



TOWNSHIP OF WEST ORANGE

25 LAKESIDE AVENUE, WEST ORANGE, N.J. 07052

DEPARTMENT OF PUBLIC WORKS

ROBERT D. PARISI
Mayor

Tel: (973) 325-4160
Fax: (973) 669-9588
Email: llepore@westorange.org

LEONARD R. LEPORE
Director/Municipal Engineer

February 2, 2018

Frank J. Mescall, PE
Senior Associates
Mott MacDonald
111 Wood Avenue South
Iselin, New Jersey 08830-4111

RE: **REQUEST FOR PROPOSAL**
ENGINEERING DESIGN AND CONTRACT DOCUMENTS
FOR THREE EMERGENCY POWER GENERATORS
NJ OFFICE OF EMERGENCY MANAGEMENT
DISASTER NO. 4086
NJ ID 1817
HMGP-DR-4086-NJ-436 R

Dear Mr. Mescall:

The Township of West Orange requests proposals for engineering services to prepare plans specifications and bid documents for three emergency power generators at the following Municipal Buildings:

1. West Orange Municipal Building, 66 Main Street
2. West Orange Fire Station No. 2, 84 Washington Street
3. West Orange Fire Station No. 3, 93 Ridgeway Avenue

The emergency services include general civil engineering and mechanical, electrical and plumbing (MEP).

The Township applied to the New Jersey Office of Emergency Management, Hazard Mitigation Grant Program for funding for the three emergency power generators under the Disaster No. 4086. The Township received a grant in the amount of \$250,000 to fund these three emergency power generators. The New Jersey Identification No. is S1817. The full project number is HMGP-Dr-4086-NJ-436R

The tasks required under this proposal include the following:

1. Design, plans, specifications and bid documents for the three emergency power generators at the indicated locations including but not limited to:

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- A. Review of the NJOEM Application, attached;
- B. Review of the NJ OEM Grant requirements;
- C. Review and verification of emergency power generator sizes including power, voltage and phase requirements for each building.
- D. Design and specifications for each generator including a partial site plan at each location.
- E. Verification that the location of each emergency power generator has no conflicts with underground utilities or any underground storage tanks; This will include a sweep of all locations for emergency power generators with ground penetrating radar (GPR);
- F. Contracting Public Service Electric and Gas Company with a gas service inquiry for each location. Each facility is currently serviced by Natural Gas.
- G. Providing new main electrical service panel boxes with breakers for the West Orange Municipal Building and West Orange Fire Station No. 3;
- H. Preparation of Bid Documents. The three emergency power generators shall be included in one bid document.
- I. Attend the Bid Opening, review all bid submittals for compliance with bid documents and New Jersey Local Public Contracts Laws and prepare a contract award recommendation;
- J. Provide contract administration, management and construction observation including review and approval of design submittals and shop drawings, attendance of kick off and monthly progress meetings as needed, schedule of payment submissions, verification that all warranty and maintenance documents are submitted to the Township and project closeout.
- K. Grant Administration and Management as required by the Grant Agreement and Grant requirements including reimbursement request, see attachment.
- L. Preparation of any NJDEP permit requirements including air quality permits

Please submit your proposal by 10:00 A.M. February 16, 2018 to Leonard R. Lepore, P.E., Municipal Engineer, Township of West Orange, Department of Public Works, 25 Lakeside Avenue, West Orange, New Jersey 07052, with your submission. Please submit evidence of Professional Liability Insurance which names the Township of West Orange as an additional insured.

The Township is in the process of obtaining a timeline extension for this project. A Professional Services Contract will be awarded once the timeline extension is obtained which is expected later this summer. Once the professional services contract is awarded the successful firm will be authorized to proceed with the professional services contract within ten (10) days and then have 60 days to complete the design, specifications and bid documents for public bidding.

If you have any questions please feel free to contact me.

Very truly yours,


Leonard R. Lepore, Municipal Engineer
Director of Public Works

LRL/tp

enc.

file:request for proposal engineering design and contract documents power generators



TOWNSHIP OF WEST ORANGE

25 LAKESIDE AVENUE, WEST ORANGE, N.J. 07052

DEPARTMENT OF PUBLIC WORKS

ROBERT D. PARISI

Mayor

Tel: (973) 325-4160

Fax: (973) 669-9588

Email: llepore@westorange.org

LEONARD R. LEPORE

Director/Municipal Engineer

April 11, 2018

Michael P. Cohen, P.E., P.M.P.
Senior Vice President
PS&S
67B Mountain Blvd. Ext
Warren, New Jersey 07059

RE: **REQUEST FOR PROPOSAL**
ENGINEERING DESIGN AND CONTRACT DOCUMENTS
FOR THREE EMERGENCY POWER GENERATORS
NJ OFFICE OF EMERGENCY MANAGEMENT
DISASTER NO. 4086
NJ ID 1817
HMGP-DR-4086-NJ-436R

Dear Mr. Cohen:

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The emergency services include general civil engineering and mechanical, electrical and plumbing (MEP).

The Township applied to the New Jersey Office of Emergency Management, Hazard Mitigation Grant Program for funding for the three emergency power generators under the Disaster No. 4086. The Township received a grant in the amount of \$250,000 to fund these three emergency power generators. The New Jersey Identification No. is S1817. The full project number is HMGP-DR-4086-NJ-436R. Copies of the Grant Application and other Grant Documents are attached.

The tasks required under this proposal include the following:

1. Design, plans, specifications and bid documents for the three emergency power generators at the indicated locations including but not limited to:
 - A. Review of the NJDEM Application, attached;
 - B. Review of the NJ OEM Grant requirements;
 - C. Review and verification of emergency power generator sizes including power, voltage and phase requirements for each building.

