

PEERLESS BUILDING MAINTENANCE

JANITORIAL SERVICES CONTRACT

PRESENTED TO

City of Calabasas

For

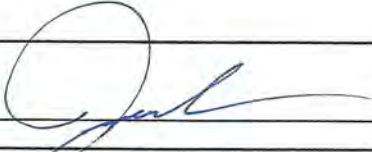
100 Civic Center Way, Calabasas, CA 91302

June 21, 2022

**BID FORM
FOR CITY OF CALABASAS
JANITORIAL SERVICES**

AREA	BID AMOUNT
A. City Hall and Council Chambers, including public restrooms	\$4,905.00/month
B. Library, Founders Hall and Multi-Purpose Room, including public restrooms	\$4,176.00/month
C. Senior Center entire building	\$1,974.00/month
D. Founders Hall and Multi-Purpose Room, including public restrooms. Special Cleaning after Rentals (Separate from Routine)	\$150.00/cleaning
E. Senior Center Multi-Purpose Room, kitchen and restrooms Special Cleaning after Rentals (Separate from Routine)	\$150.00/cleaning
F. Juan Bautista De Anza Park Multi-Purpose Room, Conference Room including public restrooms Special Cleaning after Rentals (Separate from Routine)	\$150.00/cleaning
TOTAL BID PROPOSAL	\$11,505.00

Company Name: Tuttle Family Enterprises Inc DBA Peerless Building Maintenance

Address:	9510 Topanga Canyon Blvd. Chatsworth, CA 91311
Telephone:	818-534-2566
Name of Person Submitting Bid:	Joe Russo
Title:	Vice President
Signature:	

Please list references (name, address and telephone number) for three clients for which similar services were provided:

1. Name _____
Company See attached proposal
Address _____

Phone _____
Email _____

2. Name _____
Company _____
Address _____

Phone _____
Email _____



Serving you since 1948

Peerless

Building Maintenance Co.

Celebrating 74 Years of Service

Enclosed for your review is information on our Company, which will let you know who we at Peerless are and how we can best serve you and your facilities. What sets us apart from our competition is our **reliability, integrity, and consistency**.

PEERLESS BUILDING MAINTENANCE COMPANY is a local firm that has served Southern, Central and Northern California for the past seventy years. We share in the **quality standards** established by both our clients and our employees. Our clients are both small and large; we can maintain and servicing any size or type of facility. Our hands-on management team along with our trained and qualified staff of window cleaners, power washing and sweeping care specialists, floor care specialists, supervisors, janitors, waterproofing personnel, day porters and matrons offer customized service with commitment and understanding of individual facilities. Our reputation is based on our ability to **consistently** provide superior service through well-trained supervisors, quality control inspections and motivation of personnel. Motivating employees is a very challenging endeavor, however, it is the difference between mediocre or poor service and excellent service.

We pride ourselves in the ability our effective **communication** and **understanding** of our clients personalized service requirements. This enables us to maintain their individual projects at levels that meet or exceed their expectations. Each of our clients receives 24-7 **timely response** and access for both routine and other emergency related services. We are also proud to offer to our customers the ease of electronic communication with our office via e-mail.

Each of our employees participates in an ongoing **"Safety in the Workplace"** program that is produced by Peerless Management personnel with the assistance of our insurance carrier and our Area and District Supervisors. All employees receive our safety handbook, which contains specific safety information related to the employee's position held within the Company. Employees also receive thorough training in our Green Cleaning procedures and the correct use of related products.

We would welcome the opportunity to show you how our **"Personalized Service"** will make the difference in attaining the service goals that you require. Thank you for your time and consideration.

Sincerely,
PEERLESS BUILDING MAINTENANCE COMPANY

Tim Tuttle

Tim Tuttle
President



Serving you since 1948

Peerless
Building Maintenance Co.

The Peerless Building Maintenance Approach to Services

Mission Statement

We will utilize our knowledge and expertise in providing personalized, professional service to our clients in a cost effective manner.

Our Clients are our Partners.

We pride ourselves with the relationships that we create with our clients in order to provide them with the highest level of service.

Peerless Building Maintenance will utilize its management team to implement the following:

- Training—Hiring—Background Verification
- Specialty trained personnel (Floor/Carpet Professionals) to improve service
- Inventory Management
- Daily communications with Property Management
- Scheduling of services to meet Property Management expectations
- Establish criteria for Property Management satisfaction
- Inspection of facility by Peerless Quality Control Personnel who, using company issued smartphones, iPads and laptops will direct janitorial foreman to insure work is completed as specified
- All issues identified on quality control inspections and any issues called in by Property Management must be responded to within 24 hours to close the loop
- Provide Peerless Senior Management to meet with Property Management at their convenience, as necessary
- Provide and maintain a 24-hour emergency telephone communication

Peerless' commitment to customer satisfaction is an on-going process. Our success is attributable to our partnering with our clients and management of our services to reach and maintain their expectations.

