

A Vendor and Service Provider's Guide to Doing Business with the **CITY OF GARDEN GROVE**



PURCHASING DIVISION

P.O. Box 3070

11222 Acacia Parkway

Garden Grove, California 92840

TELEPHONE: (714) 741-5052

FACSIMILE: (714) 741-5205



WELCOME TO THE CITY OF GARDEN GROVE PURCHASING DIVISION

The City of Garden Grove Purchasing Division purchases a wide variety of materials, supplies, equipment, and services through a centralized purchasing system. This division is also responsible for the City's communication needs and disposition of surplus City property/equipment.

The purpose of this document is to acquaint vendors with the City's purchasing procedures and policies. It is designed to encourage pleasant and business-like relationships between vendors and City staff.

We welcome your interest in doing business with the City of Garden Grove. It is suggested that your first contact be with the City Purchasing Division.

Our joint interest in doing business will be greatly simplified by reviewing, understanding and following this guide.

This document is intended as a general guide and, as such, may not answer all questions which you may have. Any questions, which are not answered here, may be answered by calling the Purchasing Division at (714) 741-5052.

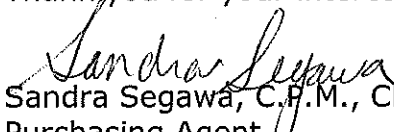
Our foremost concern is that everyone who is interested in providing goods or services to the City has been given an equal opportunity to do so.

The policies set forth in this document summarize and are in general compliance with the City of Garden Grove Municipal Code and Ordinances, Administrative Regulations, State of California Government Code, and the California Association of Public Procurement Officers Standards of Purchasing Practices.

The City of Garden Grove is now conducting much of its bid and proposal solicitations on-line through the BidsOnline system. To receive full advantage of this new program, we encourage all vendors to **register online** by following the "How to Register as a Vendor Online/Planet Bids System" instructions on pages 3-4 of this guide.

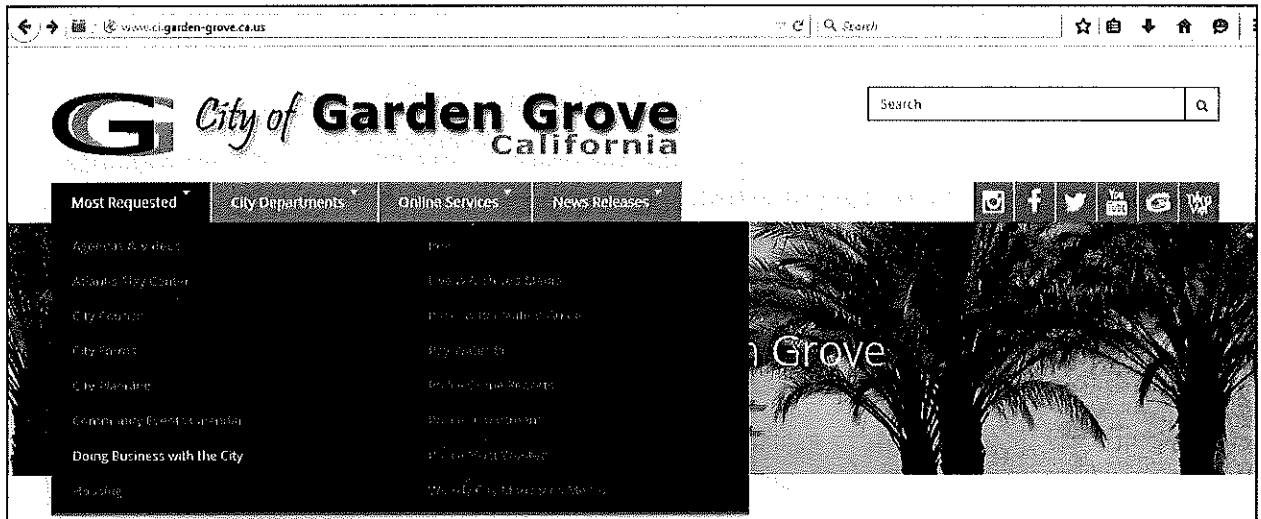
If you have any questions or need help with the registration process, please contact the Purchasing Division at 714-741-5052.