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- D. Design and specifications for each generator including a partial site plan at each location.
- E. Verification that the location of each emergency power generator has no conflicts with underground utilities or any underground storage tanks;
This will include a sweep of all locations for emergency power generators with ground penetrating radar (GPR);
- F. Contracting Public Service Electric and Gas Company with a gas service inquire for each location. Each facility is currently serviced by Natural Gas.
- G. Providing new main electrical service panel boxes with breakers for the West Orange Municipal Building and West Orange Fire Station No. 3;
- H. Preparation of Bid Documents. The three emergency power generators shall be included in one bid document.
- I. Attend the Bid Opening, review all bid submittals for compliance with bid documents and New Jersey Local Public Contracts Laws and prepare a contract award recommendation;
- J. Provide contract administration, management and construction observation including review and approval of design submittals and shop drawings, attendance of kick off and monthly progress meetings as needed, schedule of payment submissions, verification that all warranty and maintenance documents are submitted to the Township and project closeout.
- K. Grant Administration and Management as required by the Grant Agreement and Grant requirements including reimbursement request, see attachment.
- L. Preparation of any NJDEP permit requirements including air quality permits

Please submit your proposal by 10:00 A.M. Friday, April 27, 2018 to Leonard R. Lepore, P.E., Municipal Engineer, Township of West Orange, Department of Public Works, 25 Lakeside Avenue, West Orange, New Jersey 07052, with your submission. Please submit evidence of Professional Liability Insurance which names the Township of West Orange as an additional insured.

The Township is in the process of obtaining a timeline extension for this project. A Professional Services Contract will be awarded once the timeline extension is obtained which is expected later this summer. Once the professional services contract is awarded the successful firm will be authorized to proceed with the professional services contract within ten (10) days and then have 90 days to complete the design, specifications and bid documents for public bidding.

If you have any questions please feel free to contact me.

Very truly yours,


Leonard R. Lepore, Municipal Engineer
Director of Public Works

LRL/tp
enc.



Mr. Leonard R. Lepore
Municipal Engineer
Director of Public Works
Township of West Orange
25 Lakeside Ave.
West Orange, NJ 07052

Your Reference
HMGP-DR-4086-NJ-436 R

**Proposal for Professional Engineering Services Township of West Orange
Standby Power Generators for Three Township Facilities**

March 30, 2018

Dear Mr. LePore:

111 Wood Avenue South
Iselin NJ 08830-4112
United States of America

T +1 (800) 832 3272
F +1 (973) 376 1072
www.mottmac.com/americas

Mott MacDonald (MM) wishes to thank you again for the opportunity to provide this proposal to **Provide Engineering Design and Contract Documents for Three Emergency Power Generators** for three separate facilities in the Township of West Orange. It is our understanding that the Township is in the process of securing HGMP funding for this project and that the cost for procurement and installation of the new generators as well as professional engineering services are eligible for reimbursement by FEMA. Accordingly, Mott MacDonald (MM) is pleased to provide you this professional design, bid and construction engineering phase services proposal so that the project can be designed, bid and constructed.

Understanding of Proposed Work

Given the foregoing, the Township desires the following:

West Orange Municipal Building, 66 Main Street

During the funding process, Mott MacDonald and the Township preliminarily sized the generator at 175 KW based upon the available information at that time. This sizing can be confirmed once we have confirmed electrical demand from utility billing. Due to the power requirements of the facility, it is recommended that a natural gas system be installed. The existing gas service for the building will be utilized or upgraded as needed.

In addition to the foregoing, the building electrical service would require modifications to allow for backup power. Installation of a new automatic transfer switch (ATS) is necessary ahead of the main power distribution panel for the building. The existing power distribution panel appears adequate to locate the new transfer switch and install the new conduit connection between the ATS and the existing power panel.

The new generator will be located on the South side of the building on a new reinforced concrete pad foundation, similar to the concept prepared for HMGP. The generator would be a "non-Walk-In" style enclosure, sound attenuated to meet

Township Ordinances for noise and would have a series of access doors as provided by the generator manufacturer. As discussed, unless applicable codes dictate otherwise, an access platform is not proposed to be included for this site.

In addition to the above, the only other site improvements will be trench restoration of disturbed pavement or lawn areas, installation of bollards and pavement markings immediately adjacent to the generator.

Fire House #2 (84 Washington Street) Proposed Improvements

Also during the funding process, the Township requested funding for a generator for the Fire House #2. The generator was sized at 75 KW.

MM's recommendation is to install the transfer switch inside the building in an electric room where the utility main service entrance will be located. This can be determined firm once we have received updated architectural and engineering plans for the building. Similar to the Municipal Building and due to the power requirements of the facility, it is recommended that a natural gas fueled system be installed.

The current concept plan shows that the new generator could be located South of the building in a grass area adjacent to the vehicle driveway for the Fire Station.

This generator would also be placed on a new reinforced concrete pad foundation. The generator would be a "non-Walk-In" style enclosure, sound attenuated to meet Township Ordinances for noise and would have a series of access doors as provided by the generator manufacturer. An access platform is not proposed to be included for this site.

In addition to the above, the only other site improvements will be trench restoration of disturbed pavement or lawn areas, installation of bollards and pavement markings immediately adjacent to the generator.

Fire House #3 (92 Ridgeway Avenue) Proposed Improvements

Also during the funding process, the Township requested funding for a generator for the Fire House #2. The generator was sized at 25 KW.

MM's recommendation is to install the transfer switch inside the building in the electric room where the utility main service entrance is located. This can be confirmed once we have surveyed and prepared plans for the building. Similar to the Municipal Building and due to the power requirements of the facility, it is recommended that a natural gas fueled system be installed.

The current concept plan shows that the new generator could be located West of the building in a grass area adjacent to the vehicle driveway for the Fire Station.

This generator would also be placed on a new reinforced concrete pad foundation. The generator would be a "non-Walk-In" style enclosure, sound attenuated to meet Township Ordinances for noise and would have a series of access doors as provided by the generator manufacturer. An access platform is not proposed to be included for this site.