Tim Tuttle
CEO/President

Tatevik Grigoryan
Controller

Joe Russo
V.P. Business
Development

Personnel

Human Resources
Paulina Flores

Payroll
Alina Serrano
Yliana Serrano

**Recruitment
On-boarding**
Maria Fonseca

**Safety in the
Workplace**
Paulina Flores

Accounting

Accounts Payable
Tatevik Grigoryan

Acc. Receivable
Greta Badoyan
Louraine Webb

**IT/
Communications**
Mitchell Marcus

**Quality Control
Account Mgmt**

Mari Adelstein
Ray DeVally
Josh Linthicum
Betsy Barrioz

**Building
Operations**

Area Supervisor
Javier Saucedo
David delaCruz
Gilda Portillo
Joel Garcia
Raphael Arias

**Bank
Operations**

**Account
Manager**
Ed Hall
Area Supervisors
Deshone Jamerson
Henry Salas
Manual Arias
Cecla Darrco

**Day Porter
Operations**

**Day Porter
Staffing/Supervision**
Maria Fonseca
Training
Fidel Macias

**Above Scope
Services**

**Staffing/Supervision
Scheduling**
Joel Garcia
Services
Pressure Washing
Carpet Care
Hard Surface
Floor Care
Power Sweeping
Maintenance
Supplies

**Customer
Service/Liason**
Ivette Fernandez



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Building Maintenance Co.

GREEN CLEANING POLICY

We at Peerless Building Maintenance have a goal to deliver janitorial services that provide exceptionally clean and sanitary work environments for the tenants and their visitors. We also strive to accomplish our goal in a manner that is earth and human friendly. In keeping with our vision to maintain the facilities and buildings effectively, we affirm our commitment to environmental stewardship and sustainability, both contained in the **Green Cleaning Policy**. This policy requests that the building occupants do their part. But **Green Cleaning** comprises an entire program affecting our choice of cleaning solutions, practices, and equipment, our goals for personnel training and janitorial personnel commitment to practice environmentally conscious cleaning and sanitation procedures.

We have established this policy to reduce the exposure of building occupants and janitorial personnel to potentially hazardous chemical contaminants that adversely impact air quality or impede occupants' well being. In short, we want to control the health-negative components within the indoor as well as the outdoor environment.

Goals and Strategies

Green Cleaning goals are to minimize the exterior's impact on the local environment and to emphasize and practice environmentally safe, low-impact cleaning chemicals and practices. As a janitorial service provider, we continually aim to improve our environmental performance by:

- Educating, training and motivating janitorial staff to work in an environmentally responsible manner.
- Ensuring that all janitorial personnel are aware of their responsibilities in implementing this environmental policy.
- Conserving energy, water, and other resources while still providing a clean and sanitary environment.
- Complying with all relevant current legislation and industry standards.
- Using cleaning products that meet Green Seal standard GS-37 or products with low-volatile organic compounds (VOC) whenever applicable.
- Using products that meet EPA standards with high post-consumer recycled content.
- Using equipment with good filtration.
- Eliminating phosphates and aerosol products.
- Using concentrated cleaning products when available.
- Using chemicals that are automatically and accurately diluted using cold water.
- Using products that are packed with recycled materials.

Peerless Building Maintenance is a member of the U.S. Green Building Council and LEED, leadership in energy and design. This organization provides leadership and information on new materials, products, and design to commercial construction and major renovations projects to insure a healthy work environment and help preserve our natural resources as they pertain to the building industry.



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List of Services

- **Janitorial**

Monthly contractual services for hi-rise commercial office buildings, financial institutions and facilities, industrial complexes

Post construction Cleaning Services

24 Hour emergency response for water reclamation

- **Day Porters/Matrons**

Full time, part time and temporary maintenance personnel for office buildings and financial institutions and facilities

- **Floor Care Specialists**

All floor types: marble, granite, wood, tile, VCT

- **Professional Carpet Care**

Utilizing steam extraction, spin bonnet, shampoo or dry-cleaning methods as well as carpet restoration

- **Hot, High Pressure Washing Services**

Fleet of pressure washing machines (including truck mounted machines) to provide 260-degree temperature water with 4000 PSI to clean exterior hardscape surfaces such as building facades, pavers, concrete, masonry, and parking structures. Water reclamation and recycling

- **Window Washing Services**

Hi-rise interior and exterior window washing, removal of mineral deposits and glass restoration.