Thank you for your interest in doing business with the City of Garden Grove.

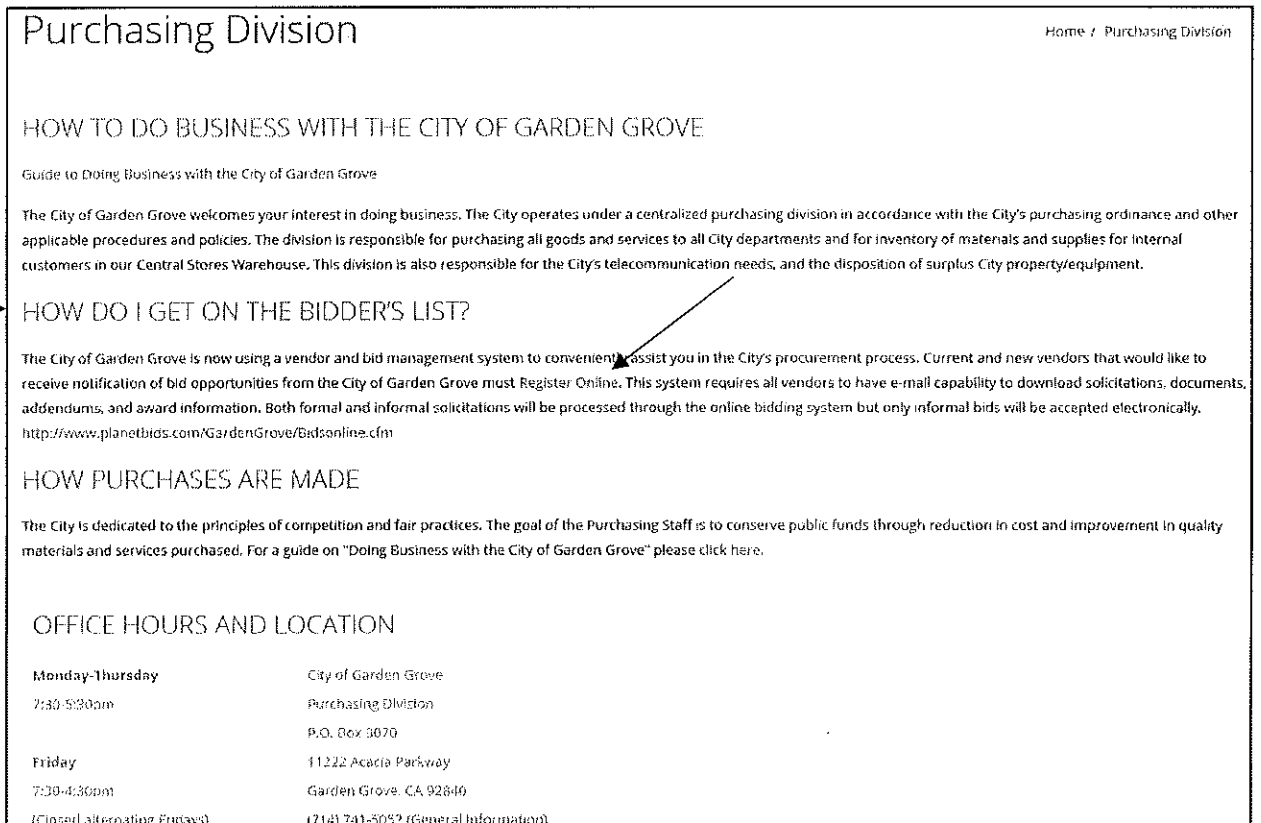

Sandra Segawa, C.P.M., CPPB, MPA
Purchasing Agent
City of Garden Grove

How to Register as a Vendor in the Garden Grove Planet Bids System

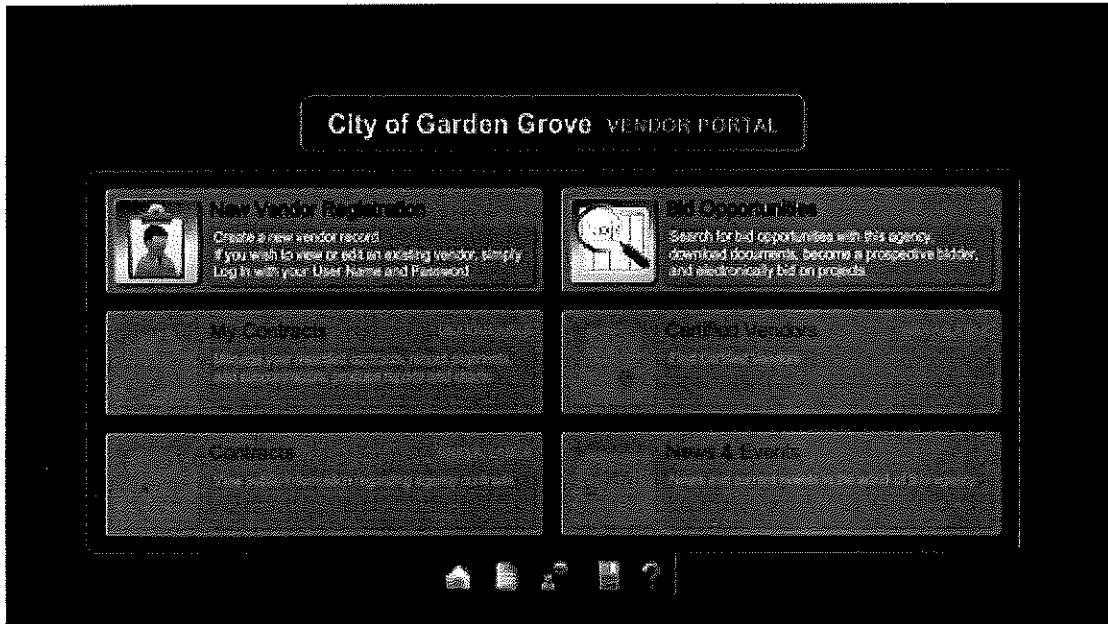
1. Go to the City's website at <http://www.ci.garden-grove.ca.us/>
2. On the left side of the page select: Most Requested
3. Select "Doing Business with the City"



4. Under the Header" HOW DO I GET ON THE BIDDER'S LIST? Click on "Register Online."



5. Select "New Vendor Registration" in the City of Garden Grove Vendor Portal.



5. Complete all the requested information under each tab to complete the registration process.

| Vendor Profile New Registration | | | | |
|---------------------------------|----------------------|--|---------------------|----------------------|
| Company Info | Additional Addresses | Classifications/Licenses | Other Business Info | Category/Description |
| User Authentication | | | | |
| User Name | | <input type="text"/> | | |
| Password | | <input type="password"/> | | |
| Company | | | | |
| Business Type | | <input type="text"/> | | |
| Company Name | | <input type="text"/> | | |
| IRS Reporting Name | | <input type="text"/> | | |
| Doing Business As | | <input type="text"/> | | |
| FEI/Tax ID Number | | <input type="text"/> | | |
| Address | | <input type="text"/> | | |
| City | | <input type="text"/> | | |
| State | | <input type="text" value="California"/> | | |
| Country | | <input type="text" value="United States"/> | | |
| Zip | | <input type="text"/> | | |
| Website | | <input type="text"/> | | |
| Main Contact | | | | |
| Name | | <input type="text"/> | | |
| Title | | <input type="text"/> | | |
| Email | | <input type="text"/> | | |
| Alternate Email | | <input type="text"/> | | |
| Phone | | <input type="text"/> | ext | <input type="text"/> |
| Toll Free | | <input type="text"/> | | |
| Mobile | | <input type="text"/> | | |
| Fax | | <input type="text"/> | | |

ETHICAL STATEMENT

The Purchasing Division is dedicated to the highest principles of fairness and competition. The Purchasing Division staff is strictly prohibited from taking any actions which do not reflect the ideals of honor and integrity in the performance of their work. The offering to or acceptance by City employees of gifts violates City policy. Vendors are requested to cooperate in this regard by not making any such offers to employees.

