



REQUEST FOR PROPOSALS

for

**MODULAR BUILDING AND
ASSOCIATED CONSTRUCTION SERVICES**

RFP Release Date:

August 19, 2021

RFP Submission Deadline:

12:00 PM Pacific Time on
September 23, 2021

City of Gardena
1700 West 162nd Street
Gardena, CA 90247

1. Invitation

The City of Gardena (hereinafter referred to as “City”) seeks to identify and contract with a vendor (hereinafter referred to as “Contractor”) qualified to provide a turnkey modular building and associated construction and installation services at the Gardena Police Department. The building will house a firearms/use of force simulator that will allow for the training of Gardena Police Department employees and community partners.

City seeks to contract for the services of one (1) modular building Contractor with expertise in all phases of the work associated with the design modification, construction, site preparation, transportation, and installation of a turn-key modular building to be used for a training room. The work will include, but is not limited to, modular building construction, preconstruction design modification, site design and preparation, permitting, modular transportation, installation, tenant improvement, and commissioning of the modular building, all to be paid for through a lease financing mechanism.

Contractor will be responsible for the review of site conditions, design of City specified modifications to the basic modular unit, building of the modified design to the City-approved design, site preparation, transportation of the unit to the site, and unit installation. The Contractor shall provide construction materials and assemblies according to applicable current federal, state and local codes, regulations, and standards.

2. Scope of Work

The following section details the Scope of Work and requirements for the Contractor. Please respond to all applicable requirements in your response. Any additional materials and/or documentation can be referenced and attached with your submission in the proposal response under Attachment A.

2.1 Acquisition: It is intended that the majority of the services to be purchased under the anticipated contract will be paid for via a five-year lease mechanism. Contractor shall designate whether the site preparation, transportation and installation costs will be paid for separately or included in the lease cost. Unless otherwise designated as noted above, lease costs will otherwise be inclusive of all other project costs and expenses incurred in the course of the project, including but not limited to site utilities and connections, decks/steps/ramps, permits, applicable fee allowances, travel and living costs, reimbursables, and any design costs and modification costs to the modular unit requested and authorized by City.

2.2 Prototype Floorplan and Performance Specifications of the Modular Building Unit: The modular building, at minimum, must meet the following specifications:

- Size – minimum 35 feet long x 35 feet wide with minimum 9 foot ceiling height
- Electrical – at least three (3) dual outlets each on separate 20A circuits (110V 60HZ)
- Climate Control – room needs adequate climate control for electronics. Suggested environment is ~65° F to 75° F.
- No ambient lighting

2.3 Schedule: The City seeks to have the modular building onsite and operational no later than February 1, 2022, but can flexible based on vendor needs. Contractor shall submit proposed Schedule to accomplish this in Attachment A.

2.4 Legal Agreement: The work of this project will be performed using the processes and under the terms and conditions of the Legal Agreement provided with this RFP solicitation.

3. General Conditions

A. Terms

Proposals shall be submitted via Planet Bids. No other submission methods will be accepted.

The agreement which results from this RFP will be for one (1) turnkey modular building and associated construction and installation services, as well as a five-year lease for the modular building.

The City reserves the right to terminate the Agreement with the selected vendor if the City does not appropriate the required funding to maintain the Agreement.

If Contractor's proposal assumes that the City will take certain actions, provide facilities, etc, Contractor must state those assumptions explicitly in proposal response.

Construction of modular building will be in accordance with the contractual terms executed by City and Contractor, also to include that Contractor shall pay, or cause to be paid, each worker engaged in work who is subject to the Prevailing Wage Law, not less than the general prevailing rate of per diem wages directed by the Director of the Department of Industrial Relations, regardless of any contractual relationship which may be alleged to exist between Contractor and any Subcontractor and such workers.

The City reserves the right to reject any of the Contractor's subconsultants and ask that a different firm be proposed for consideration. Upon selection of Contractor, the City reserves the right to approve the selection of other subconsultants not requested in the RFP.

The City reserves the right to reject any and all proposals. City reserves the right to enter into negotiation with more than one Contractor simultaneously and negotiate the best contract terms to benefit the City. City intends to ultimately contract with one vendor to provide the modular building and all aspects of this contract. All potential Contractors are solely responsible for any and all costs incurred as a result of Contractor's response to this RFP and participation in the RFP process.

