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AGREEMENT FOR PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES

SECTION III TERMINATION

- 3.01 County may terminate this Agreement at any time by providing ten (10) days written notice to the Contractor.
- 3.02 Upon receipt of such notice, the Contractor shall discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.
- 3.03 Within thirty (30) days after receipt of notice of termination, the Contractor shall submit a statement, showing in detail the services performed under this Agreement to the date of termination.
- 3.04 County shall then pay Contractor that proportion of the prescribed charges which the services actually performed under this Agreement bear to the total services called for under this Agreement, less such payments on account of charges as have been previously made.
- 3.05 Copies of all completed or partially completed designs, drawings, electronic data files, reports, documents, and/or specifications prepared under this Agreement shall be delivered to County when and if this Agreement is terminated in the manner and for the purposes provided in this Agreement.

SECTION IV INSURANCE

Contractor shall, prior to performing billable services and for the duration of term of this Agreement, keep in full force and effect a policy of general liability insurance of not less than \$1,000,000.00 for each claim aggregate, which shall be approved by the Fort Bend County Risk Management Department prior to Contractor's commencement of services under this Agreement. The policy shall contain a clause that the insurer will not cancel or change the insurance without first giving County ten (10) days prior written notice. The insurance shall be in a company acceptable to the Fort Bend County Risk Management Department and a copy of the policy or certification of insurance shall be delivered to the Fort Bend County Risk Management Department as soon as available.

SECTION V NOTICE

- 5.01 Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall have been deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to County or Contractor at the addresses set forth below.
- 5.02 If mailed, any notice or communication shall be deemed to be received three days after the date of deposit in the United States Mail.
- 5.03 Unless otherwise provided in this Agreement, all notices shall be delivered to the following addresses:
 - A. If to Contractor:

Huitt-Zollars, Inc.
1500 South Dairy Ashford, Suite 200
Houston, Texas 77077
Attn: Gregory R. Wine, P.E., LEED AP
Senior Vice President

B. If to County notice must be sent to both the Fort Bend County Purchasing Agent and County Project Manager:

Fort Bend County Purchasing Department
Gilbert D. Jalomo, Jr., CPPB
301 Jackson
Richmond, Texas 77469

Facilities Management and Planning Department
Don Brady, Director
301 Jackson
Richmond, Texas 77469

- 5.04 Either party may designate a different address by giving the other party ten (10) days written notice.

SECTION VI LIMIT OF APPROPRIATION

- 6.01 Prior to the execution of this Agreement, Contractor has been advised by County, and Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence to this contract, that County shall have available the total maximum sum of \$68,000.00, including all expenses, if any, specifically allocated to fully discharge any and all liabilities which may be incurred by County.
- 6.02 Contractor does further understand and agree, said understanding and agreement also being of the absolute essence of this contract, that the total maximum compensation that Contractor may become entitled to hereunder and the total maximum sum that County shall become liable to pay to Contractor hereunder shall not under any conditions, circumstances or interpretations thereof exceed the sum of \$68,000.00

SECTION VII SUCCESSORS AND ASSIGNS

- 7.01 County and Contractor bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement.
- 7.02 Neither County nor Contractor shall assign, sublet or transfer its or his interest in this Agreement without the prior written consent of the other.
- 7.03 Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public and/or governmental body that may be a party hereto.

SECTION VIII PUBLIC CONTACT

- 8.01 Contact with the news media, citizens of Fort Bend County or governmental agencies shall be the sole responsibility of County.
- 8.02 Under no circumstances, whatsoever, shall Contractor release any material or information developed in the performance of its services hereunder without the express written permission of County, except where required to do so by law.

SECTION IX
COMPLIANCE AND STANDARDS

Contractor shall render the services hereunder in accordance with generally accepted standards of Contractors practicing in the Greater Houston Metropolitan Area, applicable thereto and shall use that customary degree of care and skill commensurate with the profession similar to the Project to comply with all applicable state, federal, and local laws, ordinances, rules and regulations relating to the services to be rendered hereunder, and Contractor's performance.

