



Public Schools Branch

Stratford Office • PO Box 8600 • Charlottetown PE C1A 8V7 • 902-368-6990 (T) • 902-368-6960 (F)
Summerside Office • 250 Water Street, Suite 201 • Summerside PE C1N 1B6 • 902-888-8400 (T) • 902-888-8449 (F)

PUBLIC SCHOOLS BRANCH

PAINTING TENDERS

Sealed tenders are now being accepted for painting in various schools throughout the Public Schools Branch.

Tender packages may be obtained at the Public Schools Branch offices located at 2-234 Shakespeare Drive, Stratford or 250 Water Street, Suite 201, Summerside.

The tender package can also be accessed from the Government of PEI Procurement website:

<http://www.gov.pe.ca/tenders>

Lowest or any bid not necessarily accepted. Please forward tenders to the Stratford or Summerside offices.

Closing date for bids is Tuesday, June 12, 2018 at 12:00 noon

PUBLIC SCHOOLS BRANCH
PAINTING TENDERS
SUMMER 2018

Contractor: _____

Company Name: _____

Address: _____

Postal Code: _____

Phone Number: _____

Cell Number: _____

Fax Number: _____

E-mail address _____

Brand of Paint: _____

Grade of Paint: _____

Supplier of Paint: _____

Signature: _____ **Date:** _____

PUBLIC SCHOOLS BRANCH

PAINTING TENDERS - SUMMER 2018

The following schools require painting in certain areas as indicated in attached document. You may tender on as many schools as you wish. **Tender price to include all taxes, labour, materials and equipment costs.**

SCHOOL	TENDER PRICE	HST	TOTAL TENDER PRICE
Alberton Elem. School			
Amherst Cove Cons. School			
Athena Cons. School			
Bloomfield Elem. School			
Cardigan Cons. School			
Eliot River Elem. School			
Glen Stewart Primary School			
L. M. Montgomery Elem. School			
M. E. Callaghan Int. School			
Miscouche Elem. School			
Montague Cons. School			
Morell Cons. School			
Mt. Stewart Cons. School			
O'Leary Elem. School			
Parkdale Elem. School			
Parkside Elem. School			
Prince Street Elem. School			
Queen Elizabeth Elem. School			
Southern Kings Cons. School			
Spring Park Elem. School			
St. Jean Elem. School			
St. Louis Elem. School			
West Kent Elem. School			
West Royalty Elem. School			

Company Name: _____

Contractor signature: _____

PUBLIC SCHOOLS BRANCH

PAINTING TENDER
SUMMER 2018

School	Area to be painted	
Alberton Elem	- Paint hallways	
	- Paint student entrance	
	- Paint Grades 3, 4, 5	
	- Paint outside window frames on front windows	
Amherst Cove Cons.	- Paint front entry block walls, bulkheads	
	- Paint walls in Room 190	
	- Paint Computer Lab 153	
	- Paint Room 134	
	- Paint Gym walls below radiation rads	
Athena Cons.	- Paint Room 111	
	- Paint Room 108	
	- Paint Rooms 126, 125, 129, 130, 124, 123	
Bloomfield Elem.	- Paint upper/lower corridor walls. End paint at top landing, and bottom landing of lower corridor. (Stairwells not included)	
	- Paint frames/trim of doors in upper/lower corridor of the same area above.	
Cardigan Cons.	- Paint closet doors & cabinets at back of Gr. 6 classroom	
	- Paint doors to Grade 1 Grade 6	
	- Paint window sills	
	- Paint sheds at back of school and fence around oil tank at front doors	
Eliot River Elem.	- Gym walls - remove insulation and adhesive and then paint	
Glen Stewart Primary	- Paint Grade 1 hallway – walls, 12 door frames, 1 double door (frame only)	
	- Gym hallway - paint doors & frames only (4 single doors, 4 double doors)	
	- Gym - paint lower 8 feet of all walls (change color to off white)	
	- Paint Kindergarten hall (ramp & stairs included)	
L. M. Montgomery Elem.	- Paint two stairways – are currently yellow, change to Green to match remainder of school	
M. E. Callaghan Int.	- Paint gym walls	
	- Paint Room 321	
	- Paint Room 300	
	- Paint Room 315	

