City of Beverly Hills
Request for Proposals No. 16-42

Professional Services for a
RESIDENTIAL WATER AUDIT SURVEY PROGRAM

Public Works Department
345 N. Foothill Road
Beverly Hills, CA
December 2016

City of Beverly Hills
Beverly Hills, CA

REQUEST FOR PROPOSAL
For
RESIDENTIAL WATER AUDIT SURVEY PROGRAM

Project Overview

The City of Beverly Hills (City) requests proposals from professional firms to design a one-year single family residential water audit survey program that meets the requirements of California Urban Water Conservation Council Best Management Practices BMP 1, including measurement of total landscaped irrigable areas. The program should, to the maximum extent possible, retain and use local personnel and/or companies in the provision of services.

The Program will be marketed by City staff directly to excessive water users, as well as being advertised in a variety of mediums.

Background

The City of Beverly Hills is home to almost 35,000 residents. In addition, the City has a daytime population of 200,000 due to shoppers, diners and visitors in our hotels. The City also provides water to the western half of West Hollywood. The City oversees approximately 11,000 water meter connections. In 2015, the Governor's Executive Order mandated the City of Beverly Hills reduce water use by 32%. To help our residential water customers use water efficiently, the City offers a variety of programs and devices. A new program soon to be offered is the Residential Water Survey Program. The goal of this conservation program is to target single family homes who are excessive water users. To be eligible to participate, the customer must use 80 units of water or more per billing cycle (two months). The program consists of an on-site survey to identify indoor and/or outdoor sources of water use, water waste and educating the homeowner on water conservation measures, and offering rebate incentives for appliances/fixtures to help reduce water consumption.

Objectives and Scope

This RFP includes three tasks:

Task 1: Conduct water surveys for Beverly Hills residential water customers that are excessive water users.
Task 2: Provide progress reports on audits to gauge program efficiency.
Task 3: Follow-up with customers on recommendations implemented.

Task 1: Conduct water surveys for Beverly Hills residential water customers that are excessive water users.

1. This program will offer surveys to excessive water use customers using more than 80 units of water every two months who are interested in reducing their water consumption. The City will provide a task-by-task description of how the program will be developed and implemented, including the process for determining customer eligibility, incentive amounts, program reporting, customer satisfaction survey and results. The marketing for this program will be done by City staff.

2. Customers will contact City staff. Eligible customers will be directed to contact the Contractor directly to schedule a survey. Contractor will verify all appointments with City staff prior to the audit meeting.
3. Contractor shall make an appointment with the customer to conduct a survey. The survey will include a comprehensive outdoor evaluation. Indoor water conservation will be discussed, but the audit does not include an indoor inspection. Indoor inspections can be provided if requested, and paid for, by the customer.
4. Based on survey results, it is the Contractor's responsibility to educate the homeowner on viable water conservation measures and will recommend The Metropolitan Water District of Southern California (MWD) and City rebate incentives. Rebate incentives and District programs for Residential Customers include the following products:
    a. Weather Based Irrigation Controller
    b. High Efficiency Sprinkler Nozzles
    c. High Efficiency Clothes Washers
    d. Showerheads (Provided at no cost by the City)
    e. Hose nozzles with shut off (Provided at no cost by the City)
    f. Turf Removal Rebate Program (If funds are available)

5. Contractor to reprogram irrigation controller (as needed), offer irrigation upgrades (costs determined ahead of time with City approval and to be paid by customer), and provide a final report, including outreach materials provided by the City. Contractor may work directly with the customer, at the customer's expense, to replace, repair or install any customer plumbing devices, fixtures and/or equipment. A price structure must be included in the submission and prices preapproved by the City.
6. The resident will be required to pay half of the audit cost to the Contractor when it is performed (unless other arrangements are made between the resident and Contractor). The resident is to contact City staff if they have any questions or issues after the audit has been completed.