- **Janitorial/Maintenance Supplies**

Distributor for all types of cleaning supplies as well as toilet paper, paper towels, trash liners, seat covers, handsoaps and feminine products.



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Quality Control

To ensure that we provide janitorial services that meet and exceed client expectations, Peerless Quality Control Personnel will start off by conducting a weekly building inspection (or more frequently if required by building management) until all parties agree that the project is up and running smoothly. After this initial start-up period, Peerless Quality Control Personnel will visit and inspect the facility twice a month. During these inspections, our personnel will contact building management to obtain their observations and input. We also will meet with tenants as necessary to review any cleaning issues within their spaces. All visits will be documented, and information will be relayed to building management and the janitorial area supervisor. Quality Control Personnel will follow up on subsequent visits to ensure that any issues are completely resolved.

Peerless Building Maintenance will utilize its management team to implement the following to ensure quality control standards are met:

- Training—Hiring—Background Verification
- Specialty trained personnel (Floor/Carpet Professionals) to improve service.
- Inventory Management
- Daily communications with Facility Management
- Scheduling of services to meet Facility Management expectations
- Establish criteria for Facility Management satisfaction
- Inspection of facility by Peerless Quality Control Personnel who will direct janitorial foreman to ensure work is completed as specified.
- Provide Peerless Senior Management to meet with Facility Management at their convenience, as necessary.
- Provide and maintain a 24-hour emergency telephone communication. Your telephone call will always be answered by a representative of Peerless, and not by an answering machine or voice mail. All management staff is equipped via cellular phone and radio to enable direct communication and group communication.

Peerless' commitment to customer satisfaction is an on-going process. Our success is attributable to our partnering with our clients and management of our services to reach and maintain their expectations.

Staffing Procedure

1. Employee absenteeism is covered by using on-call status personnel to fill in for the hours not covered by employees who are on vacation or out sick. To qualify for sick hours, employees understand that these hours are for a bona fide illness, and they must provide a doctor's note. Employees must submit all vacation requests to the office in writing at least ten days in advance of the time off request—permission is given based on staffing.
2. Training at Peerless Building Maintenance covers safety programs, green cleaning policies and procedures, service level agreements and customer expectations. These subjects are distributed to janitorial personnel using video presentations, open discussions and demonstrations, training workbooks and brochures. The training programs usually last about an hour allowing time to discuss specific topics. Participation in training sessions is documented (including a signature log) and are kept on file and updated when any additional training is completed. Workplace safety and green cleaning programs are also provided using videos and workbooks. A document or certificate confirming the completion of green cleaning training is also signed and kept on file. Monthly copies of service level inspection forms are reviewed with janitorial personnel and discussed by category to ensure a thorough understanding of customer service expectations.
3. Peerless employees participate in an ongoing "Safety in The Workplace" program that is produced by Peerless Management personnel with the assistance of our insurance carrier and our Area and District Supervisors.

A cash award is given to individuals and at times staff groups, which have demonstrated an extraordinary effort, in insuring that their workplace is hazard free and have reduced or have gone a specified period of time without a lost time accident.

While this safety related training is structured to monthly documented meetings, the topics are not. At the conclusion of these meetings, the floor is open to suggestions from the group as to the content or area they would like to cover in future meetings.

We seek and receive participation from our insurance carrier in response to our safety meetings at which they actively participated. All employees receive our safety handbook, which contains specific safety information related to the employee's specific position held within the Company. In addition, a wide range of safety topics are printed onto flyers that are distributed with the bi-monthly pay checks.

Description of Employee Benefits Program

Employee benefits for those janitorial personnel are currently covered under the contract with SEIU Local 1877 Area 3 and will receive the following benefits:

Vacation:

Employees shall receive vacation benefits, with pay, in accordance with the following schedule:

- One (1) week-five (5) days during 0-12 months of employment
- Two (2) weeks-ten (10) days during 13-48 months of employment
- Three (3) weeks-fifteen (15) days after completing 48 months of employment

Sick Pay:

Employees accumulate sick benefits of six (6) days per calendar year.

Holiday/Vacation/Sick Leave

The following days are currently observed as holidays:

- Christmas Day, New Year's Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and the day after Thanksgiving
- Effective 01/01/2023: Martin Luther King Jr Day

Observance of Holidays:

Company policy stipulates that employee will receive pay for holidays not worked at the employee's regular rate of pay. If the holiday falls on a Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. The employee must work his/her shift before and after a holiday to be eligible for holiday pay.

