



LEWISVILLE

Deep Roots. Broad Wings. Bright Future.

Municipal Annex Renovation Project Management Services



RAMEL

January 29, 2025

Submitted by
Ramon Guajardo, Jr.

3320 Tex Blvd.
Fort Worth, TX 76116

817.800.5791





Transmittal Letter

January 28, 2025

Mr. Chris Presley
Internal Services Manager
City of Lewisville, Texas

Mr. Presley,

On behalf of Ramel Company, LLC, Ramel, it is my honor as President of Ramel Company to present our proposal in consideration of the award for project management services as it relates to the renovations to the City of Lewisville's Annex Facility. As President, I have full authority by Ramel's Board of Directors to negotiate and execute an agreement for services with the City of Lewisville.

Based on our history of successfully working together with the City to complete both new construction and renovation project, we are confident that our team will provide more than the necessary effort in delivering a successful project. Not taking this relationship for granted, we continue to improve, impress, and be cost effective.

From the budget and schedule management to plan review and during construction oversight, the Ramel Team will work with the City to be informed and make timely decisions to not delay schedule or incur increased cost.

Thank you again for the opportunity to submit Ramel Company's proposal. We are honored by the opportunity and will continue to serve in the best interest of the City, the citizens, and the project.

Thank you,

A handwritten signature in blue ink, appearing to read 'R. Guajardo, Jr.' with a stylized flourish at the end.

Ramon Guajardo, Jr.
President

817.800.5791

ramonjr@ramelcompany.com

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Firm Information



Firm Information

Ramel Company, LLC (Ramel) was established in 2001 and is headquartered in Fort Worth, Texas. Ramel has been in continuous business for 24 years and has experience operating in Texas, Louisiana, and Arizona.

Ramel is a certified Minority Business Enterprise (MBE), a certified Historically Underutilized Business (HUB), and a family-owned business.

Ramel is owned by Ramon Guajardo, Sr., Chairman of the Board, Elsa Guajardo, Board Member, and Ramon Guajardo, Jr., President. Ramel is operated by Ramon Sr. and Ramon Jr. Ramel currently employs 6 full-time employees.

In the 24 years of operations, Ramel has never had a contract terminated, has never had been part of a lawsuit, has never declared bankruptcy, and no employee has been disbarred or convicted of any criminal charges. Ramel has and always maintains a positive cash flow and Ramel's only debt is the building in which they operate out of.

When Ramel was established in 2001, Ramel began by providing pre-development consulting services. Working with non-profit public entities, Ramel's responsibility was to review and negotiate public private partnerships (P3s) and make recommendations to boards and commissions. In 2016, Ramel expanded their capacities and services to provide project management services to their current and future clients.

Ramel has provided project management services to clients such as the City of Lewisville, Texas, the City of Denton, Texas, the City of Granbury, Texas, Texas Wesleyan University, the Fort Worth Housing Solutions, Denton Housing Authority, Granbury Housing Authority, McKinney Housing Authority, Shreveport Housing Authority, YMCA, John Peter Smith Health Network, and miscellaneous private developers. Ramel defines project management services to include but not limited to procurement management services, program management services, design management services, and quality management services. Our team provides these services to new construction and renovation projects, and we specialize in commercial and multifamily construction.

In working with their clients, Ramel has experience in the requirements associated with City, State, County, and Federal funding sources. The Ramel team has experience in the review of certified payrolls, employee classification and employee payroll verification, and public procurement and award process. Roughly 95% of Ramel's work is with public entities that must abide by the strict guidelines of advertisement, communications, grading, and providing public feedback that validate a process with no discrimination.

Proposed Staff



RAMEL

RAMON GUAJARDO, JR

PRESIDENT



PROJECTS

JPS Health Network - Master Facilities Program

- Medical Home Southwest
- Psychiatric Emergency Center
- New Parking Garage
- New Hospital Tower
- Central Utility PLant
- Medical Outpatient Building

YMCA

- Northwest Facility
- Eastside Facility
- McDonald Facility

City of Lewisville

- Lewisville Public Safety Complex
- Fleet Maintenance Facility
- Thrive
- Old Town Fire Sprinkler Addition

City of Denton

- Police Department & Call Center Renovations and Expansion
- New Police Department Substation
- New Police Department 100-yard Indoor Firing Range
- Fleet Maintenance Facilities Expansion

Texas Wesleyan University

- Athletic Stadium
- Athletic Field House
- Master Planning for Student Housing
- Program Management for Phase 1: Student Housing Building

