

COUNTY OF MARIN
STANDARD SHORT FORM CONTRACT

THIS AGREEMENT is made and entered into this day September 14, 2010 by and between the COUNTY OF MARIN, hereinafter referred to as "County" and **MARIN IT**, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following services: To provide network wireless service to the MIDAS/marin.org community.; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by County, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract.

Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO COUNTY:

In no event will the cost to County for the services to be provided herein exceed the maximum sum of **\$156,960** including direct non-salary expenses.

5. TIME OF AGREEMENT:

This Agreement shall commence on **September 14, 2010**, and shall terminate on **August 31, 2011**. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

All required insurance coverages shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to County. The general liability policy shall be endorsed naming the County of Marin as an additional insured. The certificate(s) of insurance and required endorsement shall be furnished to the County prior to commencement of work. Each certificate shall provide for thirty (30) days advance notice to County of any cancellation in coverage. Said policies shall remain in force through the life of this Contract and shall be payable on a per occurrence basis only, except those required by paragraph 6.4 which may be provided on a claims-made basis consistent with the criteria noted therein.

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify and hold the County, its employees, officers, and agents, harmless and defend the County against any and all claims, damages, losses and expense that may arise by reason of the Contractor's negligent actions or omissions. County agrees to timely notify Contractor of any negligence claim.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of the agreement. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

A request for a waiver of any of the following insurance requirements must be set forth on **Exhibit C** attached hereto. A waiver must address reduced amounts of coverage or the type of coverage waived entirely.

6.1 GENERAL LIABILITY

The Contractor shall maintain a commercial general liability insurance policy in an amount of no less than one million dollars (\$1,000,000) with a two million dollar (\$2,000,000) aggregate limit. The County shall be named as an additional insured on the commercial general liability policy and the Certificate of Insurance shall include an additional endorsement page. (see sample form: ISO - CG 20 10 11 85).

☐ Insurance Reduction or Waiver of Coverage Requested (Exhibit C)

6.2 AUTO LIABILITY

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of one million dollars combined single limit (\$1,000,000.00).

☐ Insurance Reduction or Waiver of Coverage Requested (Exhibit C)

6.3 WORKERS' COMPENSATION

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

☐ Insurance Reduction or Waiver of Coverage Requested (Exhibit C)

6.4 PROFESSIONAL LIABILITY INSURANCE

Coverages required by this paragraph may be provided on a claims-made basis with a "Retroactive Date" either prior to the date of the Contract or the beginning of the contract work. If the policy is on a claims-made basis, coverage must extend to a minimum of twelve (12) months beyond completion of contract work. If coverage is cancelled or non-renewed, and not replaced with another claims made policy form with a "retroactive date" prior to the Contract effective date, the contractor must purchase "extended reporting" coverage for a minimum of twelve (12) months after completion of contract work. Contractor shall maintain a policy limit of not less than \$1,000,000 per incident. The amount of the policy deductible or self-insured retention must be declared on Exhibit C. If the deductible or self-insured retention amount exceeds \$100,000, the County may ask for evidence that contractor has segregated amounts in a special insurance reserve fund or contractor's general insurance reserves are adequate to provide the necessary coverage and the County of Marin may conclusively rely thereon.

☐ Insurance Reduction or Waiver of Coverage Requested (Exhibit C)

7. NONDISCRIMINATORY EMPLOYMENT:

Contractor and/or any permitted subcontractor, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

8. SUBCONTRACTING:

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Agreement, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Agreement and shall require subcontractor to name Contractor as additional insured under this Agreement. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. TITLE:

Any and all documents, information and reports concerning this project prepared by the Contractor, shall be the property of the County. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatsoever, Contractor shall promptly turn over all information, writing and documents to County without exception or reservation.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving fourteen (14) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

15. AMENDMENT:

This Contract may be amended or modified only by written agreement of all parties.

16. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

17. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

18. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this contract.

19. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws and resolutions (including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Resolution #2005-97 of the Board of Supervisors prohibiting the off-shoring of professional services involving employee/retiree medical and financial data) affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the County's contact person referenced in paragraph 20.

NOTICES below.