B. Errors in the RFP Solicitation Document

If a Contractor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the Contractor shall immediately provide the City with written notice of the problem and request that the RFP document be clarified or modified. Without disclosing the source of the request, the City may modify the RFP document prior to the date fixed for submission of Proposals by issuing an addendum to all Contractors to whom the solicitation document was sent.

If prior to the date fixed for submission of Proposals a Contractor submitting a Proposal knows of or should have known of an error in the solicitation document but fails to notify the City of the error, the Contractor shall bid at its own risk, and if the Contractor is awarded the contract, it shall not be entitled to additional compensation or time by reason of the error or its later correction.

C. City Point of Contact

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RFP provision or questions must be submitted in writing via email to the procurement contact, Elizabeth Hernandez, no later than 12:00 PM Pacific Time on Thursday, September 2, 2021. Ms. Hernandez is the only individual who may be contacted regarding the RFP and all inquiries should be sent to ehernandez@cityofgardena.org. Responses to the questions will be posted as an Addendum to the RFP by 5:00 PM Pacific Time on Thursday, September 9, 2021 on the City's RFP website and Planet Bids.

From the date the RFP is issued until a contract is executed, communication regarding this project between potential contractors and individuals employed by the City is prohibited. Only written communication with the procurement contact, as listed in this Request for Proposal, is permitted.

Once a determination is announced regarding the selection of a vendor, the Contractor will be permitted to speak with person(s) participating in contract negotiations.

Violation of these conditions may be considered sufficient cause to reject a Contractor's proposal and/or selection irrespective of any other condition.

The following exceptions to these restrictions are permitted:

- Contacts made pursuant to any pre-existing contracts or obligations; and
- Presentations, key personnel interviews, clarification sessions or discussions to finalize a contract, as requested by the City.

D. Schedule of Events

Below is the City's best estimate of a schedule of events related to this RFP and procurement. These dates are subject to change at the discretion of the City. By submitting a proposal for this contract, vendor is agreeing to be available during the "Committee Evaluations" time period for an in-person live demonstration of Contractor's modular buildings.

ACTIVITY	DATE/TIME
Release Request for Proposal	August 19, 2021
Deadline to submit written questions	12:00PM Pacific Time on September 2, 2021
Addendum Response to written questions posted on website	5:00PM Pacific Time on September 9, 2021
Deadline for submitting proposal	12:00PM Pacific Time on September 23, 2021 via Planet Bids
Committee Evaluations	October 4 – 7, 2021
Final Contract Review with Proposed Vendor	October 18 – 21, 2021
Tentative contract award date	Tuesday, November 9, 2021

E. References

The City reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those indicated through the explicitly specified contacts in Attachment H, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

F. Financial Capacity

Potential Contractor's proposal shall contain the vendor's latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the City to reasonably formulate a determination about the financial capacity of the Proposer. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer. Financial Capacity information shall be identified as Attachment J.

G. Insurance

The Vendor shall agree to provide insurance in accordance with the minimum requirements below. If the Vendor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Vendor agrees to amend, supplement, or endorse the existing coverage to do so. The City of Gardena and its officers, agents and employees will be named as an additional insured showing the following general minimum insurance requirements: 1. Commercial general liability insurance in the amount of \$1 million per occurrence for bodily injury, personal injury and property damage. 2. Automobile insurance in the amount of \$1 million per occurrence. 3. Workers' Compensation insurance to cover its employees in the amount of \$1 million per occurrence for bodily injury or disease.

H. Addendums

If any addendum is issued for this RFP, it will be posted on the City's website as an Addendum at www.cityofgardena.org and on Planet Bids. The City reserves the right to cancel or amend the RFP at any time.

I. Applicable Law

The laws of the State of California shall govern, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located in the State of California, regardless of the place of business, residence or incorporation of the Vendor.

4. Proposal Submission and Process

Proposals shall be submitted via Planet Bids. No other submission methods will be accepted.

The proposal response and certification items, referred to as Attachments A through L of this RFP, shall be completed and submitted by the Potential Vendor. Failure to include any item or to adequately address any topic may result in

disqualification. The cost of preparing and submitting a proposal as well as the cost of travel or any other costs associated with the evaluation and/or negotiations is the responsibility of the Potential Vendor and shall not be chargeable in any matter to the City. All proposal responses shall fully comply with all conditions and requirements contained in the RFP. Conditional bids, or those which take exception to the requirements of this RFP, may be considered non-responsive and rejected. Any modification of the response which is inconsistent with or in addition to all the terms and conditions herein set forth shall be void and of no effect unless and to the extent expressly accepted by the City in writing. Proposals shall be submitted upon the response forms and in the manner prescribed in this document. The City reserves the right to refuse to consider any proposal not tendered on proposal forms furnished by the City, to waive minor discrepancies, or to reject proposals because of minor discrepancies as it sees fit.