Special Coverage for Holidays:

In the event that a tenant requests janitorial/day porter services on one of the above referenced days, the employee shall be paid at the rate of time and one half for all hours worked in addition to the employee's regular day's pay. Any employee who is called in to work on a stated holiday shall be guaranteed a full workday.

Please note that the pricing schedules submitted do not include pricing to have employees work on holidays.



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Initial Timeline for Start-Up (to be adjusted as necessary)

15 Days --Fifteen Days prior to commencement of the contract award all Peerless Personnel assigned to this account will meet to review contract and job specifications and the following actions will begin:

Hiring Process--using list of current janitorial/supervisory staff provided by incumbent vendor, arrange to meet with those on the list both on site and at Peerless home offices to have personnel fill out new employment application forms, (including Background check waiver, I-9, W4, uniform issuance form, company policy acknowledgement form, and emergency contact form). All applicants will supply original copies of a valid California issued ID or driver's license and a Social Security Card.

Color photographs will be taken of all applicants for job badge preparation and for employee files.

Criminal and Social Security Card data is reviewed using a #21 background check process with ADP.

New applicant will be measured to provide uniforms.

New applicants will view a brief Peerless Building Maintenance Company orientation video and receive training in certified **GREEN cleaning procedures and chemicals**

Equipment and Supplies--arrange to meet with current lead and supervisory personnel to compile a list:

Detailed itemized list (including average usage quantities) of equipment and supplies needed by day and night shifts

Detailed itemized list of all computers, phone, and radio equipment to be utilized by on-site personnel

Review list of employees currently working on site and evaluate work performance, job duties, etc.

Address any other important observations or issues expressed

Place order for all equipment, supplies, computers, etc. with appropriate vendors.

10 Days --Ten Days prior to commencement of the contract award complete delivery plan for equipment, chemicals, and paper supplies for all buildings on site.

-- Verify the hiring status of all employees to insure employee packages are complete and that all training is being documented.

7 Days --Seven Days prior to commencement of the contract award Project Manager begins daily, on-site visits to become familiar with site layout, staging areas for equipment and supplies.

5 Days --Five Days prior to commencement of the contract award all Peerless Personnel assigned to this account will meet to review status of start-up to ensure all bases have been covered. Resolve any outstanding issues.

- Verify all employees ready to start-verify that training is complete, and that uniforms and employee badges are issued.

- Verify all equipment is assembled and ready for distribution.

- Review data being collected and compiled by Project Manager.

- Confirm day and time that delivery of equipment can be made.

2 Days --Two Days prior to commencement of the contract award --delivery of all equipment, supplies, etc. to site

Commencement Day--

- Employees begin working shifts as established by Building Management.

- Area Supervisor visits site to meet with janitorial lead staff to resolve any initial issues.

- Quality Control begins inspecting all areas where work is performed and evaluating performance levels with assistance and input from Building Management.



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PEERLESS BUILDING MAINTENANCE JANITORIAL SERVICES—REFERENCE LIST

DOUGLAS EMMETT MANAGEMENT LLC

- Manufacturer's Bank Building 16255 Ventura Boulevard Encino, CA 91436	Mr. Jerome Grant (818) 382-4100
- Encino Plaza 15760 Ventura Boulevard Encino, CA 91436	
- Ventura Executive Tower 15260 Ventura Boulevard Sherman Oaks, CA 91403	Ms. Taheerah Davis-Zabate (818) 981-1100
- 15250 Ventura 15250 Ventura Boulevard Sherman Oaks, CA 91403	
- Ventura Office Plaza 15233 Ventura Boulevard Sherman Oaks, CA 91403	Ms. Karyn Musgrove (818) 905-5110
- Columbus Building 15165 Ventura Boulevard Sherman Oaks, CA 91403	
- Encino Terrace 15821 Ventura Boulevard Encino, CA 91436	Ms. Alysha D'Amico (818) 990-8410
- Encino Gateway 15910 Ventura Boulevard Encino, CA 91436	
- 16000 Ventura 16000 Ventura Boulevard Encino, CA 91346	Ms. Kathrine Gibson (818) 783-3335
- Warner Center Towers 21800 Oxnard Street Woodland Hills, CA 91364	Ms. Karen Totah (818) 593-6177
- Wilshire Canon 9401 Wilshire Boulevard Beverly Hills, CA 90212	Ms. Ashley Thweatt (424) 249-3222

