

RESOLUTION NO. 124, SERIES 2017

A RESOLUTION PURSUANT TO THE CAPITAL AND OPERATING BUDGET ORDINANCES, APPROVING THE APPROPRIATION TO FUND THE FOLLOWING NONCOMPETITIVELY NEGOTIATED SOLE SOURCE CONTRACT – (INFO USA MARKETING, INC., - \$30,000.00).

SPONSORED BY: COUNCIL MEMBER WOOLRIDGE

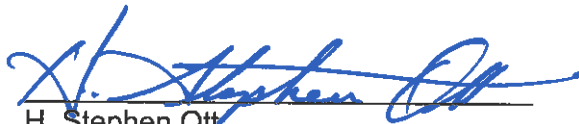
BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS FOLLOWS:

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

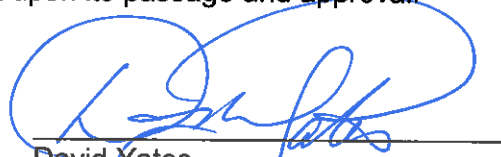
LIBRARY

\$30,000.00 for a noncompetitively negotiated Sole Source Contract with Info USA Marketing, Inc. for databases for use by Library patrons from July 1, 2017 through June 30, 2018.

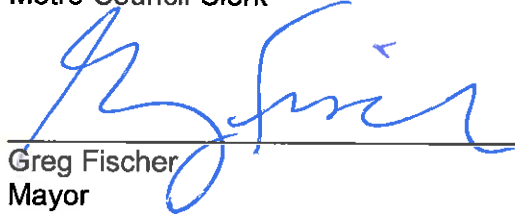
SECTION II: This Resolution shall take effect upon its passage and approval.



H. Stephen Ott  
Metro Council Clerk



David Yates  
President of the Council

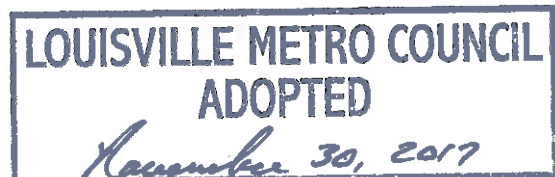


Greg Fischer  
Mayor

12/7/17  
Approval Date

APPROVED AS TO FORM AND LEGALITY:

Michael J. O'Connell  
Jefferson County Attorney



BY: 

R-160-17 Library - Contract (Sole Source) with Info USA Marketing Inc FY18 Resolution 070617.doc [pr]



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

Department	Library	Department Contact	Belinda Catman
Contact Email	belinda.catman@lfpl.org	Contact Phone	502-574-1845

Contract Type: check one	<input checked="" 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 07/01/2017	End 06/30/2018		

**VENDOR INFORMATION**

Vendor Legal Name	InfoUSA Marketing, Inc.			
DBA	Infogroup Library Division			
Point of Contact	Lucas Christensen	Email	lucas.christensen@infogroup.com	
Street	1020 E. 1st. Street			
Suite/Floor/Apt		Phone	1-800-808-1113 ext. 61374	
City	Papillon	State	NE	Zip Code 68046
Federal Tax ID#		SSN# (if sole proprietor)		
Louisville Revenue Commission Account #				
Human Relations Commission Certified Vendors	<input type="checkbox"/> Certified Minority Owned Business	<input type="checkbox"/> Certified Woman Owned business	<input type="checkbox"/> Disabled Owned business	
Select if applicable				

**FINANCIAL INFORMATION**

Not to Exceed Contract Amount	<b>\$30,000</b>		(including reimbursement expenses, if applicable)		
Fund Source: General Fund	<input checked="" type="checkbox"/>				
Federal Grant	<input type="checkbox"/>	Federal Granting Agency			
Other	<input type="checkbox"/>	Describe:			
Account Code String #	<input type="checkbox"/> 1101	<input type="checkbox"/> 730	<input type="checkbox"/> 5922	<input type="checkbox"/> 591270	<input type="checkbox"/> 521114
Payment Rate	<input type="checkbox"/> per hour	<input type="checkbox"/> per day	<input type="checkbox"/> per service		
	<input type="checkbox"/> per month	Other	Varies		
Payment Frequency	<input type="checkbox"/> Monthly	<input type="checkbox"/> Upon Completion / Delivery			
	<input type="checkbox"/> Quarterly	<input checked="" type="checkbox"/>	Other	Annual	