In addition to the above, the only other site improvements will be trench restoration of disturbed pavement or lawn areas, installation of bollards and pavement markings immediately adjacent to the generator.

Engineering Services Proposal

In order to proceed with the foregoing, MM proposes the following professional engineering services.

Design and Bid Phase Services

- MM will coordinate with the NJOEM HMGP program to help administer and manage the Grant funds and the application of the funds to the project.
- MM will coordinate with the utility power company and Township to review and document the existing electrical service (s) to the facility. This documentation will formally support the sizing and configuration of the new generators
- Preparation of an update to the existing location survey at each building. Existing site features and a limited amount of topographic data will be selected. Property surveys or title deed searches are not included.
- Confirm sizing and location of generator and related equipment.
- Preparation of site plan, construction details and electrical plans for each site. Construction Notes necessary for bidding the project as a part of a public bid will also be prepared as will a construction sequence.
- Preparation of technical specifications to identify the features and standards of the proposed equipment for procurement. Technical specifications for site, concrete and electrical work will also be prepared.
- Preparation of bid documents that will incorporate Mott MacDonald standard front end specifications.
- A final construction cost estimate will also be prepared.
- Soil Borings are excluded. It is assumed existing Boring data is not required. If Soil Borings are needed, MM can provide a separate proposal for a boring subcontractor to perform the work.
- Coordinate for Ground Penetrating Radar Scan of each site by MM subcontracting firm. **The fees for this service are \$3,000. Our subcontractor has indicated that this fee is based on getting access to all three sites on one day.**

Bid Phase

During the project bid phase, MM will assist the Township in response to questions from bidders. MM will include the preparation of 1 addendum if necessary to respond to bidder questions.

MM will review the apparent low bidders experience and provide a bid award recommendations letter.

Design and Bid Phase Cost

We would propose the design and bid phase engineering services based upon a lump sum fee of \$51,000. We would prepare monthly invoices based upon a percent complete basis.

Construction Phase Services

Upon the Township successful bidding and awarding the project, MM would propose to proceed with Construction Phase Engineering Services based upon a time and materials basis for services actually required. Services would be provided based upon a rate schedule in place with the Township for the current year. Our services include the following:

- Conduct and coordinate project initiation services including project management, preparation of sealed plans for submission to the local code official are also included. Review of bonds and insurances is not included. Coordinate and attend a preconstruction meeting at Township Offices with Contractor and Township staff. MM would also prepare a notice to proceed letter to the Contractor after the meeting is held along with minutes from the meeting. ***We have budgeted 40 hours for this item.***
- Review contractor's initial submittals and shop drawings for site and installation work. Shop Drawing review of the contractor's shop drawings for the generator equipment as well as for equipment testing, O&M manuals and service agreement for conformance with the contract. Only one round of submittal review and comments are included. Value Engineering review or additional reviews are not included in the proposal. ***We have budgeted 40 hours of time for this item.***
- MM will perform primarily part-time inspection services, however during trenching and other excavations, limited full-time inspection is proposed. Perform inspection services during the preparation and installation of the concrete pad, conduit installation, site and restoration work. Electrical inspection services will be performed prior to startup and testing. One punchlist will be developed if necessary. ***We have budgeted 40 hours for this task.***
- Office Coordination and Office time shall also be performed. ***We have budgeted 40 hours for this task.***
- Attend 1 day of generator testing and startup per site with generator manufacturer's representative and contractor. 1 punchlist will be developed if necessary. ***We have budgeted 24 hours for this task.***
- Review applications for payment by the contractor for recommendation of payment by Township upon delivery of the equipment in accordance with the contract. MM anticipates the need to process three (3) payment applications for the procurement contractor. ***We have budgeted 18 hours for this task.***
- Preparation of an as-built plan depicting final site features constructed under this contract. Plans will be prepared in an electronic cad file. ***We have budgeted 16 hours for this task***
- Prepare a certification that the completed project is in compliance with NFIP regulations and a certification regarding a critical facility in a special Flood Hazard Area if applicable. ***We have Budgeted 18 hours (\$2,500.00) for this work.***

- Prepare and file of air quality permits for the new generators. Per our discussions the Township will pay the fees directly. **We have Budgeted 24 hours (\$4,800.00) for this work.**

Our not-to exceed reimbursable fee for the above construction phase services is \$37,800.

Project Costs Summary

Design Engineering	\$51,000
Construction Engineering	\$37,800
Total	\$88,800

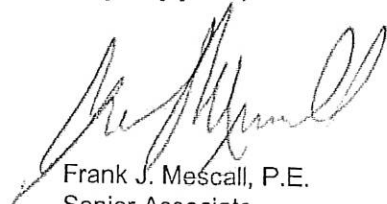
We trust that the information and recommendations provided are adequate to allow you to proceed. Should you have any questions or wish to discuss this in greater detail, please do not hesitate to call me

Very truly yours,



Peter E. Kocsik, P.E.
Senior Vice President
T +1 (973) 912-2549
peter.kocsik@mottmac.com

Very truly yours,



Frank J. Mescall, P.E.
Senior Associate
T +1 (973) 912-2499
frank.mescall@mottmac.com



TOWNSHIP OF WEST ORANGE

25 LAKESIDE AVENUE, WEST ORANGE, N.J. 07052

DEPARTMENT OF PUBLIC WORKS

ROBERT D. PARISI

Mayor

Tel: (973) 325-4160

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Email: llepore@westorange.org

LEONARD R. LEPORE

Director/Municipal Engineer

February 2, 2018

Frank J. Mescall, PE
Senior Associates
Mott MacDonald
111 Wood Avenue South
Iselin, New Jersey 08830-4111

RE: REQUEST FOR PROPOSAL
ENGINEERING DESIGN AND CONTRACT DOCUMENTS
FOR THREE EMERGENCY POWER GENERATORS
NJ OFFICE OF EMERGENCY MANAGEMENT
DISASTER NO. 4086
NJ ID 1817
HMGP-DR-4086-NJ-436 R

