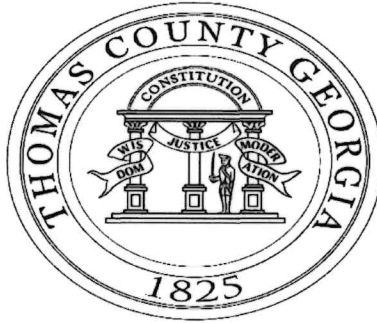




Thomas County Board of Commissioners
116 W Jefferson Street
Thomasville, GA 31792
P.O. Box 920
Thomasville, GA 31799

REQUEST FOR PROPOSALS

For
Janitorial Service
Fleet Services

Issued Date: Tuesday, July 14, 2026

Deadline: Friday, July 31, 2026

Return to: Attn: Purchasing Department-Nisha Thurman

Hand delivery: 116 W Jefferson Street

Mail: P.O. Box 920

Mandatory

Pre-Proposal Walk-Through Conference Friday July 24, 2026, 1:00 p.m. at Thomas County Board of Commissioners Fleet Service Department, 400 Joiner Road, Thomasville, GA 31757.

Purchasing Department

116 West Jefferson Street
Thomasville, Georgia 31799
229-225-4100



July 14, 2026
REQUEST FOR PROPOSALS
Janitorial Services – Fleet Services

You are invited to submit a sealed Proposals for providing the following **Janitorial Services** for the Thomas County Board of Commissioners. Attached are the general conditions, standard instructions, specification, and Proposal forms. Variation from the given specifications should be noted on the bid form with an explanation of said variation(s) attached. Proposals are to be marked with Proposals name and address and labeled: **RFP for “Janitorial Services – Fleet Services”** and mailed or delivered to the following address no later than 2:00 p.m.; local time, Friday, July 31, 2026.

Pre-Proposal Walk-through:	<u>7/24/2026</u> (date)	<u>1:00 p.m.</u> (time)
Deadline/Opening for bids:	<u>7/31/2026</u> (date)	<u>2:00 p.m.</u> (time)
Committee Review:	<u>8/04/2026</u> (date)	<u>8:00 a.m.</u> (time)
Tentative Award Date:	<u>8/11/2026</u> (date)	<u>9:00 a.m.</u> (time)

Address all bids to:

THOMAS COUNTY BOARD OF COMMISSIONERS

SEALED - Bid for Janitorial Services -

ATTN: PURCHASING DEPARTMENT

P.O. Box 920

116 West Jefferson Street, Room 220

Thomasville, Georgia 31799

Any inquiries concerning this bid should be made to Nisha Thurman, Purchasing Agent, at the above location or at (229) 225-4100. Nisha.thurman@thomascountyga.gov.

SPECIAL NOTE: There will be a Pre-Proposal Walk-Through Conference on Friday July 24, 2026, 1:00 p.m. at Thomas County Board of Commissioners Fleet Service Department, 400 Joiner Road, Thomasville, GA 31757.

The Pre-Bid Conference is mandatory for anyone that will be submitting a bid.

GENERAL CONDITIONS

No bids received after said time or at any place other than the time and place stated in the notice will be considered.

WITHDRAWAL OF BID:

A bidder may withdraw his bid before the expiration of the time during which bids may be submitted without prejudice to the bidder, by submitting a written request of withdrawal to the Thomas County Board of Commissioners, Purchasing Department.

REJECTION OF BID:

Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation of the various bidders.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The bidder may be required, upon request, to prove to the satisfaction of Thomas County that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the bid of such bidder may be rejected, The successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a bid, the bidder represents and warrants that such bid is genuine and not fraudulent or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a fraudulent bid, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF:

By submitting a bid, the bidder represents and warrants that neither a Commissioner nor Chairman of Thomas County has, in any manner, an interest, directly or indirectly in the bid or in the contract that may be made under it, or in any expected profits to arise therefrom.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS TO BIDDERS

1. The written specifications contained in this bid will not be changed or superseded except by written addendum from Thomas County. Failure to comply with the written specifications for this bid may result in disqualification by Thomas County.
2. All goods and materials will be F.O.B. Thomas County Board of Commissioners, 116 W Jefferson Street Thomasville, Georgia, 31757, in Thomas County and no freight, delivery or postage charges will be paid by Thomas County unless such charges are included in the bid price.
3. All bids must be sealed, received via mail or in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place without consideration, regardless of the postmark. Thomas County accepts no responsibility for mail delivery.
4. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid package to Thomas County, the first page of your bid package should be the Bid Form listing price, delivery, etc. unless the bid form is requested to be in a separate sealed envelope.
5. No bids received after said time or at any place other than the time and place stated in the notice will be considered.
6. Thomas County may reject any and all bids, and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Thomas County. Also, the right is reserved to waive any irregularities or informalities in any bid in the bidding procedure. Thomas County will be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operation of the various bidders.
7. Telephone bids will not be accepted unless stated in invitation.
8. No sales tax will be charged on any orders. Thomas County is exempt as outlined by Georgia State Law. 58-6000893
9. Bidders will state delivery time after receiving purchase order.
10. Unless otherwise stated, all bids submitted will be valid and may not be withdrawn for a period of 90 days from the due date of the bid.
11. Results of the bid will be e-mailed to the bidders after the award. Results of the bids are not available orally.
12. All responses must be submitted on the provided bid format. Exception from this format will not be accepted. Any offeror who believes that the bid format is unclear shall submit all questions upon receipt in writing.

