

RESOLUTION NO. 005, SERIES 2018

A RESOLUTION PURSUANT TO THE CAPITAL AND OPERATING BUDGET ORDINANCES, APPROVING THE APPROPRIATION TO FUND THE FOLLOWING NONCOMPETITIVELY NEGOTIATED SOLE SOURCE CONTRACT – (CEPHEID - \$25,000.00).

SPONSORED BY: COUNCIL MEMBER BUTLER

BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS FOLLOWS:

SECTION I: The following appropriation for the listed contract is hereby approved:

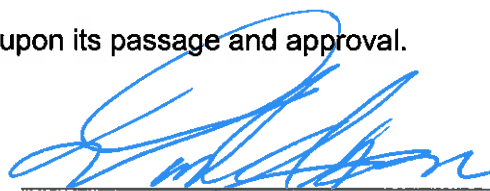
PUBLIC HEALTH AND WELLNESS

\$25,000.00 for a noncompetitively negotiated Sole Source Contract with Cepheid for the purchase of testing consumables and service for an instrument owned by LMPHW used to test for tuberculosis and Rifampin resistance from September 1, 2017 through June 30, 2018.

SECTION II: This Resolution shall take effect upon its passage and approval.



H. Stephen Ott
Metro Council Clerk **PRO - TEM**



David James
President of the Council



Greg Fischer
Mayor

2/14/18

Approval Date

APPROVED AS TO FORM AND LEGALITY:

Michael J. O'Connell
Jefferson County Attorney



BY: 



**Office of Management and Budget
Division of Purchasing
Non-Competitive Contract Request Form**

Department	Health and Wellness	Department Contact	Gwendolyn Nixon
Contact Email	gwendolyn.nixon@louisvilleky.gov	Contact Phone	(502) 574-6540

Contract Type: check one	<input type="checkbox"/> New	<input type="checkbox"/> Amendment		
		Additional Funds	Time Extension	Scope
Professional Service				
Sole Source (goods/services)	<input checked="" type="checkbox"/>			
Requested Contract Dates (MM/DD/YYYY)	Start	End		
	09/01/2017	06/30/2018		

VENDOR INFORMATION

Vendor Legal Name	Cepheid US			
DBA				
Point of Contact	Kim Kincaid	Email	Kim.Kincaid@cepheid.com	
Street	904 Caribbean Dr			
Suite/Floor/Apt		Phone	888-838-3222	
City	Sunnyvale	State	CA	Zip Code 94089
Federal Tax ID#		SSN# (if sole proprietor)		
Louisville Revenue Commission Account #				
Human Relations Commission Certified Vendors	Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business	
Select if applicable				

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$25,000	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	<input checked="" type="checkbox"/>				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	1101	805	4130	411401	531408
Payment Rate		per hour		per day	per service
	<input checked="" type="checkbox"/>	per month		Other	
Payment Frequency	<input checked="" type="checkbox"/>	Monthly		Upon Completion / Delivery	
		Quarterly		Other	



**Office of Management and Budget
Division of Purchasing
Non-Competitive Contract Request Form**

CONTRACT SCOPE and PURPOSE (Attach additional documentation if necessary)

Amendments: Describe the circumstances under which a time extension or scope change is needed.

New: Be specific about the work to be performed / product to be purchased including but not limited to: scope of work; description of service; work product created; why the service / product is necessary; and benefit to Louisville Metro Government.

The LMPHW Laboratory purchased the Cepheid GeneXpert nested PCR instrument used to test sputum samples for the presence of M. tuberculosis (MTB) as well as Rifampin (RIF) resistance in May 2012 to support the department's regional tuberculosis (TB) clinic with the diagnosis and management of its patients. By bringing this test in house, we would be able to get the results to the TB clinic in a more timely manner than referring the samples to the Division of Laboratory Services in Frankfort, KY. We purchased a 2-module instrument and upgraded it this past fiscal year to a 4-module instrument for faster result turnaround time.

Included in this contract would be the consumables needed to perform this test, which include the Cepheid MTB/RIF all-in-one reagent test kit, and the Service Agreement for the instrument owned by the LMPHW Laboratory, which includes on-site preventive maintenance and the Xpert Check calibration system.

JUSTIFICATION FOR NON-COMPETITIVE GOOD/SERVICE (Attach additional documentation if necessary)

Provide justification including but not limited to: a description of the unique features that prohibit competition; research conducted to verify the vendor as the only known source (sole source); why the service (PSC) is not feasible to be provided by LMG staff or expertise does not exist; known compatibility, proprietary and/or timing issues.

See Attachment A for sole source letter about service agreement and test kits.