PURCHASING AUTHORITY AND RESPONSIBILITIES

The Purchasing Division procures materials, supplies, equipment and services for City departments. Wherever possible, purchases are made through competitive bidding procedures. Competitive bids are not subject to negotiations. Award is made to the lowest responsible bidder meeting specifications. Upon bid award, all bid documents will be available for public inspection in accordance with the State of California Public Disclosure Laws.

Purchases of land, construction of buildings and highways, and rentals or leases of real property are handled by other departments of the City.

Except during emergencies, no funds related to the acquisition of goods may be committed by another agency of the City of Garden Grove. Therefore, you are hereby notified not to fulfill the requests of City staff, for purchases of goods in an amount that exceeds \$1999.00 or for services in an amount that exceeds \$999.00 without a duly authorized document from the Purchasing Division. Unauthorized purchases will result in delayed payment.

Initial vendor contact should be made through the Purchasing Division. Purchasing Division staff will direct you to the individual most qualified to evaluate your product or service. Adherence to this procedure will expedite both buyer and seller's efforts.

ON-LINE VENDOR REGISTRATION

The City of Garden Grove Purchasing Division has recently implemented a new on-line vendor and bid management system to conveniently assist you in the City's procurement process.

Firms desiring to do business with the City should complete the on-line registration process by visiting the City's website at:

<http://www.ci.garden-grove.ca.us/?q=finance/purchasing>

Select the "Doing Business with the City" link, and then the "Register Online" link. Registering as a vendor will allow you to receive and search for current bid opportunities available. In order to bid on current opportunities with the City of Garden Grove, you must be a registered vendor. Once registered, emails will automatically be sent to notify your firm of bidding opportunities. It is the responsibility of the vendor to update their on-line profile as it becomes necessary.

GARDEN GROVE BUSINESS LICENSE

All persons who operate a business or perform services in the City of Garden Grove are required to apply for a Business Operations Tax Certificate in addition to any zoning or other regulatory permits which may be required. (Actually, Business License is a misnomer for Business Tax Certificate.)

INFORMAL BID PROCESS

Procurements of supplies and commodities, which are not subject to the formal bid process, may be made after obtaining three written quotations. These quotations are submitted to the City Purchasing Division electronically via the on-line bidding system or by facsimile when necessary.

City policy does not allow releasing of price information on quotations until after Purchasing staff has awarded a purchase order or contract. Upon awarding a purchase order or contract, all pricing received becomes public information. Suppliers can then review the bid results and award information by visiting the City of Garden Grove's website and accessing the on-line bidding system or by calling the Purchasing Division.

FORMAL BID PROCESS

The City of Garden Grove Purchasing Ordinance requires that procurements for supplies, equipment, services, and public works projects within a specified amount must follow a formal bid procedure. Formal bids may require a bid and/or performance bond and must meet other requirements as set forth in the specifications/terms and conditions detailed in the bid document. All questions regarding formal bid procedures and/or specifications should be addressed to the Purchasing Division. If clarification of specifications and/or terms and conditions is required, it will be forwarded to all bidders in the form of a written addendum.

Read all the bid solicitations carefully. The City makes every effort to fully describe the item or service required. Alternates or substitutes are not acceptable unless indicated. Be sure you are able to comply with all bid requirements before submitting a bid.