**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.

This vendor provides eight databases which include Reference US Business, Reference US Healthcare, Reference US White Pages, Reference Canadian Business, Reference Canadian White Pages, Reference US Consumer, Reference US New Business, and Reference US new Movers/Homeowners.

**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.

Infogroup is the only provider for these resources.

**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 \_\_\_\_\_

Signature

*[Handwritten Signature]*  
**JAMES BLANTON**

Printed Name

Date

6/12/17

Purchasing Director \_\_\_\_\_

Signature

*[Handwritten Signature]*  
**Joel Weaveil**

Printed Name

Date

6/20/17

## **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 FREE PUBLIC LIBRARY**, herein referred to as "**METRO GOVERNMENT**", and **INFO USA MARKETING, INC.**, with offices located at 1020 East First Street, Papillion, Nebraska 68046, herein referred to as "**CONTRACTOR**",

### **WITNESSETH:**

**WHEREAS**, the Metro Government wishes to purchase databases for use by Library patrons; 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 WORK**

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

**B.** Contractor shall supply, upon an order from the Metro Government:

**1.** Databases as described on Attachment A attached hereto and fully incorporated herein.

#### **II. FEES AND COMPENSATION**

**A.** The Metro Government shall pay Contractor for services rendered and goods supplied as agreed to Attachment A. Total compensation payable to Contractor under this Agreement shall not exceed **THIRTY THOUSAND DOLLARS (\$30,000.00)**.

**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 July 1, 2017 and shall continue through and including June 30, 2018.

B. This Agreement may be terminated by submitting thirty (30) 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 goods and services delivered up to and including date of termination shall be made by the Metro Government. In the event that, during the term of this Agreement, the Metro Council fails to appropriate funds for the payment of the Metro Government's obligations under this Agreement, the Metro Government's rights and obligations herein shall terminate on the last day for which an appropriation has been made. The Metro Government shall deliver notice to Contractor of any such non-appropriation not later than 30 days after the Metro Government has knowledge that the appropriation has not been made.

#### **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. HOLD HARMLESS AND INDEMNIFICATION CLAUSE AND INSURANCE REQUIREMENTS**

The Contractor shall 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 of or resulting, directly or indirectly, from the Contractor's (or Contractor's Subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) 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, and (2) not caused by 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. Contractor shall comply with the insurance requirements attached hereto and fully incorporated herein as Attachment B.

**VI. 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.

**VII. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

**VIII. AUTHORITY**

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

**IX. 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.

**X. 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.

**XI. SUCCESSORS**

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

**XII. 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.

**XIII. 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.

**XIV. 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.

**XV. 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.

**XVI. 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 NEAVEILL, DIRECTOR, PURCHASING  
DEPARTMENT

Date: 11/1/17


Date: 10/10/17

LOUISVILLE FREE PUBLIC LIBRARY

  
JAMES BLANTON, DIRECTOR

Date: 10/10/17

INFO USA MARKETING, INC.