20. **NOTICES:**

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Gordon Haberfelde

Contract Manager:

Dept./Location: Information Services

371 Bel Marin Keys Blvd. Suite 100
Novato, CA 94949

Telephone No.: 415.499.7214

Notices shall be given to Contractor at the following address:

Contractor: David Cooper

Address: 4302 Redwood Highway

San Rafael, CA 94903

Telephone No.: 415.259.5742

20. **ACKNOWLEDGEMENT OF EXHIBITS**

	<input checked="" type="checkbox"/>	<u>Check applicable Exhibits</u>	<u>CONTRACTOR'S INITIALS</u>
<u>EXHIBIT A.</u>	<input checked="" type="checkbox"/>	Scope of Services	
<u>EXHIBIT B.</u>	<input checked="" type="checkbox"/>	Fees and Payment	
<u>EXHIBIT C.</u>	<input type="checkbox"/>	Insurance Reduction/Waiver	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

APPROVED BY
COUNTY OF MARIN:

By: _____
BOARD PRESIDENT

CONTRACTOR:

By: David Cooper
Name: DAVID COOPER
Telephone No.: 415-259-5742

COUNTY COUNSEL REVIEW AND APPROVAL (Only required if any of the noted reason(s) applies)

REASON(S) REVIEW:

- ☐ Contract Requires Board of Supervisors' Approval
- ☐ Standard Short Form Content Has Been Modified
- ☐ Optional Review by County Counsel at Department's Request

County Counsel: _____
Date: 8/23/10

Exhibit A

Scope of Services

I. INTRODUCTION

Contractor shall work and coordinate with all participating entities involved to ascertain business requirements, set goals, and collaborate on all aspects of the work described herein. Contractor's role is to take the lead in design or design suggestions working with a marin.org/MIDAS customer side team consisting of personnel from customer staff, for example, County of Marin IST, San Rafael IT staff, Tiburon IT staff, Sausalito IT staff and selected project equipment and transport vendors.

Contractor will provide network maintenance and management services. (For example, but not limited to: monitoring configurations and network use, modifying and implementing firewall context policies for customers using marin.org/MIDAS firewall services, including VPN and SSL access, managing deployment of managed wireless for customers, maintaining servers used for web, DNS, mail, multimedia hosting.)

II. NETWORK DESIGN

Contractor shall:

- Identify and design for the ability to support new network based applications such as WEB (SSL) based secure VPN access, hosted Microsoft Exchange, voice over IP, wireless management, firewall management, and disaster recovery (DR).
- Assist in the specification of network devices and connections to be used in the support of future services which include voice, wireless, offsite backup, and redundant Internet connections and assist in specification and selection of new equipment.
- Define and identify equipment, software and personnel resources necessary to meet current network maintenance and support needs capable of accommodating growth associated with increased demand and new applications.
- Continuing implementation of customer group and network management group authentication services including integration of RADIUS, LDAP and AD. For use with authenticating wireless, VPN (remote access), and administrative users.
- Manage DNS name space infrastructure, to include planning of integration of strategy with local government networks to deliver uniform name resolution for all entities operating over the marin.org/MIDAS private network.
- Design network security structure, firewall/traffic policies, firewall context (individual customer sub-set firewalls).

III. DOCUMENTATION

Contractor shall:

- Maintain system to automate customer remote site equipment configuration.

- Maintain system to backup core equipment configurations and policies (routers, switches, servers).
- Document management system passwords / access codes

IV. INSTALLATION/MAINTENANCE AND MANAGEMENT

A. CORE DATA CENTER SERVICES

Contractor shall build, test and manage all services necessary to implement and deliver network services to marin.org/MIDAS customers. Services include:

- Installation of new core equipment including switches, routers, VPN concentrators, security equipment, and wireless controllers.
- Maintaining and managing core equipment supporting network and server services.
- Implementing and managing network core services authentication services.
- Installing, configuring and integrating of public and private name, video, management and hosted services servers.
- Managing collocation services for customer equipment located at network core.
- Installing, configuring and integrating network QoS/SLA monitoring system.
- Documenting core system infrastructure network customer side configurations.

B. REMOTE SITE (CUSTOMER) SUPPORT SERVICES

Contractor shall implement connections to customers' sites and integrate Quality Assurance/Testing Phase procedures in the course of the initial connection. Services include:

- 'Build' standard configuration for all remote sites.
- 'Test' standard configuration, verify QoS functionality based on purchased OPT-E-MAN service grade.
- Verify remote site circuits are configured correctly and correct bandwidth is being delivered to customer premises.
- Work with customers on their implementation of necessary changes in their local area networks that enhance their use of the wide area network.
- Configure and install all marin.org/MIDAS supplied remote site equipment.
- Coordinate remote site equipment configuration with AT&T and customer IT staff where applicable.
- Coordinate remote site equipment installation with AT&T.
- Support miscellaneous wide area network related customer issues.
- Support network location adds and changes including equipment reconfiguration and coordination with AT&T.
- Network sensitive applications such as voice and video traffic are very susceptible to network conditions; Marin IT will work with the MIDAS agencies to assist with

determining traffic patterns and potential issues. Any reconfiguration or re-engineering of either the WAN or LAN portion of the network to support real time protocols (RTP) will be billable at standard Marin IT billing rates. Support of RTP will also be dependent on the customer having purchased the appropriate service from AT&T. The current AT&T SLA for both the bronze and silver service is:

Bronze

- The applications best suited for this Grade of Service are general data applications with more tolerance for delay and/or those that are lower in priority. This Grade of Service is the appropriate selection for general data traffic since it tolerates bursty and time-varying traffic. The service parameters associated with this Grade of Service are Packet Delivery Rate (PDR) and Latency.
- The Packet Delivery Rate SLA for the Bronze Grade of Service is at least 99.5% of total traffic from source Network Terminating Equipment (NTE) to the destination NTE to which the customer port is attached.
- The Latency SLA for the Bronze Grade of Service is for delay across a connection to be no more than 27 ms one-way (54 ms roundtrip) end-to-end within the AT&T network for packets 1500 bytes or less.