GENERAL INFORMATION

The Thomas County Board of Commissioners (“County”) is seeking qualified janitorial service providers to deliver high-quality cleaning services that ensure a safe, sanitary, and professional environment.

SCOPE OF SERVICES

A. PROJECT SUMMARY

The Contractor shall provide janitorial services for:

Thomas County Fleet Services
400 Joiner Road
Thomasville, GA 31757

Contract Term:

- One (1) year initial term
- Four (4) optional one-year renewals

WORK SCHEDULE

The Contractor shall perform routine janitorial services on the following schedule:

- **Monday, Wednesday, and Friday**
- **12:00 PM – 4:00 PM**

Schedule Requirements

- All work must be completed within the designated service window unless otherwise approved by the Fleet Service Administration.
 - The Contractor shall ensure adequate staffing levels to complete all required services within the allotted time.
 - Any changes to the schedule must be approved in writing by the Fleet Service Administration Team.
 - The Contractor must coordinate with Fleet Service staff to avoid disruption of daily operations, meetings, or court functions.
-

B. SERVICE AREAS

- Offices
 - Conference/Meeting Rooms
 - Restrooms
 - Entrances & Lobbies
 - Breakrooms/Kitchens
 - Windows
 - Floor Care (hard surface)
 - Special Events
-

C. MINIMUM QUALIFICATIONS

- Minimum five (3) years of janitorial experience
 - Experience with government or similar facilities preferred
 - Demonstrated ability to perform work as outlined
-

D. COUNTY PROVIDED

The County will provide at no cost:

- Electricity
 - Water
 - Storage space
-

E. CONTRACTOR RESPONSIBILITIES

The Contractor shall:

- Provide all labor, supervision, equipment, and supplies
 - Conduct background checks on all employees
 - Maintain proper staffing levels
 - Follow OSHA and safety standards
-

Mandatory Requirements

Proposals must include:

- Minimum qualifications met
- Insurance capability
- Signed addenda
- Completed proposal forms

Failure to meet all mandatory requirements will result in disqualification.

Technical Proposal Requirements

1. Qualifications & Experience

- Company background
 - Years in business
 - Similar project experience
-

2. Work Plan & Approach/ Staffing Plan

- Startup plan
 - Cleaning schedule
 - Staffing plan
 - Emergency response
 - Number of Employees
 - Supervisory Structure
-

3. References

Provide at least three (3) references:

- Company name
- Contact person
- Phone/email
- Scope of work
- Contract value

4. Pricing

- Contract Value
-

EVALUATION CRITERIA (100 POINTS)

Criteria	Points
Experience & Qualifications	30
Work Plan & Approach/Staffing	25
References	25
Cost	20

INSURANCE REQUIREMENTS

Contractor must provide:

- General Liability Insurance
- Workers' Compensation
- Commercial Auto (if applicable)

A **Certificate of Insurance (COI)** must be submitted prior to contract execution.

SPECIAL CONDITIONS

- Drug-Free Workplace compliance required
 - Contractor responsible for damages
 - County may require removal of personnel
 - No use of County equipment permitted
-

SAFETY REQUIREMENTS

- Proper signage for wet floors
- Equipment must not block walkways
- OSHA compliance required

Evaluation Criteria

Thomas County Board of Commissioners will review the Proposals and make a recommendation to the Thomas County Board of Commissioners (Owner), based upon an evaluation of the following criteria: Experience & Qualification, Work Plan & approach & Staffing Plan, References and overall cost for services. The proposals will be evaluated on a best overall value. Pricing will be a major consideration but will not be the determining factor.

A. Project Experience & Qualification

Provide a list of related project experience with pertinent project information. References should be provided for each project.

B. Work Plan & approach, Staffing plan

Provide the name of the project manager to be assigned to this project, along with any other key members that will be assigned to the project.

C. References

Provide References to include Company name, Contact person, phone/email, and Scope of work

D. Pricing

Provide a Quote for proposal per written specifications

Award of Bid

The County, at its sole discretion, following an objective evaluation will award this contract to the most responsible, responsive contractor. Price will be a major consideration but will not be the determining factor in the County selection. The award of this contract will be based and granted on "Best Value". Best value will allow Thomas County to consider factors beyond pricing such as whether the responsible contractor is able to meet and or exceed the required specifications. Best Value will permit and reflect prudent stewardship of public funds and trust. Award of the contract signifies that after all factors have been considered the selected proposal was deemed most advantageous to the system.