Multifamily

- Fort Worth Housing Solutions
- Denton Housing Authority
- McKinney Housing Authority
- Cranbury Housing Authority

EDUCATION

Southwest Texas State University (Texas State University)

Bachelor's of Science 2003

Industrial Engineering Technology - Construction

ASSOCIATIONS

Leadership Fort Worth

- Volunteer 2012 - Present
- Board Member 2014 - Present
- Board President 2020-2022

WORK EXPERIENCE

Ramel Company, LLC

President | May 2016-current

- Manage the design and construction process for client's single-family, multi-family and commercial projects
- Advise and guide the client through the program and design phases
- Oversight of construction
- Review all budgets, schedules, draws, testing reports and provide recap to clients and board members
- Provide quality control/quality assurance
- Expedite permitting process

Clients: Fort Worth Housing Solutions, Denton Housing Authority, City of Grandbury, City of Denton, McKinney Housing Authority, Texas Wesleyan University, City of Lewisville and Private Developers

Thos. S. Byrne, Ltd.

Sr. Project Manager | May 2003-May 2016

- Create and manager project budgets and schedules
- Negotiate and execute owner and subcontractor contracts
- Direct oversite of construction project from start to turn-over
- Manage projects ranging from \$1 million to \$30 million

Clients: American Airlines, Modern Art Museum-Fort Worth, Dallas Museum of Art, New Mexico State History Museum, Texas Health Resources, Kindred, HCA, USMD, Texas Wesleyan University, City of Fort Worth, Fort Worth ISD and Private Resident Owners.

James, Harwick + Partners, Inc.

Intern | May 2002-Aug 2002

- Attended Owner, Architect and Contractor Meetings
- Record meeting minutes
- Organize and maintain Request for Information, Project Submittals and Contract Documents

DANIEL ANDERSON

DIRECTOR OF OPERATIONS



PROJECTS

YMCA

- Northwest Facility
- Eastside Facility
- McDonald Facility

City of Lewisville

- Fleet Maintenance Facility
- Thrive

Texas Wesleyan University

- Athletic Complex
- Master Planning for Student Housing
- Program Management for Phase 1: Student Housing Building

Fort Worth Housing Solutions

- Renovations to FWHS Administration Building
- Stop Six Choice Neighborhood Initiative
 - Cowan Place
 - Hughes House I, II & III
 - Babers Manor
- Harmon Senior Villas
- Avondale Apartments
- Hughes House Community Center/ WITC

Granbury Housing Authority

- Barton Street Renovations

EDUCATION

Texas A&M University

Bachelor's of Science 2007

Construction Science

AGC of America

Building Information Modeling

Certificate of Management

ASSOCIATIONS

Construction Industry Advisory Council
(Texas A&M University)

- Certified Member

Leadership Fort Worth 2021

- Graduate

WORK EXPERIENCE

Ramel Company, LLC

Director of Operations | June 2021-current

- Oversee development services
- Lead efforts related to preconstruction services
- Manage client renovations or new construction projects
 - oversee management of project budget, schedule, payment process and change order process
 - quality management

Clients: Fort Worth Housing Solutions, Granbury Housing Authority, City of Lewisville and AMTEX/AMCAL (private developer)

Thos. S. Byrne, Ltd.

Director of Virtual Design | Jan 2008 - June 2021

- Virtual Design and Construction Services
 - building information modeling (BIM)
 - oversaw drone program
 - 3D scanning deliverables
 - site utilization/logistics and coordination
- Construction Management Services
 - project controls
 - construction management
 - ensure proper project closeout
- Preconstruction Services
 - takeoff and estimating
 - project budgeting
 - constructability review

Clients: DFW Airport, City of Fort Worth, Texas Wesleyan University, FWISD, City of Arlington, Texas Health Resources, City of Richland Hills, City of Grapevine, City of Azle, Dallas County, Tarrant County, AmCal, CVR

HILARY BOEN

PROJECT MANAGER



PAST PROJECTS

City of Lewisville

- Lewisville Public Safety Complex
- Thrive
- Valley Ridge Trail Extension
- Timbercreek Trail Extension
- Frederick P. Herring Parks & Recreation Center
- Hedrick House
- Old Town Aquatic Park
- Wayfinding Signage
- TXDOT Green Ribbon Project
- La Gloria/Glory Park
- Healthy Infrastructure Plan

Town of Prosper

- Raymond Community Park

City of Southlake

- Municipal Service Center & Public Safety Training Tower

EDUCATION

University of North Texas

Master's of Science 2007
Recreation and Leisure Studies

University of Texas - Austin

Bachelor's of Arts 2001
Government

ASSOCIATIONS

Personal

- Philanthropic Educational Organization (P.E.O)