Silver

- This Grade of Service supports applications that require minimal loss and low latency variation (jitter). Data in this Grade of Service will be provisioned in a priority queue indicating that it is delay sensitive. The service parameters associated with this Grade of Service are Packet Delivery Rate (PDR), Latency and Jitter.
- The Packet Delivery Rate SLA for the Silver Grade of Service is at least 99.9% of total traffic from source Network Terminating Equipment (NTE) to the destination NTE to which the customer port is attached.
- The Latency SLA for the Silver Grade of Service is for delay across a connection to be no more than 18 ms one-way (36 ms roundtrip) end-to-end within the AT&T network for packets 1500 bytes or less.
- The Jitter SLA for the Silver Grade of Service is for Jitter to be limited to less than 12 ms one-way end-to-end within the AT&T network.

SLA Measurements	Bronze	Silver
Network Availability	99.95 %	99.95 %
Packet Delivery Rate (PDR)	99.5%	99.9%
Latency	<27 ms one way	<18 ms one way
	N/A	<12 ms

C. SERVERS

- Contractor shall manage server (hardware only) of infrastructure supporting VPN management, and hosted services. Contractor will backup data, and implement o/s patches.
- Plan for and implement additional services as required to support network based enterprise applications.
- Participate and work with County IST to assess the existing servers/configurations to accommodate new services such as streaming media, help to project the service demands on network capacity, Internet connections and the private/public network interface implications (firewall/VPN/SSL issues).
- Contractor will not be responsible for day to day operations of web servers or maintenance of web site code / programming. All web site code and application development will be the responsibility of County IST or designated party.

V. NETWORK CUSTOMER SERVICE AND SUPPORT

Contractor shall be available to participate and contribute to all wide area network architecture projects, network shared application project design and implementations, and support of customer local area networks. Contractor shall be entitled to additional compensation for the support of remote site LAN equipment

VI. MARIN.ORG CUSTOMER NETWORK SUPPORT SERVICES

A. General Services

Contractor shall be responsible for providing day-to-day wide area network service to customers. Day to day service support includes:

- Monitoring and responding to wide area network outages and other network related anomalies for all customers other than the County of Marin.
- Core and remote site wan switch/router configuration modifications and backup.
- Maintenance and modification of firewall policies as requested by customers with contexts on the core switch.
- Maintenance of network based user authentication – Remote access, wireless, shared applications, mail, anti-virus software, spam filtering, etc. when using marin.org network resources.
- Review of key performance measurement logs.
- Maintenance of software on marin.org wide area server equipment.
- Monitor hardware / equipment health on marin.org wide area equipment.
- Manage network help-desk operations
- Management of wireless connections to marin.org/MIDAS network.

Exhibit B

24x7 WAN support for the Marin County Sheriff and MLEDS members

1.0 Work Description

The scope of work covered is to provide 24x7 wide area network support for the Marin County Sheriff and all MLEDS members as defined in 5.0 below who currently participate in sharing applications hosted by the Marin County Sheriff's office. This support is contingent on availability of both the Technology Services Unit of the Marin County Sheriff as well as the County of Marin IST department.

Contractor's role will be to take responsibility for network connectivity from the marin.org / MIDAS provided customer premise equipment to the County of Marin MLEDS firewall interface where the handoff takes place to the trusted (inside) Sheriff local network.

Contractor will also manage the Sheriff's internet DMZ and SSL VPN connectivity. If there is an apparent network disruption, Marin IT will work closely with all the involved parties to troubleshoot issues, and reach a solution in a timely manner.