<u>Deliverables</u>

- Contractor to provide residential customer with a summary report with recommendations for areas of improvement and a rebate program packet explaining how to get rebate products. A duplicate copy of the summary report must be emailed to the City.

Task 2: Provide progress reports on audits to gauge program efficiency.

1. Contractor must document and report program results, including numbers of surveys scheduled and completed in an Excel spreadsheet. Contractor is to analyze the collected data for potential water-savings and most financially viable options. Additional information inquiries may be requested by the City.
2. Contractor to generate quarterly reports on progress as well as a final report on program results and recommendations for program improvements. Reports to be submitted every two months and are due one week after the end of the two month cycle.

<u>Deliverables</u>

- Quarterly reports and a final report including the number of surveys scheduled and completed, potential water savings identified, and recommendations for program improvements. Staff may request additional information be added to the report.
- Submit final report by July 15, 2017 detailing all program elements listed above.

Task 3: Follow-up with customers on recommendations implemented.

1. The Contractor to contact the customer by phone two (2) months after the survey was performed to identify if customer followed through on recommendations. Collect data to facilitate ongoing marketing and program development and needs.

Deliverables

- Quarterly reports and a final report on customer recommendations implemented, plans for future implementation and water savings. This information is to be included in the Task 2 reports.
- Submit final report by July 15, 2017.

Schedule

The schedule is as follows:

Release RFP to Vendors	December 29, 2016
RFP Submission Date	January 12, 2017
Choose Vendor(s)	January 18, 2017
Start Program	February 06 2017
First Billing from Vendors	March 01, 2017

Organization of Proposal

The proposal should include the following sections, in the following order:

1. Introduction: Present your understanding of the project and the general approach to be used.
2. Administration: Identify key personnel who will operate and/or administer the program or project and briefly identify their duties, responsibilities, and background.
3. Detailed Scope of Work: Describe the approach and detailed scope of services proposed to perform the assessment. The consultant should clearly detail a scope of work for Tasks 1, 2 and 3. The consultant should also include any proposed changes to the scope of work from that proposed in the **Objectives and Scope** section.
4. Project Experience: Provide a description of similar relevant work performed and contact information for three (3) or more references. Include the client's name, address, phone number, email and the name of a contact person.
5. Cost of Program: List the cost for outdoor audits. Tiered price structure depending on the size of the lot is recommended. Also, provide a price structure for the post-audit retrofits offered by the consultant to the customer and paid for by the customer.
6. Cost-Effectiveness Criteria: Describe how the cost effectiveness of the program will be measured and documented, program cost, water savings achieved, etc.
7. Monitoring and Evaluation: Describe how success will be measured, including how the program will be monitored and evaluated, both in process improvements and outcomes basis.

Questions

Questions regarding the Requests for Proposal are to be submitted by email only to Debby Figoni at dfigoni@beverlyhills.org no later than 4:30 PM PST on Tuesday, January 4, 2017. Questions and answers will be posted on the City's website by January 9, 2017.

Submittal Requirements

Proposals must be prepared in English, no more than six (6) pages in length, including cover letter and exhibits, in a readable font and printed on 8 ½ x 11" paper.
Proposals must be submitted electronically to Debby Figoni at dfigoni@beverlyhills.org and three (3) hard copies must be delivered to the Public Works Office at 345 Foothill Road; Beverly Hills, CA 90210 no later than 4:30 P.M. PST on Tuesday, January 12, 2017. Emailed proposals should be entitled "RFP Large Landscape Audits - Beverly Hills." Hand delivery must be to the Reception Desk at the Public Works Department at 345 Foothill Road; Beverly Hills, CA 90210. Mailed or expressed service proposals must be delivered by 4:30 P.M. PST on Tuesday, January 12, 2017. Late proposals will not be accepted.