School	Area to be painted	
Miscouche Cons.	- Paint Room 203	
	- Paint Room 102	
	- Paint Room 111	
	- Paint Room 112	
	- Paint upper corridor	
	- Paint locker room at top corridor same colour as upper corridor above	
Montague Cons.	- Paint Gym entrance from door to door	
	- Paint Room 231	
	- Paint Room 233 including small washroom	
Morell Cons.	- Paint downstairs halls and entry	
	- Paint one (1) stairwell	
	- Paint Library (excluding shelving)	
	- Paint gym office	
	- Paint room 123 - (entire room)	
Mt. Stewart Cons.	- Paint four (4) student washrooms	
	- Paint trim on outside windows - (three (3) large sections)	
O'Leary Elem.	- Paint Photocopier room 204	
	- Paint two (2) staff rooms	
	- Paint Guidance counsellors office	
	- Paint three (3) student bathrooms	
Parkdale Elem.	- Paint office area (all walls in secretary area & two (2) offices)	
	- Paint front entrance handrail and risers	
	- Paint back stairs	
Parkside Elem.	- Paint the office	
	- Paint bannister & rails on staircases	
	- Paint Classroom Numbers 306, 310, 312, 317	
Prince Street Elem.	- Paint Gym equipment storage room ceiling (staging required)	
	- Paint Room 28	
	- Paint Room 29	
	- Paint Room 30	
Queen Elizabeth Elem.	- Paint four (4) classrooms - 315A, 315B, 307C, 307D	
	- Paint two (2) washrooms - 220, 221	
Southern Kings Cons.	- Paint science room including cabinets – all same color as rest of school	
	- Paint lower 5' of gym walls	
	- Paint corridor on right hand side heading to backdoor – door frames to be included	

School	Area to be painted	
Spring Park Elem.	- Paint lobby – includes main entrance at office, angled wall and glass wall	
	- Paint all walls MPR room 126	
	- Paint three (3) stairwells ???DISCU Fred	
	- Bathroom ceiling Room 229 - patch and paint	
	- Paint window by Gym (include walls from double doors to back door	
	- Main office back door wall - patch & paint	
St. Jean Elem.	- Paint Room 16 - Mr. Kelly's classroom (change color to match rest of school, doors & trim included)	
St. Louis Elem.	- Paint staff bathrooms	
	- Paint classroom 3-4E	
	- Paint classroom 5-6E	
	- Paint classroom 1-2F	
	- Paint classroom 3-4FI	
	- Paint Resource room	
West Kent Elem.	- Paint Rooms 102, 105 & 209	
	- Main stairs (middle wall only, fill holes and paint	
West Royalty Elem.	- Patch and paint hallway at K wing	

PUBLIC SCHOOLS BRANCH
PAINTING SPECIFICATIONS
SUMMER 2018

ANY ACRYLIC LATEX PAINT GOING OVER OIL BASE MUST HAVE OIL BASE PRIMER APPLIED

- | | | |
|---------------------------------------|---|---|
| Interior walls, trim, doors, cabinets | - | Acrylic latex semi-gloss |
| Interior ceilings, gyprock, stucco | - | Acrylic latex semi-gloss |
| Interior ceiling "fixed" tiles | - | Latex flat paint |
| Exterior trim | - | Exterior oil base primer - exterior latex paint |
| New Interior Construction | - | Acrylic Latex semi-gloss |

PAINT - **Top line product**

Tender package must include the brand of paint being used and the line of paint being used and the name of the supplier.

Also:

■ Contractor must supply the Public Schools Branch with the color numbers and brand of paint used in each building they bid on. **Please submit these numbers and brand when submitting invoice for payment. Payment will be withheld if this information is not provided.**

■ Contractor must repair all holes, cracks, etc., and new wood must be primed before being painted and spot prime all repaired areas. **In areas where paint is chipping or tape or putty have been used, area is to be sanded, patched and primed before painting.**

■ All work must be carried out in a professional manner. Any clean up associated with the painting will be the responsibility of the contractor.

■ Contractor must abide by all laws, regulations and procedures under the Occupational Health & Safety Act to ensure a safe working place for the contractor and school staff.

■ **Payment will be issued upon completion and inspection of each job. If deficiencies are present, monies will be withheld until they are corrected.**

■ If two (2) coats has been specified, manufacturers drying time is required before second coat is applied.