WORK EXPERIENCE

Ramel Company, LLC

Project Manager | July 2022-current

- Manage the construction process for client's capital improvement projects
- Coordination with external vendors, architects, contractors and client team members

Clients: City of Lewisville and Town of Prosper

City of Lewisville

Recreation Manager | Dec 2011-July 2022

- Construction project management
 - project value range \$1 million to \$46.1 million
 - involved in all phases of projects from design through completion
 - development of operational budget and procedures
 - contract administration and coordination with external vendors, including architects, contractors and internal City departments
 - procure furniture, fixtures and equipment
 - assist in the development of facility names, logos and marketing materials
- Oversee operations for a variety of recreation facilities
- Development of departmental standard operating procedures
- Served on City-wide Values Committee, 2025 Vision planning process and various City-wide committees

Aquatics Supervisor | Feb 2005-Dec 2011

- Responsible for recruiting, hiring, training and entering payroll for over 75 seasonal team members
- Creation of bid specifications for services/equipment
- Prepare and track all essential paperwork
- Conduct safety audits related to facility operation and procedures.

BEN MARR

ASSISTANT PROJECT MANAGER



PAST PROJECTS

City of Lewisville

- Lewisville Public Safety Complex
- Fleet Maintenance Facility
- Thrive
- Old Town Fire Sprinkler Addition

Fort Worth Housing Solutions

- Skyline Single Family Multi-family
- Standard at Boswell Apartments
- Standard at River District Apartments
- Alton Park Apartments
- Harmon Homes Apartments
- Avondale Apartments

Denton Housing Authority

- The Enclave

Granbury Housing Authority / City of Granbury

- Hill Court Villas
- Lakewood Crossing
- Barton Street Renovations

EDUCATION

University of Texas at Arlington

Bachelor's of Science 2018

Economics

ASSOCIATIONS

Leadership Fort Worth

- LeaderKids Volunteer

Local Animal Shelters

- Volunteer

WORK EXPERIENCE

Ramel Company, LLC

Project Coordinator | Feb 2019-current

- Assist with construction management services
 - review construction budgets, schedules, draws, testing and testing reports
 - provide clients with detailed summary reports
 - provide quality control/quality assurance
 - expedite permitting process

Clients: Fort Worth Housing Solutions, Granbury Housing Authority, McKinney Housing Authority, Denton Housing Authority, City of Lewisville, City of Granbury, Shreveport Housing Authority and CVR Associates

United States Marine Corps

Network Administrator | Dec 2016 - June 2020

- Oversee the deployment and operation of telecommunications network and data devices for platoon communications
- Supervise the installation efforts of network and backbone
- Disseminate critical information to superiors and direct reports

Peak Land Services

Landman | Aug 2018 - Jan 2019

- Research, negotiate and contract mineral, oil and gas leases
- Responsible for tracing and understanding the title plats of land and negotiating terms and conditions with landowner.



JON GREEN

PROJECT SPECIALIST

PAST PROJECTS

Habitat for Humanity

- Tarrant County
- Weatherford

City of Lewisville

- Public Safety Center

Town of Prosper

- Raymond Park

John Peter Smith Hospital

- Medical Home Southwest
- Psychiatric Emergency Center

EDUCATION

Tarleton State University
2009-2010

Tarrant County College
2010

CERTIFICATIONS

- Forklift Certification
- Drone Pilot's License

WORK EXPERIENCE

Ramel Company, LLC

Information Specialist | January 2024-current

- Assist with construction management services
 - Ariel photography of project construction sites.
 - Weekly documentation of construction site progress.
 - Provide clients with detailed summary reports.
 - Provide quality control/quality assurance.

Trinity Habitat for Humanity

Construction Coordinator | May 2022 - Jan 2024

- Oversee new home construction sites for the duration of the build process.
- Ensure contractors and volunteers have proper tools and supplies.
- Personally involved with the construction of the homes, to include painting and landscaping, etc.
- Ensure new homes pass all rough and final inspections.

