

Chester Public Library
Board of Trustees
3 Chester Street
Chester, NH 03036
(603) 887-3404
chesterpubliclibrary@gmail.com

Request for Proposal –Revised September 14, 2010

The Chester Public Library of Chester, New Hampshire, will be accepting proposals for the removal and replacement of a forced-air furnace and the removal and replacement of one A/C condensing unit.

Proposals must be submitted in a sealed envelope plainly marked:

“Proposal, Library Furnace/AC condensing unit removal/replacement, Control number 09-10”
Chester Public Library
3 Chester Street, PO Box 277
Chester, NH 03036
Attn: Board of Trustees

All proposals must be received no later than Monday September 27, 2010 at 8 PM

All proposals must be made on the RFP forms supplied, and the RFP forms must be completed fully when submitted.

Chester Public Library, Chester New Hampshire

RFP No. 09-10

**REQUEST FOR PROPOSAL FOR
LIBRARY FURNACE AND AC CONDENSING UNIT REMOVAL AND
REPLACEMENT**

I. Introduction

The Chester Public Library Board of Trustees (herein referred to as Trustees) are soliciting Statements of Qualifications and Requests for Proposals for the removal and replacement of the Library's furnace and the removal and replacement of one of the Library's two A/C condensing units.

The Chester Public Library uses oil as a heating source. Two oil tanks store the Library's oil supply. The tanks are connected to a hot water boiler and a forced-air furnace. The boiler, a Smith 8 series model, and air handler system distributes heat and air conditioning to two of the Library's three climate-controlled zones. Both of these zones are part of the Library's new wing, built in 2001. The third zone, part of the Library's original building, is heated and cooled through a forced-air furnace system. This furnace is thirty years old and needs to be replaced.

The Library's two A/C condensing units cool separate zones within the Library. The Library's 2005 unit cools the Library's new wing built in 2001. This wing contains two of the three zones. The other unit cools the original Library building, which contains one zone consisting of the basement, and the two floors above the basement. This condensing unit is approaching thirty years of operation and needs to be replaced.

Two of the three zones have an electronic controller. One zone connected to the furnace has a mercury thermometer.

II. Scope of Services

The Trustees will engage the services of one contractor who has the capability to meet the needs of the Library as it relates to the following:

- Remove and dispose of existing furnace with a new variable speed furnace, preferably one with a high efficiency rating. Furnace must also have high electrical efficiency.

OR

Remove and dispose of existing furnace with the installation of an air handler connected to the boiler and the air conditioning unit that needs to be replaced. Air handler must contain a heating coil and a cooling coil. Contractor must ensure that the boiler can handle heating the entire building if proposing this option.

- Remove and dispose of an existing A/C condensing unit and install new condensing unit. Unit should have a seasonal energy efficient ratio (SEER) of 14.5 or greater and an energy efficient ratio (EER) of 11.6 or greater.
- Install new whip, pad, and disconnect for condenser unit.
- Modify ductwork in order to accommodate changes.
- Dispose of existing mercury thermostat and replace with new electronic controller.
- Replace one oil tank gauge and install new 1 1/2" tank gauge.

III. Experience, References and Equipment

If applicable, the contractor shall provide a summary of experience that pertains to the disciplines described in section II. The contractor shall provide brief summaries of the location and scope of similar projects performed elsewhere for state, municipal, and/or private clients. It is a plus, but not a requirement, if the contractor and technician doing the work possess the following:

- . Heating Technician Certificate from the New Hampshire Department of Safety Division of Fire Safety.
- . NATE (North American Technician Excellence) Certification.
- . Membership with the Better Business Bureau.

IV. Timeframe

Once a contractor has been selected, the Trustees will conduct a pre-installation meeting. At this time, the Trustees will specify when work will begin and an authorization to proceed will be issued. When work begins, the Trustees expect the contractor to work diligently to complete all tasks without delay. If applicable, the contractor shall work closely with any representatives authorized by the Town and/or State to ensure all work is done in conformance to Town/State specifications.

