

KENTUCKY EDUCATIONAL DEVELOPMENT CORPORATION (KEDC)

904 ROSE ROAD

ASHLAND, KY 41102

Bidding Department (606) 928-0205

***** INVITATION TO BID *****

REFERENCE: INS-2001-06
BID OPENING: 3:00 p.m., Tuesday, June 5, 2001
CONTRACT START DATE: July 1, 2001 at 12:01 a.m.

ITEMS: Property, Boiler, Equipment, Fleet, General Liability,
Educators Legal Insurance, Student Accident, Employee
Dishonesty, Excess Umbrella Liability, OTHER (if applicable)

The KEDC Board of Directors invites you to submit a sealed bid on insurance coverage for KEDC and/or participating KEDC bidding consortium member school districts in accordance with the detailed specifications and general conditions of this bid. Bids must be received at the KEDC office at 904 Rose Road, Ashland, KY 41102-7104, not later than the specified bid opening date and time. The public notice for this invitation and the invitation itself can be viewed, downloaded, or printed from the Internet at KEDC's Internet site www.kedc.org or www.kedc.coop.k12.ky.us prior to the date and time specified for the bid opening.

TIME AND PLACE OF BID OPENING

Bids will be opened at the KEDC office at 904 Rose Road, Ashland, KY 41102-7104 at 3:00 p.m., Tuesday, June 5, 2001. All bids must be received by the time designated and none will be considered thereafter. Failure to have bid in prior to bid opening will automatically prevent the reading of your bid and such bids will be returned to the bidder. KEDC and the participating boards of education cannot assume the responsibility for any delay as a result of failure of the mails or delivery services to deliver bids on time. (Please note that FED EX does not guarantee delivery time to KEDC because they classify KEDC as being in a rural area.) At the specified time, all bids will be opened and the name of each bidder and each district will be read aloud. Any interested parties may attend. No immediate decision will be rendered concerning the proposals submitted.

BID TABULATION

Tabulations will be made by each participating board of education and each qualified bidder will be mailed a formal tabulation after the Board has taken official action.

CLARIFICATION

For clarification or additional information relative to this Invitation, you must first contact our Licensed Insurance Consultant, **George Rupert** of Insurance Management Institute BY EMAIL at **ggrupert@aol.com**. Clearly define in your email to Mr. Rupert, the nature of your needs and concerns and provide him with a phone number and best time to call you in the event that later voice communication becomes necessary. He will acknowledge your email by return email as a first response to your request and initiate any other action he deems necessary. For legal questions relative to this Invitation, contact **Timothy Crawford**, KEDC Board Attorney at **crawfordlaw@tcnet.net**. For general information, contact the **KEDC Bidding Department** at **bidding@kedc.coop.k12.ky.us** or phone **(606) 928-0205**. **PLEASE DO NOT CONTACT SCHOOL DISTRICTS.**

GENERAL CONDITIONS AND INSTRUCTIONS FOR BIDDERS

These General Conditions and Instructions apply to all bids, except to the extent they may be modified by the Proposal Forms. Any deviations or exceptions are to be explained as a part of the bid offer.

Participating School Districts

Any School District that is a member of the KEDC Collective Bidding Consortium may participate in the insurance bidding process, however this does not mean that all member school districts will participate. The individual school district board of education for which each separate bid is submitted may be referred to as "Board" or "Board of Education" in the following specifications and instructions.

AUTHENTICATION OF BID AND STATEMENT OF NON-CONFLICT OF INTEREST

By my signature on the bid form, I hereby swear or affirm under penalty of false swearing as provided by KRS 523.040:

That I am the bidder (if bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority on its behalf (if the bidder is a corporation);

That the attached bid or bids responding to the Kentucky Educational Development Corporation Insurance Invitation to Bid have been arrived at by the bidder independently and have been submitted without collusion and without agreement, understanding, or planned common course of action, with any vendor or materials, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition.

That contents of the bid or bids have not been communicated by the bidder, or its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished with the bids and will not communicate to any such person prior to the official opening of the bid or bids.

That the bidder is legally entitled to enter into contracts with agencies of the Commonwealth of Kentucky and is not in violation of any prohibited conflict of interest, gratuities and kickbacks including those prohibited by the provisions of the Model Procurement Code (KRS Chapter 45A).