AUTHORIZATIONS: Per KRS 45A.380, I have determined that competition is not feasible for the above described good / service and there is a single source within a reasonable geographical area of the good / service to be procured; or the resulting contract is for the services of a licensed professional, technician, artist, or other non-licensed professional service.

Department Director Jim Moore Date 8/31/17
Signature
Jim Moore
Printed Name

Purchasing Director Joel Neaveill Date 9/28/17
Signature
Joel Neaveill
Joel Neaveill



October 11, 2016

Gwendolyn Janine Nixon - Laboratory Technical and General Supervisor
Louisville Metro Public Health & Wellness Laboratory -- Provide, Prevent, Protect
430 East Gray
Louisville, KY 40202
Phone: (502) 574-6540
Fax: (502) 574-6614

Dear Gwendolyn Janine Nixon,

Cepheid is the original and sole manufacturer of the GXMTB/RIF-US-10 reagent product within the United States. Also, Cepheid's GeneXpert modules are manufactured exclusively for Cepheid according to Cepheid's specifications. Cepheid is also the sole authorized distributor of the GeneXpert modules and GXMTB/RIF-US-10 reagent product to Louisville Metro Public Health & Wellness Laboratory -- Provide, Prevent, Protect 430 East Gray, Louisville, KY 40202.

Warm Regards,

A handwritten signature in black ink, appearing to read "Hung (Josh) K. Tran".

Hung (Josh) K. Tran
Cepheid
Commercial Attorney
408-400-4475
josh.tran@cepheid.com

AGREEMENT FOR SOLE SOURCE PURCHASE

THIS CONTRACT, made and entered into by and between the **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, by and through its **LOUISVILLE METRO DEPARTMENT OF PUBLIC HEALTH AND WELLNESS**, herein referred to as **"METRO GOVERNMENT"**, and **CEPHEID** with offices located at 904 Caribbean Drive, Sunnyvale, California 94089, herein referred to as **"CONTRACTOR"**.

WITNESSETH:

WHEREAS, the Metro Government wishes to purchase testing consumables and service for an instrument owned by LMPHW used to test for tuberculosis and Rifampin resistance; and

WHEREAS, the Contractor has been determined by the Metro Government to be a sole source to provide same,

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

I. SCOPE OF SERVICES

A. Contractor shall, at the request of the Metro Government, provide services under the terms of this Agreement.

B. The services of Contractor shall include but not be limited to the following:

- 1.** Those described on Attachment A attached hereto and fully incorporated herein. In the event of a conflict between this Agreement and Attachment A (including but not limited to Contractor's "Cepheid Terms and Conditions" found at www.cepheid.com/ordermanagement and including but not limited to any order of precedence language therein or referred to therein), the terms of this Agreement shall control.

II. FEES AND COMPENSATION

A. The Metro Government shall pay Contractor for services rendered pursuant to and as described in Attachment A. Total compensation payable to Contractor for services rendered pursuant to this Agreement shall not exceed **TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)**.

B. Payment shall be made pursuant to Attachment A.

C. The Metro Government shall not reimburse out of pocket expenses under this Agreement.

III. DURATION

A. This Agreement shall begin September 1, 2017 and shall continue through and including June 30, 2018.

B. This Agreement may be terminated by submitting ninety (90) days' written notice to the non-terminating party of such intent to terminate. This Agreement may also be terminated by any party, without notice to the non-terminating party, because of fraud, misappropriation, embezzlement or malfeasance or a party's failure to perform the duties required under this Agreement. A waiver by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

C. In the event of termination, payment for services complete up to and including date of termination shall be based upon work completed at the rates identified in this Agreement.

IV. RECORDS-AUDIT

Contractor shall maintain during the course of the work, and retain not less than five years from the date of final payment on the contract, complete and accurate records

of all of Contractor's costs which are chargeable to the Metro Government under this Agreement; and the Metro Government shall have the right, at any reasonable time, to inspect and audit those records by authorized representatives of its own or of any public accounting firm selected by it. The records to be thus maintained and retained by Contractor shall include (without limitation): (a) payroll records accounting for total time distribution of Contractor's employees working full or part time on the work (to permit tracing to payrolls and related tax returns), as well as canceled payroll checks, or signed receipts for payroll payments in cash; (b) invoices for purchases receiving and issuing documents, and all the other unit inventory records for Contractor's stores stock or capital items; and (c) paid invoices and canceled checks for materials purchased and for subcontractors' and any other third parties' charges.

V. INSURANCE REQUIREMENTS

Insurance coverage shall be required of Contractor in accordance with Attachment B attached hereto.