Evaluation Criteria

The City will evaluate proposals with the intent of selecting the most qualified consultant.
Required Skills/Knowledge:

1. Must be familiar with the City's tiered rate structure.
2. Must be familiar with MWD and the City's rebates and other incentive programs.
3. Must be knowledgeable in general landscape irrigation principles and inside water saving devices.
4. Must be certified as a Landscape Irrigation Auditor (CLIA) and provide the City with the method that will be used to calculate a suggested watering schedule.
5. Must be skilled in using computer software programs that will be needed to professionally run this program.
6. Must have the ability to analyze the collected data and make recommendations for the program improvements.
7. Must be familiar with the State of California's AB 1881 as well as the State's 2015 Updated Model Water Efficient Landscape Ordinance, including Maximum Applied Water Allowance (MAWA) formulas.

The most qualified proposers may be selected to be interviewed by City representatives. The City reserves the right to interview as many or few proposers as it deems appropriate. The City also reserves the right to make its selection without conducting interviews.

Budget

The City may pay a portion of the total cost of each audit. The portion will be confirmed once RFPs have been submitted and audit costs are known. The resident will pay any of the balance of the cost directly to the contractor. The contractor is responsible for the collection of their portion. The City will not pay for any irrigation retrofits.

Contract

The City will prepare a Professional Services Agreement for implementation between the between the successful Consultant and the City. The consultant's standard form contract will not be considered as an acceptable substitute. The Consultant shall maintain at a minimum the insurance requirements specified in the sample Professional Services Agreement (Attachment 1).

General Information

All communications concerning this RFP should be directed Debby Figoni, Water Conservation Administrator of the Public Works Department by email at dfigoni@beverlyhills.org.

No questions or comments are to be directed to the Mayor of the City of Beverly Hills, the Mayor's Office, Beverly Hills City Council, City of Beverly Hills Director of Finance, any public official, or any City of Beverly Hills trustee.

Any information obtained by the selected respondent is confidential, and the selected respondent shall not release or use the information in conjunction with any other endeavor.

Respondents are responsible for all expenses associated with this RFP response. This Request for Proposals does not commit City of Beverly Hills to award a contract.

Respondents are responsible for complying with all federal, state, and local rules and regulations. respondents agree that City may, in its sole discretion, at any time prior to the execution of a final contract, accept, reject or cancel all or any part of a proposal, issue another proposal with terms and conditions similar or different to those set forth above, extend any deadline and/or supplement, amend or otherwise modify the proposal.

By submission of a proposal, respondents acknowledge and agree that the City of Beverly Hills, as a public trust, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded in any way by a respondent's assertion of confidentiality and/or proprietary data.

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND [CONSULTANT'S NAME] FOR [BRIEFLY DESCRIBE PURPOSE OF THIS CONTRACT]

NAME OF CONSULTANT:	insert name of consultant
RESPONSIBLE PRINCIPAL OF CONSULTANT:	insert name, title of responsible principal
CONSULTANT'S ADDRESS:	insert street address insert city, state, zip code Attention: insert dept. head name, title
CITY'S ADDRESS:	City of Beverly Hills 455 N. Rexford Drive Beverly Hills, CA 90210 Attention: [Dept. Head's Name, Title]
COMMENCEMENT DATE:	insert commencement date
TERMINATION DATE:	insert termination date
CONSIDERATION:	Not to exceed $ insert amount

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND [CONSULTANT NAME] FOR [BRIEFLY DESCRIBE PURPOSE OF CONTRACT]

THIS AGREEMENT is made by and between the City of Beverly Hills (hereinafter called "CITY"), and [CONSULTANT Name], (hereinafter called "CONSULTANT").

RECITALS

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

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

NOW, THEREFORE, the parties agree as follows:

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

Section 2. Time of Performance. CONSULTANT shall commence its services under this Agreement upon the Commencement Date or upon a written receipt of a notice to proceed from CITY. CONSULTANT shall complete the performance of services by the Termination Date set forth above and/or in conformance with the project timeline established by the City Manager or his designee.