Dear Mr. Mescall:

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- A. Review of the NJOEM Application, attached;
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- D. Design and specifications for each generator including a partial site plan at each location.
- E. Verification that the location of each emergency power generator has no conflicts with underground utilities or any underground storage tanks; This will include a sweep of all locations for emergency power generators with ground penetrating radar (GPR);
- F. Contracting Public Service Electric and Gas Company with a gas service inquiry for each location. Each facility is currently serviced by Natural Gas.
- G. Providing new main electrical service panel boxes with breakers for the West Orange Municipal Building and West Orange Fire Station No. 3;
- H. Preparation of Bid Documents. The three emergency power generators shall be included in one bid document.
- I. Attend the Bid Opening, review all bid submittals for compliance with bid documents and New Jersey Local Public Contracts Laws and prepare a contract award recommendation;
- J. Provide contract administration, management and construction observation including review and approval of design submittals and shop drawings, attendance of kick off and monthly progress meetings as needed, schedule of payment submissions, verification that all warranty and maintenance documents are submitted to the Township and project closeout.
- K. Grant Administration and Management as required by the Grant Agreement and Grant requirements including reimbursement request, see attachment.
- L. Preparation of any NJDEP permit requirements including air quality permits

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If you have any questions please feel free to contact me.

Very truly yours,

 Leonard R. Lepore, Municipal Engineer
 Director of Public Works

LRL/tp
 enc.

file: request for proposal engineering design and contract documents power generators



Via Email
April 30, 2018
09018-0474

Education
Energy Utility
Forensics
Healthcare
Hospitality
Public Sector
Real Estate
Science & Technology

Mr. Leonard R. Lepore, Municipal Engineer
Director of Public Works
Township of West Orange
25 Lakeside Avenue
West Orange, New Jersey 07052

Re: **Proposal for Engineering Design and Contract Documents
For Three Emergency Power Generators**
NJ Office of Emergency Management
Disaster No. 4086
NJ ID 1817
HMGP-DR-4086-NJ-436R

Dear Mr. Lepore:

Paulus Sokolowski and Sartor, LLC (PS&S) is pleased to submit this proposal to provide professional engineering services to the Township of West Orange for the design, permitting, bid review, and construction management services for the installation of three new outdoor natural gas emergency power generators at Municipal Building (66 Main Street), Fire Station No. 2 (84 Washington Street), and Fire Station No. 3 (93 Ridgeway Ave) within the Township of West Orange, NJ.

1.0 SCOPE OF SERVICES

As part of this project, PS&S proposes to provide the following professional engineering services:

Design, plans, specifications, and bid documents for the three emergency power generators at Municipal Building, Fire Station No. 2, and Fire Station No. 3:

- A. Review of the NJDEM Application
- B. Review of the NJ OEM Grant requirements
- C. Review and verification of emergency power generation sizes including power, voltage, and phases requirements for each building.
- D. Design and specification for each generator including a partial site plan at each location.



- E. Verification that the location of each emergency power generator has no conflicts with underground utilities or any underground storage tanks; this will include a sweep of all locations for emergency power generators with ground penetrating radar (GPR)
- F. Contacting Public Service Electric and Gas Company on behalf of the Township to request a natural gas service for each location.
 - a. PS&S has verified that each facility is currently served by natural gas in the preproposal site walkthrough on 04/19/2018.
- G. Providing the design of new main electrical service panel boxes with breakers for the Municipal Building and Fire Station No. 3.
- H. Preparation of Bid Documents. The three emergency power generators will be included in on bid document.
 - a. PS&S to provide twelve (12) sets of bid documents.
- I. Attend the Bid Opening, review all bid submittals for compliance with bid documents and New Jersey Local Public Contracts Laws and prepare a contract ward recommendation.
- J. Provide contract administration, management, and construction observation including review and approval of design submittals and shop drawings, attendance of kick off and monthly progress meetings as needed, schedule of payment submissions, verification that all warranty and maintenance documents are submitted to the Township and project closeout.
- K. Grant administration and Management as required by the Grant Agreement and Grant requirements including reimbursement request as stated in the RFP.
- L. Preparation of any NJDEP permit requirements including air quality permits.
 - a. Obtaining an NJDEP air permit for the new 175 kW natural gas-fired Emergency Generator (EG) at the West Orange Municipal Building;
 - b. Obtaining an NJDEP air permit for the new 100 kW natural gas-fired EG at the West Orange Fire Station No. 2; and
 - c. Per the RFP close-out documentation requirements, obtaining an NJDEP Letter of Confirmation stating that an NJDEP air permit is not required for the planned 25 kW EG at the West Orange Fire Station No. 3. (As specified in N.J.A.C. 7:27-8.2(c)1, air permits are required for EGs with a maximum rated heat input of 1,000,000 BTU/hour or greater, and based on the RFP specifications for the 25 kW EG, the calculated max rated heat input of the 25 kW EG is well below the NJDEP air permit applicability requirement threshold).

The design of three natural generators (175 kW, 100 kW, and 25 kW), electrical power distribution from generators to the respective building existing main electrical power distribution panel through a new automatic transfer switch, a new concrete pad, and a new or upgraded natural gas service. The generators will be designed to be on a concrete pad and be able to withstand wind loads as required by Township of West Orange codes and standards. In addition, generators enclosures will sound attenuated if necessary. Municipal Building and Fire Station No. 3 main distribution power panels will be replaced



with new panels. The existing building main electrical power service will be disconnected from the main distribution power panel and reconnected to the new automatic transfer switch. The existing electrical conduits and wires will be evaluated in design phase and replaced with new conduits and wires as necessary per code and Township requirements. The gas service will be designed appropriately for an emergency service by either having an uninterruptable supply or an alternate supply hookup per code and Township requirements.

PS&S will provide the addendum preparation and bid review services including the responses to bidder's questions and assisting Township with preparation of addendum documents including conformed Drawings to the successful bidder.

