City of Birmingham
A Walkable Community

MEMORANDUM

Department of Public Services

DATE: **June 10, 2014**

TO: **Joseph A. Valentine, Interim City Manager**

FROM: **Lauren A. Wood, Director of Public Services**

SUBJECT: **Park Signs**

The City of Birmingham Park rules were updated and recommended for approval by the Parks Board, with City Commission approval on April 23, 2012. As a result, park signage throughout the City park system is in need of updated language reflecting these changes, and money is budgeted to accomplish this project.

Sealed bids were opened on Tuesday, February 18, 2014, for the purchase, design and installation of twenty-nine (29) City of Birmingham Park signs to be installed in various parks. Eight bids were received as illustrated in the table below.

Bidder	Total Bid Amount
Superior Play	$61,960.17
Superior Play (Alternative Bid)	$58,757.07
CSI Signs	$52,056.37
MLS Signs	$48,831.39
WCI Contractors	$44,130.00
Graph-X	$43,155.00
Universal Signs	$29,542.46
Signs by Crannie	**$28,990.00**

Signs by Crannie is the lowest qualified bidder and provides a five year warranty on the materials and craftsmanship. Reference checks were completed and satisfactory as well.

The signs will include the following information:

- City of Birmingham Logo
- Park Name
- Hours (6am-10pm)
- No alcohol beverages allowed
- Dogs allowed on leash (if appropriate)
  * Please pick up after your pet
- Use of the facility is at your own risk
- For a complete list of Park Rules and Regulations visit www.bhamgov.org
- DPS and Non-Emergency Police phone numbers
- QR Code (Quick Response Code)

A sample sign is attached. Certain parks will require additional language, for instance at Quarton Lake: Please do not feed the water fowl, fishing restricted to minors under the age of 14 and residents 62 and older, and swimming prohibited. At Manor Park and Adams School Park, the hours are a bit different from all of the other parks and will be signed appropriately. A combination of pictograms and text will be used to describe the features of the park and some basic rules, with reference to the website for the complete set of rules. A QR Code will also be available for smart phones to take you directly to the park rules site.

In addition to the twenty-two informational signs, this bid also included seven supplemental signs- a smaller version of the same style. These signs will be placed in areas where additional information is required, for instance in playground areas where dogs are not allowed. (i.e.: No dogs in playground area, no dogs beyond this point, dogs must be leashed)

The signs are to be placed at the following locations based on park size and features:

Adams Park
Barnum Park
Booth Park
Crestview Park
Howarth Park
Kenning Park
Linden Park
Linn Smith Park
Manor Park Nature Preserve
Martha Baldwin Park
Pembroke Park
Poppleton Park
Pumphouse Park
Quarton Lake
Springdale Park
St. James Park
West Lincoln Well and Park

The signage was reviewed by Planning Director Ecker for design, layout and colors. In addition, at the April 1, 2014 Parks and Recreation Board meeting it was moved to recommend the approval of the design, purchase, and installation of the new park signs to the City Commission (6-0). These minutes are attached.

Once the signs are purchased, the installation will be complete in approximately 90 days.

This is phase one of an ongoing implementation plan to outfit the City parks and properties with appropriate signage. Dollars have been budgeted in the Capital Projects Fund for the fiscal year 2013-2014 for this project in the amount of $30,000. The other City sites not mentioned above will be addressed as phase two.

SUGGESTED RESOLUTION:
To approve the agreement with Signs by Crannie for the purchase, design and installation of twenty-nine (29) City of Birmingham Park Signs for a total project cost not to exceed $28,990.00. Further, to authorize the Mayor and City Clerk to sign the agreement on behalf of the City upon receipt of required insurances and to charge the Capital Projects Fund, account # 401-751.001-981.0100 for these services.

Color Option D

Rev 04-03-14

SIGNS BY... Crannie
4160 Commerce Drive
Flushing, Michigan 48433
810-487-0000

ORIGINAL ARTWORK, DESIGNS & LAYOUTS ARE THE SOLE PROPERTY OF SIGNS BY CRANNIE AND MAY NOT BE REPRODUCED, DISPLAYED, TRANSMITTED TO ANYONE, IN FULL OR IN PART WITHOUT THE WRITTEN CONSENT OF SIGNS BY CRANNIE.
www.signsbycrannie.com
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PARKS AND RECREATION BOARD MEETING
MINUTES
April 1, 2014

Therese Longe, chairperson, called the meeting to order at 6:30 p.m. at 851 S. Eton.