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

Section 3. Compensation. (Check the Applicable Box)

(a) Compensation [check applicable provision]

If compensation is based on an hourly rate

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

If compensation is based on a flat fee

☐ CITY agrees to compensate CONSULTANT for the services and/or goods provides under this Agreement, and CONSULTANT agrees to accept in full satisfaction for such services, a sum not to exceed the Consideration set forth above and more particularly described in Exhibit B.

(b) Expenses [check applicable provision]

If no reimbursable expenses

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

If CITY reimburses for certain expenses in addition to compensation

☐ CONSULTANT shall be entitled to reimbursement only for those expenses expressly set forth in Exhibit B. Any expenses incurred by CONSULTANT which are not expressly authorized by this Agreement will not be reimbursed by CITY.

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

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

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

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

Section 7. Responsible Principal(s)

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

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

Section 8. Personnel. CONSULTANT represents that it has, or shall secure at its own expense, all personnel required to perform CONSULTANT's Scope of Work under this

Agreement. All personnel engaged in the work shall be qualified to perform such Scope of Work.

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

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

Section 11. Insurance.

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

(1) A policy or policies of Comprehensive General Liability Insurance, with minimum limits of Two Million Dollars ($2,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by CONSULTANT.

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

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

(4) Professional Liability Insurance [check if applicable]

☐ A policy or policies of Professional Liability Insurance (errors and omissions) with minimum limits of One Million Dollars ($1,000,000) per claim and in the aggregate. Any deductibles or self-insured retentions attached to such policy or policies must be declared to and be approved by CITY. Further, CONSULTANT agrees to maintain in full force and effect such insurance for one year after performance of work under this Agreement is completed.

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

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

(d) CONSULTANT agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either immediately terminate this Agreement or, if insurance is

available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONSULTANT's expense, the premium thereon.

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

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

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

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

Section 13. Termination.

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

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

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

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

submitted by CONSULTANT and compensated by CITY pursuant to this Agreement as CITY deems appropriate.

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

Section 17. Changes in the Scope of Work. The CITY shall have the right to order, in writing, changes in the scope of work or the services to be performed. Any changes in the scope of work requested by CONSULTANT must be made in writing and approved by both parties.

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

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

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

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

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

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

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

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

CITY OF BEVERLY HILLS
A Municipal Corporation

_____
Name: dept head/cfo/cm
Title

CONSULTANT:

_____
Name:
Title:

_____
Name:
Title:

APPROVED AS TO CONTENT:

_____
Dept. Head Name:
Title:

_____
KARL KIRKMAN
Risk Manager

EXHIBIT A

SCOPE OF WORK

CONSULTANT shall perform the following services:

[Describe the services in detail. Include schedule for deliverables and/or services]:

EXHIBIT B

SCHEDULE OF PAYMENT AND RATES

[Tie to deliverables where possible.]

EXHIBIT C

CERTIFICATE OF INSURANCE

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

NAMED INSURED

ADDRESS

COMPANIES AFFORDING COVERAGE
A.
B.
C.

COMPANY (A. B. C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	B.I.	LIMITS P.D.	AGGREGATE
	☐ AUTOMOBILE LIABILITY ☐ GENERAL LIABILITY ☐ PRODUCTS/COMPLETED OPERATIONS ☐ BLANKET CONTRACTUAL ☐ CONSULTANT'S PROTECTIVE ☐ PERSONAL INJURY ☐ EXCESS LIABILITY ☐ WORKERS' COMPENSATION ☐					

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: CONSULTANT agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of CONSULTANT's officers, employees, agents or others employed by CONSULTANT while engaged by CONSULTANT in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the City of Beverly Hills.

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

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE: _____ BY: _____
Authorized Insurance Representative

TITLE: _____

AGENCY: _____ ADDRESS: _____

_____ _____

RM02.DOC REVISED 10/14/96.