 for 30 day trial		[658-BCSB]
Graphics / Video Card: Intel Graphics		
Memory: 16 GB: 1x16 GB, DDR		[370-BBPY]
Storage: 256GB M.2 PCIe NVMe Class 35 Solid State Drive		[400-BQSD] [412-AAQT] [773-BBBC]
CD ROM/DVD ROM: <u>No</u> Optical Drive		[429-ABKF]
Keyboard: Dell Multimedia Wired Keyboard-KB 216 Black-US English		[580-ADJC]
Mouse: Dell Optical Mouse – MS116 (Black)		[570-ABIE]
Power Cord: System Power Cord (US)		[450-AAOJ]
5Y ProSupport Next Business Day Service after remote diagnosis with HW-SW support		[803-8583] [803-8649] [803-8705] [989-3449]

ITEM	SKU	QTY
<b>Webcam: Logitech C920S</b>	<b>[960-001257]</b>	<b>80</b>
<b>Computer Speaker: USB Computer Speaker for Desktop PC with physical, external volume knob. Physical, external volume knob is a must have.</b> <b>Example: Amazon Basics USB-Powered Computer Speakers for Desktop (UPC: 192233025001)</b>		<b>80</b>

**ATTACHMENT 2 TO RFB 25-01**  
**FORM SHORT SERVICES AGREEMENT**



**1.GENERALLY.** The materials, supplies, or services (collectively, "Purchase") covered by this services agreement and purchase order ("order") must be furnished by Seller subject to all the terms and conditions contained in this order which Seller, in accepting this order, agrees to be bound by and comply with in all particulars. No other terms or conditions are binding upon the parties unless subsequently agreed to in writing. Written acceptance or shipment of all or any portion of the Purchase covered by this order constitutes unqualified acceptance of all terms and conditions in this order. The terms of any proposal referred to in this order are included and made a part of the order only to the extent it specified the Purchase ordered, the price, and the delivery, and then only to the extent that such terms are consistent with the terms and conditions of this order.

**2.INSPECTION.** The Purchase furnished must be exactly as specified in this order, free from all defects in Seller's performance, design, workmanship, and materials, and, except as otherwise provided, is subject to inspection and test by City at all times and places. If, before final acceptance, any Purchase is found to be incomplete, or not as specified, City may reject it, require Seller to correct it without charge, or require delivery of such Purchase at a reduction in price that is equitable under the circumstances. If seller is unable or refuses to correct such items within a time deemed reasonable by City, City may terminate the order in whole or in part. Seller bears all risks as to rejected Purchases and, in addition to any costs for which Seller may become liable to City under other provisions of this order, must reimburse City for all transportation costs, other related costs incurred, or payments to Seller in accordance with the terms of this order for unaccepted Purchases. Notwithstanding City's acceptance of any Purchase, Seller is liable for latent defects, fraud, or such gross mistakes as constitute fraud.

**3.CHANGES.** City may make changes within the general scope of this order in drawings and specifications for specially manufactured supplies, place of delivery, method of shipment or packing of the order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of or the time required for performance of this order, an equitable adjustment in the price or delivery or both must be made. No change by Seller is allowed without City's written approval. Any claim by Seller for an adjustment under this section must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change unless City waives this condition in writing. Nothing in this section excuses Seller from proceeding with performance of the order as changed.

**4. TERMINATION.** City may terminate this order at any time, either verbally or in writing, with or without cause. Should termination occur, City will pay Seller as full performance until such termination the unit or pro rata order price for the performed and accepted portion of the Purchase. City may provide written notice of termination for Seller's default if Seller refuses or fails to comply with this order. If Seller does not cure such failure within a reasonable time period, or fails to perform the Purchase within the time specified (or allowed by extension), Seller will be liable to City for any excess costs incurred by City.

**5.TERM / TIME EXTENSION.** This Agreement's term will be from \_\_\_\_\_ to \_\_\_\_\_. City may extend the time for completion if, in City's sole determination, Seller was delayed because of causes beyond Seller's control and without Seller's fault or negligence. In the event delay was caused by City, Seller's sole remedy is limited to recovering money actually and necessarily expended by Seller because of the delay; there is no right to recover anticipated profit.