Recommendation for award of a bid is based on the lowest responsive and responsible bidder, who meets the City's specifications as determined by the Purchasing Agent and the requesting department. Criteria for award include, but are not all inclusive, adherence to specifications/terms and conditions, price, delivery, services, etc.

Analysis and recommendations of award are completed by the Purchasing Division in conjunction with the requesting department. After an award is approved, the Purchasing staff will implement the award of the formal bid and obtain all requirements. Electronic bids are not accepted for formal bids, request for proposals and public works projects.

Bid results and award information for formal bids are not posted on-line and may be requested per the Public Record Act.

BLANKET/OPEN PURCHASE ORDERS

Open purchase orders, also referred to as blanket purchase orders, are used to facilitate frequent, small dollar purchases, which fall under the informal bid amount. Blanket orders are most commonly issued to local area vendors to facilitate the acquisition of supplies that are used by various departments in their day-to-day operations.

Open purchases orders are not valid for services, since services require a professional services agreement and insurance coverage as defined below.

Two types of Blanket/Open Orders are available:

- 1) **Un-Priced Order**- in which pricing is usually based on discounts from specified selling prices or by reference to established price lists. This type of order is used for various categories of items such as hardware, plumbing supplies, painting supplies, etc., when the required individual items or quantities cannot be determined in advance and the dollar expenditure involved is minimal. Open orders with high volume or high total dollar usage may be established by the use of a competitive bidding process when determined appropriate by the Purchasing Division.
- 2) **Long-Term Purchase Agreement**- in which pricing is based on fixed prices over a specified period of time and identifies the specific items to be obtained. A long-term agreement is used to obtain commodities or supplies such as asphalt, plant mix, car washing supplies, sand and gravel, etc. The quantities required are indefinite. Pricing is based on either competitive bids or cooperative purchase from another public entity.

INSURANCE REQUIREMENTS

Vendors who are providing services to the City must sign a contract that is applicable to the work being performed and provide proof of current insurance coverage. The Risk Management Division must review and approve the insurance prior to the start of the work.

The following is a listing of the standard insurance coverage required by the City of Garden Grove. Samples of the City's insurance requirements are included as Appendix A of this document for your review. It is recommended that you forward these requirements to your insurance agent/broker for review to ensure that the requirements can be met if you are selected to contract with the City. Insurance coverage for individual contracts may vary depending on the scope of services to be provided and the risk involved with providing those services. Please contact the Risk Management Division at 714-741-5019 to determine any insurance specific to this job that may be required.

Insurance Requirements.

COMMENCEMENT OF WORK. CONTRACTOR shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.

WORKERS COMPENSATION INSURANCE. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.

INSURANCE AMOUNTS. CONTRACTOR and all subcontractors shall maintain the following insurance in the amount and type for the duration of this Agreement:

- (a) Commercial general liability in an amount not less than \$1,000,000.00 per occurrence (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
- (b) Automobile liability in an amount not less than \$1,000,000.00 combined single limit (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
- (c) Excess liability, *following form*, coverage shall be provided for any underlying policy that does not meet the insurance requirements set forth herein (**claims made and modified occurrence policies are not acceptable**). Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-Class VII or better, as approved by the CITY.
- (d) Professional liability in an amount not less than \$1,000,000. Insurance companies must be admitted and licensed In California and have a Best's Guide Rating of A-,Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services

provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section (a) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section (b) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section (c) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds under the excess liability policy. CONTRACTOR shall provide to CITY proof of insurance stating the excess liability policy follows form, additional insured endorsement forms, and the schedule of underlying policies with policy numbers, that conform to CITY's requirements, as approved by the CITY. Information for the excess policy only needs to be provided if the underlying policies do not meet the policy limits set forth herein.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, it's officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, it's officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

If CONTRACTOR maintains higher insurance limits than the minimums shown above, CONTRACTOR shall provide coverage for the higher insurance limits otherwise maintained by the CONTRACTOR.

NOTE: Please see **Appendix A** for samples insurance certificates and endorsements that are acceptable to the CITY.