VI. HOLD HARMLESS AND INDEMNIFICATION CLAUSE

Contractor agrees to indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out Contractor's willful acts, negligence, or omissions, provided that such claim, damage, loss, or expense is attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, or the negligent act or omission, but only to the extent that any such claim, damage, loss or expense is not

attributable to the negligent act or omission, or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

VII. REPORTING OF INCOME

The compensation payable under this Agreement may be subject to federal, state and local taxation. Regulations of the Internal Revenue Service require the Metro Government to report all amounts in excess of \$600.00 paid to non-corporate contractors. Contractor agrees to furnish the Metro Government with its taxpayer identification number (TIN) prior to the effective date of this Agreement. Contractor further agrees to provide such other information to the Metro Government as may be required by the IRS or the State Department of Revenue.

VIII. GOVERNING LAW

1. This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky. Any dispute arising under or related to this Agreement shall be resolved by binding arbitration in accordance with the arbitration rules of the American Arbitration Association provided that: (a) there be a single arbitrator who shall be selected under the normal procedures prescribed in the rules; (b) the arbitrator shall be authorized to award all or any portion of the legal fees relating to the proceeding to the prevailing party, provided the arbitrator shall not have the power to award punitive damages; (c) the arbitrator shall issue an award stating the basis therefor but without written opinion; (d) such award shall be final, binding, and enforceable in any court of

competent jurisdiction; (e) the parties shall share equally any fees and expenses of the arbitrator and of the American Arbitration Association; and (f) neither party shall disclose to third parties or otherwise publicize that the arbitration is occurring or has occurred or the arbitrator's decision, except by reasons included in the confidentiality provisions of this Agreement. The place of arbitration shall be in Kentucky, United States.

IX. AUTHORITY

The Contractor, by execution of this Agreement, does hereby warrant and represent that he is qualified to do business in the State of Kentucky, has full right, power and authority to enter into this Agreement.

X. CONFLICTS OF INTEREST

Pursuant to KRS 45A.455:

(1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:

(a) He, or any member of his immediate family has a financial interest therein; or

(b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or

(c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective

employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

(2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

(3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.

(5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

XII. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter set forth herein and this Agreement supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the parties that is not embodied in this Agreement. This Agreement cannot be amended, modified, or supplemented in any respect except by a subsequent written agreement duly executed by all of the parties hereto. In the event of a conflict between the terms of this Agreement and the terms in any of the Attachments, this Agreement shall govern.

XIII. SUCCESSORS

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

XIV. SEVERABILITY

If any court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision hereunder.

XV. COUNTERPARTS

This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original and all executed counterparts shall constitute one and the same instrument.

XVI. CALCULATION OF TIME Unless otherwise indicated, when the performance or doing of any act, duty, matter, or payment is required hereunder and a period of time or duration for the fulfillment of doing thereof is prescribed and is fixed herein, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. For example, if on January 1, Contractor is directed to take action within ten (10) calendar days, the action must be completed no later than midnight, January 11.

XVII. CAPTIONS The captions and headings of this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of any provisions of this Agreement.

XVIII. VIOLATIONS OF AND COMPLIANCE WITH KENTUCKY LAWS The Contractor shall reveal any final determination of a violation by the Contractor or subcontractor within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor. The Contractor shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor for the duration of the contract.

WITNESS the agreement of the parties hereto by their signatures affixed hereon.

APPROVED AS TO FORM AND
LEGALITY CONTINGENT UPON
METRO COUNCIL APPROVAL
OF THE APPROPRIATION FOR
THIS AGREEMENT:

LOUISVILLE/JEFFERSON COUNTY
METRO GOVERNMENT

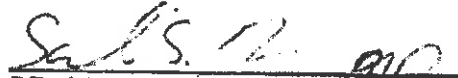

MICHAEL J. O'CONNELL
JEFFERSON COUNTY ATTORNEY


JOEL NEAVEIL, DIRECTOR, PURCHASING
DEPARTMENT

Date: 1/15/17


Date: 1/5/18

DEPARTMENT OF PUBLIC HEALTH
AND WELLNESS


DR. SARAH S. MOYER, MD, MPH
DIRECTOR, DEPARTMENT OF
PUBLIC HEALTH AND WELLNESS

Date: 1-4-18

CEPHEID

By: 
Brand Adcock

Title: Exec. Director, Bus Operator

Date: 12/22/17

Taxpayer Identification No.
(TIN): _____

Louisville/Jefferson County
Revenue Commission Account
No.: _____

ATTACHMENT A



Sales Quote

Cepheid US
 904 Caribbean Dr
 Sunnyvale CA 94089
 USA

Quote Number 20026892
 Quote Date 09/29/2017
 Quote Expire 10/29/2017

Phone 888-838-3222
 Fax 408-734-1346

Print Date 09/29/2017
 Contact ordermanagement@cepheid.com

Sold To 1000001845 Louisville Metro Dept. of Public Hea 400 E Gray Street Louisville KY 40202-1740 USA	Ship To 1000001845 Louisville Metro Dept. of Public Hea 400 E Gray Street Louisville KY 40202-1740 USA
Buyer Sharon Dean Phone (502) 574-6540	Phone 502-574-3211