MEMBERS PRESENT: Ross Kaplan, Therese Longe, John Meehan, Dominick Pulis, Art Stevens and Bill Wiebrecht, Scott Cusimano, Student Representative

MEMBERS ABSENT: Ryan Ross and Alex Cross, Student Representative

ADMINISTRATION: Carrie Laird, Parks and Recreation Manager and Connie Folk, Recreation Coordinator

GUESTS: Dorothy Conrad and Cindy Rose

It was moved by Bill Wiebrecht, seconded by John Meehan that the minutes of the February 4, 2014 meeting be approved as corrected.

Yeas – 6 (Ross Kaplan, Therese Longe, John Meehan, Dominick Pulis, Art Stevens and Bill Wiebrecht)
Nays – 0
Absent-Ryan Ross

Therese welcomed the new student representative Scott Cusimano to the Parks and Recreation Board.

Agenda Item #1 – City of Birmingham Park Signs
Connie reviewed the process that the department went through in choosing the company to design and install new City of Birmingham park signs.

Therese suggested that a button be placed on the website that would direct the users to the current parks rules and regulations.

Connie distributed four (4) samples of the proposed City of Birmingham park signs. Dominick suggested that department phone numbers be added to signs. Connie stated that she would add the DPS phone number and non-emergency phone numbers to Birmingham park signs. The board members selected Color Option D that included blue in part of the sign panel.

Approved

Dorothy Conrad stated that she was concerned that on the new proposed signs that they do not indicate where dogs are allowed.

Connie stated that smaller park signs will be installed near the playground stating that dogs are not allowed.

Carrie stated that monies have been budgeted for the 2014/2015 for any additional park signs.

It was moved by Dominick Pulis, seconded by Art Stevens to recommend the new park signs, option D to the City Commission for approval of the purchase, design and installation of twenty-two (22) City of Birmingham Parks signs to Signs by Crannie in the amount not to exceed $28,990 with added modifications to include the DPS and police non-emergency phone numbers and a QR code to the park signs.

Yeas – 6 (Ross Kaplan, Therese Longe, John Meehan, Dominick Pulis, Art Stevens and Bill Wiebrecht)
Nays – 0
Absent-Ryan Ross

Communication/Discussion Item #1 – Parks and Recreation Roster
The current Parks and Recreation Roster was provided.
No action was required by the board.

Communication/Discussion Item #2 – 2014 In The Park Concert Series
The 2014 In The Park Concert schedule was provided.
No action was required by the board.

Communication/Discussion Item #3 – Kenning Park Plan received by the City Commission on March 24, 2014
The Kenning Park Plan that was received by the City Commission on March 24, 204 was provided.
No action was required by the board.

Approved

Communication/Discussion Item #4 – Birmingham Golf Courses article Birmingham Eccentric, March 16, 2014
Birmingham Golf Course article was provided.
No action was required by the board.

Communication/Discussion Item #5 – 2014-2015 Budget Proposed Capital Projects
2014-2015 Budget Proposed Capital Projects was provided.
No action was required by the Parks & Recreation Board.

Communication/Discussion Item #6 – Schedule Joint meeting with City Commission and Parks and Recreation Board to discuss park project priorities (TBD)-verbal
A joint meeting will be scheduled for a future date with the City Commission and Parks and Recreation Board.
No action was required by the Parks & Recreation Board.

New Business #1 – Dominick Pulis resignation letter
Dominick's resignation letter was received. Dominick will be relocated to Italy for professional reasons.
No action was required by the Parks & Recreation Board.

Therese stated that the next meeting will be held on May 13, 2014.

The meeting adjourned at 7:10 p.m.

Connie J. Folk, Recreation Coordinator

Approved

ATTACHMENT A - AGREEMENT

For Design and Construction of Park Signs

This AGREEMENT, made this _____day of _____, 2014, by and between CITY OF BIRMINGHAM, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "City"), and SIGNS BY CRANNIE, Inc., having its principal office at 4160 COMMERCE DR. FLUSHING MI. 48433 (hereinafter called "Contractor"), provides as follows:

WITNESSETH:

WHEREAS, the City of Birmingham, through its Public Service Department, is desirous of having work completed to design and construct park signs in the City of Birmingham parks.

WHEREAS, the City has heretofore advertised for bids for the procurement and performance of services required to perform design and construct parks signs, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

WHEREAS, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform design and construction services.

NOW, THEREFORE, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform design and construction of park signs and the Contractor's cost proposal dated 2-17-14, 2014 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.

2. The City shall pay the Contractor for the performance of this Agreement in an amount not to exceed 28,990.00, as set forth in the Contractor's 2-17-14, 2014 cost proposal.

3. This Agreement shall commence upon execution by both parties, unless the City exercises its option to terminate the Agreement in accordance with the Request for Proposals.

4. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.

5. The Contractor and the City agree that the Contractor is acting as an independent Contractor with respect to the Contractor 's role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.

6. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the City. Any attempt at assignment without prior written consent shall be void and of no effect.