DELIVERY/SHIPPING CHARGES

The City prefers to have all shipments sent FOB Destination and to take possession of the goods at our delivery dock, not the point of origin, with no shipping charges billed to the City. If shipping charges are necessary, they must be itemized on all quotes and invoices.

PURCHASE ORDERS

A City of Garden Grove Purchase Order signed by the Purchasing Agent constitutes a contract between the buyer (City) and the seller (Vendor). All orders placed are subject to the provisions as reflected on the Purchase Order. The successful bidder is mailed or faxed a Purchase Order indicating the goods or services the City wishes to obtain.

The Purchase Order is an offer to buy goods and services subject to all of the provisions included. It does not become a valid contract until delivery of the goods or services have been received by the City in accordance with the conditions included on the Purchase Order.

DELIVERY DATES

Vendors should always state the number of *calendar days* required before delivery of a product/service can be made. Vendors doing business with the City will be expected to deliver the materials and/or services being provided within the specified time. If delivery dates cannot be met, the Purchasing Agent must be notified immediately.

HAZARD COMMUNICATIONS ACT

Vendors are advised that the City of Garden Grove requires proper labeling and material safety data sheets on all products covered by the Hazard Communications Act-29 CFR 1910.1200. It is the vendor's responsibility to determine which products are covered by the act and to provide the necessary MSDS with material shipments.

COMPLETING THE ORDER

Vendors must deliver the exact products or service upon which they are asked to bid. Failure to do so may result in cancellation of the purchase order by the City and award of the purchase order to the next lowest and responsible bidder who is able to meet the specification required. Vendors are advised to notify the Purchasing Agent immediately if they are unable to fulfill the requirements of a purchase order, which has been issued to them.

RECEIVING OF SHIPMENTS

Shipments of goods must be made to the Central Stores Warehouse located at **13802 Newhope Street, Garden Grove, CA 92843**, unless otherwise indicated and in accordance with the shipping instructions on the Purchase Order or Agreement. The Purchasing Division is to be contacted immediately if the vendor is unable to comply with the shipping instructions indicated on the Purchase Order.

Packing slips must accompany all shipments. The package containing the packing slip should be clearly marked. All packages and packing slips are to indicate the City of Garden Grove Purchase Order number, "Attention", and City Department.

If a packing slip is not included with the shipment, City staff count of the materials received will be the basis for acknowledging the shipment and paying the invoice.

Delivery hours at the Central Stores Warehouse are Monday thru Thursday from 6:30am to 3:30pm.

Payment of the related invoice may be delayed until the problem is resolved. Invoices must be submitted to:

***City of Garden Grove
Attention: Accounts Payable
P.O. Box 3070
Garden Grove, CA 92842***

Do not send invoices to any other address or department. Payment of invoices not forwarded to the above address may be delayed.

If payment information on a particular invoice is required, contact the City of Garden Grove, Finance, Accounts Payable (714) 741-5068. All inquiries must include the company name, address, invoice date, invoice number, invoice amount, and Purchase Order number.

STANDARDS OF PURCHASING PRACTICE

ADVOCATED BY CAPPO

(California Association of Public Procurement Officers, Inc.)

- To regard public service as a sacred trust, giving primary consideration to the interests of the public agency that employs us.
- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended.
- To avoid unfair practices, giving all qualified vendors equal opportunity.
- To honor our obligations and require that obligations to our public agency be honored.
- To accord vendor representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our procurement needs.
- To refuse to accept any form of commercial bribery, and prevent any appearance of so doing.
- To be receptive to counsel from our colleagues, and to cooperate with them to promote a spirit of teamwork and unity.
- To conduct ourselves with fairness and dignity, and to demand honesty and truth in the procurement process.
- To strive for greater knowledge of procurement methods and of the materials we purchase.
- To cooperate with all organizations and individuals involved in activities designed to enhance the development of the procurement profession, remembering that our actions reflect on the entire procurement profession

