

**CITY OF HOUSTON**

GSD Purchasing 2500

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE****PURCHASE ORDER****Vendor Address**

Vendor Address Number 121635

THE FILM CREW INC

DBA SUNSET GLASS TINTING

12847 CAPRICORN

STAFFORD TX 77477

Mail Invoice to

COH GENERAL SERVICES

ACCOUNTS PAYABLE

P.O. Box 61189

HOUSTON TX 77208-1189

gsdpayables@houstontx.gov

Information

Purchase Order Number/Date 4500300565-0 / 04/10/2019

CoH Vendor Number 121635

Page 1 of 2

Buyer's Name Lianshun Zhou S53

Buyer's Telephone Number 832-393-8721

Buyer's Fax Number 832-393-8758

Buyer's E-mail Address Lianshun.zhou@houstontx.gov

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER
TO BUYER'S E-MAIL ADDRESS**Shipping Address**

HOUSTON HOUSING DEPARTMENT

2100 TRAVIS

HOUSTON TX 77002

USA

Terms of payment :

Pay net 30 w/o deduction

Currency USD

Shipping Terms

FOB(Free on board) /DESTINATION

Your person responsible: LAURA MARSH

RFQ 6000085335

Cendor Contact: Tiffany Brown 281-494-7161

COH Contact: Intan Sauer 832-393-8097

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	99022 CARD ACCESS SECURITY Film to be applied - Call Ctr. 416 & 417 2100 Travis - COH-HCD	1,329.00 / AU	1,329.00
Gross Price					
			USD	1 AU	1,329.00
			1,329.00	1.000	
The item covers the following services:					
10	Film to be applied -	98.444 LS	9.00	886.00	
20	9th floor card acces	69.670 LS	1.00	69.67	
30	10th floor card acce	69.670 LS	1.00	69.67	
40	4th floor card acces	69.660 LS	1.00	69.66	
50	Add-On - Door Sideli	234.000 LS	1.00	234.00	
Delivery Date: 04/19/2019					



CITY OF HOUSTON

GSD Purchasing 2500

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE**

PURCHASE ORDER

PO number/date 4500300565 -0 / 04/10/2019 Page 2 of 2

Total ****

USD

1,329.00

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Superior Turner

Mayor

Jimmy Adams

Chief Procurement Officer

Q. B. Brown

Controller



12810 Century Dr.
Stafford, TX 77477
Phone: 281-494-7161
Fax: 281-494-7167
www.sunsetglasstinting.com

Proposal		
Tue	3/5/2019	6:00AM

Job ID 39842 Cust # 37517 Cell: 281-813-6962
CITY OF HOUSTON - HOUSING & INTAN.SAUER@HOUSTONTX.GOV
COMMUNITY DEVELOPEMENT
INTAN SAUER
2100 TRAVIS
HOUSTON, TX 77002

Scope: ALL WORK TO BE COMPLETED MONDAY THOUGH FRIDAY DURING NORMAL BUSINESS HOURS 9-5. NO OVERTIME OR AFTER HOURS PRICING IS INCLUDED IN THIS PROPOSAL.

Sec Ln	Area	Panes	Product Description	Price
1 1	CALL CTR 416 AND 417 (FILM TO BE APPLIED 18" UP	9	SUPERGRAPHIX 1901 R	
1 2	9TH FLOOR CARD ACCESS DOOR	1	SUPERGRAPHIX 1901 R	
1 3	10TH FLOOR CARD ACCESS DOOR	1	SUPERGRAPHIX 1901 R	
1 4	4TH FLOOR CARD ACCESS DOOR	1	SUPERGRAPHIX 1901 R	
Section Total		12		\$1,095.00
Panels Total		12		
Subtotal				\$1,095.00
Order Total				\$1,095.00

Salesperson: Erik Barton - 713-384-6012
Quote good until: 4/5/2019
Payment Terms: 50% Deposit/Balance Upon Completion

Notes: FILM IS TO BE APPLIED TO THE HALLWAY SIDE OF THE GLASS 18" UP.

Standard general liability and worker's comp insurance included in the price. Customer responsible for cost of additional coverage if required.