Prorated Coverage Period to align module add warranty end date
 4-2 10/01/17 to 01/30/18, 4-4 01/31/18 to 09/30/18 for 801990

Line	Item Number	Due Date	Required Date	Qty	UOM	Unit Price	Discount	Net Price	Extended Price
10	GX42S1Y	09/29/2017	09/29/2017	1.000	EA	1,484.06	0.00	1,484.06	1,484.06
	1 YR S.A. Std GX4-2 prorated coverage 4-2 10/01/17 to 01/30/18								



Line	Item Number	Due Date	Required Date	Qty	UOM	Unit Price	Discount	Net Price	Extended Price
20	GX44S1Y	09/29/2017	09/29/2017	1.000	EA	4,287.45	0.00	4,287.45	4,287.45

1 YR S.A. Std GX4-4

prorated coverage period 4-4 01/31/18 to 09/30/18

Standard Service Agreement Includes:

24x7 Phone Support

Onsite 5x8 hours (8-4)

Annual XpertCheck

Covers Parts, Labor, & Travel

Software Upgrades included

12 Month Standard Service Agreement

S/N801990

Acceptance of any Purchase Order is Subject to Customer's Acceptance of GSACONTRACT#GS-07F-0597T Terms and Conditions.

Customer's Purchase Order Must Indicate Quote:

Please fax your purchase order to (408)716-2442

Subtotal	5,771.51
Shipping & Handling	0.00
Total	USD 5,771.51

GPO
IDN
Payment Terms
Inco Terms
FOB Point
Shlp Via

Non-Des Gov
PHL
Net 30 Days
PPA
Origin
FEDEX 2DAY (3:00 PM SECOND
BUSINESS

Salesperson 6000000637
Salesperson 6000000805



Sales Quote

Cepheid US
 904 Caribbean Dr
 Sunnyvale CA 94089
 USA

Quote Number 20026885
 Quote Date 09/29/2017
 Quote Expire 11/29/2017

Phone 888-838-3222
 Fax 408-734-1346

Print Date 09/29/2017
 Contact ordermanagement@cepheid.com

Sold To 1000001845 Louisville Metro Dept. of Public Hea 400 E Gray Street Louisville KY 40202-1740 USA	Shlp To 1000001845 Louisville Metro Dept. of Public Hea 400 E Gray Street Louisville KY 40202-1740 USA
Buyer Sharon Dean Phone (502) 574-6540	Phone 502-574-3211

Attention: Gwen Nixon Phone: 502-574-6540
 Sales Rep: Kim Kincaid GPO: Non-Des Gov

Line	Item Number	Due Date	Required Date	Qty	UOM	Unit Price	Discount	Net Price	Extended Price
10	GXMTB/RIF-US-10 KIT,MTB,IVD,US	09/29/2017	10/03/2017	1.000	EA	700.00	105.00-	595.00	595.00

YOUR PURCHASE ORDER MUST REFERENCE THIS QUOTE#20026885 TO RECEIVE THE ABOVE DISCOUNTS. PRICE ADJUSTMENTS MAY NOT BE ALLOWED AFTER SHIPMENT.

Standard orders ship via FedEx 2-Day. Quoted freight charge is an estimate only and final charges will be prepaid and added to invoice.

Customer's preferred carrier and account number are required if shipped collect.

Cepheid T&Cs shall apply to any PO issued by the customer and may be found at www.cepheid.com/ordermanagement. In the event of a conflict between the Customer, Cepheid, and a Non-Des Gov or direct agreement terms, the Non-Des Gov or direct agreement Terms shall govern.

ALL SALES ARE FINAL AND ARE NON-RETURNABLE AND NON-REFUNDABLE.