By:   
John C. Robinson, Director

Title: svp

Date: Oct 6, 2017

Taxpayer Identification No.  
(TIN): \_\_\_\_\_

Louisville/Jefferson County  
Revenue Commission Account  
No.: \_\_\_\_\_

**ATTACHMENT A**



Powering Business Growth

WWW.INFOGROUP.COM

Invoice	Date	Purchase Order
062217cb02	22-Jun-2017	

Bill To :

Attn : LISA DEKKER  
 LOUISVILLE FREE PUBLIC LIBRARY  
 301 YORK ST  
 LOUISVILLE KY 40203

Ship To :

Attn : LISA DEKKER  
 LOUISVILLE KY 40203

Bill To Company #	Division	Sales Order	Ship Via	DESCRIPTION	QTY	AMOUNT
5025741600	23000			REFERENCEUSA SUBSCRIPTION US BUSINESS US HISTORICAL BUSINESS US NEW BUSINESS CANADIAN BUSINESS & RESIDENTIAL US STANDARD WHITE PAGES US HEALTHCARE US NEW MOVERS / HOMEOWNERS US JOBS / INTERNSHIPS DATA VISUALIZATION LICENSE DATES: 7/1/2017 - 6/30/2018		24,097.00
<b>Sales Rep :</b> LUKE CHRISTENSEN				<b>Terms :</b> UPON RECEIPT	<b>Sub Total :</b>	24,097.00
<b>Special Instructions :</b> Tax could be added					<b>Tax :</b>	0.00
					<b>Payments :</b>	0.00
					<b>Total Due :</b>	24,097.00

For Billing Inquiries/ Changes Contact :

<b>Phone :</b> 8668720053	<b>Fax :</b> 4028363951	<b>Email :</b> AR@infogroup.com
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For Terms and Conditions go to <http://www.infousa.com/terms-conditions> if you cannot access the URL, contact your sales representative for a copy

In the event a fully executed agreement exists between Client and Infogroup, Inc (or its affiliates) for the products and/or services, which are the subject of this invoice, the Purchase Order, shall be governed solely by the terms and conditions of that agreement and the terms and conditions on the reverse side shall not be applicable.

Federal ID# #N/A

Remittance Form: Please return this portion with your payment to ensure proper posting to your account. If you have any questions regarding this invoice, contact Accounts Receivable at 866-872-0053. Thank you.

Customer Name	Invoice Number	Amount Due
LOUISVILLE FREE PUBLIC LIBRARY	062217cb02	24,097.00

Please make checks payable and remit to :

#N/A  
 ##  
 ##  
 ##

Division	Tax ID	1st Line	Div Name
001000	47-0751545		Acquisition Group
006000	47-0794710	InfoUSA	List Resellers - Telesales
009000	47-0751545	Infogroup	infoUSA-Database License
009001	47-0751545	Infogroup Inc	infoUSA-Database License Support Division
011000	47-0794710	Info USA Marketing	Government
012000	47-0751545		Premier Accounts
015000	47-0794710		SalesGenie SMB
015015	47-0794710		Sales Genie.com
015016	47-0794710		Sales Genie.com
017004	47-0794710	Credit.Net	Credit.Net
022000	47-0794710	InfoUSA	List Resellers - Majors
023000	47-0794710	Infogroup	ReferenceUSA
028000	47-0794710	Info USA Marketing	InfoUSA.com - Assisted
038000	47-0751545	InfoUSA	InfoServices
063000	47-0794710		Library
080000	47-0794710	Infogroup Canada Corp	infoCanada
189500	47-0751545		Enterprise Transfer Accounts
420000	47-0794710		Strategic Accounts
421000	47-0794710	Info USA Marketing	Financial Services
422000	47-0794710	Info USA Marketing	Tech / Telco
423000	47-0794710	Info USA Marketing	Media / Entertainment
424000	47-0794710	Info USA Marketing	Retail / Consumer Products Group
426000	47-0794710	Info USA Marketing	Non-Profit
427000	47-0794710	Info USA Marketing	Vertical Other
861000	47-0794710	City Directories	City Directories
940099	36-4280596		Yesmail - International Billings
946509	36-4280596		Data and Technology Solutions
947000	36-4280596	Yesmail	Yesmail Interactive - Enterprise