Indemnification and Assumption of Liability

The Contractor shall indemnify and hold harmless the Public Schools Branch, its agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever arising out of or resulting from the performance of work (herein called the "claims"), provided that any such claim is caused in whole or in part by any act, error or omission, including, but not limited to, those of negligence of the Contractor or anyone directly or indirectly employed by the Contractor or anyone for whom the Contractor may be liable.

Insurance Requirements

The Contractor shall, without limiting his obligations or liabilities herein, and at his own expense, provide and maintain the following insurances in forms and amounts acceptable to the Government.

- (a) The Contractor shall have Commercial General Liability coverage in an amount not less than \$3,000,000.00 inclusive per occurrence against bodily injury and property damage. The Public Schools Branch is to be added as an additional insured under this policy. Such insurance shall include, but not be limited to:
- (a) Blanket Written Contractual Liability;
 - (b) Personal Injury Liability;
 - (c) Non-owned Automobile Liability;
 - (d) Cross Liability;
 - (e) Operation of Attached Machinery.

Commercial General Liability insurance shall be endorsed to provide the Public Schools Branch with thirty (30) days advance written notice of cancellation or material change and fifteen (15) days notice in the event of non-payment

- (b) Automotive liability coverage (Standard Automobile Policy) on all vehicles, the subject of this Agreement, owned, leased, operated or licensed in the name of the Contractor, in an amount not less than \$2,000,000.00.

All the foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the Public Schools Branch nor by any other form of recovery available such as the Provincial Self Insurance and Risk Management Fund.

Proof of Insurance

Proof of Liability insurance will be accepted on the Public Schools Branch Certificate of Insurance form only (with no amendments).

The policies required by this Agreement shall be in a form and with insurers satisfactory to the Public Schools Branch. Default of delivery or receipt by the Public Schools Branch shall not be construed as acknowledgment or concurrence that there has been compliance with the terms of this Agreement.



Public Schools Branch

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June 2018

Note to all Bidders:

**We have included in this package FOR INFORMATION ONLY the following documents.
You are not required to complete them at this time.**

- 1. CONTRACT AGREEMENT**
- 2. SCHEDULE "A" - THE WORK**
- 3. SCHEDULE "B" - LOCATION OF WORK TO BE PERFORMED**
- 4. SCHEDULE "C" - CERTIFICATE OF INSURANCE FORM**

After the tender closes, if you are the successful bidder, we will forward a completed copy of the above forms for you to sign and return to our office.

Should you have questions, please give us a call at 902-368-6962.

THIS AGREEMENT made this _____ day of _____ .

BETWEEN: **PUBLIC SCHOOLS BRANCH (formerly known as the English Language School Board (Stratford and Summerside) of, Prince Edward Island**

(hereinafter referred to as the "Branch")

OF THE FIRST PART

AND: of _____ in _____ County, Province of Prince Edward Island

(hereinafter referred to as the " Contractor ")

OF THE SECOND PART

WHEREAS the Branch wishes to engage the services of the Contractor to carry out the work described in Schedule A herein;

AND WHEREAS the Contractor has agreed to provide the Branch with these services on certain terms and conditions;

NOW THEREFORE the parties agree that the terms and conditions of their relationship are as follows:

Covenants of the Contractor and the Branch

- 1. The Contractor shall perform the services, assume all those responsibilities and diligently execute all those duties described in the attached Schedule "A" (The Work), in a manner satisfactory to the Branch.
- 2. Subject to the termination clause, the term of this agreement shall commence on the _____ day of _____ and end on the _____ day of _____ .

Per the tender completed by the Public Schools Branch, under the rules and regulations of the Prince Edward Island Public Purchasing Act, the agreed upon rates for services in Schedule "A" (The Work), subject to the Termination Clause, are listed on Schedule "B" (Location of Work to be Performed - Painting)

Payments, Records and Accounts

- 3. The Contractor shall follow the procedure described below to obtain payment for services rendered.

Payment will be issued upon completion and inspection of each job. If deficiencies are present, monies will be withheld until they are corrected.

Conditions and Records of Employment

- 4.
 - a. The parties agree that the Contractor shall act as an independent contractor and that it is entitled to no other benefits or payments whatsoever than those specified in paragraph 3 hereof.