**PEERLESS BUILDING MAINTENANCE
JANITORIAL SERVICES—REFERENCE LIST**

DIRECTOR'S GUILD OF AMERICA

Directors' Guild of America
7920 Sunset Boulevard
Hollywood, CA

Mr. Marcel Giacusa
(310) 289-2000

LINCOLN PROPERTY COMPANY

74-75 North Pasadena Avenue
Pasadena, CA 91103

Ms. Josefina Torres
(626) 564-1349

Parsons-100 West Walnut
Pasadena, CA 91103

Ms. Rosio Perez
(626) 564-1367

Empire Center
2300 Empire Avenue
Burbank, CA 91504

Ms. Becky Rios
(818) 238-2980

959 Seward & 6955 Barton
Los Angeles, CA 90038

Ms. Karla Puga
(323) 785-8572

1000 Wilshire Blvd.
Los Angeles, CA

Ms. Hanna Kim
(213) 629-1001

MGM REALTY AND MANAGEMENT

Ventura Petit East Building
16533 Ventura Blvd.

Mr. Graham Miller
(310) 273-5132

Encino, CA 91346

THE COLBURN SCHOOL OF MUSIC

200 South Grand Avenue
Los Angeles, CA 90012

Mr. Chuck Scroggins
(213) 621-4520

ANDERSON REAL ESTATE

11911 San Vicente Blvd.
Los Angeles, CA 90049

Ms. Dawn Pardinias
(424) 349-1203

300-500 Esplanade Drive
Oxnard, CA 93036

Ms. Lisa Hachard-Downes
(805) 604-7109

TRANSWESTERN

330 North Brand Boulevard
Glendale, CA

Mr. Spencer Wilson
(818) 500-9436

**PEERLESS BUILDING MAINTENANCE
JANITORIAL SERVICES—REFERENCE LIST**

TRUMARK REAL ESTATE MANAGEMENT SERVICES

111 East Broadway, Glendale
3786-3800 La Crescenta, Glendale

Mr. Mark Trueblood
(818) 246-7221

UNIVERSAL MUSIC

2220 Colorado Boulevard
Santa Monica, CA 90404

Mr. Kevin Garabedian
(310) 865-8911

WORTHE REAL ESTATE GROUP

Media Studios North
2255 North Ontario Street
2233 North Ontario Street
3333 Empire
3355 Empire
3100 Thornton
Burbank, CA 91504

Ms. Kari Dyroy
(818) 563-2600

The Pointe
2900 West Alameda Avenue
Burbank, CA 91505

Ms. Cristina Spratt
(818) 333-7000

Central Park at Toluca Lake
3500 West Olive Avenue
Burbank, CA 91505

Ms. Eliza Armor
(818) 953-7500

The Tower Burbank
3900 West Alameda Avenue
Burbank, CA 91505

Ms. Melanie Jackson
(818) 955-7202

**JANITORIAL SERVICES—REFERENCE LIST
BANK DIVISION**

WELLS FARGO BANK

333 South Grand, 7th Floor
Los Angeles, CA 90071

Ms. Sharon Williams
(213) 253-6204

- Currently servicing over 440 branch and building locations

PACWEST BANCORP

275 North Brea Boulevard
Brea, CA 92821

Ms. Irma Rodriguez
(213) 720-4020

- Currently servicing over 75 Pacific Western Bank/1st Community Bank Locations

This list is a partial list of locations serviced by Peerless Building Maintenance Company



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/13/2021

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 DEBEIKES INSURANCE AGENCY 352 Paseo Pacifica Encinitas, CA 92024		CONTACT NAME: Alejandro Cerda PHONE (A/C, No. Ext): (805)241-3190 E-MAIL ADDRESS: AlejandroCerde0401@gmail.com		FAX (A/C, No):
INSURED TUTTLE FAMILY ENTERPRISES INC. PEERLESS BUILDING MAINTENANCE COMPANY 9510 Topanga Canyon Blvd CHATSWORTH CA 91311		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: FEDERAL INSURANCE COMPANY		20281
		INSURER B: PACIFIC COMP INSURANCE COMPANY		11555
		INSURER C: TRAVELERS INSURANCE COMPANY		25674
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	3606-7582	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000	
A	<input checked="" type="checkbox"/> 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	Y	Y	7361-8482	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	7819-3396	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000	
B	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	Y	WA 006043-02	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	CRIME BOND			BD-39465928041	7/6/2021	7/6/2022	BOND LIMIT 100,000.	

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

CERTIFICATE HOLDER	CANCELLATION
TO BE DETERMINED	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
	<i>Alejandro Cerda</i>