5. Evaluation

Evaluation of Contractors shall be based upon a combination of factors, which include but are not limited to, evaluation of the proposal response forms, reference checks, and cost.

The Contractor(s) that the City is considering contracting with will be invited to provide a demonstration of a modular building exactly, or similar, to the one proposed and answer any questions that the City may have.

6. Withdrawal of Proposal

Potential Vendors may request withdrawal of a posted, sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the City's RFP Point of Contact in writing. Proposals must be re-submitted and time-stamped in accordance with the RFP document in order to be accepted.

No proposal may be withdrawn for a period of 180 calendar days after the date of proposal opening. All proposals received are considered firm offers during this period. The Potential Vendor's offer will expire after 180 calendar days. If a Potential Vendor intended for award withdraws their proposal, that Potential Vendor may be deemed non-responsive if responding to future solicitations.

7. Protest Procedure

Gardena Municipal Code Chapter 2.60 specifies the policies and procedures to be used to ensure that all purchases, franchises and services are obtained through fair and open competition. The Contract Administrator has the authority and the responsibility to ensure that all procurement is in compliance with this

policy. The Contract Administrator shall also ensure that all prospective bidders are informed of the procedures to file a "Bid Protest".

Should any individual, organization or group believe that these policies have been violated they may make an appeal in writing to the Contract Administrator who is obligated to investigate the protest and provide an official response to the protest.

Protests must be submitted in writing within fourteen (14) calendar days of notification that a bid has been awarded. All protests must state specifically:

1. The bid title, opening or award date, purchase order or other identifying data;
2. The specific policy that is alleged to have been violated;
3. The adverse affect alleged to have resulted from the policy violation; and
4. The corrective action being sought as a remedy.

The Contract Administrator will respond in writing to the protester no later than fourteen (14) calendar days from receipt of the protest. The response shall include:

1. Review of the policy as applied in the transaction being questioned.
2. Response to each material issue raised in the protest.
3. Statement of whether a violation has indeed occurred.
4. Corrective action to be taken if any is warranted.

A copy of the complaint and the response will be forwarded to the City Manager for review prior to submittal to the protester.

According to City policies the decision of the Contract Administrator is appealable to the City Manager. If no appeal has been received in the office of the City Manager, the decision of the Contract Administrator shall be considered final on the fifth working day following the date of notification to the protester. Should an appeal be received by the City Manager, a response will be provided to the protester within 5 working days and shall be considered final.

Whenever possible, the award of procurement will not be made final until all bid protests have been satisfactorily resolved. Final award will not be made until five (5) calendar days after notification of protest decision has been provided to the protesting parties. The City does reserve the right to proceed with the award pending the resolution of the bid protest when it is determined that:

1. The items to be procured are urgently required;
2. Delivery or performance will be unduly delayed by failure to make the award promptly; or

3. Failure to make prompt award will otherwise cause undue harm to the City or funding agent.

Inquiries and correspondence shall be directed to:
City of Gardena- Contract Administrator Elizabeth Hernandez
Bid Protest for Modular Building & Associated Construction Services
ehernandez@cityofgardena.org

Formal protests must clearly state on the email subject line:

“BID PROTEST FOR MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES”.

PROPOSAL RESPONSE FORMS (DELIVERABLES)

All pages of the bidder's proposal must be numbered consecutively; starting with the Attachment letter, followed by the page number.

All sections (A-L) of the bid packet must be clearly identified on the documents as follows:

ATTACHMENT	DESCRIPTION
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A.	TRANSMITTAL LETTER (No form supplied with RFP)
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The Transmittal Letter should clearly and accurately demonstrate the Contractor's capabilities to perform all functions necessary in executing a modular building via the turn-key process detailed herein. At minimum, the Transmittal Letter will include:

- General contracting license.
- Ability to provide services for all phases of modular construction, including but not limited to, lease financing, pre-construction/site work, permitting, installation, building design, construction, tenant improvement, and commissioning of modular building.
- Ability to review site conditions, build to City specifications, and provide construction materials and assemblies according to current applicable federal, state and local codes, regulations, and standards.
- Proposed Schedule

This is also the document to include any exceptions or amendments that Contractor is proposing to this RFP.