10. The Contractor agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the City of all claims or suits asserted against it by the Contractor's employees who work pursuant to this Agreement. The Contractor shall provide the City with periodic status reports concerning all such claims or suits, at intervals established by the City.

11. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City of Birmingham.

12. The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:

A. Workers' Compensation Insurance: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

C. Motor Vehicle Liability: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than $1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

E. Professional Liability: Professional liability insurance with limits of not less than $1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.

F. Pollution Liability Insurance: Contractor shall procure and maintain during the life of this Agreement Pollution Liability Insurance, with limits of liability of not less than $1,000,000, per occurrence preferred, but claims made accepted.

G. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than $3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham shall be "Name Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.

H. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.

I. Proof of Insurance Coverage: Contractor shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.

1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
5) If so requested, Certified Copies of all policies mentioned above will be furnished.

J. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City of Birmingham at least (10) days prior to the expiration date.

K. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

13. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from and the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham.

14. If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

15. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

City of Birmingham
Attn: Lauren A. Wood
851 South Eton
Birmingham, MI 48009

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds $1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State

of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.

WITNESSES:

Kimberly A. Wilson

CONTRACTOR

By: _____

Its: PRESIDENT

CITY OF BIRMINGHAM

_____

By: _____
Scott Moore
Its: Mayor

_____

By: _____
Laura Pierce
Its: City Clerk

Approved:

Lauren A. Wood

Lauren A. Wood, Director of Public Services
(Approved as to substance)

B. Sharon Ostin

B. Sharon Ostin, Director of Finance
(Approved as to financial obligation)

Timothy J. Currier

Timothy J. Currier, City Attorney
(Approved as to form)

Joseph A. Valentine

Joesph A. Valentine, Interim City Manager (Approved as to substance)

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/24/2014

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

Brown & Brown of Michigan, Inc.
1190 Torrey Rd.
Fenton, MI 48430-3326

CONTACT NAME:
PHONE (A/C, No, Ext): 810.629.1566 FAX (A/C, No): 810.629.7738
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00006183

INSURED

Signs By Crannie, Inc.
4160 Commerce Dr.
Flushing, MI 48433

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Selective Way Ins. Company	26301
INSURER B :	AF General	12304
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES CERTIFICATE NUMBER: 14/15 MI 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 X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	X		S1933687	02/10/2014	02/10/2015	EACH OCCURRENCE	$	1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$	100,000
							MED EXP (Any one person)	$	10,000
							PERSONAL & ADV INJURY	$	1,000,000
							GENERAL AGGREGATE	$	2,000,000
							PRODUCTS - COMP/OP AGG	$	2,000,000
								$	
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	X		S1933687	02/10/2014	02/10/2015	COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
							BODILY INJURY (Per person)	$	
							BODILY INJURY (Per accident)	$	
							PROPERTY DAMAGE (Per accident)	$	
								$	
								$	
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE X RETENTION $ 0	X		S1933687	02/10/2014	02/10/2015	EACH OCCURRENCE	$	2,000,000
							AGGREGATE	$	2,000,000
							Products/Ops	$	2,000,000
								$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	WCV6063326	02/10/2014	02/10/2015	X WC STATU-TORY LIMITS OTH-ER		
							E.L. EACH ACCIDENT	$	500,000
							E.L. DISEASE - EA EMPLOYEE	$	500,000
							E.L. DISEASE - POLICY LIMIT	$	500,000
	Rented/Leased Equipment			S1933687	02/10/2014	02/10/2015	$75,000		

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

Project:
The City of Birmingham including all elected and appointed officials, all employees and volunteers, all boards, commissions and /or authorities and board members, including employees and volunteers

CERTIFICATE HOLDER

City of Birmingham
Finance Director
P. O. Box 3001
151 Martin Street
Birmingham, MI 48012-3001

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

Myra Piper, CIC, CWCA/MYP

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AGENCY CUSTOMER ID: 00006183

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Brown & Brown of Michigan, Inc.	Signs By Crannie, Inc. Flushing, MI 48433
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: ACORD Certificate of Liability Insurance

CERTIFICATE HOLDER: City of Birmingham

Garage Liability

INSR LTR	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	ANY AUTO					AUTO ONLY - EA ACCIDENT $
						OTHER THAN AUTO ONLY: EA ACC $
						AGG $

Automobile Liability

POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)

Excess/Umbrella Liability

POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
			$

Other Liability

POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

are included as additional insureds under the General Liability portion of the excess liability policy and automobile liability policy for services performed by Signs by Crannie, as there interest

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may appear, if required by written contract with the named insured, subject to the terms and conditions of the policies. 30 Day written notice of cancellation, except for 10 Day late notice.

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