During construction period, PS&S will provide engineering services including the review of shop drawings, providing responses to Contractor's requests for information, construction progress site visit and weekly review meetings (limited to one bi-weekly meeting for estimated three months construction period and each meeting shall be no more than 4 hours), and a punch list at the completion of the construction.

2.0 ASSUMPTIONS AND EXCLUSIONS

We assume the following in our proposal:

1. Modifications to the building structural to accommodate the new emergency generator electrical connections or meet all-hazard shelter requirements are not included.
2. The design specifications will be on the drawings and that book specifications are not required.
3. Front End and General Conditions specifications will be by others.
4. PS&S will provide Engineer's option of construction cost estimate as required by Township of West Orange.
5. All Application and Permit fees will be paid by Township of West Orange.
6. Site engineer during construction period is not required and not included in the proposal. Daily site visit to project sites during construction period is required.

3.0 SCHEDULE

PS&S will commence work within ten (10) days of authorization to proceed and estimates up to ninety (90) days to complete the design, specifications, and bid documents with review by Township of West Orange DPW of draft construction plans assumed as a one (1) week duration after Week #5).



4.0 FEE, TERMS, AND CONDITIONS

PS&S proposes to provide the aforementioned Scope of Services for a **LUMP SUM** fee of **Forty-Seven Thousand Five Hundred Dollars (\$47,500.00)** inclusive of expenses. These fees exclude any permit application or license fees, which will be paid directly by the Township of West Orange. These services would be performed in accordance with the terms and conditions of the attached PS&S Schedule of Charges and General Conditions.

5.0 AUTHORIZATION

We appreciate the opportunity to prepare this proposal, and PS&S looks forward to working with you on this project. Should you find this proposal to be acceptable, please sign the authorization below and return one copy.

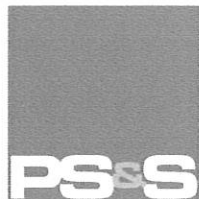
Very truly yours,

PAULUS SOKOLOWSKI and SARTOR, LLC

Fred Chen, P.E.
Project Engineer, Associate
PS&S
67A Mountain Blvd Ext
Warren, NJ 07059

CC: M. Cohen, W. Fedick

PROPOSAL, GCS, AND SCHR	
ACKNOWLEDGED AND ACCEPTED:	
CLIENT:	Township of West Orange DPW
SIGNATURE:	
NAME:	
TITLE:	
DATE:	



67A Mountain Blvd Ext
PO Box 4039
Warren, NJ 07059

Proposal/Contract No: 090170474

Date: 04/30/2018

GENERAL CONDITIONS OF SERVICE

Page 1 of 2

These General Conditions of Service and the PS&S Rate Schedule are attachments to this PS&S Proposal. Together they comprise the agreed terms under which PS&S will provide its Services (hereinafter referred to as the "Agreement") for the project described in the Proposal (the "Project"). Any Services requested or required that are not described in the Proposal are considered to be Additional Services. Additional Services will require a written amendment to this Agreement before being performed.

1. CHARGES FOR SERVICES

When PS&S is to be paid on the basis of time expended and expenses incurred on the Project, compensation shall be determined using the hourly rates on the attached Schedule of Charges & Hourly Rates. These rates are effective for six months from July 1, 2017. PS&S reserves the right to increase its rates every six (6) months. However, in no event shall the rates be increased by more than ten percent (10%). If PS&S is to be paid on a fixed-fee or lump-sum basis, compensation shall be paid either on a percentage-of-completion basis, or in accordance with the milestone achievement schedule included in the Proposal.

If the Client requests PS&S to provide other Services in addition to those described in the attached Proposal, PS&S requires a written additional service authorization amending this Agreement, before PS&S will proceed with that work.

2. CHARGES FOR OTHER DIRECT PROJECT EXPENSES

All other expenses incurred for a Project will be separately billed at actual cost plus fifteen percent (15%). Such expenses include, but are not limited to, costs for: subcontractor(s)/consultant(s); laboratory; reproduction [printing, binding, etc.]; special equipment required for Project execution; Project-required travel; special insurance coverage in excess of or different from PS&S's standard insurance coverage; and, any other costs particular to Project engagement. Mileage costs will be billed at the rate authorized by the Internal Revenue Service. If rental vehicles are used (at the option of PS&S), the actual rental charges plus fifteen percent (15%) will be billed instead of using the IRS mileage reimbursement rate.

3. TIME FOR PERFORMANCE

Delays created by scheduling of government meetings, or by Client not responding timely to requests for input, information, or decisions may extend the Project schedule and require an increase in PS&S's compensation. If PS&S's Services have not been completed by the date established in the Proposal for the completion of Services, through no fault of PS&S, all PS&S Services provided thereafter shall be compensated on an hourly-rate basis using the rates attached, notwithstanding any other compensation amount set forth in the Proposal.

Neither party shall be liable to the other for any delay or failure in performance of any of the obligations under this Agreement to the extent such delay or failure is caused by fire, flood, earthquake, civil, governmental or military authority, acts of God, war, terrorist acts, or other similar causes beyond a party's reasonable control and without the fault or negligence of the delayed or non-performing party.

4. PAYMENT

Invoices for all Services: will be issued on a monthly basis; are considered due upon receipt; and, must be paid within 30 days of the invoice date. Interest at one percent (1%) per month (but not exceeding any maximum rate allowed by law) will be charged on any invoice amount not paid within 30 days of the invoice date. All reasonable attorney's fees and costs incurred by PS&S to collect any delinquent amounts shall be added to the amount to be paid by the Client.