Lucile's Stateside Bistro

Shift Manager | Oct 2007 - Jan 2024

- Shift Manager/Head Bartender - May 2013 - Jan 2024
 - Daily receipt reconciliation
 - Manage food and beverage
 - Resolve customer service issues
 - Train new employees
- Food Service Worker - Oct 2007 - May 2013

Relevant Experience



RAMEL

Tittle McFadden Public Safety Center

City of Lewisville

Project Details

Facility Details

Police and Fire Administration:

99,273 square feet

Parking Garage & Support

Building: 193,690 square feet

Project Budget: \$120 million

Projected Open: March 2025

Amenities include:

- Certified Storm Shelter
- Central Fire Station
- Police Administration
- Fire Administration
- 5-Story Parking Garage

Contact

Jim Proce

Assistant City Manager

972.219.3461

jproce@cityoflewisville.com

Chris Presley

Fleet and Facilities Manager

972.219.3769

cpresley@cityoflewisville.com

Address

1187 W. Main Street

Lewisville, TX 75067



Ramel Company, LLC provided the City of Lewisville with Construction Management services for the City's Tittle McFadden Public Safety Center. Due to the success of the Thrive multigenerational recreation center project and the Facilities and Fleet Maintenance Facility, the City engaged Ramel to shepherd the TMPSC project through construction.

Ramel's responsibilities included:

- Project Management Services
- Move Management Services
- Quality Assurance Services

Ramel's activities include:

- Coordinate delivery and installation of furniture
- Coordinate staff move into new facility
- Reviewing and coordinating RFI's and submittals
- Coordination of franchise utilities
- Reviewing installed scope of work to ensure quality and quantity
 - Direct observation by team members
 - Documentation via ground and areal photography
- Correction of all non-conforming installations
- Reviewing applications for payment
- Manage punch list process and verification of work completed
- Milestone drone image documentation

City Hall Basement Renovation

City of Lewisville

Project Details

Facility Details

15,972 square feet

Project Budget: \$4.9 million

Completed: November 2023

Amenities include:

- Conference Rooms
- Training Rooms
- Restrooms
- Breakout Spaces
- Kitchenette
- Office
- Storage Areas
- Mechanical Rooms

Contact

Francis Mascarenhas

Internal Services Manager

972.219.3769

fmascarenhas@cityoflewisville.com

Address

151 W. Church Street

Lewisville, TX 75057



Ramel Company, LLC provided the City of Lewisville with Construction Management services for the City's 15,972 square-foot City Hall Basement Renovation. Due to the success of the Thrive and Facilities and Fleet Maintenance Facilities projects, the City engaged Ramel to shepherd the City Hall Basement renovation project through the construction phase.

Ramel's responsibilities included:

- Project Management Services
- Coordinating with the design team
- Direct oversight of the General Contractor
- Quality control/quality assurance manager

Ramel's activities included:

- Reviewing and coordinating RFI's and submittals
- Reviewing installed scope of work to ensure quality and quantity
- Confirm correction of all non-conforming installations,
- Review and recommend action for proposed change orders
- Review and recommend action for applications for payments
- Receive lien waivers and review for accuracy and protection of the client

Proposal



RAMEL

Preconstruction Management Services:

Budget Management:

- Work with the City Team to create the project budget by establishing:
 - Soft Cost (Design, Materials Testing, Commissioning, Furniture, etc.)
- Work with contractor to buyout the project within budget
- Maintain Owner Provided Budget to Manage soft and hard cost
- Monthly reconciliation of project expenses incurred during construction

Plan Review:

- Attend design meetings with design team, city staff, and end-users to understand program and final design delivery
- Review various phases of drawings up to the permit set

Schedule Management:

- Work with the design team to create a design schedule that provides:
 - Design Milestones
 - City Team Review and Decision Timeframes
- Work with the construction team to create a realistic construction schedule that provides:
 - Milestones to coordinate items such as Furniture Installation, IT Installations, Security Installation, etc.
- On behalf of the City, manage and negotiate proposed construction changes and extension requests

Construction Management:

Project Management:

- Attends Regular Owner, Architect, Contractor (OAC) meetings
- Review and advise processing of contractor application for payments (AFP)
- Work with the design team in issuing necessary changes
- Review, negotiate, and process all proposed change orders
- Conduct twice-a-week project observation walks
- Provide monthly project update reports
- Work with City Staff and design team to create a punch list
- Work with Contractor to provide useful as-built and warranty documents
- Work with City Staff, Design Team, and Contractor to provide an 11-month warranty walk

Budget Management:

- Maintain Owner Provided Budget to Manage soft and hard cost
- Monthly reconciliation of project expenses incurred during construction



Terms and Conditions

Terms:

Ramel proposes the following terms for each phase of Project Management Services:

Preconstruction Phase: 4 Months

Construction Phase: 6 Months

Fee for each phase is proposed as a lump sum funded across the allocated timeframe and invoiced monthly. Ramel will adjust the monthly billing if the expected workload is not provided.