SECTION X
OWNERSHIP OF PROGRAM

- 10.01 County shall be the absolute and unqualified owner of all drawings, preliminary layouts, record drawings, sketches and other documents prepared pursuant to this Agreement by the Contractor and his Contractors (deliverables).
- 10.02 No reuse fees or royalty payments will be paid to the Contractor in connection with future reuse or adaptation of designs derived under this contract.
- 10.03 Copies of all complete or partially completed mylar reproducible, preliminary layouts, record drawings, digital files, sketches and other documents prepared pursuant to this Agreement shall be delivered to County when and if this Agreement is terminated or upon completion of this Agreement, whichever occurs first, as provided in this Agreement.
- 10.04 Contractor is expressly prohibited from selling, licensing or otherwise marketing or donating such documents, or using such documents in the preparation of other work for any other client, or from duplicating the appearance of the Project depicted in the deliverables for any without the prior express written permission of County.
- 10.05 The documents referenced in this Section are not intended or presented by the Contractor to be suitable for reuse by County or others on extensions of this Project or on other unrelated projects.
- 10.06 Any adaptation or use by County of such documents on extension of this Project or other unrelated projects shall be at County's sole risk.

SECTION XI
INDEMNIFICATION

- 11.01 **CONTRACTOR SHALL SAVE HARMLESS COUNTY FROM AND AGAINST ALL CLAIMS, LIABILITY, AND EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF THE CONTRACTOR, ITS AGENTS, CONSULTANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF THE CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS, SERVANTS OR EMPLOYEES.**
- 11.02 **CONTRACTOR SHALL ALSO SAVE HARMLESS COUNTY FROM AND AGAINST ANY AND ALL EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES WHICH MIGHT BE INCURRED BY COUNTY, IN LITIGATION OR OTHERWISE RESISTING SAID CLAIMS OR LIABILITIES THAT MIGHT BE IMPOSED ON COUNTY AS THE RESULT OF SUCH ACTIVITIES BY CONTRACTOR, ITS AGENTS, CONSULTANTS OR EMPLOYEES.**

SECTION XII MODIFICATIONS

This instrument contains the entire Agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent written modification signed by both parties hereto.

SECTION XIII MISCELLANEOUS

- 13.01 By entering into this Agreement, the parties do not intend to create any obligations, express or implied, other than those specifically set out in this Agreement.
- 13.02 Nothing in this Agreement shall create any rights or obligations in any party who is not a signatory to this Agreement.
- 13.03 Contractor agrees and understands that: by law, the Fort Bend County Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients; the Fort Bend County Attorney's Office may not advise or approve a contract or other legal document on behalf of any other party not its client; the Fort Bend County Attorney's Office has reviewed this document solely from the legal perspective of its client; the approval of this document by the Fort Bend County Attorneys Office was offered solely to benefit its client; Contractor and other parties should not rely on this approval and should seek review and approval by their own respective legal counsel.
- 13.04 If there is a conflict between this Agreement and Exhibit A, the provisions of this Agreement shall prevail.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

SECTION XIV
EXECUTION

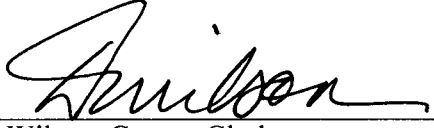
This Agreement shall become effective on the date executed by County.

FORT BEND COUNTY:



Robert E. Hebert, County Judge

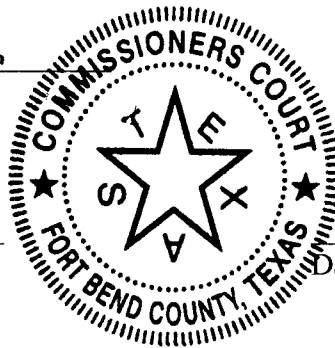
10-22-13
Date

Attest:


Dianne Wilson, County Clerk

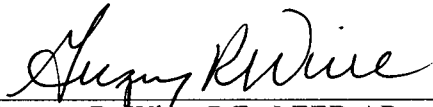
APPROVED:

By: 
Don Brady, Director
County Facilities Management
& Planning Department



10/8/13
Date

CONTRACTOR: HUITT-ZOLLARS, INC.


Gregory R. Wine, P.E., LEED AP
Senior Vice President/Office Manager

October 7, 2013
Date

Attachments: Exhibit A: October 4, 2013 Proposal from Contractor

I:/Huitt-Zollar/Parks Dept. Pedestrian Plaza

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$68,000.00 to accomplish and pay the obligation of Fort Bend County under this agreement.