PS&S shall not be obligated to deliver any documents for governmental review, deliver any documents or Services for the next Project milestone,

sign and seal documents (or any final Construction Documents), nor shall PS&S be obligated to commence providing any Services during the Construction Phase of a Project while any invoice for properly performed Services (or previously delivered document) is due and remains unpaid more than 30 days after invoice date. If any undisputed invoiced amounts are not paid within 60 days of invoice date, PS&S may suspend its Services or terminate this Agreement whether on this project or another PS&S engagement. Once Services are suspended for nonpayment, they will be resumed at the discretion of PS&S but only when all unpaid amounts, including accrued interest, are paid in full on all other engagements. If PS&S terminates this Agreement for non-payment, the Client shall also be obligated to pay the reasonable costs associated with termination. A suspension of Services shall not preclude PS&S from later electing to terminate this Agreement for continued non-payment of its invoices. Any failure by PS&S to terminate or suspend Services shall not constitute a waiver of, nor be considered a limitation of, these or any other rights and remedies available at law or equity.

If the Client requests PS&S to suspend Project Services for more than 60 days, the Client shall pay PS&S a charge of not more than ten percent (10%) of the amount due for the remaining unperformed Services, as a condition for PS&S to resume the performance of its Services, according to a mutually acceptable revised Project Schedule.

5. TAXES

If applicable, the Client shall pay the cost of any sales, use, excise, value-added or other tax, which is or may become applicable to the Services, in addition to the amount of compensation due to PS&S under this Agreement.

6. PS&S'S RESPONSIBILITIES

PS&S shall perform its Services in a manner consistent with that level of skill and care ordinarily exercised by other professional consultants providing the same or similar Services, under similar circumstances and location that exist at the time of providing the Services. PS&S represents that it is duly qualified to provide the Services that are covered by this Agreement and that it is authorized to enter into and execute this Agreement. No other representation, express or implied, and no warranty or any guarantee is made as part of this Agreement, or in any report, document or other communication provided as part of the Services.

If changes are made by the Client or others to aspects of the project, such as location, that affect the design documentation or Services provided by PS&S, all PS&S liability for such changes and their consequences shall be waived by the Client and Client shall have sole responsibility and liability for such changes and their consequences, unless PS&S was previously advised in writing of such changes, and allowed the proper time in accordance with applicable professional standards, to evaluate such changes. Client shall compensate PS&S for the time required to provide any evaluation required due to such changes.

PS&S's Services are provided to meet the requirements of applicable standards of care, applicable laws, building codes and regulations to obtain needed approvals and permits of governmental authorities with jurisdiction over the project. These requirements may be interpreted differently by government inspectors and building officials, requiring changes to the design documents and the project construction even after permits and approvals have been issued. While this may increase the construction costs of the Project, it does not mean that the design documents were not prepared to meet applicable requirements or professional standards. The additional costs that result, if any, will be deemed to be value-added items, as if required in the original design documentation, and shall not be the basis for any claim for damages against PS&S.

Effective Date: July 1, 2017



7. CLIENT'S RESPONSIBILITIES

The Client will provide to PS&S all available information pertinent to or required for the performance of PS&S's Services as described in this Agreement. PS&S will be permitted to rely on the accuracy and completeness of the Client-supplied information unless doing so would be a breach of the standard of care set forth in Section 6 above. The Client will provide PS&S access to all public and private property as necessary for PS&S to perform its Services, and give prompt written notice to PS&S whenever the Client becomes aware of anything that could affect the Services.

8. PURCHASE/WORK/TASK ORDERS

If the Client issues a purchase/work/task order or other document related to PS&S's Services, it is agreed that such document is issued for Client's internal accounting purposes only and shall not amend, supplement, modify, or delete any terms or conditions of this Agreement regardless of the language on that purchase/work/task order. If there is any conflict between the terms and conditions of such purchase/work/task order and this Agreement, the terms and conditions of this Agreement shall govern.

9. MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES

PS&S and the Client each waive the right to make any claims against the other for consequential damages arising out of or related to this Agreement.

10. LIMITATION OF LIABILITY

To the fullest extent permitted by law, PS&S's total liability to the Client for any and all injuries, claims, losses, costs, damages, or claim expenses arising out of or related to this Agreement, however caused, shall not exceed the total amount of \$50,000 or the amount of PS&S's fee (whichever is greater).

11. PROJECT CONSTRUCTION AND SITE SAFETY

PS&S shall not be responsible for the means, methods, techniques, procedures or sequence of construction, nor shall PS&S be held responsible for the safety precautions and programs of the Client's contractor(s) working at the Project Site, or any failure of those contractor(s) to comply with applicable laws, rules, or regulations. To the fullest extent permitted by law, neither PS&S nor any of its employees, consultants, authorized agents or representatives performing Services at the Project Site or elsewhere shall be liable for any injury occurring as part of the construction of the Project or any site work, due to a failure, breach or disregard of construction safety standards, procedures, Site-specific programs, transportation regulations, or industry practices at the construction Project (or Site) by the Client's contractors or others for whom PS&S is not responsible under this Agreement. PS&S shall only be responsible for the adherence and compliance of all PS&S employees, consultants, authorized agents and representatives with the Project-site safety programs and procedures, and the laws and regulations applicable to those for whom PS&S is responsible under this Agreement.

12. HAZARDOUS OR TOXIC MATERIALS

Unless specifically agreed to in the Proposal, which is part of this Agreement, PS&S shall not be responsible to search for, detect, test, investigate or determine the presence of, monitor, remediate, clean up, remove, contain, treat, detoxify or neutralize hazardous, toxic or radioactive materials, mold, or any other pollutant or toxin within or adjacent to the Project or Site, which is the subject of this Agreement.