Guarantee: All materials and workmanship are guaranteed to be as specified and the work to be performed in accordance with this written proposal, completed in a workman like manner for the amount indicated. All I.W.F.A. Guidelines for visual quality do apply. Any change(s) from these specifications requiring extra time, labor or materials will result in additional charges to the amount indicated above. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Our company is not responsible for glass breakage due to improper glass installation, existing glass damage or scoring from previous film installation. Interest at the rate of 1 1/2 percent per month will be charged on past due invoices.

Acceptance of Proposal / Authorization to Work:

The above prices, specifications, terms and conditions are satisfactory to me and are hereby accepted. My signature authorizes you to do the work.

Date Customer Signature Authorized Dealer Signature



CITY OF HOUSTON
GSD Purchasing 2500

REQUEST FOR QUOTATION

Page: 2 of 2

RFQ number/date 6000085335 / 03/29/2019

**DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF
QUOTING OTHER THAN WHAT IS SPECIFIED**

Total

\$1329.00

1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

☒ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Tiffany Bevilacqua

Supplier's Title:

A/E

Address:

12810 Century Drive Stafford, TX 77477

Telephone Number:

281-494-7161

Fax Number:

281-494-7167

E-mail Address:

Tiffany@JLunz+glasshinsky.com

Supplier's Signature:

[Signature]

Date:

4-1-19



SUNSGLA-01

OVALDEZ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/2/2019

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 have ADDITIONAL INSURED provisions or 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 Cravens Warren Insurance Agency, Inc. 10011 W. Gulf Bank Rd. Houston, TX 77040	CONTACT NAME:	
	PHONE (A/C, No, Ext): (713) 690-6000	FAX (A/C, No): (713) 690-6020
INSURED The Film Crew, Inc. dba Sunset Glass Tinting 12810 Century Drive Stafford, TX 77477	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Utica National Insurance Company of Texas	NAIC # 43478
	INSURER B: Republic-Franklin Insurance Company	12475
	INSURER C: Texas Mutual Insurance Company	22945
	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 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			5209746	12/1/2018	12/1/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG \$ 2,000,000
	OTHER:						\$
B	AUTOMOBILE LIABILITY			5194242	12/1/2018	12/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS		BODILY INJURY (Per person) \$				
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			5209748	12/1/2018	12/1/2019	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE		AGGREGATE \$ 5,000,000				
	DED <input type="checkbox"/> RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			0001284329	12/1/2018	12/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

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

City Of Houston
Finance Department
611 Walker Street
Houston, TX 77002



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Cravens Warren Insurance Agency, Inc.		NAMED INSURED The Film Crew, Inc. dba Sunset Glass Tinting 12810 Century Drive Stafford, TX 77477	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Automatic/Blanket Endorsements

CGL policy includes Contractors Liability Extension Plus Endorsement #8E3799TX, which provides automatic Additional Insured status for ongoing operations when required by contract, Aggregate Limits of Insurance that apply Per Location, an automatic Waiver of Subrogation when required by contract, and automatic Primary/Non-Contributory wording when required by contract. Form CG20010413.

CGL policy also includes Additional Insured-Owners, Lessees or Contractors - Ongoing and Completed Operations when required by contract - Endorsements #CG 20 10 04 13 and CG20370413.

Auto policy includes Commercial Auto Extension Endorsement #8E2419, which provides automatic Additional Insured status and Waiver of Subrogation when required by contract.

Workers' Compensation policy includes WC420304B, which provides automatic Waiver of Subrogation when required by contract.

Umbrella Policy coverage will follow the provisions, exclusions and limitations of the "underlying insurance" unless otherwise directed by this insurance. Underlying schedule includes General Liability, Automobile Liability, and Employers Liability policies.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS - SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
SEE SCHEDULE ON 8E1813 FOR CG2010 ADDED EFF 12/1/18	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

In the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the Insurance afforded to these additional Insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional Insured is required by a contract or agreement, the most we will pay on behalf of the additional Insured is the amount of Insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CONTRACTORS LIABILITY EXTENSION PLUS ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

1. The following is added to the Coverages section:

YOUR WORK COVERAGE

a. Insuring Agreement

- (1) We will reimburse you for "property damage" claims directly arising from "your work" for a "client".

The amount of such reimbursement is limited as described in the Limits Of Insurance section. No other obligation or liability to pay sums or perform acts or services is covered.

- (2) This insurance applies only if:

- (a) "Your work" was performed by you or an "employee" and was done with the express knowledge of the insured;
- (b) "Your work" was performed during the policy period;
- (c) You reasonably determine that payment in the amount of the "property damage" to the "client" for "your work" is necessary; and
- (d) You have received a notarized notification of a demand for remuneration from the "client" by mail within ninety days after the work was performed.

