

CONTRACT

FOR SERVICES UNDER \$50,000

ANY ALTERATIONS OF CONTRACT LANGUAGE WILL RESULT IN REVOCATION OF CITY ATTORNEY APPROVAL.

This Contract for service station equipment maintenance and or repair services is entered into by and between **Lindsay Automotive Inc. (vendor # 004376)** (herein referred to as "Contractor"), and the City of Columbus, Department of Columbus City Attorney (herein referred to as "City").

WITNESSETH

WHEREAS, the City has a need for service station equipment maintenance and or repairs; and

WHEREAS, the Contractor has the necessary experience and expertise to provide said item(s); and

NOW, THEREFORE, in consideration of the mutual promises as hereinafter set forth, the parties agree as follows

ENTIRE AGREEMENT

This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof. Understandings, agreements, representations, or warranties not contained in this Contract, or as written amendment hereto, shall not be binding on either party. Except as provided herein, no alteration of any terms, conditions, delivery, price, quality, or specifications of this Contract shall be binding on either party without the written consent of both parties. This Contract is subject to the Ohio Public Records Act.

1. **Contract Term**

The term of this Contract shall be from **June 1, 2022 to December 31, 2022** This Contract shall not automatically renew.

2. **Maximum Obligation**

The maximum amount to be paid under any purchase order associated with this Contract shall not exceed **\$20,000** unless additional funds are appropriated and authorized.

3. **Pricing and Scope of Services**

The Contractor agrees to perform and invoice the Scope of Services as set forth **ON ATTACHED EXHIBIT A*** and as contained in the bid specifications, which are expressly incorporated herein.

*Contract is NOT valid if the Scope of Services is NOT attached.

No other costs, rates, or fees shall be payable to the Contractor for services performed hereunder. The terms and conditions specified in this Contract constitute the entire contract governing the purchase of services by the City from the Contractor, and shall supersede any terms and conditions which may accompany Contractor's invoice/bid/estimate. Any and all verbal representations are superseded by this Contract. The terms of this Contract shall prevail over any conflicting or deficient terms or conditions listed in any attachments from Contractor.

4. **Equal Opportunity Clause**

Contractor agrees to abide by all of the terms, conditions and requirements set forth in Columbus City Code Section 3906.02, Equal Opportunity Clause. Failure or refusal of a Contractor or Subcontractor to comply with the provisions of Title 39 may result in cancellation of this Contract.

5. **Taxes**

Federal or State taxes are not to be included on invoices for the described services. Contractor will be provided an exemption certificate, if needed.

6. **City's Contract Administrator/Contract Administration**

Mercedes Wiley, MDWiley@columbus.gov, 614-645-6941 will manage the Contract on behalf of the City and will be the principal point of contact for the City concerning the Contractor's performance under this Contract.

Any notice or demand or other communication required or permitted to be given under this Contract or applicable law shall only be effective if it is in writing, properly addressed, and either delivered in person, or by a recognized courier service, or deposited with the United States Postal Services as first-class certified mail, postage prepaid and return receipt requested, to the parties at the following addresses:

Columbus City Attorney

Program Contact: Mercedes Wiley, MDWiley@columbus.gov, 614-645-6941
77 North Front Street, 4th Floor
Columbus, Ohio 43215

Fiscal Contact: Mark Rutkus, MKRutkus@columbus.gov, 614-645-2934
77 North Front Street, 4th Floor
Columbus, Ohio 43215

Lindsay Honda

Primary Contact:
Dusty Lyndsay, dusty@lindsayhonda.com, 614-864-5250
5959 Scarborough Blvd.
Columbus, Ohio 43232

7. **Contractor as an Independent Contractor**

The Contractor shall be and shall remain an Independent Contractor with respect to all services performed hereunder and neither Contractor nor its employees shall be considered "public employees" for purposes of OPERS membership. Contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all contributions or taxes for Social Security, unemployment insurance or old age retirement benefits, pensions or annuities now or hereafter imposed under any state or federal law which are measured by the wages, salaries or other remunerations paid to the Contractor or persons employed by the Contractor for work performed under the terms of this Agreement and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now, or hereafter may be, issued or promulgated under said respective laws.