13. DOCUMENTATION AND ELECTRONIC MEDIA LIMITATIONS

- A. All drawings, specifications and/or other documents created by PS&S ("Documents") are instruments of service prepared for the Project. PS&S, as the author, retains the intellectual property rights in the Documents, subject to the licenses and rights to use granted in this Agreement.
- B. PS&S grants to the Client an unlimited license to make and retain copies of Documents but solely in connection with its use on the Project. The Documents are not intended or represented to be suitable for use by Client or others to prepare shop drawings, for extensions of the Project

at or on land adjacent to the Project Site or at any location other than the Project Site. Client shall not add to, modify or alter nor allow others to add to, modify, or alter the Documents including any printed copies of the Documents, unless Client shall have removed all references to "Paulus, Sokolowski and Sartor," "PS&S" and any other references, marks, and the like [including metadata or other electronic tags] that relate in any way to, or can be used to identify PS&S as the author of the Documents.

- C. Client shall indemnify, defend, save and hold PS&S, its subconsultants and each of their partners, officers, shareholders, directors and employees harmless from and against any and all claims, judgments, suits, liabilities, damages, costs or expenses (including reasonable attorneys' fees) arising as the result of: i) Client's failure to comply with any of the requirements of this Section 13; or ii) any use, addition to, modification, alteration, change to or misinterpretation of the Documents by Client, or any party that receives the Documents from the Client (the "User(s)").
- D. Files provided in electronic media format [text, data, graphics, or other types of information] are furnished only for the convenience of Client and/or its authorized users. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the Users shall perform acceptance tests or procedures within 10 days of receipt of the files, after which the Users shall be deemed to have accepted the data transferred. PS&S shall not be responsible to maintain Documents stored in electronic media format after acceptance by the Client or its Users.
- E. When transferring documents in electronic media format, PS&S makes no representations as to long-term compatibility, usability, or readability of Documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by PS&S. Copies of Documents that may be relied upon by the Client, or its User(s) are limited to the printed versions (also known as hard copies) that are signed and sealed by PS&S.
- F. Client accepts that the conversion of the printed versions of Documents into electronic media format or conversion of Documents from the format supplied by PS&S to another format may introduce errors or other inaccuracies. Client and its Users shall confirm the accuracy of the Documents before using them. Client accepts all responsibility for any errors or inaccuracies arising from the conversion of the Documents to another client-selected format, and releases PS&S and its subconsultants from any liability, costs, losses, or damages or expenses arising as the result of conversion errors or inaccuracies.
- G. Client waives any and all claims and liability against PS&S and its subconsultants resulting in any way from the use of the Documents transmitted pursuant to this Section 13.

14. OTHER TERMS

This Agreement shall be construed in accordance with, and governed by, the laws of the State of New Jersey excluding any choice-of-law principles, including those of the law of the state where the Project is located that would require the application of the laws of a jurisdiction other than New Jersey.

Each party to this Agreement for itself, its successors and in respect of its property, irrevocably consents and agrees that: i) any legal action or proceeding with respect to this Agreement will be brought in a state or federal court in the State of New Jersey, which shall be the exclusive jurisdiction for all legal matters and any appeals; and ii) irrevocably waives any objection that it may have now or later to the laying of venue of any of the aforesaid actions or proceedings in a location in the State of New Jersey.

If any term of this Agreement or its application to any person or circumstance shall be determined to be invalid or unenforceable, the remaining provisions of this Agreement and/or the application of terms or provisions other than those that are found to be invalid or unenforceable, shall not be affected, and this Agreement shall be valid, binding, and enforceable to the fullest extent permitted by law.

Effective Date: July 1, 2017



67A Mountain Blvd Ext
PO Box 4039
Warren, NJ 07059

Proposal/Contract No: 090170474
Date: 04/30/2018

SCHEDULE OF CHARGES & HOURLY RATES

1. CHARGES FOR SERVICES

When PS&S is to be paid on the basis of time expended and expenses incurred on the Project, compensation shall be determined using the hourly rates. These rates are effective July 1, 2017, but may be modified thereafter by PS&S at six-month intervals.

If the Client requests PS&S to provide other Services in addition to those described in the attached Proposal, PS&S requires a written additional service authorization amending this Agreement, before PS&S will proceed with that work.

<u>Billable Hourly Rate</u>	<u>Title</u>
\$ 197	Principal, SVP, VP, Principal LSRP
\$ 197	Sr. Director, Sr. Project (Manager, Engineer, Architect, Planner, Designer, Scientist, or LSRP)
\$ 195	Director, Project (Engineer, Architect, Planner, Designer, Scientist, or LSRP), Project Manager II
\$ 180	Sr. (Engineer, Architect, Planner, Designer, Scientist, Surveyor or LSRP), Project Manager I
\$ 160	Engineer IV, Architect IV, Planner IV, Designer VI, Scientist VI, LSRP
\$ 145	Engineer III, Architect III, Planner III, Designer V, Scientist V, Project Controls III
\$ 135	Surveyor III, Inspector III
\$ 130	Engineer II, Architect II, Planner II, Designer IV, Scientist IV
\$ 120	Engineer I, Architect I, Planner I, Designer III, Scientist III, CAD Technician III, Project Controls II
\$ 110	Surveyor II, Inspector II
\$ 105	Designer II, Scientist II, Cad Technician II
\$ 100	Designer I, Scientist I, Cad Technician I
\$ 90	Project Controls I
\$ 85	Surveyor I, Inspector I
\$ 65	Technician I

When survey field crew time is billed on a crew basis, the following rates apply (portal to portal):

\$ 225	2-person crew
\$ 295	3-person crew

2. LICENSED SITE REMEDIATION PROFESSIONAL (LSRP) CONDITIONS

When work performed by PS&S includes the services of an Licensed Site Remediation Professional ("LSRP"), the LSRP will use his or her professional judgment to make recommendations as to actions required based upon the LSRP's review of the applicable statutes, regulations and guidance documents. The Client acknowledges that the LSRP's recommendations or issuance of any Response Action Outcome ("RAO") shall not constitute: (i) any acceptance of liability on behalf of PS&S or any LSRP employed by PS&S; (ii) any form of guarantee, indemnity or insurance for any legal liability or obligation of the Client. Further, the Client acknowledges that when PS&S's services hereunder entail the use of professional judgment, PS&S is not providing any guarantee that any other professional reviewing PS&S's work hereunder will not offer different recommendations or reach different conclusions based on that professional's use of his or her judgment. The Client acknowledges that PS&S is not responsible to the Client or any third-party for costs resulting from a different recommendation or different conclusion rendered by another party.