- (3) We shall have no duty nor obligation to defend the insured or perform acts or services.

b. Exclusions

This insurance does not apply to:

(1) Owned Property

"Your work" performed at any location owned by, rented or leased to the insured.

(2) Subcontracted Work

Work performed by a subcontractor.

(3) Bodily Injury And Property Damage Liability Exclusions

Property damage excluded under Bodily Injury And Property Damage Liability in the Coverages section.

- c. The following is added to the Limits Of Insurance section:

The most we will reimburse you for the sum of all damages covered under Your Work Coverage is \$10,000 in any one occurrence and \$20,000 in any annual period starting with the beginning of the policy period in the Declarations.

- d. The following conditions replace the Duties In The Event Of Occurrence, Offense, Claim Or Suit Condition under the Commercial General Liability Conditions for Your Work Coverage only:

DUTIES IN THE EVENT OF A CLAIM

- (1) You must notify us as soon as possible of the notification from your "client" of a demand for remuneration for "property damage" resulting from "your work". The notice should include:

- (a) A notarized letter from the "client" of the work deemed necessary to be changed;
- (b) The names and addresses of the affected "clients";
- (c) A written description by you of how, when and where the event occurred; and
- (d) A cancelled check or money order written to the "client".

- (2) At our request, give us complete inventories of the damage and undamaged property. Include quantities, costs, values and amount of the loss claimed.

- (3) Cooperate with us in the review of the reimbursement.

- e. The following definition is added:
"Client" means an individual, company, or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.

2. INCIDENTAL MALPRACTICE

- a. The definition of "bodily injury" in **SECTION V - DEFINITIONS** is amended to include injury arising out of rendering or failing to render medical or paramedical services to persons by any physician, dentist, nurse, emergency medical technician or paramedic who is employed by you to provide such services.
- b. Paragraph 2.a.(1)(d) of **SECTION II - WHO IS AN INSURED** does not apply to nurses, emergency medical technicians or paramedics described in paragraph a. above.
- c. Part (1) of the **Employers Liability** exclusion under Paragraph 2. **Exclusions**, of **SECTION - I COVERAGE A** does not apply to injury to the emotions or reputation of a person arising out of such services.

This Incidental Malpractice Coverage does not apply if you are engaged in the business or profession of providing services described in paragraph a. above.

3. EXTENDED PROPERTY DAMAGE

Under Paragraph 2. **Exclusions** of **SECTION - I COVERAGE A**, the **Expected Or Intended Injury** exclusion is replaced by the following:

Expected Or Intended Injury

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

4. NONOWNED AIRCRAFT AND WATERCRAFT

Under Paragraph 2. **Exclusions** of **SECTION - I COVERAGE A**, the **Aircraft, Auto or Watercraft** is replaced by the following:

Aircraft, Auto or Watercraft

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading."

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

- (1) An aircraft that is:
 - (a) Hired, chartered or loaned to an insured with a paid crew; and
 - (b) Not owned by an insured;
- (2) A watercraft while ashore on premises you own or rent;
- (3) A watercraft you do not own that is:
 - (a) Less than 51 feet long; and
 - (b) Not being used to carry persons or property for a charge;

Exceptions (1) and (3) to this exclusion g. do not apply, and exclusion g. is fully applicable, to any aircraft or watercraft to which any other insurance covering "bodily injury" or "property damage" is available to the insured. This is so whether the other insurance applies on a primary, excess, contingent or any other basis.

- (4) Parking an "auto" on, or on the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;
- (5) Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft or watercraft; or
- (6) "Bodily injury" or "property damage" arising out of:
 - (a) The operation of machinery or equipment that is attached to, or part of, a land vehicle that would qualify under the definition of "mobile equipment" if it were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law in the state where it is licensed or principally garaged; or
 - (b) The operation of any of the machinery or equipment listed in Paragraph f.(2) or f.(3) of the definition of "mobile equipment".