V. Insurance

The contractor shall include evidence of insurance including but not limited to general liability, property and casualty, errors and omissions, and worker's compensation insurance. This evidence shall be shown on a certificate of insurance issued by the contractor's insurance carrier(s). (See Sample Insurance Certificate Attached.)

VI. Submission Information

Proposals must be received by the Board of Trustees, Chester Public Library, 3 Chester Street, PO Box 277, Chester, NH 03036 no later than Monday September 27, 2010 at 8 PM. Interested parties must contact Tim Sheehan, the Library Director, for an inspection of the current heating/AC system before submitting a proposal.

RFP FORM & PROJECT COMPLETION DATE

VENDOR: _____

CONTACT PERSON: _____

SIGNATURE: _____

ADDRESS: _____

(Area Code) _____

TELEPHONE: () _____ FAX: _____

Item	RFP in Words	RFP in Figures
a. Equipment		
b. Materials		
c. Labor		
d. Other costs		

RFP FORM & PROJECT COMPLETION DATE (continued)

Total Amount in Figures: _____

(Sum items a-e)

Total Amount in Words: _____

Work must be performed and completed prior to and no later than **November 15, 2010**, unless permission for an extension is granted, in writing, by the Trustees.

[The following to be filled out by the Trustees after the RFP Openings and Trustees Meeting:
(Please see Section Entitled "**Award of Contract**")]

The undersigned Chester Public Library Trustees hereby award this Contract to the above-named Contractor on this _____ day of _____, 2010.

MaryBeth Ditoro, Chair

Barbara Cannon, Library Trustee

Deb Munson, Library Trustee

Renee Mallett, Library Trustee

Kandace Knowlton, Library Trustee

RFP INSTRUCTIONS

PREPARATION OF RFP PROPOSAL

1. Proposals shall be submitted in the RFP Form included in this RFP packet. Proposals shall specify a unit price, both in words and figures if requested, for each pay item for which a quantity is given. All words and figures shall be in ink or typed.
2. If a unit price or lump sum proposal already entered on the proposal form is to be altered by the applicant submitting the proposal, it should be crossed out with ink, the new unit price or lump sum proposal entered above or below it, and initialed by the applicant submitting the proposal, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, the individual's name and post office address must be shown; by a partnership, the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
4. All questions shall be submitted in writing to the Trustees. The Trustees will then forward both the question and their response to the question to all prospective parties.

IRREGULAR PROPOSALS

Proposals will be considered irregular and may be rejected for any of the following reasons:

1. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any thereof is detached.
2. If there are unauthorized additions, conditional or alternate proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
3. If the applicant adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized, alternate pay items.

DELIVERY OF PROPOSALS

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for proposals. Proposals received

after the time for opening of the proposals will be returned to the applicant, unopened. Faxed and electronic proposals are not acceptable and will not be considered by the Trustees.

WITHDRAWAL OF PROPOSALS

An applicant will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

PUBLIC OPENING OF PROPOSALS

Proposals will be opened and read publicly at the first Library Trustees' Meeting following the RFP's closing date. Applicants, their authorized agents, and other interested parties are invited to be present.

DISQUALIFICATION OF PROPOSALS

Either of the following reasons may be considered as being sufficient for the disqualification of a applicant and the rejection of the applicant's proposal or proposals:

1. Evidence of collusion among applicants.
2. Failure to supply complete information as requested by the RFP's specifications.

AWARD AND EXECUTION OF CONTRACT

CONSIDERATION OF PROPOSALS

1. Proposals will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit proposal prices, the latter shall govern.
2. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the Trustees, the best interest of the Chester Public Library will be promoted thereby.