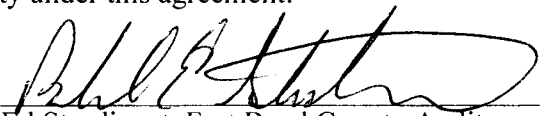

Ed Sturdivant, Fort Bend County Auditor

Exhibit A

HUITT-ZOLLARS

HUITT-ZOLLARS, INC. • 1809 South Dairy Ashford • Suite 300 • Houston, TX 77077-3848 • 281.496.0064 phone • 281.496.0220 fax • huitt-zollars.com

October 4, 2013

Don Brady
Director, Facilities Management and Planning Department
Fort Bend County
301 Jackson Street
Richmond, Texas

Attention: James Knight, Architect
Program Manager

Subject: Proposal for Professional Architectural and Engineering Services for a new Pedestrian Plaza around the Travis Building in Richmond, Texas

Dear Mr. Brady:

Huitt-Zollars, Inc. (Huitt-Zollars) appreciates this opportunity to provide our proposal for professional architectural and engineering services to Fort Bend County (County) for providing design, bidding and construction phase services for a new pedestrian plaza around the Travis Building in Richmond, Texas (Project). The project includes the area bounded by US 90A and Liberty Street between 3rd and 4th Streets. Our proposal is based upon the following scope of services, compensation and schedule and the terms and conditions in County's standard professional services contract.

Our understanding of Fort Bend County's intent for this project includes:

- a) Create a landscaped pedestrian plaza with crosswalks between the Travis Building and Historic County Courthouse whereby closing 4th Street between US 90A and Liberty Street to vehicular traffic.
- b) Create a landscaped lawn area with pedestrian walkways in the existing parking lot between US 90A and the Travis Building.
- c) Revise partial pavement profile on 3rd Street from US 90A to Liberty Street.
- d) Provide one (1) ADA parking space on 3rd Street with accessible route to the Clinic. Provide seven (7) additional parking spaces on 3rd Street.
- e) Improve drainage particularly along 3rd Street from US 90A to Liberty Street and throughout project area. Investigate truck parking area on east side of 3rd Street.
- f) Reconfigure Liberty Street between 3rd and 4th Streets to provide for one-way drive (southwest bound) with restrictions for truck traffic. Create a landscaped lawn area with pedestrian walkways. Adjacent to Travis building, provide nine (9) diagonal accessible parking spaces with accessible route to entrance of Travis Building and four (4) additional reserved diagonal parking spaces west of 4th Street along Liberty. Provide entrance to parking lot south of Liberty Street.
- g) Maintain delivery truck access to southeast corner of Travis Building. Provide driveway access to this delivery area from 3rd Street and Liberty Street.
- h) Remove row of trees directly behind the Travis building.
- i) Provide pedestrian walkway along Liberty Street from 4th Street to southeast entrance of Historic County Courthouse.
- j) Landscaped areas shall be irrigated.
- k) Lighting and signage shall be installed.
- l) Certain items of construction will be performed by County.

SCOPE OF SERVICES:

1.0 Basic Services

Huitt-Zollars' Basic Services include:

1.1 50% Design Phase

- 1.1.1 Prepare 50% Plans
- 1.1.2 Prepare list of Technical Specifications
- 1.1.3 Initiate accessibility review
- 1.1.4 Update Preliminary Construction Cost Estimate
- 1.1.5 Meet with County to discuss 50% design
- 1.1.6 Coordinate, as needed, with:
 - 1.1.6.1 Texas Department of Transportation
 - 1.1.6.2 City of Richmond
 - 1.1.6.3 Private Utilities

1.2 90% Design Phase

- 1.2.1 Prepare Final Plans and Project Manual to include Technical Specifications and front end documents for submission to County
- 1.2.2 Finalize accessibility review
- 1.2.3 Update Final Construction Cost Estimate
- 1.2.4 Submit 90% Design documents, as required for permitting, to:
 - 1.2.4.1 Texas Department of Transportation
 - 1.2.4.2 City of Richmond
 - 1.2.4.3 Private Utilities
 - 1.2.4.4 TDLR for Accessibility Review

1.3 100% Bid Ready Document Phase

- 1.3.1 Prepare Final Plans and Project Manual to incorporate any comments identified through permitting activities.
- 1.3.2 Inform County of any adjustments to previous opinions of probable construction cost indicated by changes in requirements or general market conditions.
- 1.3.3 Furnish County one (1) reproducible copy and a compact disk with electronic copy of approved bid ready plans and project manual.