Individuals utilizing a personal social security number for tax identification purposes and business entities with four (4) or fewer employees must complete and submit, as Exhibit D, the OPERS independent contractor acknowledgment form. THIS FORM CAN BE FOUND AT WWW.OPERS.ORG

8. **Applicable Law, Remedies**

This Agreement shall be governed in accordance with the laws of the State of Ohio and the ordinances, statutes and provisions of the Columbus City Code and Charter; specifically including, but not limited to Charter Sections 159 and 161. All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this Agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.

Chapter 377 of the Columbus City Codes is hereby incorporated into the contract and Contractor is required to comply with said chapter. This includes, but is not limited to reporting requirements and the obligation to review the commission list of contractors and subcontractors that received an adverse determination. Penalties for failure to comply with the wage theft prevention code include suspension for three years, up to permanent disbarment.

9. Payment/Invoice Submittal

Fees shall be paid for services rendered following: (1) the City's receipt of a correct invoice, which designates the specific applicable charges, and (2) issuance of a certified purchase order. The City will not be subject to any late payment charges. Rates shall be firm during the term of this Contract. The City will process correctly documented invoices for payment and Contractor should receive payment for such invoice within thirty (30) days from receipt and approval by the City.

Invoices: All invoices shall be submitted to the address listed on the Purchase Order.

Mark Rutkus, MKRutkus@columbus.gov, 614-645-2934
77 North Front Street, 4th Floor
Columbus, Ohio 43215

10. Modifications

No modification, amendment, alteration, addition or waiver of any section or condition of this Contract shall be effective or binding unless it is in writing and signed by an authorized representative of the City and the Contractor and approved by the appropriate City authorities.

11. Contract Termination

If either the City or the Contractor violates any material term or condition of this Contract or fails to fulfill in a timely and proper manner its obligations under this Contract, then the aggrieved party shall give the other party (the "responsible party") written notice of such failure or violation. The responsible party will correct the violation or failure within thirty (30) calendar days or as otherwise mutually agreed. If the failure or violation is not corrected, this Contract may be terminated immediately by written notice from the aggrieved party. The option to terminate shall be at the sole discretion of the aggrieved party.

When it is in the best interest of the City, the City may terminate this Contract, in whole or in part by providing seven (7) calendar days written notice to the Contractor prior to the effective date of termination. If this Contract is so terminated, the City is liable only for payments required by the terms of this Contract for services received and accepted by the City.

12. Nonexclusive Remedies

The remedies provided for in this Contract shall not be exclusive but are in addition to all other remedies available under the law.

13. Survivorship

All services executed pursuant to the authority of this Contract shall be bound by all of the terms, conditions, prices discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Contract, or any extension thereof. Further, the terms, conditions, and warranties contained in this Contract that by their sense in context are intended to survive this completion of the performance, cancellation or termination of this Contract, shall so survive.

14. Save Harmless/Indemnification

Contractor shall protect, indemnify and save the City harmless from and against any damage, cost, or liability, including reasonable attorneys' fees, resulting from claims for any or all injuries to persons or damage to property arising from intentional, willful or negligent acts or omissions of Contractor, its officers, employees, agents, or Subcontractors. The City will not indemnify the contractor and is prohibited from doing so.

15. **Severability**

If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions for the Contract are declared severable.

16. **Assignment**

This Contract may not be assigned or otherwise transferred to others by the Contractor without the prior written consent of the City. If this Contract is so assigned, it shall inure to the benefit of and be binding upon any respective successors and assigns (including successive, as well as immediate, successors and assignees) of the Contractor.

17. **Authority to Bind**

The signatories to this Contract represent that they have the authority to bind themselves and their respective organizations to this Contract.