AWARD OF CONTRACT

If a contract is to be awarded, the award will be made to a responsible and qualified applicant whose proposal complies with all the requirements prescribed as soon as practical after the RFP opening. No proposal shall be withdrawn for a period of sixty (60) days subsequent to the opening of RFPs without the consent of the Trustees. The successful applicant will be notified, by the mailing address listed on their proposal, that the proposal has been accepted and that the successful applicant has been awarded the contract.

CANCELLATION OF AWARD

The Trustees reserve the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the Chester Public Library.

RFP EVALUATION

In addition to the proposal amount, additional factors will be considered as an integral part of the proposal evaluation process, including, but not limited to:

1. The applicant's ability, capacity, and skill to perform within the specified time limits
2. The applicant's experience, reputation, efficiency, judgment, and integrity
3. The quality, availability, adaptability, and energy efficiency of the supplies and materials sold
4. Applicant's last performance
5. Sufficiency of applicant's financial resources to fulfill the contract
6. Applicant's ability to provide future maintenance and/or services
7. Other applicable factors as the Trustees determines necessary and/or appropriate (such as compatibility with existing equipment.)

CONDITIONS AT SITE

Applicants must visit the site and shall be responsible for having ascertained the needs of the Library climate-control system. Contact Tim Sheehan, the Library Director, to arrange an inspection of the Library's climate-control system.

LAWS, PERMITS AND REGULATIONS

1. The Contractor shall obtain and pay for all licenses and permits as may be required of him/her by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes
2. The Contractor shall comply with all State and local laws, ordinances, regulations and requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, the Contractor shall promptly notify the Trustees in writing.

CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

1. The Contractor shall deliver at the time of execution of the Contract, certificates of all insurance required hereunder and shall be reviewed prior to approval by the Chester Public Library Board of Trustees. The certificates of insurance shall contain the description of the Project, and shall state that the companies issuing insurance will endeavor to mail to the Chester Public Library Board of Trustees ten (10) days notice of cancellation, alteration or material change of any listed policies. The Contractor shall keep in force the insurance required herein for the period of the Contract. At the request of the Chester Public Library, the Contractor shall promptly make available a copy of any and all listed insurance policies.

The requested insurance must be written by a Company licensed to do business in New Hampshire at the time the policy is issued.

2. The Town of Chester, New Hampshire and the Chester Public Library shall be listed as additional insured on all the Certificates of Insurance.
3. The Contractor shall require each Subcontractor employed on the Project to maintain the coverage listed below unless the Contractor's insurance covers activities of the Subcontractor on the Project.
4. No operations under this Contract shall commence until certificates of insurance attesting to the below-listed requirements have been filed with and approved by a member of the Board of Trustees. (see attached sample insurance certificate)
 - a. Workmen's Compensation Insurance
Limit of Liability (as required by statute) - \$100,000/\$500,000/\$100,000 per accident
 - b. Commercial General Liability
Limits of Liability
Commercial General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate
 - c. Automobile Liability
Limits of Liability - \$100,000 per accident (all owned, hired, scheduled or non-owned)
5. The Contractor shall indemnify, defend, and save harmless the Town of Chester, the Chester Public Library, and its agents and employees from and against any suit, action or claim of loss or expenses because of bodily injury. Including death at any time resulting there from, sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by said Town of Chester, the Chester Public Library, its agents, employees or others.

ACCIDENT PROTECTIONS

It is a condition of this Contract, and shall be made a condition of each subcontract entered into pursuant to the Contract: that a Contractor and any Subcontractors shall not require any laborer or mechanic employed in the performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to health or safety as determined by construction safety and health standards of the Occupational Safety and Health Administration, United States Department of Labor, which standards include, by reference, the established Federal Safety and Health regulations for Construction. These standards and regulations comprise Part 1910 and Part 1926, respectively of Title 29 of the Code of Federal Regulations and are set forth in the Federal Register. In the event any revisions in the Code of Federal Regulations are published, such revisions will be deemed to supersede the appropriate Part 1910 and Part 1926, and will be effective as of the date set forth in the revised regulation.