B.	REPRESENTATIONS AND CERTIFICATIONS FORM
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C.	PROPOSED USE OF SUBCONTRACTORS
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D.	BID PROPOSAL (No form supplied in RFP)
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Contractor shall provide a Price Sheet specifying the fixed price Contractor will charge for the Modular Building Unit when constructed according to the specifications provided. Please provide your fixed price and specify whether the design, modification, site preparation, transportation and installation costs will be paid for separately or included in the lease cost. The lease shall be for a term of five (5) years, or sixty (60) months. All costs shall be explicitly stated for a turn-key acquisition of the modular unit.

- E. NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR
- F. CERTIFICATION OF DRUG-FREE WORKPLACE
- G. EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION
- H. LIST OF REFERENCES
- I. ADDENDUM ACKNOWLEDGEMENT-SIGNATURE PAGE
- J. FINANCIAL CAPACITY (No form supplied in RFP)
- K. CERTIFICATE OF INSURANCE (Sample Provided)
- L. SAMPLE CONTRACT OF CONTRACTOR (No form supplied in RFP. Specify in Sample Contract if Lease Agreement is separate from other services as specified in this RFP)

**TRANSMITTAL LETTER TO BE PREPARED ON CONTRACTOR'S
LETTERHEAD
LABEL as ATTACHMENT A
(No Form Provided)**

**MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES
REPRESENTATIONS AND CERTIFICATIONS FORM**

The undersigned submits the attached RFP Response Forms in compliance with the RFP for MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES.

The RFP Response Forms include Attachments A-L as herein specified. It is understood that any additional information, if any, included in the RFP Response Forms may not necessarily be considered in the evaluation of the vendor's qualifications by the City.

The undersigned offers to perform all duties and obligations required of Contractor as specified by the provisions of the RFP for MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES at the rates and for the consideration herein.

NAME OF BIDDER: _____

NUMBER OF YEARS IN BUSINESS IN THIS AREA: _____

DBA: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: (____) _____

FAX NUMBER: (____) _____

E-MAIL: _____

CONTACT PERSON: _____

OWNERSHIP INFORMATION. List the full name of each owner who possesses at least a ten percent interest in the business. If the owner is a general business, each owner shall be listed; if the owner is a corporation, each stockholder holding more than ten percent of the corporation shall be listed; and if the owner is a partnership, each partner, excluding limited partners, shall be listed.

I represent and certify that I have read and understand the information presented in the RFP documents contained in the MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES Request for Proposals, and that it is true and correct to the best of my knowledge and belief and that I am authorized to execute this Representation and Certification.

Signed _____

Firm _____

Name _____
(Print or type)

Title _____

Date _____

Note to Bidder:

ATTACH COPY OF CORPORATE RESOLUTION OR OTHER DOCUMENT ESTABLISHING THAT THE PERSON MAKING THE REPRESENTATION AND CERTIFICATION ABOVE IS AUTHORIZED TO DO SO. THE DOCUMENT MUST BE LABELLED "ATTACHMENT B", Page 3.

PROPOSED USE OF SUBCONTRACTORS
RFP – MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES

Subconsultant Legal Name and Address	Subconsultant Federal ID No.	Amount of Work of Subconsultant to be Provided in this Contract		Brief Description of Services to be Provided by this Subconsultant
		Over \$10,000	Under \$10,000	

Signed _____

Firm _____

Name _____

(Print or type)

Title _____

Date _____

MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES
BID PROPOSAL
(No form supplied in RFP)

**MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES REQUEST FOR PROPOSALS
NON-COLLUSION AFFIDAVIT OF CONTRACTOR**

State of _____ County of _____

_____, being first duly sworn, deposes and says that:

- 1) He is _____ of _____,
(Owner, partner, officer, representative, or agent)

the Contractor that has submitted the attached Proposal.

- 2) He is fully informed respecting the preparation and contents of the attached RFP and all pertinent circumstances respecting such Proposal;
- 3) Such Proposal is genuine and is not a collusive or sham Proposal;
- 4) Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Contractor, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached Proposal or of any other Contractor or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Gardena (OWNER) or any person interested in the proposed Contract; and
- 5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Subscribed and sworn to before me this ____ day of _____, 20__

Signature of Authorized Official

Title of Authorized Official

My Commission expires on _____

**MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES REQUEST FOR PROPOSALS
CERTIFICATION OF DRUG-FREE WORKPLACE**

I, _____, hereby certify on behalf of
(Name of Authorized Official)

_____ that:
(Name of Company)

The Contractor named above, and all Sub-Contractors working on this Contract, will comply with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor and all Sub-Contractors will, therefore:

Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance are prohibited, and that specified actions will be taken against employees for violation of these prohibitions, as required by Government Code Section 8355(a).