18. **Worker's Compensation**

The Contractor shall comply with all Workers' Compensation laws of the State of Ohio. **Proof of coverage shall be attached to this Contract AS EXHIBIT B.**

19. **Insurance**

Contractor shall carry at least the minimum amounts listed below of Commercial Liability Insurance (Bodily Injury and Property Damage) naming the City as an additional insured. **Contractor must attach a copy of the Certificate of Insurance to this Contract AS EXHIBIT C:**

Bodily Injury Liability:

Each Person	\$500,000
Each Accident	\$1,000,000

Property Damage Liability:

Each Accident	\$500,000
All Accidents	\$1,000,000

20. **Campaign Contributions**

Contractor hereby certifies the following: that it is familiar with Ohio Revised Code ("O.R.C.") Section 3517.13; that it is in full compliance with Divisions (I) and (J) of that Section; that it is eligible for this contract under the law and will remain in compliance with O.R.C. Section 3517.13 for the duration of this contract and for one year thereafter.

21. **City Income Taxes**

Contractor hereby further agrees to withhold and pay all city income taxes due or payable under the provisions of Chapter 362, Columbus City Codes, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold and pay any such city income taxes due under said chapter for services performed under this Contract. If it has been determined by the Columbus Income Tax Division that Contractor, or any of its subcontractors, owes city income taxes, the Contractor agrees that the City may withhold the amount due to the City from any amount due to the Contractor for services performed under this Contract notwithstanding paragraph 9 hereinabove.

CONTRACT SIGNATURE AFFIDAVIT

(Must be completed when the individual signing the Contract is NOT an Officer or Member of the Company.)

STATE OF: _____

COUNTY OF: _____

_____, being duly sworn, deposes and says that he/she is
_____ of _____, a Corporation, LLC, or LLP organized and existing under and by
(Title) (Company Name)
virtue of the laws of the State of _____, and having its principal office at

City, State, Zip Code

Affiant further says that he/she is familiar with the records, minute books and by-laws of

(Company Name)

Affiant further says that _____ is _____
(Name of Person Signing Contract) (Title)

Of the Company and is duly authorized to sign the Contract for : _____

For said Company by virtue of _____
(State whether the provision of by-laws or a resolution of the Board of Directors. If resolution, give date of adoption.)

Signature of Affiant**

**** AFFIANT MUST BE SOMEONE OTHER THAN THE INDIVIDUAL SIGNING THE CONTRACT.****

Sworn to before me and subscribed in my presence this _____ day of _____ 20____

Notary Public

My Commission Expires: _____

Exhibit A: Scope of Work Project Taillight

Project background

In 2021, Columbus City Attorney Zach Klein partnered with the Columbus Division of Police, the Franklin County Board of Commissioners and Columbus State Community College to pilot Project Taillight--an innovative public safety and crime prevention program.

Project Taillight aims to improve community safety by connecting low-income residents with free headlight, taillight, brake light, license plate light and/or turn signal repairs avoiding potential tickets/citations and keeping everyone safer on the roads.

Community residents from households with incomes less than 200% of the federal poverty level are eligible for free repairs. The City Attorney's Community Outreach team recruits and screens participants for eligibility then refers eligible car owners to commercial repair shops and dealers participating in pilot project for repairs. Shops complete the repairs covered through the program then invoice the City at the agreed upon parts and labor rate. Safety light repairs provided for free to participants through program are limited to equipment replacement/repairs that do not involve complicated electrical work or significant dismantling of the body of the car to complete repairs.

Lindsay Honda will serve as a Project Taillight pilot partner from June 1st through December 31st, 2022 with an opportunity to continue services based on successes achieved through the pilot period.

Responsibilities of parties

Columbus City Attorney (CAO):

CAO works through community-based organizations, neighborhood coalitions and Columbus Division of Police to identify individuals eligible for free safety light repairs through Project Taillight.

CAO verifies participant eligibility then refers eligible participants to approved Project Taillight vendors for free safety light repairs, free windshield wiper replacements, vehicle performance checks and auto fluid top offs. Safety light repairs covered by the program are limited to equipment replacement/repairs that do not involve complicated electrical work or significant dismantling of the body of the car to complete repairs.