<b>2nd Line</b>	<b>Address1</b>	<b>Address2</b>
InfoUSA Sales Solutions	P.O. Box 957742	St. Louis, MO 63195-7742
Wholesale Division	P.O. Box 957742	St. Louis, MO 63195-7742
Database License Division	P.O. Box 957742	St. Louis, MO 63195-7742
Database License	P.O. Box 957742	St Louis MO 63195-7742
Infogroup Government Division	P.O. Box 957742	St Louis MO 63195-7742
InfoUSA Sales Solutions	P.O. Box 957742	St. Louis, MO 63195-7742
Sales Genie.com	P.O. Box 957742	St. Louis, MO 63195-7742
Sales Genie.com	P.O. Box 957742	St Louis MO 63195-7742
Sales Genie.com	P.O. Box 957742	St. Louis, MO 63195-7742
An InfoUSA Company	P.O. Box 957742	St. Louis, MO 63195-7742
Wholesale Division	P.O. Box 957742	St. Louis, MO 63195-7742
Library Division	P.O. Box 957742	St. Louis, MO 63195-7742
Infogroup Sales Solutions	P.O. Box 957742	St Louis MO 63195-7742
ZipMailUSA.com Division	P.O. Box 957742	St. Louis, MO 63195-7742
Infogroup Academic Division	P.O. Box 957742	St. Louis, MO 63195-7742
C/O 910421	P.O. Box 4090 STN Toronto M5W 0E9	
Infogroup	P.O. Box 957742	St. Louis, MO 63195-7742
Infogroup	P.O. Box 957742	St. Louis, MO 63195-7742
Infogroup Donnelley Marketing	P.O. Box 957742	St Louis MO 63195-7742
Infogroup Donnelley Marketing	P.O. Box 957742	St Louis MO 63195-7742
Infogroup Donnelley Marketing	P.O. Box 957742	St Louis MO 63195-7742
Infogroup Donnelley Marketing	P.O. Box 957742	St Louis MO 63195-7742
Infogroup Donnelley Marketing	P.O. Box 957742	St Louis MO 63195-7742
Infogroup Donnelley Marketing	P.O. Box 957742	St Louis MO 63195-7742
A Subsidiary of Infogroup	P.O. Box 955146	St. Louis, MO 63195-5146
YesMail Inc	P.O. Box 957742	St Louis MO 63195-7742
Data and Technology Solutions	P.O. Box 957742	St. Louis, MO 63195-7742
A Subsidiary of Infogroup	P.O. Box 957742	St. Louis, MO 63195-7742

## ATTACHMENT B

### INSURANCE REQUIREMENTS:

A. 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. The 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 Metro Government and approved by the Metro Government's Risk Management Division. The Contractor shall not allow any subcontractor to commence work until the insurance required of such subcontractor 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 Metro Government. Metro Government may require Contractor to supply proof of subcontractor's insurance via Certificates of Insurance, or at Metro Government's option, actual copies of policies.

B. The following clause shall be added to the 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."



C. 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 the contractors or subcontractors policy(ies), if that/those policy(ies) provide for Limits above the minimum):

COMMERCIAL GENERAL LIABILITY: via the Occurrence Form, primary and non-contributory, with a \$1,000,000 Combined Single Limit for any one Occurrence and \$2,000,000 aggregate for Bodily Injury, Personal Injury and 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

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.

#### D. 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 Government's Risk Management Division.

#### E. MISCELLANEOUS

1. The Contractor shall procure and maintain insurance policies and shall furnish 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 Government at least fifteen (15) days prior to the expiration of any policy(s).

2. 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  
Louisville Fire Department  
611 West Jefferson Street, 3rd Floor  
Louisville, Kentucky 40202

3. 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

4. CANCELLATION OR MATERIAL CHANGE OF COVERAGE: Contractor shall notify Metro Government's Risk Management Division of any policy cancellation within two 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 Government's Risk Management Division within two business days. If Contractor fails to notify Metro Government as required by this Agreement, Contractor agrees that such failure shall be a breach of this Agreement. Metro Government 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 Government's Risk Management Division.

5. Approval of the insurance by Metro Government shall not in any way relieve or decrease the liability of the Contractor hereunder. It is expressly understood that Metro Government 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 the Contractor.