SUBCONTRACTS

1. Nothing contained in the Specifications or Drawings shall be construed as creating any contractual relationship between any Subcontractor and the Chester Public Library. The Division or Sections of the Specifications are not intended to control the Contractor in dividing the work among Subcontractors or to limit the work performed by any trade.

The Contractor shall be as fully responsible to the Chester Public Library for the acts and omissions of Subcontractors and of persons employed by him/her, as the Contractor is responsible for the acts and omissions of persons directly employed by him/her.

PROTECTION OF WORK AND PROPERTY

The Contractor shall, at all times, safely guard the Library's property from injury or loss in connection with this Contract. The Contractor shall, at all times, safely guard and protect his/her own work and that of adjacent property from damage. All passageways, guard fences, lights and other facilities required for protection by State or Municipal laws, regulations and local conditions must be provided and maintained.

USE OF PREMISES AND REMOVAL OF DEBRIS

The Contractor expressly undertakes at his/her own expense:

1. To take every precaution against injuries to persons or damage to property;
2. To comply with the regulations governing the operations of premises which are occupied and to perform this Contract in such a manner as not to interrupt or interfere with the operation of the Institution;
3. To perform any work necessary to be performed after working hours or on Sunday or legal holidays without additional expense to the Library, but only when requested to do so by the Trustees;
4. To store any apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of the Contractor's work or the work of any other Contractors;
5. Daily to clean up and legally dispose of (away from the site), all refuse, rubbish, scrap materials and debris caused by the Contractor's operation. This includes milk cartons, paper cups and food wrappings left by the Contractor's employees, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance;
6. All work shall be executed in a workmanlike manner by experienced mechanics in accordance with the most modern mechanical practice and shall represent a neat appearance when completed;
7. Use of Library restroom is permitted to those employed to complete this project. Restrooms must be left in the same condition after use as they were before use.

MATERIALS AND WORKMANSHIP

Unless otherwise specified, all materials and equipment incorporated into the work under the Contract shall be new. All workmanship shall be first class and by persons qualified in their respective trades.

Where the use of optional materials or construction method is approved, the requirements for workmanship, fabrication and installation indicated for the prime material or construction method shall apply wherever applicable. Required and necessary modifications and adjustments resulting from the substitution or use of an optional material or construction method shall be made at no additional cost to the Library.

STANDARDS

1. Materials specified by reference to the number, symbol or title of a specific standard, such as a Commercial Standard, a Federal Specification, Department's Standard Specifications, a trade association standard or other similar standard shall comply with requirements in the latest revision thereof and any amendment or supplement thereto in effect on the date of advertisement, except as limited to type, class or grade or modified in such reference.
2. Reference in the Specifications to any article, device, product, material, fixture, form or type of construction by name, make or catalog number shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. In such cases, the Contractor may, at his/her option, use any articles, device, product, material fixture, form or type of construction, which in the judgment of the Trustees, expressed in writing to all applicants before opening of proposals as an addendum, is an acceptable substitute to the specified.
3. Substitution During Proposal Time: Whenever any particular brand or make of material or apparatus is called for in the Specifications, a proposal must be based upon such material or apparatus, or upon a brand or make which has been specifically approved as a substitution in an Addendum issued to all applicants during the proposal time.
4. The intent is that the brand or make of material or apparatus, which is called for herein, establishes a standard of excellence, which is necessary for this particular Project.
5. Substitution After RFP Opening: No substitutions will be considered after proposals have been opened unless necessary due to strikes, lockouts, bankruptcy or discontinuance of manufacture, etceteras. In such cases, the Contractor shall apply to the Trustees, in writing within ten (10) days of the Contractor's realizing an inability to furnish the article specified, describing completely the substitution the Contractor desires to make.

EXTRAS

Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Trustees have ordered the same, in writing.