CAO will refer eligible participants to the approved repair site that is most convenient for the customer/participant. CAO will email Project Taillight repair partners the name and contact information for customers/participants referred to their shop for service using standard email template:

Subject: Project Taillight Referral_DATE (in XX/XX/XX format)

Dear Project Taillight Partner,

The individuals listed below were referred to you for services:

Last name	First name	Phone/text	Email

Please contact me if you have questions.

Mercedes Wiley
MDWiley@columbus.gov
614-645-6941

CAO will set up a purchase order with Project Taillight pilot partners. Partners will bill/invoice the City against that PO for service provided at the agreed upon rates (see chart below). Invoices will be submitted to

CAO on a quarterly basis. Contract expenses not to exceed **\$20,000** for the agreed upon contract period. Project Taillight customers/participants will not be charged for services covered by the pilot program. CAO will pay repair invoices within 30 days of receipt. Payments to be made to vendors using paper warrants. The City is not set up to pay vendors electronically.

Labor	\$95.00 per hour
Parts/supplies	10% Parts discount
Performance checks	free

CAO will offer Project Taillight pilot partner the opportunity to have their logo added to promotional materials and be named in press/media events. If Project Taillight partners want to include Project Taillight references or logo in their agency's promotional or marketing materials, they must contact the City Attorney representative named in this service contract for approval.

CAO will share results from customer service surveys with Project Taillight pilot partners.

CAO will maintain bi-weekly communication with Project Taillight pilot sites.

Lindsay Honda/Project Taillight Partner

Lindsay Honda will provide professional auto repairs and the highest-standard customer service to Project Taillight participants referred for repair services.

Lindsay Honda offers repair service Mon-Thurs 6 AM-10 PM, Fri 6:00 AM- 6 PM, Sat 7:30 AM to 4 PM and allows customers to wait onsite for repairs to be completed.

Lindsay Honda will set up an account/code in their customer management or billing system to identify Project Taillight customers/participants and document approved repair expenses. Approved repairs include free safety light repairs, windshield wiper replacement, vehicle safety checks and auto fluid top offs. NOTE: Safety light repairs covered for free by the program are limited to equipment replacement/repairs that do not involve complicated electrical work or significant dismantling of the body of the car to complete repairs. Lindsay agrees to call the CAO Project Taillight contact if they are unsure if repairs fall into program scope.

Lindsay Honda will bill/invoice CAO quarterly for project expenses realized during the billing period and keep itemized records of services provided in their customer management/billing system. See chart below for agreed upon reimbursement rates. Invoices to be emailed to the fiscal contact named in this contract and include a list of customers served with total labor and equipment expense per customer/vehicle.

Labor	\$95.00 per hour
Parts/supplies	10% Parts discount
Performance checks	free

Lindsay Honda agrees to pass out and collect program satisfaction surveys to Project Taillight participants and keep completed surveys on site for the CAO Project Taillight contact. Participants who fill out surveys will receive a coupon for a free fluid top off. Lindsay Honda will charge CAO for top off service as coupons are redeemed. CAO will provide coupons.

Lindsay Honda will maintain bi-weekly communication with CAO Project Taillight contact.

Party Contacts

CAO

- Program Contact: Mercedes Wiley, MDWiley@columbus.gov, 614-645-6941
- Fiscal Contact: Mark Rutkus, MKRutkus@columbus.gov, 614-645-2934

Lindsay Honda

- Contract Contact: Dusty Lyndsay, dusty@lindsayhonda.com, 614-864-5250
- Repair Contact 1: Bill Lytle, blytle@lindsayhonda.com, 614-864-5250
- Repair Contact 2: Danny Foor, dfloor@lindsayacura.com, 614-348-4809
- Administrative Contact: Danielle Browning, dbrowning@lindsaydifference.com, 614-328-2351