Termination for Convenience:

Ramel proposes offering the City of Lewisville and Ramel the opportunity to terminate such agreement for the proposed services with 30 days' notice. If such a termination is implemented, Ramel will provide a final report detailing all the information gathered and possible steps for future success. Ramel will be funded through the 30-day notice period.

Inclusions:

- Cost associated with transportation and parking within the DFW metroplex
- Standard Computer Hardware & Software necessary to complete the proposed scope of services
- Standard Telecommunications System(s) necessary to complete the proposed scope of services
- All payroll taxes and fees
- Franchise Taxes
- Overhead Costs
- Cost associated with required Insurance (Worker's Compensation, Auto, General Liability)

Exclusions:

- Construction Costs
- Permit Costs
- Special Travel Costs (Out of Tarrant County)
- Materials Testing
- TDLR Plan Review and In-place Inspection
- Commissioning Agent
- Engineering or Designing Services
- Subject Matter Expert



Proposal

In exchange for the Scope of Services, Ramel proposes the following monthly fees and anticipated duration for each scope of work.

Preconstruction Management Phase (4 Months):

.....**Thirteen Thousand Five Hundred Sixty Dollars (\$13,560.00)**

Funded monthly in the amount of:

.....**Three Thousand Three Hundred Ninety Dollars (\$3,390.00)**

Construction Management Phase (6 Months):

.....**Thirty-Six Thousand Three Hundred Dollars (\$36,300.00)**

Funded monthly in the amount of:

.....**Six Thousand Sixty Dollars (\$6,060.00)**

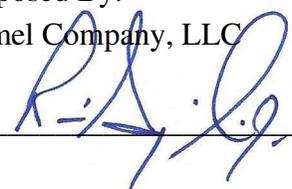
Please see the provided Scope of Services and Terms and Conditions for all inclusions and exclusions

Total Proposed:

.....**Forty-Nine Thousand Nine Hundred Twenty Dollars (\$49,920.00)**

Proposed By:

Ramel Company, LLC

by:  _____

Name: Ramon Guajardo, Jr.

Date: January 29, 2025

Accepted By:

The City of Lewisville, Texas

by: _____

Name: _____

Date: _____

Appendix



RAMEL

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: 1264303541800
Approval Date: December 16, 2022
Scheduled Expiration Date: December 16, 2026

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

RAMEL COMPANY, L.L.C.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **December 16, 2022**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Statewide HUB Program
Statewide Procurement Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



Minority Business Enterprise (MBE)
RAMEL COMPANY, L.L.C.

RAMEL COMPANY, L.L.C.

has filed with the Agency an Affidavit as defined by NCTRCA Minority Business Enterprise (MBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

NAICS 541611: ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES

NAICS 541613: CUSTOMER SERVICE MANAGEMENT CONSULTING SERVICES

NAICS 541820: PUBLIC RELATIONS CONSULTING SERVICES

This Certification commences March 18, 2024 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: March 31, 2026
Issued Date: March 18, 2024
CERTIFICATION NO. HMMB55254N0326

Certification Administrator



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/9/2024

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 Frost Insurance 640 Taylor St., Frost Bank 17 Fort Worth TX 76102	CONTACT NAME: Carmen Robles-Bustillos PHONE (A/C. No. Ext): 512-473-4502 FAX (A/C. No): E-MAIL ADDRESS: carmen.robles-bustillos@frostinsurance.com
	INSURER(S) AFFORDING COVERAGE
License#: 7298 RAMECOM-01	INSURER A : Lloyds of London INSURER B : Houston Specialty Ins Co INSURER C : Progressive County Mutual INSURER D : Texas Mutual Insurance Co. INSURER E : INSURER F :
INSURED Ramel Company, LLC 3320 Tex Blvd Fort Worth TX 76116	NAIC # 15792 29203 22945

COVERAGES

CERTIFICATE NUMBER: 918964623

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ESB-HS-GL-0001443-00	2/1/2024	2/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			976392487	2/1/2024	2/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ESB-HS-UCX-0001167-00	8/8/2024	2/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0002104791	2/1/2024	2/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			ANE2112425.23	2/1/2024	2/1/2025	Limit 2,000,000 Aggregate 2,000,000

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

The General Liability and Auto Liability policies include a blanket automatic additional insured endorsement on primary and non-contributory basis that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The General Liability, Auto Liability and Workers Compensation policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract with the Named Insured and the certificate holder that requires such status.

The General Liability and Auto Liability policies include a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

CERTIFICATE HOLDER**CANCELLATION**

Sample Certificate	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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