I understand the Kentucky Educational Development Corporation collective bidding process is conducted consistent with KRS Chapter 45A, the Model Procurement Code.

CERTIFICATION CONCERNING DISBARMENT AND SUSPENSION

I certify on behalf of myself, the company and its key employees that neither myself, the company or its key employees have been proposed for debarment, debarred, or suspended by any Federal Agency.

TERMS AND CONDITIONS

1. All bids shall be valid for a period of sixty (60) days from the bid opening date to allow for tabulation, study, and acceptance by the Board. A bidder may withdraw his bid after it has been submitted only if a written request is submitted and received prior to the expiration of the time during which proposals may be submitted, without prejudice to himself, by submitting a written request for its withdrawal to KEDC, Attn: George Rupert. Submit one (1) copy of the completed bid in a properly addressed envelope. All envelopes should be CLEARLY marked KEDC Insurance Bid 2001 followed by the name of the School District and the line of coverage for that separate bid. **EACH Board of Education's bid for EACH line of coverage should be in a separate envelope with a Bid Form and Check List for that line of coverage (a blank Bid Form and the Check Lists are at the end of this invitation).** Any vendor information that is requested by this bid or additional information you wish to be reviewed by the Board of Education receiving the bid MUST be in EACH envelope. If you bid on 10 districts, you must supply 10 sets of vendor information. One set in each envelope. KEDC will NOT copy vendor information. The bidder should retain a duplicate copy. An officer or member of the bidding firm who is authorized to legally bind the firm must sign each bid form. Any bid received by KEDC by the time designated will be forwarded to the Board of Education.

2. The General Specifications included with the Property Insurance Specifications provided by the Kentucky Department of Education contain the following: "It is to be understood that the bidder, if awarded an order or contract, agrees to protect, defend, and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the Board of Education from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by, or for any of the acts of the contractors, his servants or agents." Any bidder that does not intend to abide by the above stated specification must state that in their bid proposal.

3. KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of KEDC or the Boards of Education in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect.

4. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees that are designed to secure a public contract for supplies or services.

5. No bid can be corrected, altered, or signed after being opened. All prices and quotations must be in ink or typewritten. No pencil figures will be accepted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the bid.

6. The General Specifications included with the Property Insurance Specifications provided by the Kentucky Department of Education contain the following: "Proposals must be submitted on behalf of insurers licensed in the State of Kentucky and are strongly recommended to have a General Policyholder's rating of "A+ or A" and a financial size category of a minimum of Class XII, as listed in the latest published report of the Best Insurance Guide or shall be submitted on behalf of a self-insurance pool meeting the requirements of the State Department of Education. All insurance policies bid shall be non assessable. Each bid must be accompanied by a specimen policy, including all pertinent endorsements." The policies, forms and endorsements must meet the requirement of the Kentucky Insurance Department and the Kentucky Department of Education. The insurer must be able to furnish a certificate of errors and omissions insurance with minimum limits of \$5,000,000. Any bidder that does not intend to abide by the above stated specification must state that in their bid proposal.

7. **Agency Information:** All agents must have a valid Kentucky property and casualty insurance license. The responding agency must be able to furnish a Certificate of Insurance Agents Errors and Omissions Insurance with minimum limits of \$2,000,000. The bidder should list other school districts or colleges insured by the agency (attach separate sheet).

8. **Service:** (attach separate sheet) Please list response time of agents and claims office upon the district contacting the agent regarding a claim. It is understood that the appropriate information must be supplied to vendor for claims to be processed. Also list any added FREE service that you will supply if awarded a bid: i.e.: loss control training.

9. **Bids:** (i) All bids must be submitted in accordance with specifications in this Invitation to Bid document and the Survey Data provided by the school districts through KEDC. (ii) Scope of coverage offered by the bidder must be equal or greater than the coverage being provided by the applicable individual school district's current policies. THE SUBMISSION OF A BID ON THE BID FORM IS IRREFUTABLE EVIDENCE THAT SUCH BID CONFORMS TO (i) AND (ii) OF THIS PARAGRAPH.