GUARANTEE OF WORK

1. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the Date of Final Acceptance.
2. Make good any work or material, or the equipment and contents of said building or site disturbed in fulfilling any such guarantee.
3. In any case, wherein fulfilling the requirements of the Contract or of any guarantee, should the Contractor disturb any work guaranteed under another contract, the Contractor shall restore such disturbed work to a condition satisfactory to the Trustees. And the Contractor shall guarantee such restored work to the same extent as it was guaranteed under such other contracts.
4. If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the Trustees may have the defects corrected and the Contractor shall be liable for all expenses incurred.
5. All special guarantees applicable to definite parts of the work that may be stipulated in the Specifications or other papers forming a part of the Contract shall be subject to the terms of this paragraph during the first year of the life of such special guarantee.
6. The Contractor shall be as fully responsible to the Chester Public Library for the acts and omissions of persons employed by the Contractor, as the Contractor is responsible for the acts and omissions of persons directly employed by the Contractor.

DEFAULT AND TERMINATION OF CONTRACT

If the Contractor:

1. Fails to begin work under Contract within the time specified in the notice to proceed; or
2. Fails to perform the work with sufficient workmen and equipment, or with sufficient materials to assume prompt completion of said work; or
3. Performs the work unsuitably or neglects or refuses to remove materials or to perform such work as may be rejected as unacceptable and unsuitable; or
4. Discontinues the prosecution of the work; or
5. Fails to resume work, which has been discontinued, within a reasonable time after notice to do so; or
6. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
7. Makes an assignment for the benefit of creditors; or
8. For any other causes whatsoever, fails to carry on the work in an acceptable manner, the Trustees will give notice, in writing, to the Contractor for such delay, neglect, and default.

If the Contractor does not proceed in accordance with the Notice, then the Trustees will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. The Chester Public Library may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in the Contractor's opinion will be required for the completion of said Contract in an acceptable manner.

All extra costs and charges incurred by the Chester Public Library as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the Chester Public Library the amount of such excess.

PAYMENT

The Chester Public Library will not provide complete payment for the project until 100% of the project is completed.

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY)
06/12/11

PRODUCER Some Insurance Agency Name 100 Main Street City or Town, NH Zip	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. INSUREERS AFFORDING COVERAGE
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INSURED Name of Contractor or Vendor 111 Some Street or Drive City or Town, NH Zip	INSURER A: USA INSURANCE COMPANY INSURER B: AMERICAN INSURANCE INCORPORATED INSURER C: NH WORKERS' COMPENSATION INSURANCE CO. INSURER D: INSURER E:
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COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF 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	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Additional</u> <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1 (Example #)	06/01/10	06/01/11	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$	
	MED EXP (Any one person)				\$	
	PERSONAL & ADV INJURY				\$	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP AGG				\$	
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> <u>Additional</u> <input type="checkbox"/> _____	SKLS-029499S (Example #)	06/01/10	06/01/11	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	BODILY INJURY (Per person)				\$	
	BODILY INJURY (Per accident)				\$	
	PROPERTY DAMAGE (Per accident)				\$	
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____					AUTO ONLY-EA ACCIDENT	\$
					OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$					EACH OCCURENCE	
					AGGREGATE	\$
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY A4145-SS-PJ37 (Example #)	01/01/10	01/01/11	<input type="checkbox"/> WC STATUTORY <input type="checkbox"/> OTH-ER		
				E.L. EACH ACCIDENT	\$100,000	
				E.L. DISEASE-EA EMPLOYEE	\$500,000	
				E.L. DISEASE - POLICY LIMIT	\$100,000	

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

TOWN OF CHESTER AND CHESTER PUBLIC LIBRARY LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE

CERTIFICATE HOLDER	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: A & B	CANCELLATION
Chester Public Library ATTN: Board of Trustees 3 Chester Street, PO Box 277 Chester, NH 03036		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 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 OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC (EXAMPLE)