- b. The parties agree that entry into this agreement will not result in the appointment or employment of the Contractor as an officer, clerk or employee of the Branch, nor shall the *Civil Service Act*, R.S.P.E.I. 1988, Cap. C-8 apply.
- 5.
- a. The Contractor agrees to accept sole responsibility to submit any applications, reports, payments or contributions for Sales Taxes, Income Tax, Canada Pension Plan, Employment Insurance, Workers' Compensation assessments, Goods and Services Tax or any other similar matter which the Contractor as a self-employed person or organization may be required by law to make in connection with the work to be performed under this Agreement.
 - b. The Contractor agrees to accept sole responsibility to comply with all Federal, Provincial and Municipal legislation which may have application to the work being performed under this Agreement.
 - c. The Contractor, before undertaking any work under this Agreement, shall provide a certificate of good standing by the Workers Compensation Board.
 - d. The Contractor shall comply with all provincial and federal legislation affecting conditions of work and wage rates including the *Employment Standards Act* R.S.P.E.I. 1988, Cap W-3, the *Workers Compensation Act* R.S.P.E.I. 1994 Cap 67, or any other laws that impose obligations in the nature of employers' obligations.
 - e. The Contractor agrees to accept the full cost of doing those things required under sub-paragraphs 5 (a), 5 (b), 5 (c), and 5 (d) above, and will not charge or seek reimbursement from the Branch in any way.

Administration

- 6. The work is to be performed at locations set forth in Schedule "B".
- 7. The Branch shall provide such support, direction, decisions and information as it deems necessary or appropriate under this Agreement.

Termination of Agreement

- 8. Notwithstanding other provisions of this Agreement, the Branch may terminate this Agreement in its entirety, or any part thereof, at any time by a notice in writing, signed by or on behalf of the Branch and either delivered to the Contractor or mailed to the Contractor's address at the last known place of business. The Branch reserves the right to terminate this Agreement due to but not limited to the following: unsatisfactory service, use of unspecified equipment, cancellation of insurance, unlicensed operators or unregistered equipment. This agreement shall be determined to have ended upon the date of delivery, sending by electronic communications or mailing of such notice in which event the Contractor shall have no further claim against the Branch, except for the following: The Contractor will be paid pursuant to and in accordance with paragraph 2 for the work performed up to the date of termination by written notice. Such payment shall include all firm commitments made by the Contractor prior to the receipt of the notice and for which the Contractor is liable for payment, less any sums paid by the Branch or the Contractor on account.

9. In the event that a contracted school has been subject to final closure (the school has ceased operations), the contracted painting services outlined in Schedule "A" (The Work), will be terminated with no financial obligation remaining with the Public Schools Branch.
10. Notice in this agreement is deemed to have been effected on the day of delivery in person, facsimile, electronic communication, or upon mailing of the notice.

Confidentiality and Copyright

10. Any and all information, knowledge or data made available to the Contractor as a result of this Agreement shall be treated as confidential information. The Contractor will not directly or indirectly disclose or use it for purposes unrelated to the agreement at any time without first obtaining the written consent of the Branch, unless the information, knowledge or data is generally available to the public.

Freedom of Information and Protection of Privacy Act

11. Any information provided on this contract may be subject to release under the *Freedom of Information and Protection of Privacy Act*. The Contractor may be consulted prior to release of any information.
12. Contractors whose work for Branch involves the collection or use of personal information are subject to the *Freedom of Information and Protection of Privacy Act*. Personal information may not be released to any third party or unauthorized individual.

Indemnification and Assumption of Liability

13. The Contractor shall indemnify and hold harmless the Branch, its agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever arising out of or resulting from the performance of work (herein called the "claims"), provided that any such claim is caused in whole or in part by any act, error or omission, including, but not limited to, those of negligence of the Contractor or anyone directly or indirectly employed by the Contractor or anyone for whom the Contractor may be liable.

Insurance Requirements

14. The Contractor shall, without limiting his obligations or liabilities herein, and at his own expense, provide and maintain the following insurances in forms and amounts acceptable to the Branch.
 - (a) The Contractor shall have **Commercial General Liability coverage in an amount not less than Three Million Dollars (\$3,000,000.00) inclusive per occurrence against bodily injury and property damage.** The Branch is to be added as an additional insured under this policy. Such insurance shall include, but not be limited to:
 - (a) Blanket Written Contractual Liability;
 - (b) Personal Injury Liability;
 - (c) Non-owned Automobile Liability;

- (d) Cross Liability;
- (e) Operation of Attached Machinery.