**6.REMEDIES CUMULATIVE.** City's rights and remedies under this order are not exclusive and are in addition to any legal rights and remedies.

**7.TITLE.** Title to materials and supplies purchased under this order pass directly from Seller to City upon City's written acceptance following an actual inspection and City's opportunity to reject.

**8.PAYMENT.** City will pay Seller after receiving acceptable invoices for materials and supplies delivered and accepted or services rendered and accepted. City will not pay cartage, shipping, packaging or boxing expenses unless specified in this order. Drafts will not be honored.

**9.INDEMNIFICATION.** Seller agrees to indemnify and hold City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of the Purchase or the order, or their performance. Should City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the Purchase or order, or their performance, Seller will defend City (at City's request and with counsel satisfactory to City) and indemnify City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "City" includes City's officers, elected officials, and employees. It is expressly understood and agreed that the foregoing provisions will survive termination of this order. The requirements as to the types and limits of insurance coverage to be maintained by Seller, and any approval of such insurance by City, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by Seller pursuant to this order, including, without limitation, to the provisions concerning indemnification.

**10.WARRANTY.** Seller agrees that the Purchase is covered by the most favorable commercial warranties the Seller gives to any customer for the same or substantially similar supplies or services, or such other more favorable warranties as is specified in this order. Warranties will be effective notwithstanding any inspection or acceptance of the Purchase by City.

**11.ASSIGNMENT.** City may assign this order. Except as to any payment due under this order, Seller may not assign or subcontract the order without City's written approval. Should City give consent, it will not relieve Seller from any obligations under this order and any transferee or subcontractor will be considered Seller's agent.

**12.INSURANCE.** Seller must provide the insurance indicated on the face sheet of this Services Agreement.

**13.PERMITS.** Seller must procure all necessary permits and licenses, and abide by all federal, state, and local laws, for performing this order.

**14.INDEPENDENT CONTRACTOR.** City and Seller agree that Seller will act as an independent contractor and will have control of all work and the manner in which is it performed. Seller will be free to contract for similar service to be performed for other employers while under contract with City. Seller is not an agent or employee of City and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Any provision in this order that may appear to give City the right to direct Seller as to the details of doing the work or to exercise a measure of control over the work means that Seller will follow the direction of the City as to end results of the work only.

**15.WAIVER.** City's review or acceptance of, or payment for, work product prepared by Seller under this order will not be construed to operate as a waiver of any rights City may have under this Agreement or of any cause of action arising from Seller's performance. A waiver by City of any breach of any term, covenant, or condition contained in this order will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this order, whether of the same or different character.

**16.INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

**17. ARTIFICIAL INTELLIGENCE.** Seller must not utilize, employ, or incorporate any form artificial intelligence, machine learning, or other similar technologies (collectively, "AI") in the provision of professional services in this Agreement without City's express written consent. The AI prohibition set forth directly above will not apply to general business tools and software that may have AI components but are not directly involved in the execution or delivery of professional services that this Agreement covers, provided that such tools and software do not significantly impact the quality or nature of such services. Seller must promptly notify City, in writing, of any proposal to employ AI in connection its provision of services to the City under this Agreement. City will have the sole discretion to grant or deny such proposal.

**18. ELECTRONIC SIGNATURES; SIGNATURE AUTHORITY.** In accordance with Government Code §16.5, the parties agree that this Amendment will be considered signed when the signature of a party is delivered by electronic transmission. Such electronic signature will be treated in all respects as having the same effect as an original signature. Seller warrants that its signatory (or signatories, as applicable) to this Agreement has the legal authority to enter this Agreement and bind Licensor accordingly.

**19. CONSISTENCY.** In interpreting this Agreement and resolving any ambiguities, this Agreement takes precedence over any attached exhibit with conflicting provisions.

**20. CONSIDERATION.** As consideration, City agrees to pay Seller for Seller's services not to exceed a total of \$\_\_\_\_\_ for the work. City will pay for work as specified in the attached Exhibit "A," which is incorporated by reference.

**21. EXHIBITS.** [IDENTIFY AND LIST EXHIBITS]

**ATTACHMENT 3 TO RFB 25-01**

**ACORD 25 FORM**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ _____ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ _____ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input type="checkbox"/> N/A <b>(Mandatory in NH)</b> If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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