Establish a Drug-Free Awareness Program, as required by Government Code Section 8355(b), to inform employees about all of the following:

1. The dangers of drug abuse in the workplace;
2. The firm's policy of maintaining a drug-free workplace;
3. Any available counseling, rehabilitation and employee assistance programs; and
4. Penalties that may be imposed upon employees for drug abuse violations, including that no employee who tests positive for use of a controlled substance shall be permitted to work on this Contract.

Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed Contract:

1. Will receive a copy of the firm's drug-free policy statement; and
2. Will agree to abide by the terms of the firm's statement as a condition of employment on the Contract.

CERTIFICATION:

I, _____, hereby certify that the above named company, which I am duly authorized to represent, will comply with the Drug-Free Workplace requirements of this Contract. I understand that this certification is made under penalty of perjury, under the laws of the State of California.

Executed this _____ day of _____, 20____

By _____
(Signature of Authorized Official)

(Title of Authorized Official)

MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES
REQUEST FOR PROPOSALS
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The Contractor hereby certifies compliance with all applicable equal employment opportunity laws and regulations, as applicable.

1. In implementing the project, the Contractor may not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age or national origin. The recipient agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
2. The Contractor shall be responsible for requiring that all subcontractors of the project comply with this provision, except subcontracts for standard commercial supplies of new materials.

Date

Company

By:

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

LIST OF REFERENCES

NAME OF COMPANY SUBMITTING BID _____

Please submit the following information in reference to similar experience as specified in the RFP.
If available, please specify other local municipalities for which you have provided service.

NAME OF BUSINESS _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NUMBER: (____) _____

DATES OF CONTRACTED SERVICE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NUMBER: (____) _____

DATES OF CONTRACTED SERVICE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NUMBER: (____) _____

DATES OF CONTRACTED SERVICE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NUMBER: (____) _____

DATES OF CONTRACTED SERVICE: _____

**MODULAR BUILDING & ASSOCIATED CONSTRUCTION SERVICES
REQUEST FOR PROPOSALS
ADDENDUM ACKNOWLEDGEMENT – SIGNATURE PAGE**

Addendum Acknowledgement – Signature Page

Contractor acknowledges receipt of the following addenda which are attached to the RFP:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Failure to acknowledge the receipt of all addenda may cause the Proposal to be considered non-responsive to the Request for Proposals.

If Contractor is a corporation, state the legal name of the corporation and the name(s) of person(s) authorized to sign Proposals; if a partnership, state true name of firm and the names of all individual partners; if an individual, state name in full.

Date: _____, 20____

Company: _____

Signed: _____

Name: _____

Title: _____

Telephone: _____

Legal Address: _____

ATTACHMENTS J, K, L

ATTACHMENTS J, K, L TO BE PROVIDED BY CONTRACTOR
LABEL EACH ATTACHMENT

ATTACHMENT K SAMPLE CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

CESENV1-01

BRINIGARL

DATE (MM/DD/YYYY)

4/27/2020

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 License # 0E67768 IOA Insurance Services 2180 Harvard Street Suite 450 Sacramento, CA 95815		CONTACT B Brown NAME PHONE (A/C, No, Ext): (916) 611-1111 FAX (A/C, No): up 7/22/20 E-MAIL Address: bbrown@usa.com	
		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Allied World Surplus Lines Insurance Company 24319 AXV INSURER B: State Compensation Insurance Fund of CA 35076 INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED ABC Consultants 100 Main Street, Suite B Whittier, CA 90601			

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	ADDITIONAL INSURED	SUBROGATION	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 GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	1010101	3/14/2020	3/14/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
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 Y	N/A	789789789	5/11/2020	5/11/2021	<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 Liab			333333333	3/14/2020	3/14/2021	Ea Occurrence \$ 2,000,000
A	Pollution Liab			201201201	3/14/2020	3/14/2021	Occur/AGG \$ 2,000,000

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

RE: Evidence of Coverage

City of Gardena, the city, its appointed and elected officers, employees, agents, and volunteers are additional insured with respect to General Liability when required by written contract

CERTIFICATE HOLDER

CANCELLATION

City of Gardena 1700 West 162nd Street Gardena, CA 90247	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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ACORD 25 (2016/03)

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