Proposal Submittal/Additional Information

There will be a **mandatory Pre-Proposal Walk-Through Conference Friday July 24, 2026, 1:00 p.m. at Thomas County Board of Commissioners Fleet Service Department, 400 Joiner Road, Thomasville, GA 31757.**

Submittal: Please submit 1 (one) original and 3 (three) copies of sealed Proposal to Thomas County Board of Commissioners (Attention: Nisha Thurman). Please mark outside of envelope "Sealed Proposal: Janitorial Services-Fleet Service Department". Bids will be accepted until 2:00 P.M., Friday, July 31, 2026.

Any questions must be received no later than seventy-two (72) hours prior to the bid opening. All questions concerning this RFP should be sent to via email to Nisha.thurman@thomascountyga.gov

The selected Contractor will be required to execute a non-collusion certificate, provide proof of insurance, contractor affidavit and other necessary documents prior to any execution of a contract. The Thomas County Board of Commissioners reserve all right to reject any or all proposals.

This sheet shall be placed as the first page of the proposal

**THOMAS COUNTY BOARD OF COMMISSIONERS
THOMASVILLE, GEORGIA**

**PROPOSAL FOR Janitorial Services – Fleet Services
Due: July 31, 2026, 2:00 p.m.**

Deliver to: Thomas County Board of Commissioners Office
116 West Jefferson Street
2nd Floor, Room 217
Thomasville, Georgia 31792
229.225.4100

To the Thomas County Board of Commissioners:

I have read the specifications and submitted the following Proposal:

Service Frequency	Weekly Rate:	Monthly Cost
Weekly (Mon, Wed, Fri)		
Total Monthly Service Charge		\$

Earliest start time: _____

Bids shall be valid for a period of 90 days from the opening date. Contracts will be executed within this time period.

Thomas County, GA



CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-1991, stating affirmatively that the individual, firm, or corporation which is contracting with Thomas County has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Thomas County, GA; contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Thomas County Commissioners' Office at the time the subcontractor(s) is retained to provide the service.

E-Verify User Identification Number

Legal Name of Business

BY: Authorized Officer or Agent

Project Name

Title of Authorized Office or Agent

Date

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____ 20__

Notary Public
My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

Thomas County, GA



CONTRACTOR SAVE AFFIDAVIT

STATE OF GEORGIA
_____ COUNTY

By executing this affidavit under oath, as an applicant for a _____, County Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, "Report of the Attorney General on Public Benefits", I am stating the following with respect to my ability to enter into a contract with _____ County.

Name: _____
(Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity)

1) _____ I am a United States Citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

This ____ day of _____, 20____.

Signature of Applicant: _____

Printed Name: _____

Alien Registration number for non-citizens: * _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20____

Notary Public _____

My Commission Expires: _____

*Note: O.C.G.A. §50-36-1 (e) (2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

CERTIFICATION OF SPONSOR
DRUG-FREE WORKPLACE

I hereby certify that I am a principle and duly authorized representative of _____
(company)
whose address is _____ and it is also that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied with in full; and,
2. A drug-free workplace will be provided for the sponsor's employees during the performance of the contract; and,
3. Each subcontractor hired by the SPONSOR shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The SPONSOR shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with _____, _____ certifies to the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and,
4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date _____

(signature)

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ ☐ Other (see instructions) ▶ _____	
	☐ Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-			-	
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

LOWER TIER CONTRACTOR CERTIFICATION REGARDING DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS

I hereby certify that I am the _____ and duly authorized representative of the firm of _____, whose address is _____, and I certify that I have read and understand the attached instructions and that to the best of my knowledge and belief the firm and its representatives:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by the Georgia Department of Transportation and by any Federal department or agency;
- (b) I acknowledge that this certification is provided pursuant to Executive Order 12549 and 49 DFR Part 29 and that this firm agrees to abide by the rules and conditions set forth therein for any misrepresentation that would render this certification erroneous, including termination of this agreement and other remedies available to the Georgia Department of Transportation and Federal Government.
- (c) I further acknowledge that this certificate is to be furnished to the Georgia Department of Transportation, in connection with the Prime Contractor Agreement involving participation of Federal-Aid Highway Funds, and is subject to applicable State and Federal laws, both criminal and civil.

Date _____ (seal)



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 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	
	HAIC #	
	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
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)
							PERSONAL & ADV INJURY
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE
	☐ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COM/PROP AGG
	OTHER						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	☐ ANY AUTO						BODILY INJURY (Per person)
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident)
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident)
	☐ SCHEDULED AUTOS						
	☐ NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE
	EXCESS LIAB						AGGREGATE
	☐ OCCUR ☐ CLAIMS-MADE						
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						OTH-ER
							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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