1.4 Bidding Phase Services

- 1.4.1 Assist County in advertising for and obtaining bids for the Project and maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-Bid conference, and receive and process Contractor charges for the Bidding Documents.
- 1.4.2 Issue Addenda as appropriate to clarify, correct, or change the Bidding documents.
- 1.4.3 Consult with County as to the acceptability of Contractor, subcontractors, suppliers and other individual and entities proposed for the Project.
- 1.4.4 Attend the Bid opening, prepare Bid tabulation sheets and assist County in evaluating Bids or proposals and in assembling and awarding contracts for the Project.

1.5 Construction Phase Services

- 1.5.1 Review Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit.
- 1.5.2 Make periodic site visits to the project site (as opposed to providing a full-time Project Representative and observation of the construction work) and provide a written report of activities observed during the visit.
- 1.5.3 Provide consultation and advice to the County during construction.

- 1.5.4 Conduct a final inspection of the completed Project with the County.
- 1.5.5 Prepare Record Drawings based on Contractor-provided "As-Built" Drawings. Provide to the County two (2) hard copies of Record Drawings and Project Manual, one (1) reproducible mylar media hard copy of Record Drawings and Adobe Acrobat PDF electronic copies on a compact disk of Record Drawings and Project Manual.

2.0 Additional Services:

- 2.1 Because the effort required for some items of work varies considerably from project to project, and because some items of work are sometimes provided separately by the County, these items of work are not included in the basic services fees and are charged separately. Additional Services, mutually agreed upon and authorized separately by the County in writing, shall be completed on a lump sum or an hourly basis in accordance with the attached Hourly Rate Sheet. Such additional services may include:

- 2.1.1 Topographic and Boundary Surveying
- 2.1.2 Construction Staking and Re-staking
- 2.1.3 Geotechnical Investigation
- 2.1.4 Environmental Assessment
- 2.1.5 Traffic Impact Study
- 2.1.6 Providing a full-time Project Representative during construction to provide further consultation and advice to the County
- 2.1.7 Assistance to the County as expert witness in any litigation, and special technical assistance to prepare for litigation
- 2.1.8 Providing services made necessary by the default of the Construction Contractor, or by major defects or deficiencies in the Work of the Construction Contractor, or by failure of performance of Construction Contractor under the Contract for Construction
- 2.1.9 Any other service not otherwise included in the Basic Services

3.0 County Provided Services:

- 3.1 County shall provide Huitt-Zollars with the following:
 - 3.1.1 Topographic survey in electronic format
 - 3.1.2 Available drawings and other applicable information
 - 3.1.3 Access to Project site

COMPENSATION:

1.0 Fee

- 1.1 Our estimated fee for the Basic Services is as follows:

1.1.1	50% Design Phase	\$ 27,000.00 (lump sum)
1.1.2	90% Design Phase	\$ 21,000.00 (lump sum)
1.1.3	100% Bid Ready Documents	\$ 5,000.00 (lump sum)
1.1.4	Bidding Phase	\$ 3,000.00 (lump sum)
1.1.5	Construction Phase	\$ 12,000.00 (lump sum)
	Total	\$ 68,000.00

2.0 Invoicing

- 2.1 Invoices will be submitted monthly. Lump sum tasks shall be invoiced based upon percentage of work completed. Cost for expenses to include mileage, reproduction and fees for TDLR review are included in the lump sum fees. Costs for any associated building permits shall be paid by the Construction Contractor.

SCHEDULE:

Our schedule for completion of 100% Bid Ready Documents Phase is ninety (90) calendar days from receipt of written authorization to proceed from the County.

AUTHORIZATION:

Should our proposal meet with your approval and acceptance, please return a written authorization for our execution. We will schedule the services as soon as we receive your fully executed authorization. If you have any questions, please call.

Sincerely,

HUITT-ZOLLARS, INC.