APPENDIX A


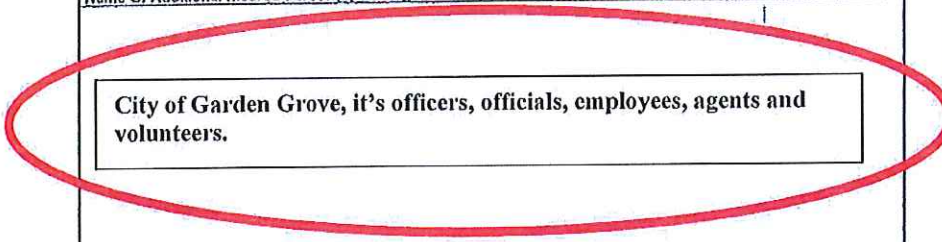
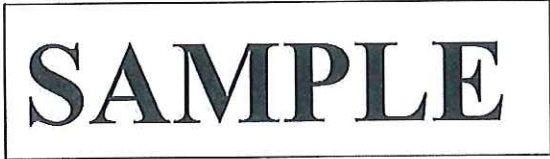
SAMPLE INSURANCE CERTIFICATES AND ENDORSEMENTS

| ACORD CERTIFICATE OF LIABILITY INSURANCE | | DATE (MM/DD/YY) |
|---|--|--|
| PRODUCER | | 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 PROVIDED BY THE POLICIES DESCRIBED BELOW. |
| INSURED | | |
| Insured Name Should be exactly the same as in contract. | | INSURER D: INSURER E: |
| COVERAGES | | |
| THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED UNDER THE FOLLOWING CONDITIONS: ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OF ANY POLICY, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENTS. | | NOTWITHSTANDING THE ABOVE, THIS CERTIFICATE MAY BE ISSUED OR REVOKED ON ANY OF THE CONDITIONS OF SUCH POLICIES. |
| TYPE OF INSURANCE | POLICY NUMBER | EACH OCCURRENCE |
| GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> | | FIRE DAMAGE (Any one fire) \$ MED. EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOUND \$ |
| GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PER OCCURRENCE <input type="checkbox"/> LOC <input type="checkbox"/> | | COMBINED SINGLE LIMIT (Ex one event) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUT SCHEDULED AUT HIRED AUTOS NON-OWNED AU | Policy Number Should be clearly visible and match endorsement | EM \$ AC \$ AG \$ \$ \$ \$ \$ |
| GARAGE LIABILITY ANY AUTO | | EL \$ EL \$ EL \$ EL \$ |
| EXCESS LIABILITY OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$ | | EL \$ EL \$ EL \$ |
| WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | EL \$ EL \$ EL \$ |
| OTHER Professional Liability & Contractors Pollution Liability | | Each Claim \$ Aggregate \$ Each Claim Deduct. \$ |
| DESCRIPTION OF OPERATIONS/LOCATION/VEHICLES/EXCLUSION | | |
| Cancellation wording Is it properly amended? | | |
| CERTIFICATE HOLDER | ADDITIONAL INSURED; INSURER LETTER: | CANCELLATION 10 days NOC for non-payment of premium. |
| City of Garden Grove 11222 Acacia Parkway Garden Grove, CA 92840 USA | | SHOULD ANY OF THE ABOVE DESCRIBED OPERATIONS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER SHALL RETURN TO THE CERTIFICATE HOLDER WITHIN 30 DAYS AFTER THE DATE OF CANCELLATION TO THE CERTIFICATE HOLDER UNLESS OTHERWISE SPECIFIED. |
| ACORD 25-S (7/97) Katharine | | AUTHORIZED REPRESENTATIVE <i>[Signature]</i> © ACORD CORPORATION 1998 |

Certificate holder must match entity in contract

SAMPLE

Policy number is clearly stated on Commercial General Liability Endorsement.
Does it match the insurance certificate?