2.0 Network Support

Network support is broken into three (3) groupings:

2.1 Remote Sites – MLEDS members connected to the marin.org / MIDAS network.

- Maintain remote site routers including software upgrades and configuration backup.
- Maintain a stock of spare equipment in order to resolve issues relating to hardware failure in a timely manner.
- Monitor network connectivity from marin.org / MIDAS supplied CPE to the network core.
- Plan / Coordinate and implement system upgrades when necessary

2.2 Specific Application Support / Other entities - Contractor will, troubleshoot and correct issues relating to connectivity to "other" law enforcement applications / connections listed below:

- City of San Rafael Police Department Mobile CAD application for all approved MLEDS agencies.
- Cogent – Livescan connectivity
 - Current law enforcement entities with Livescan terminal
 - Novato Unified School District
 - Current MLEDS members

2.3 Ongoing Maintenance - Contractor will monitor day-to-day connectivity from end users at MLEDS sites to the County of Marin MLEDS firewall including:

- Monitoring and responding to outages and other system related anomalies.
- Monitoring and responding to outages of core equipment including modifications and backup of critical equipment configurations.
- Reviewing of key performance measurement logs.
- Monitoring hardware / equipment health
- Monitoring network health and stability

3.0 Contractor Responsibilities

- Contractor's technicians are expected to work with the Marin County Sheriff Office and County of Marin IST staff in supporting the network.

In the event that issues arise which are outside of the scope of this proposal, Marin IT will discuss any fee impact with the designated Marin County Sheriff representative prior to proceeding with the work.

- Contractor will provide a ticketing system to log and track all service requests

Contractor will provide a 24 hour pager number to reach technicians in the event of system failure after hours. Once a page is received, a technician will return the call as soon as possible, and no later than 30 minutes after the page is received. In the event of after hour service both Sheriff technical staff and County of Marin technical staff must be available to troubleshoot and assist with correcting any issues which may arise because Contractor's administrative access does not extend beyond the handoff to the County of Marin MLEDs firewall. With no visibility into the County portion of the network, it is imperative that Sheriff and county of Marin technical staff be available to assist with troubleshooting any issues which may arise.

- In the event of an AT&T network outage Contractor will work with the AT&T ENOC to trouble shoot and correct the issue.

4.0 Marin County Sheriff/MLEDs Member Responsibilities

- All client and server software licenses associated with this agreement will be obtained & managed by the end user
- The Marin County Sheriff office and participating MLEDs members will be responsible for communicating needs & changes thru the designated representative / channels only.
- Client/MLEDs members are responsible for providing or supporting any client access devices, laptops, MDC, smart phones, PDA's, etc.

5.0 MLEDs Member Agencies

- Novato Police Department
- Mill Valley Police Department
- Tiburon Police Department
- Sausalito Police Department
- Belvedere Police Department
- Ross Police Department
- Novato Fire Department
- Marin County Sheriff Office

EXHIBIT C

Fees and Payment Schedule

SERVICE TITLE	Annual Charge
NETWORK DESIGN – DOCUMENTATION - \$1,250 per month for 12 months	15,000
CORE DATA CENTER/REMOTE SITE SUPPORT SERVICES/MARIN.ORG SERVERS - \$4,200 per month for 12 months	50,400
CUSTOMER NETWORK SUPPORT SERVICES - \$4,550 per month for 12 months	54,600
24x7 SUPPORT FOR MLEDS Members \$3,080.00 per month for 12 months	36,960
Total	\$156,960

Twelve monthly in arrears payments of \$13,080

County shall remit payment within 30 days of invoice.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		OP ID DK MARIN-3	DATE (MM/DD/YYYY) 04/15/10
PRODUCER Archway/Valley General Ins. 1731 Technology Drive #250 San Jose CA 95110 Phone: 408-441-2000 Fax: 408-441-1982		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Marin IT, Inc. 4 Mitchell Blvd San Rafael CA 94903		INSURERS AFFORDING COVERAGE INSURER A: Hartford Insurance Company INSURER B: INSURER C: INSURER D: INSURER E:	NAIC # 22357

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS		
A	X	GENERAL LIABILITY	57SBABZ7809	05/01/10	05/01/11	EACH OCCURRENCE	\$ 1,000,000	
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 10,000	
						PERSONAL & ADV INJURY	\$ 1,000,000	
						GENERAL AGGREGATE	\$ 2,000,000	
						PRODUCTS - COM/PROP AGG	\$ 2,000,000	
		GEN'L AGGREGATE LIMIT APPLIES PER:						
		<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$	
		ANY AUTO				BODILY INJURY (Per person)	\$	
		ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$	
		SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$	
		HIRED AUTOS						
		NON-OWNED AUTOS						
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$	
		ANY AUTO				OTHER THAN EA ACC	\$	
						AUTO ONLY: AGG	\$	
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$	
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$	
							\$	
		DEDUCTIBLE					\$	
		RETENTION \$					\$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS	OTHER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$	
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$	
						E.L. DISEASE - POLICY LIMIT	\$	
A		Property Coverage	57SBABZ7809	05/01/10	05/01/11	Pers. Pro	\$6,200	
						PPO	\$30,700	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is added as additional insured. 10 day NOC for non-payment of premium.

CERTIFICATE HOLDER <div style="text-align: right;">COMARIN</div> County of Marin Attn: Marlene Ireland 371 Bel Marin Keys Blvd. Ste 100 Novato CA 94949	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.