Gregory R. Wine, P.E., LEED AP
Senior Vice President

Attachment: Hourly Rate Sheet

HUITT-ZOLLARS

HOUSTON HOURLY RATE SHEET

Engineering/Architecture

Principal-In-Charge.....	\$ 210.00
Sr. Project Manager.....	\$ 180.00
Project Manager.....	\$ 165.00
QA/QC Manager.....	\$ 180.00
Sr. Civil Engineer.....	\$ 175.00
Sr. Structural Engineer.....	\$ 170.00
Sr. Mechanical Engineer.....	\$ 175.00
Sr. Electrical Engineer.....	\$ 175.00
Civil Engineer.....	\$ 165.00
Structural Engineer.....	\$ 160.00
Mechanical Engineer.....	\$ 155.00
Electrical Engineer.....	\$ 155.00
Plumbing Engineer.....	\$ 135.00
EIT.....	\$ 110.00
Sr. Architect.....	\$ 155.00
Architect.....	\$ 145.00
Architect Intern.....	\$ 100.00
Sr. Landscape Architect.....	\$ 140.00
Landscape Architect.....	\$ 90.00
Landscape Architect Intern.....	\$ 80.00
Sr. Planner.....	\$ 170.00
Planner.....	\$ 150.00
Planner Intern.....	\$ 110.00
Sr. Environmental Scientist.....	\$ 160.00
Environmental Scientist.....	\$ 110.00
Sr. Designer.....	\$ 120.00
Designer.....	\$ 110.00
Sr. CADD Technician.....	\$ 118.00
CADD Technician.....	\$ 90.00

Survey

Survey Manager.....	\$ 155.00
Sr. Project Surveyor.....	\$ 130.00
Project Surveyor.....	\$ 120.00
Surveyor Intern.....	\$ 100.00
Survey Technician.....	\$ 90.00

Survey Crews

1-Person Survey Crew.....	\$ 78.00
2-Person Survey Crew.....	\$ 125.00
3-Person Survey Crew.....	\$ 175.00
1-Person Survey Crew-GPS.....	\$ 130.00
2-Person Survey Crew-GPS.....	\$ 180.00
3-Person Survey Crew-GPS.....	\$ 220.00

Construction

Construction Manager.....	\$ 160.00
Resident Engineer.....	\$ 160.00
Resident Project Representative..	\$ 90.00
Sr. Project Representative.....	\$ 110.00

Administrative

Sr. Project Support.....	\$ 85.00
Project Support.....	\$ 70.00

Reimbursable Expenses

Consultants.....	Cost
Other Direct Costs.....	Cost
Mileage.....	Standard Business Mileage Rate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/24/2013

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 MHBT Inc. 8144 Walnut Hill Lane, 16th Fl Dallas TX 75231	CONTACT NAME: Judy Hays		
	PHONE (A/C, No, Ext): 972-770-1638	FAX (A/C, No): 972-376-8194	
	E-MAIL ADDRESS: judy_hays@mhbt.com		
INSURED Huitt-Zollars, Inc. 1717 McKinney Ave., Ste. 1400 Dallas TX 75202-1236	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Twin City Fire Insurance Co.		29459
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 1731757183**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			46UUNLJ3272	6/1/2013	6/1/2014	EACH OCCURRENCE \$1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1000000 MED EXP (Any one person) \$10000 PERSONAL & ADV INJURY \$1000000 GENERAL AGGREGATE \$2000000 PRODUCTS - COMP/OP AGG \$2000000 \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY			46UENPB0920	6/1/2013	6/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> ANY AUTO						
	<input type="checkbox"/> ALL OWNED AUTOS						
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			46XHURJ8271	6/1/2013	6/1/2014	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
	<input type="checkbox"/> EXCESS LIAB						
	<input type="checkbox"/> CLAIMS-MADE						
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			46WEZU9569	6/1/2013	6/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1000000 E.L. DISEASE - EA EMPLOYEE \$1000000 E.L. DISEASE - POLICY LIMIT \$1000000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A				

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

CERTIFICATE HOLDER**CANCELLATION**

FORT BEND COUNTY PURCHASING
Attn: Cheryl Krejci
301 Jackson, Suite 201
Richmond TX 77469

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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