Please fax Purchase Orders to 408-716-2840, or email a PDF version of the Purchase Order to ordermanagement@cepheid.com



Subtotal	595.00
Shipping & Handling	43.25
Total	USD 638.25

GPO
IDN
Payment Terms
Freight Terms
FOB Point
Ship Via

Non-Des Gov
PHL
Net 30 Days
PPA
Origin
FEDEX 2DAY (3:00 PM SECOND
BUSINESS

Salesperson 6000000637
Salesperson 6000000805

ATTACHMENT B

I. **INSURANCE REQUIREMENTS**

Prior to commencing work, Contractor shall obtain at its own cost and expense the following types of insurance through insurance companies licensed in the State of Kentucky. Insurance written by non-admitted carriers will also be considered acceptable, in accordance with Kentucky Insurance Law (KRS 304.10-040). Workers' Compensation written through qualified group self-insurance programs in accordance with Kentucky Revised Statutes (KRS 342.350) will also be acceptable. Contractor shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and until copies of policies or certificates thereof are submitted to **Louisville/Jefferson County Metro Government's Purchasing Division** and approved by the Louisville/Jefferson County Metro Government's Risk Management Division. Contractor shall not allow any subcontractors to commence work until the insurance required of such subcontractors has been obtained and copies of Certificates of Insurance retained by Contractor evidencing proof of coverages.

Without limiting Contractor's indemnification requirements, it is agreed that Contractor shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractors, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the Louisville/Jefferson County Metro Government (Metro). Metro may require Contractor to supply proof of subcontractors insurance via Certificates of Insurance, or at Metro's option, actual copies of policies.

A. **The following clause shall be added to Contractor's (and approved subcontractors) Commercial General Liability Policies:**

1. **"The Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respects operations of the Named Insured performed relative to the contract."**

B. The insurance to be procured and maintained and **minimum** Limits of Liability shall be as follows, unless different limits are specified by addendum to the contract (and such minimum limits shall not limit access to the full amount of insurance available (whether through primary, excess or umbrella policies) on Contractor's or subcontractors policy(ies), if that/those policy(ies) provide for Limits above the minimum):

1. **COMMERCIAL GENERAL LIABILITY**, via the **Occurrence Form**, primary, non contributory, with a **\$1,000,000** Combined Single Limit for any one Occurrence and **\$2,000,000** aggregate for Bodily Injury, Personal Injury, Property Damage, and Products/Completed Operations including:

- a. Premises - Operations Coverage
- b. Products and Completed Operations
- c. Contractual Liability
- d. Broad Form Property Damage
- e. Independent Contractors Protective Liability
- f. Personal Injury

2. **WORKERS' COMPENSATION (IF APPLICABLE)** insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits, and **EMPLOYERS' LIABILITY - \$100,000 Each Accident/\$500,000 Disease - Policy Limit/\$100,000 Disease - Each Employee.**

ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "A- VI", unless proper financial information relating to the Company is submitted to and approved by Metro's Risk Management Division.

MISCELLANEOUS

- A. Contractor shall procure and maintain insurance policies as described herein and for which the **Louisville/Jefferson County Metro Government's Purchasing Division** shall be furnished Certificates of Insurance upon the execution of the Contract. The Certificates shall include the name and address of the person executing the Certificate of Insurance as well as the person's signature. If policies expire before the completion of the Contract, renewal Certificates of Insurance shall be furnished to Metro at least fifteen (15) days prior to the expiration of any policy(s).

- B. **Upon execution of the contract, Certificates of Insurance as required above shall be furnished to:**

Louisville/Jefferson County Metro Government
Office of Management and Budget
Purchasing Division
611 West Jefferson Street
Louisville, Kentucky 40202

- C. **Upon Renewal of insurance coverage (s), Certificates of Insurance evidencing renewal shall be furnished to:**

Louisville/Jefferson County Metro Government
Office of Management and Budget
Risk Management Division
611 West Jefferson Street
Louisville, Kentucky 40202

- D. **CANCELLATION OR MATERIAL CHANGE OF COVERAGE: Contractor shall notify Metro's Risk Management Division of any policy cancellation within two (2) business days of its receipt of same. Upon any material change (changes that reduce/restrict limit or terms and conditions to your insurance coverage) in coverage as required above, Contractor shall notify Metro's Risk Management Division within two (2) business days. If Contractor fails to notify Metro as required by this Agreement, Contractor agrees that such failure shall be a breach of this Agreement. Metro reserves the right to**

require the insurance policy(s) required above to be specifically endorsed to provide notice of cancellation and/or material change of coverage in accordance with policy provisions. When requested by the Metro Government, a copy of the policy endorsement shall be provided to Metro's Risk Management Division.

- E. Approval of the insurance by Metro shall not in any way relieve or decrease the liability of Contractor hereunder. It is expressly understood that Metro does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of Contractor.