**Bureau of Workers'
Compensation**

30 W. Spring St.
Columbus OH 43215-2256

Governor **Mike DeWine**
Interim Administrator/CEO **John Logue**

www.bwc.ohio.gov
1-800-644-6292

04/19/2021
Date Mailed

#BWNFVSQ

LINDSAY AUTOMOTIVE INC
LINDSAY HONDA
5805 SCARBOROUGH BLVD
COLUMBUS OH 43232-4749

IMPORTANT DOCUMENT: REMOVE AND POST



Bureau of Workers' Compensation

30 W. Spring St.
Columbus, OH 43215

Certificate of Ohio Workers' Compensation

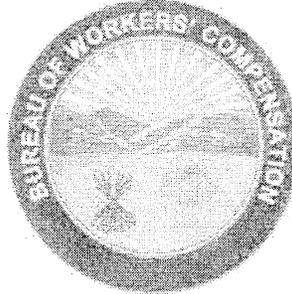
This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit www.bwc.ohio.gov, or call 1-800-644-6292.

This certificate must be conspicuously posted.

Policy number and employer
00391965

Period Specified Below
07/01/2021 to 07/01/2022

LINDSAY AUTOMOTIVE INC
LINDSAY HONDA
5805 SCARBOROUGH BLVD
COLUMBUS OH 43232-4749



www.bwc.ohio.gov
Issued by: BWC

Interim Administrator/CEO

You can reproduce this certificate as needed.

Ohio Bureau of Workers' Compensation

Required Posting

Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol, marihuana or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove the presence of alcohol, marihuana or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.



Bureau of Workers' Compensation

You must post this language with the Certificate of Ohio Workers' Compensation.



CERTIFICATE OF GARAGE INSURANCE

DATE (MM/DD/YYYY)

05/05/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ally Risk Services Inc 500 Woodward Ave Detroit, MI 48226	CONTACT NAME: Dealer Products PHONE (A/C, No, Ext): 800-729-4622 Option #4 FAX (A/C, No): 866-955-6665 E-MAIL ADDRESS: certificates@ally.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Falls Lake National Insurance Company</td> <td>31925</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Falls Lake National Insurance Company	31925	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Lindsay Automotive 5880 Scarborough Blvd Columbus OH 43232														

COVERAGES **PROD / CUSTOMER ID:** **CERTIFICATE #:** **REVISION #:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GARAGE LIABILITY <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS USED IN GARAGE BUSINESS <input checked="" type="checkbox"/> Any Auto <input type="checkbox"/> HIRED AUTOS ONLY			APK000049100	12/01/2021	12/01/2022	AUTO ONLY (Ea accident) \$ 1,000,000 OTHER THAN AUTO ONLY EA ACCIDENT \$ 1,000,000 AGGREGATE \$ 5,000,000
A	GARAGE KEEPERS LIABILITY <input type="checkbox"/> LEGAL LIABILITY <input checked="" type="checkbox"/> DIRECT BASIS <input checked="" type="checkbox"/> PRIMARY <input type="checkbox"/> EXCESS			APK000049100	12/01/2021	12/01/2022	<input checked="" type="checkbox"/> COMP/OTC SPECIFIED PERILS <input checked="" type="checkbox"/> COLLISION LOC 1 \$ 2,000,000 LOC 1 \$ LOC 1 \$ 2,000,000 LOC \$
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			Included in Garage Liability			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			AXS000048700	12/01/2021	12/01/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 30,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under REMARKS below Y/N N/A						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

REMARKS (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 General Liability is included in Garage Liability. A 30 day notice of cancellation applies except in the event of non-payment in which a 10 day notice applies.
 Additional covered locations include: 5805 Scarborough Blvd Columbus OH 43232; 2560 Park Crescent Dr Columbus OH 43232; 5858 Scarborough Blvd Columbus OH 43232; 2727 Brice Rd Columbus OH 43232; 5959 Scarborough Blvd Columbus OH 43232; 300 N Hamilton Rd Columbus OH 43213.
 Additional Named Insureds include: Lindsay Acura, Lindsay Honda, Lindsay Buick GMC.

CERTIFICATE HOLDER City of Columbus, Ohio 90 West Broad St. Columbus, OH, 43215 United States	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Erin Coggins</i>
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