10. **Billing** Terms of invoices shall be net: 30 days, unless otherwise stated on the individual districts bid information form. All payment plans shall be shown as part of the proposal and shall include all installment and finance charges.

11. **Termination of Contract** The policy shall be endorsed to provide the Board of Education a 90-day written notice of cancellation or non-renewal during the policy period, except for non-payment of premium. The Board of Education may terminate the contract if the successful vendor fails to perform at any level specified in the contract document.

Procedure for Termination of Contract: Each party shall follow the procedure outlined below if a contract is to be terminated.

- Step 1: Issue a warning letter and outline the violations and the length of time to correct the problem.
- Step 2: Issue a letter of intent to cancel contract if the problem is not resolved by a given date.
- Step 3: Issue a letter of intent to cancel contract.

12. Any and all applicable taxes must be included in the premiums. Bids may be rejected if incorrect calculations are found. Exemption Certificates will be furnished as required.

13. **Currently Valued, Detailed Loss Runs.** The submission of a bid on the Bid Form confirms that the carrier, if awarded the coverage, will provide the District and/or KEDC with **Currently Valued, Detailed Loss Runs** within ten (10) days of a request during the period beginning with the inception of coverage and extending until five (5) full years beyond the expiration date of the coverage.

14. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award items, combination of items, or lots. In case of identical bids the Board reserves the right to select and to award the contract by whatever method it chooses.

DETAILED SPECIFICATIONS

A. Annual Renewal and Multiple Year Contract Terms:

In the event funds are not budgeted or appropriated in any fiscal year for payments due under this agreement for succeeding fiscal years, this agreement shall impose no obligation on the board of education as to such current or succeeding fiscal year(s) and this agreement shall become null and void except as to the remaining payments agreed upon through the end of the then current fiscal year, and no right of action for damages shall accrue to the benefit of the vendor, its successors or assigns, for any further payments. It is further agreed that the board of education shall have, in its sole discretion, the exclusive option to renew this agreement from fiscal year to fiscal year for a period of no more than one fiscal year at a time at the rates and terms contained in this agreement. The ending date of each fiscal year shall always be no later than June 30 of that applicable fiscal year.

B. Property Insurance: (Refer to 702:KAR 3:030)

The Bidder agrees to issue a three-year policy contract, payable annually, with rates guaranteed annually. The insurance company must notify the Board of Education of any rate increase at least 90 days prior to the anniversary date. It is understood and agreed that any additions and/or amendments added by the Board will be automatically included upon notification at the rate used in insuring similarly constructed buildings under the existing policy.

Insurance shall cover on a blanket basis all buildings, contents, and improvements/betterments contained in the statement of values. The insurance shall provide:

- a) All risks of physical loss or damage, subject to normal exclusions, on real and personal property.
- b) Replacement cost coverage on real and personal property, except where noted on Statement of Values. Replacement cost coverage shall not require replacement of destroyed property on the same site where the property was destroyed.
- c) Agreed Amount Clause on real and personal property.
- d) Ordinance Deficiency Clause or Increased Cost of Construction Endorsement.

Property insurance is to be based on a minimum of 100% of the total of the values on the statement of values, and include special form coverage including flood & earthquake. Computer, boiler and machinery coverage may be included in property quotation or by way of separate policy. Replacement cost coverage applies. Minimum required **100% replacement cost**. Refer to 702:KAR 3:030.

Boiler/Machinery Insurance:

The limit per accident shall be equal to the replacement value of the real and personal property in the building in which the boiler is located.

The Coverage will be on a Broad Form basis including repair and replacement cost.

Extra expense coverage with a \$100,000 limit per covered location shall be included.

Automatic coverage of newly acquired or replaced objects shall be included.

If building has a boiler working at more than 15 pounds pressure, that boiler must be insured for building and contents replacement cost.

C. Vehicle:

The insurance coverage limits on each vehicle is to be the following amounts:

\$ 2,000,000.00	Combined single limits
\$ 50,000.00	Personal Injury protection
\$ 100,000.00	Uninsured motorists
\$ 100,000.00	Underinsured motorists

Hired and non-owned liability coverage must be included.

For more information refer to KRS 160.310, 702 KAR 5:070.