Under the Site Remediation Reform Act, N.J.S.A. 58:10C-1 et seq. ("SRRA"), the New Jersey Department of Environmental Protection (NJDEP) can audit and review an RAO and the Site Remediation Professional Board can review work performed by an LSRP. Further, an RAO can be invalidated if NJDEP determines that the RAO is not protective of human health and the environment. Neither PS&S nor the LSRP shall be held responsible for the invalidation of the RAO, and any services which might be required due to any such invalidation shall be considered an Additional Service.

The State has established mandatory and regulatory time frames to complete certain remediation requirements. If these time frames are not met, fines and potential NJDEP direct oversight could be imposed upon the Client. To the extent provided for in the scope of work, PS&S will advise the Client of deadlines and actions necessary to fulfill the requirements of such time frames. The Client acknowledges that PS&S's provision of such advice will not and does not shift responsibility for compliance with such time frames to PS&S. Further, if the Client delays in approving and proceeding with the recommendations of PS&S's LSRP in meeting these time frames or the Client delays in payment of services rendered by PS&S, which results in a delay to the progress of the project, the Client agrees that PS&S will not be held responsible or liable for any fees, fines, or financial impacts incurred as a result of NJDEP's direct oversight, fines, and fees.

Furthermore, the Client acknowledges that in the context of supporting any conclusions or recommendations made to any third-party or governmental entity, PS&S may be required to release or otherwise publish: data from tests performed on samples taken from the project location; physical observations of the project location; or other technical information obtained by PS&S regarding the physical conditions of the project location, including but not limited to, submissions made by PS&S's LSRP in connection with a project. Client expressly acknowledges that under SRRA, if the LSRP identifies a condition at the Site that, in the professional judgment of the LSRP, is an Immediate Environmental Concern ("IEC") (as defined in the SRRA), the LSRP is obligated to so advise the Client and to call the NJDEP's telephone hotline to advise the NJDEP of such IEC.

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/26/2018

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 Conner Strong & Buckelew Two Liberty Place 50 S. 16th Street, Suite 3600 Philadelphia, PA 19102	CONTACT NAME: Emma Coleman PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: ecoleman@connerstrong.com <table border="1"> <tr> <th data-bbox="812 430 1412 451">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1412 430 1534 451">NAIC #</th> </tr> <tr> <td data-bbox="812 451 1412 483">INSURER A : Continental Insurance Company</td> <td data-bbox="1412 451 1534 483">35289</td> </tr> <tr> <td data-bbox="812 483 1412 514">INSURER B : XL Specialty Insurance Company</td> <td data-bbox="1412 483 1534 514">37885</td> </tr> <tr> <td data-bbox="812 514 1412 546">INSURER C : Continental Insurance Company</td> <td data-bbox="1412 514 1534 546">35289</td> </tr> <tr> <td data-bbox="812 546 1412 577">INSURER D :</td> <td data-bbox="1412 546 1534 577"></td> </tr> <tr> <td data-bbox="812 577 1412 609">INSURER E :</td> <td data-bbox="1412 577 1534 609"></td> </tr> <tr> <td data-bbox="812 609 1412 634">INSURER F :</td> <td data-bbox="1412 609 1534 634"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Continental Insurance Company	35289	INSURER B : XL Specialty Insurance Company	37885	INSURER C : Continental Insurance Company	35289	INSURER D :		INSURER E :		INSURER F :	
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INSURER E :															
INSURER F :															
INSURED Paulus, Sokolowski & Sartor, LLC 67B Mountain Boulevard Extension Warren, NJ 07059															

COVERAGES

CERTIFICATE NUMBER:

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☒ LOC OTHER:			6018285755	05/31/2017	05/31/2018	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 \$
C	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			6018285738	05/31/2017	05/31/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			6018285741	05/31/2017	05/31/2018	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Pollution Liab.			DPR9914450	05/31/2017	05/31/2018	\$5,000,000 \$5,000,000

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

re:3 Emergency Generators

Township of west orange is included as Additional Insured under the captioned Commercial General Liability policy if required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Township of West Orange 25 Lakeside Avenue West Orange, NJ 07059	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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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/26/2018

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 endorsements(s).

PRODUCER Keystone Risk Partners LLC 604 East Baltimore Pike Media PA, 19063	CONTACT NAME:	
	PHONE (A/C, No, Ext): 888-473-6398	FAX (A/C, No):
INSURED Extensis IV, Inc. L/C/F PAULUS SOKOLOWSKI & SARTOR LLC (PS&S, LLC) 900 US HWY 9 North, Suite 203 Woodbridge, NJ 07095	E-MAIL ADDRESS: Risk@ExtensisGroup.com	
	INSURERS AFFORDING COVERAGE	
	INSURER A: Indemnity Insurance Company of North America - CHUBB	NAIC# 43575
	INSURER B: American Guarantee & Liability - Zurich	26247
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

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

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME 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	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY CLAIMS MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC			Not Applicable			EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS-COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS			Not Applicable			COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS MADE X DED X RETENTION \$ 10,000			UMB 5499247-04	09/30/2017	09/30/2018	EACH OCCURRENCE	\$ 10,000,000.00
							AGGREGATE	\$ 10,000,000.00
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under ☐ DESCRIPTION OF OPERATIONS below	N/A		C64762679	09/30/2017	09/30/2018	X WC STATUTORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000.00
							E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000.00
							E.L. DISEASE-POLICY LIMIT	\$ 1,000,000.00

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

// 3 Emergency Power Generators

CERTIFICATE HOLDER 8001 Township of West Orange 66 Main Street West Orange NJ, 07052	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 Jay Peichel
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