| | | |
|---|---|--|
| POLICY NUMBER: |  | COMMERCIAL GENERAL LIABILITY CG 20 28 07 04 |
| THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY. | | |
| ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION | | |
| This endorsement modifies Insurance provided under the following: | | |
| COMMERCIAL GENERAL LIABILITY COVERAGE PART SCHEDULE | | |
| Name Of Additional Insured Person(s) Or Organization(s) | | |
|  | | |
| Information required to complete this Schedule. If not shown above will be shown in the Declarations | | |
| <p>Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:</p> <p>A. In the performance of your ongoing operations; or</p> <p>B. In connection with your premises owned by or rented to you.</p> | | |
|  | | |
| CG 20 26 07 04 | © ISO Properties, Inc., 2004 AGENT COPY | Page 1 of 1 C |

Schedule required with listed information

Stated as Primary and Non-contributory

~~THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.~~

PRIMARY AND NON-CONTRIBUTORY CLAUSE ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

It is agreed that insurance provided by any additional insured endorsement is primary coverage. We will not seek contribution from any other insurer when insurance on a non-contributing basis is required by contract.

SAMPLE

Very Important:

The endorsement must be primary and non-contributory.
Please clearly show the policy number on the endorsement.

Includes copyrighted material of Insurance Services Office, Inc. with its permission.

CG-F-65 (08-03)

Policy Number:

Transaction Effective Date

Policy number is clearly stated.
Does it match the insurance certificate?

POLICY NUMBER:



ISSUE DATE:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**DESIGNATED ENTITY – EARLIER NOTICE OF
CANCELLATION/NONRENEWAL PROVIDED BY US**

This endorsement modifies insurance provided under the following:
ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION:

Number of Days Notice: 30

WHEN WE DO NOT RENEW (Nonrenewal):

Number of Days Notice: 30

NAME: CITY OF GARDEN GROVE

ADDRESS: P.O. BOX 3070 GARDEN GROVE CA 92842

Attention: Risk Management

Schedule required with
listed information

- A. ~~For any statutorily permitted reason other than nonpayment of premium, the number of days required for notice of cancellation, as provided in the CONDITIONS Section of this insurance, or as amended by any applicable state cancellation endorsement applicable to this insurance, is increased to the number of days shown in the SCHEDULE above.~~
- B. For any statutorily permitted reason other than nonpayment of premium, the number of days required for notice of When We Do Not Renew (Nonrenewal), as provided in the CONDITIONS Section of this insurance, or as amended by any

applicable state When We Do Not Renew (Nonrenewal) endorsement applicable to this insurance, is increased to the number of days shown in the SCHEDULE above.

- C. We will mail notice of cancellation or nonrenewal or material limitation of those coverage forms to the person or organization shown in the schedule above. We will mail the notice at least the Number of Days indicated above before the effective date to our action.

Policy number is clearly stated on endorsement.
Does it match the insurance certificate?

POLICY NUMBER:



COMMERCIAL AUTO
CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies provision of the Coverage Form. This endorsement changes the below.

Signature required

For the Who Is An Insured Provision of the Coverage Form, unless another date is indicated

| | |
|------------------------|-----------------------------|
| Endorsement Effective: | Countersigned By: |
| Named Insured: | (Authorized Representative) |

SCHEDULE

| |
|---|
| Name of Person(s) or Organization(s): |
| City of Garden Grove, it's officers, officials, employees, agents and volunteers. |

(If no entry appears above, information required to complete this endorsement will be shown in the declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

Schedule required with listed information

Policy number is clearly stated on Commercial General Liability Endorsement.
Does it match the insurance certificate?

POLICY NUMBER:



COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

| Name Of Additional Insured Person(s) Or Organization(s): | Location And Description Of Completed Operations |
|--|--|
| City of Garden Grove, it's officers, officials, employees, agents and volunteers | |

Schedule required with listed information

Location as stated in Contract

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work"

at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

SAMPLE