D. Student Accident:

Student Athletic will be bid separately.

Provide document-explaining coverage.

Please provide per student price for All Athletics.

Please provide per student price for All Students/Activities

Prices should be based on 100% usual and customary, not schedule of benefits.

E. Commercial General Liability

Coverage inclusions should be sudden & incidental medical malpractice, sexual molestation, and sexual abuse.

F. Educators Legal Liability:

Employment related practices should be covered. Coverage inclusions should be medical malpractice, harassment, sexual molestation, and sexual abuse. Coverage should be provided on a claims made basis with unlimited prior acts. The terms harassment, molestation, and abuse are to be given their traditional and ordinary meanings, including any definitions set forth under state and federal law. Coverage for Special Education, Section 504, and ADA must be provided.

GLOSSARY OF TERMS

(DISCLAIMER: These definitions were provided by the Kentucky Department of Education. When any term or explanation in this Glossary of Terms is in conflict with the actual wording in an insurance contract, the insurance contract wording would prevail.)

AGREED AMOUNT - An amount of insurance specified in the contract as being sufficient to nullify the effect of the coinsurance clause of the contract.

COINSURANCE - A form of property insurance in which the insured shares in losses proportionately to the extent that the amount of insurance falls short of a specified percentage of the value of the insured property. Coinsurance provides for the full payment up to the amount of the policy, of all losses if the insured has insurance at least equal to the named percentage of the value of the property covered. The loss payment in the case of most partial losses is reduced proportionately, if the amount of insurance falls short of the named percentage. Coinsurance is designed to provide a rate credit for carrying an agreed proportion of insurance to value.

DEDUCTIBLE - An amount to be deducted from a loss, to be assumed by the insured.

REPLACEMENT COST - Insurance providing that the insured will be paid the cost of replacing the damaged property without deduction for depreciation, subject to the policy limit.

ACTUAL CASH VALUE - The present-day value of property, arrived at by taking the replacement cost and deducting for depreciation brought about by physical wear and tear, and obsolescence.

BLANKET COVERAGE - Insurance covering more than one class of property at a single location, or one or more classes of property at more than one location.

BOILER AND MACHINERY INSURANCE - Insurance against loss due to accidents to boilers, pressure vessels or machinery.

REAL PROPERTY - Of or pertaining to permanent immovable things. Buildings or structures including additions and extensions; fixtures, machinery and equipment constituting a permanent part of and pertaining to the service of the building.

PERSONAL PROPERTY - Any property that is not real property and that is movable or not attached to the land. Business personal property, owned by the Insured, usual to the occupancy of the Insurance.

SELF-INSURANCE FUND - Employers who engage in similar activities with smaller risks, may form an association to self-insure their liability. The fund members pay premiums to the fund. The fund is administered by a group of trustees who collect and manage the group funds, pay claims, and purchase specific excess and aggregate excess insurance. Any fund surplus is returned to group members as a dividend and any fund deficit must be paid by the group members as an assessment.

ENDORSEMENT - A change, as of coverage, written on or added to an insurance policy.

BOILER - A closed vessel in which water or other liquid is heated, steam or vapor is generated, steam is superheated, or in which any combination of these functions is accomplished, under pressure or vacuum, for use externally to itself, by the direct application of energy from the combustion of fuels, or from electricity, solar or nuclear energy.

STEAM BOILER - For purposes of this invitation a steam boiler is construed to be any boiler (hot water or steam) operating at more than fifteen (15) pounds per square inch gauge. Domestic hot water heating boilers are not included.

ORDINANCE, DEFICIENCY CLAUSE OR INCREASED COSTS OF CONSTRUCTION ENDORSEMENT - Insurance providing coverage to insure that property will be replaced at today's code standards.

KEDC INSURANCE BID FORM --Year 2001

(NOTE: You must use a separate sheet for each line of coverage and all information must be completed on each form even if you are submitting multiple bid forms. Please attach all appropriate checklists.)

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto, and subject to the authentication of bid and non-conflict of interest statements and all general and specific terms and conditions thereof, the undersigned agrees if this bid be accepted within the time stipulated, to furnish insurance coverage upon which prices are quoted in accordance with the specifications. We offer a TIME DISCOUNT for prompt payment of bills of _____ Percentage for payment within _____ Days.