Commercial General Liability insurance shall be endorsed to provide the Branch with thirty (30) days advance written notice of cancellation or material change.

- (b) Automotive liability coverage (Standard Automobile Policy) on all vehicles, the subject of this Agreement, owned, leased, operated or licensed in the name of the Contractor, in an amount not less than Two Millions Dollars (\$2,000,000.00).
- (c) The Contractor has permission from the Branch to use subcontractors that the Contractor is required to ensure that each sub-contractor also carries the same insurance required by this contract.

All the foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the Branch nor by any other form of recovery available such as the Provincial Self Insurance and Risk Management Fund.

A Certificate(s) of Insurance and any renewals thereof, shall be furnished to the Branch prior to commencement of work by the Contractor and must be updated as required during the Term. Public Schools Branch Certificate of Insurance form - (Schedule C)

The policies required by this Agreement shall be in a form and with insurers satisfactory to the Branch. Default of delivery or receipt by the Branch shall not be construed as acknowledgment or concurrence that there has been compliance with the terms of this Agreement.

Disputes

- 15. In the event of a dispute, the parties agree to negotiate in good faith in order to find a resolution. In the case of a serious dispute where no resolution is reached within 30 days, the parties agree to resolve their dispute in accordance with the Arbitration Act, R.S.P.E.I. 1988, Cap.A.

Entire Agreement

- 16. This agreement shall not be assigned or subcontracted in whole or in part by the Contractor without the prior written consent of the Branch. If the Contractor is unable to perform the services described in Schedule A for a period of time due to illness, mechanical breakdown or any other reason, the Contractor shall arrange for a subcontractor to perform the services and pay the subcontractor directly for the performance of those services. The Contractor shall obtain consent of the Branch prior to the subcontractor commencing performance of the services.
- 17. This agreement shall enure to the benefit of and be binding upon the parties hereto and, subject to above assignment and subcontracting clause, their executors, administrators, successors and assigns.
- 18. This agreement shall be interpreted and applied in accordance with the laws and in the Courts of the Province of Prince Edward Island.

19. This agreement, including Schedules "A", "B", and "C" constitutes and expresses the entire agreement of the parties hereto and any amendment or addition thereto shall be in writing and signed by the respective parties.
20. The headings are inserted in this Agreement for reference only and shall not form part of the Agreement.

IN WITNESS WHEREOF the parties thereto have executed this Agreement as of the day and year above written.

SIGNED, SEALED & DELIVERED)
in the presence of:

)
)
)
)
)

Public Schools Branch,

SIGNED, SEALED & DELIVERED)
in the presence of:

)
)
)
)
)

Contractor

SCHEDULE "A"
"THE WORK"

To Contract between the Public Schools Branch and

_____ **Contractor Name** _____

dated the _____ day of _____

1. The Contractor shall provide complete painting service(s) for the location(s) specified in Schedule "B":
2. Contracted services may not be entered into with individuals who have not attained the legal age of 18 years.

All Contractors must follow all applicable safe work procedures and must have taken any safety training courses required under the OHS Act of Prince Edward Island. Personal Safety Equipment and equipment safety devices as required by the Provincial Occupational Health & Safety Act must be used at all times while operating equipment or climbing on Public schools Branch property. Operators are responsible to ensure that these safety devices are in place and safe work practices are followed.

The following is a list of safety equipment required:

- CSA approved safety glasses
- CSA safety approved footwear
- CSA approved ladders
- All standard safety devices must be in working order

3. The performance of the work shall be as follows:
 - Contractor must supply the Branch with the color numbers and brand of paint used in each building they bid on. Please submit these numbers when submitting invoice for payment. Payment will be withheld if this information is not provided.
 - Contractor must repair all holes, cracks, etc., and new wood must be primed before being painted and spot prime all repaired areas. All work must be carried out in a professional manner. Any clean up associated with the painting will be the responsibility of the contractor
 - Contractor must abide by all laws, regulations and procedures under the Occupational Health & Safety Act to ensure a safe working place for the contractor and school staff.
 - Contractor must supply their own CSA approved ladders equipment and are not permitted to use Branch/School ladders/equipment.

4. The timing of work performed shall be as follows:

No painting on Sunday. All painting to be completed on or before Aug. _____ when staff return to the building.