The Named Insured shall read: The Commonwealth of Kentucky for the benefit of the _____ Board of Education.

LINE OF COVERAGE: _____
(Property, Equipment, Boiler, Fleet, G/L, Educators Legal, Student Accident, Flood, Earthquake, Employee Dishonesty, Excess Umbrella Liability, Technology, etc.)

Rates Guaranteed: _____ Annually; or for _____ 3 years. (CHECK ONE)

ANNUAL INSTALLMENT \$ _____ THREE-YEAR PREMIUM \$ _____
Premiums must be inclusive of all charges appearing on the policy)

Deductible(s): \$ _____
Explain applicability \$ _____
of each Deductible \$ _____
\$ _____

Bidding Firm

Agent Printed Name _____

Agent's KY License # _____

Agent Phone # _____

Agent Email Address _____

Authorizing Signature _____

E&O Liability Limit
(Minimum of \$2,000,000 required)

Address _____

Insurer's COMPLETE Name
(UNDERWRITER) _____

Insurer's Contact Person _____

Underwriter's Address _____

Underwriter's Phone # _____

Underwriter's Email Address _____

BEST'S Rating (Min. of "A" required) _____

E&O Liability Limit (Min. of \$5,000,000 required) _____

Authorizing Signature _____

Date _____

Name of Company Person
to call for loss runs _____

Telephone _____

Email Address _____

General Liability Checklist

Does your policy cover the following items? Please check the appropriate box and explain any limitations on coverage.

	CARRIER NAME		
<u>Coverage Provided</u>	YES	NO	Limitations
Bodily Injury Liability			
Property Damage			
Medical payments			
Medical payments for students			
Mental Anguish/Mental Injury			
Medical payments for volunteers			
Deductible			
Criminal Defense (if exonerated)			
Sexual Abuse/Molestation Alleged Abuser Board/Superintendent or other insured			
Trampolines			
Scuba Diving, Mountain Climbing, White Water Rafting and Survival Camps			
Corporal Punishment			
Lessor of leased equipment			
Lessor of premises			
Incidental Medical Malpractice Liability			
Personal Injury (Libel/Slander)			
Damage to Professional Reputation			
Employee Benefits Liability			
Limits of Liability			
Occurrence CGL Form			

Must be attached with appropriate bid forms.
General Liability Checklist - Page 1 of 2

General Liability Checklist

Does your policy cover the following items? Please check the appropriate box and explain any limitations on coverage.

	CARRIER NAME		
Coverage Provided	YES	NO	Limitations
Claims Made Form			
Products/Completed Operations			
Personal Injury			
Blanket Contractual			
Fire Legal Adequate \$50,000			
Pollution Liability			
Equipment Rented to Others			
Equipment Rented from Others			
Other:			
Other:			
Other:			

LIST ANY ADDITIONAL EXCLUSIONS.

Attach Additional Sheets if Necessary.

Must be attached with appropriate bid forms.

General Liability Checklist - Page 2 of 2

Educators Legal Checklist

Does your policy cover the following items? Please check the appropriate box and explain any limitations on coverage.

	CARRIER NAME		
<u>Coverage Provided</u>	YES	NO	Limitations
District consent required to settle			
Mental Anguish/Mental Injury			
Race/National origin discrimination in Enrollment, education or extra curricular Activities			
Failure to integrate or desegregate schools			
Claims arising for ERISA			
Claims arising from Employee Benefit Plan			
Sexual Molestation			
Negligent hiring, retention or supervision of Employee who commits sexual molestation			
Sexual harassment of employee			
Sexual harassment of student			
Punitive Damages			
Suits brought by governmental entity			
Retaliation Claims			
Claims arising from Workers Adjustment & Retraining Act (W.A.R.N.)			
Discrimination against employee			

Must be attached with appropriate bid forms.
Educators Legal Checklist – Page 2 of 2

Educators Legal Checklist

Does your policy cover the following items? Please check the appropriate box and explain any limitations on coverage.

	CARRIER NAME		
Coverage Provided	YES	NO	Limitations
Reorganization or downsizing of more than 5% of employees in a 30 day period			
School Closing			
Breach of written/oral employment contract			
EEOC and Other administrative hearings to Address employment discrimination complaints			
Special Education due process hearings			
Special Education Hearing Officers			
ADA Hearings			
504 Hearings			
504 Hearings Officers			
Temporary employees			
Removal proceedings by State Board against Superintendents or board members			
Other:			
Other:			
Other:			

LIST ANY ADDITIONAL EXCLUSIONS.

Attach Additional Sheets if Necessary.

Must be attached with appropriate bid forms.

Educators Legal Checklist – Page 2 of 2

Property Checklist

Does your policy cover the following items? Please check the appropriate box and explain any limitations on coverage.

Coverage Provided	CARRIER NAME		
	YES	NO	Limitations
Flood			
Replacement Cost			
Blanket Coverage			
All Risk			
Flood/Quake/Mine Subsidence			
Other Structures			
Glass/Signs			
Covers Temporary Locations			
Extended Period of Indemnity			
Installation Floater			
Employee Dishonesty			
Depositors Forgery			
Money and Securities			
Accounts Receivable			
Arson Reward			
Ordinance or Law Deficiency			
Loss to Undamaged Portion of Building And Demolition and Increased Cost of Construction			
Brands & Label			

Must be attached with appropriate bid forms.

Property Checklist – Page 1 of 3

Property Checklist

Does your policy cover the following items? Please check the appropriate box and explain any limitations on coverage.

	CARRIER NAME		
<u>Coverage Provided</u>	YES	NO	Limitations
Change in Temperature/Contamination By Refrigerant			
Computers & Computerized Equipment			
Contractors Equipment			
Debris Removal			
Data and Media Reproduction			
Earthquake Deductible			
Exhibition and Off Premises Functions			
Extra Expense			
Fine Arts			
Fire Department Service Charge			
Fire Protection Equipment			
Flood Backup of Sewer & Drain			
Foundation and Underground Pipes			
Inland Marine Including EDP, Audio Visual, Musical Instruments and Band Uniforms			
Marring & Scratching			
Newly Acquired Building and Contents			
Off Premises Services			
Outdoor Property			
Owned Vehicles on Premises			

Must be attached with appropriate bid forms.

Property Checklist – Page 2 of 3

Property Checklist

Does your policy cover the following items? Please check the appropriate box and explain any limitations on coverage.

	CARRIER NAME		
<u>Coverage Provided</u>	YES	NO	Limitations
Premises Boundary			
Profit Sharing Dividends			
Project Research & Development & Prototypes			
Property in Transit			
Rate Change Notice			
Rental Income			
Royalties			
Unscheduled Locations			
Valuable Papers and Records			
Business Income			
Extra Expense			
Ordinance Deficiency Clause or Increased Cost of Construction Endorsement			
Other:			
Other:			
Other:			

LIST ANY ADDITIONAL EXCLUSIONS.
Attach Additional Sheets if Necessary.

Must be attached with appropriate bid forms.
 Property Checklist – Page 3 of 3

Boiler Machinery Checklist

Does your policy cover the following items? Please check the appropriate box and explain any limitations on coverage.

	CARRIER NAME		
<u>Coverage Provided</u>	YES	NO	Limitations
Systems Breakdown Coverage			
Business Interruption			
Extra Expense with \$100,000 limit			
Automatic coverage of newly acquired or replaced objects			
Coverage on a broad form basis, including repair and replacement cost			
Other:			
Other:			
Other:			

LIST ANY ADDITIONAL EXCLUSIONS.

Attach Additional Sheets if Necessary.

Must be attached with appropriate bid forms.

Boiler Machinery Checklist – Page 1 of 1

Fleet Checklist

Does your policy cover the following items? Please check the appropriate box and explain any limitations on coverage.

	CARRIER NAME		
<u>Coverage Provided</u>	YES	NO	Limitations
CB's, Car Phones, etc.			
Hired or Non-Owned			
Comprehensive			
Collision			
Other:			
Other:			
Other:			

LIST ANY ADDITIONAL EXCLUSIONS.

Attach Additional Sheets if Necessary.

Must be attached with appropriate bid forms.

Fleet Checklist – Page 1 of 1