5. The Contractor shall be responsible for any damage incurred during the execution of the work under this contract, and shall, at no expense to the Branch repair the damage to the satisfaction of the Branch. Cost of damage will be deducted from bills submitted.

SCHEDULE "B"
"LOCATION OF WORK TO BE PERFORMED"
PAINTING
To Contract between the Public Schools Branch and

Contractor Name
dated the ____ day of _____

PAINTING REQUIREMENTS
SUMMER

Note: List of schools you were awarded will be provided in this section

School	Area to be painted	

No painting on Sunday

PUBLIC SCHOOLS BRANCH CERTIFICATE OF INSURANCE

Proof of liability insurance will be accepted on this form only (with no amendments).

Personal information on this form is collected under Section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988 c.F-15.01 as it relates directly to and is necessary for confirming the insurance of independent contractors and will be used solely for this purpose. If you have any questions about this collection of personal information, you may contact the Public Schools Branch by telephone at 902.368.6990, 902.888.8400, or toll free at 1-800-280-7965

This is to certify that the insured set forth is insured with the Insurance Company, which insurance is described below:

Name of Insured:

Address of Insured:

Description of operations to which this Certificate applies:

Type of Insurance	Policy Number	Effective Date (d/m/y)	Expiry Date (d/m/y)	Limits of Liability (Canadian dollars unless indicated otherwise)	
				Coverage	Amount of Insurance
Commercial General Liability: <input type="checkbox"/> Claims made, OR <input type="checkbox"/> Occurrence <input type="checkbox"/> Products and/or completed operations <input type="checkbox"/> Contingent employer's liability <input type="checkbox"/> Cross Liability <input type="checkbox"/> Non-owned automobiles <input type="checkbox"/> Owner's and contractor's protective coverage <input type="checkbox"/> Contractual liability <input type="checkbox"/> Operation of attached machinery				General aggregate	\$
				Each occurrence	\$
				Products and completed operations aggregate	\$
				Non-owned automobile	\$
Automobile Liability: <input type="checkbox"/> All vehicles owned or leased by insured, OR <input type="checkbox"/> Described automobiles as per attached				Third Party Liability	\$
Excess Liability: <input type="checkbox"/> Umbrella form <input type="checkbox"/> Other than umbrella form (specify):				Each occurrence	\$
				Aggregate	\$
Other (describe):					
Note:					

This is to certify that:

1. The PUBLIC SCHOOLS BRANCH has been added as an additional insured on the Commercial General Liability Insurance Policy, but only with respect to its interest in the operations of the named insured.
2. The Policies of Insurance, as described above, have been issued by the undersigned to the insured named above and are in force at this time.
3. If cancelled or changed in any manner that would affect the Public Schools Branch, as outlined in coverage specified herein for any reason so as to affect this certificate, 15 days prior written notice for Motor Vehicle Liability and 30 days prior written notice for all other insurance coverage except in the event of non-payment where policy conditions dealing with termination will apply. Written notice is to be given by the insurer(s) to the:

Public Schools Branch
Stratford Office
P. O. Box 8600 Charlottetown,
PE C1A 8V7

Public Schools Branch
Summerside Office
250 Water St, Suite 201
Summerside, PE C1N 1B6

This certificate is executed and issued to the aforesaid Public Schools Branch.

Date:

Name of Insurance Company (not broker):

Name of Insurance Broker:

Signature of Authorized Representative or Official

PUBLIC SCHOOLS BRANCH
CERTIFICATE OF INSURANCE

*Contractor Operated Equipment or
Vehicle Rental Listing*

Name of Contractor: _____

List the equipment/vehicle which the contractor has agreed will be used in the performance of the current contract with the Public Schools Branch:			
Year	Make	Model	Serial Number

The following section is to be used in the event of equipment/vehicle changes occur over the term of the Certificate of Insurance:			
It is hereby understood and agreed that the Certificate of Insurance completed on _____, 20____ has been amended as follows effective _____, 20____.			
The following vehicle/equipment is added :			
Year: _____	Make: _____	Model: _____	Serial No.: _____
The following vehicle/equipment is deleted :			
Year: _____	Make: _____	Model: _____	Serial No.: _____

Date: _____	Policy No: _____
Broker: _____	
Insurer: _____	

Signature of Authorized Representative or Official