5. PROPERTY DAMAGE LIABILITY - ELEVATORS, BORROWED EQUIPMENT and LIMITED COVERAGE FOR DAMAGE TO PERSONAL PROPERTY IN YOUR CARE, CUSTODY OR CONTROL

- a. Under Paragraph 2. **Exclusions** of **SECTION - I COVERAGE A**, part (4) of the **Damage To Property** exclusion applies as follows:

- (1) This exclusion always applies to "property damage" to property of others which occurs at premises you own, rent or control.
- (2) With respect to "property damage" to personal property of others which occurs away from premises you own, rent or control, this exclusion will apply only when the "property damage" is:

- (a) To property which you have contracted to install;
 - (b) The direct result of the property being raised, lowered or otherwise moved by a crane;
 - (c) To "mobile equipment" or an "auto";
 - (d) To that particular part of property which you are attempting to service or repair; or
 - (e) Covered by other insurance which will pay for the "property damage."
- (3) This exclusion does not apply to "property damage" to borrowed equipment while not being used to perform operations at the job site.
- b. Parts (3), (4) and (6) of the Damage To Property exclusion do not apply to the use of elevators.
- c. The insurance afforded by this section is excess over any valid and collectible property insurance (including any deductible portion thereof) available to the insured whether primary, excess, contingent or on any other basis, and the OTHER INSURANCE condition is deemed changed accordingly.
- 6. CONTRACTUAL PERSONAL AND ADVERTISING INJURY**
- Under Paragraph 2. Exclusions of SECTION - I COVERAGE B, the Contractual Liability exclusion is deleted. However, the coverage provided by this section will not apply if COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY is excluded by any of the exclusions or other provisions of the Coverage Form or by any endorsement.
- 7. FIRE, LIGHTNING, EXPLOSION OR WATER DAMAGE**
- a. The last paragraph of SECTION I - COVERAGE A (after the exclusions) is replaced by the following:
- Exclusions c. through n. do not apply to damage by fire, lightning, explosion or water to premises rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in SECTION III - LIMITS OF INSURANCE.
- b. Paragraph 6. of Section III - Limits Of Insurance is replaced by the following:
6. Subject to 5. above, the greater of:
- (1) \$500,000; or
 - (2) The Damage To Premises Rented To You Limit shown in the Declarations;

is the most we will pay under Coverage A for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion or water, while rented to you, or temporarily occupied by you with permission of the owner.

The Damage To Premises Rented To You Limit applies to all loss or damage caused by or resulting from fire, lightning, explosion or water; or any combination of these causes

- c. Under SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, part b. (1)(b) of Other Insurance is replaced by the following:

(b) That is Fire and Extended Coverage insurance for premises rented to you or temporarily occupied by you with permission of the owner;

8. SUPPLEMENTARY PAYMENTS

Under SUPPLEMENTARY PAYMENTS - COVERAGES A AND B:

- a. The most we will pay for the cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies is increased by \$2,250.
- b. The most we will pay for actual loss of earnings because of time off from work is increased by \$250.

9. NEWLY FORMED OR ACQUIRED ORGANIZATIONS

Paragraph 3. under SECTION II - WHO IS AN INSURED, is replaced by the following:

- 3. Any organization you newly acquire or form; other than a partnership, joint venture or limited liability company; and over which you maintain ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:
 - a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and
 - b. Coverage under this provision does not apply to:
 - (1) "Bodily Injury" or "property damage" that occurred; or
 - (2) "Personal and advertising injury" arising out of an offense committed; before you acquired or formed the organization.

10. SUBSIDIARIES

The following is added under SECTION II - WHO IS AN INSURED:

- a. Any organization, not shown in the Declarations as a Named Insured, which is a legally incorporated entity, if you own more than 50% of the outstanding securities representing the present right to vote for the election of its directors; or
- b. Any organization, not shown in the Declarations as a Named Insured, which is a legally incorporated entity, if more than 50% of the outstanding securities representing the present right to vote for the election of its directors is owned by an organization described in paragraph a. above; is also an insured.

The insurance afforded under paragraphs a. and b. above applies only if no other insurance of any kind is available to such entity for this kind of liability.

11. ADDITIONAL INSURED - BY CONTRACT, AGREEMENT OR PERMIT - INCLUDING LESSOR OF LEASED EQUIPMENT, OWNER OF LEASED LAND, MANAGERS OR LESSORS OF PREMISES, ENGINEERS, ARCHITECTS AND SURVEYORS AND VENDORS

The following is added to SECTION II - WHO IS AN INSURED:

a. Additional Insureds - By Contract, Agreement or Permit

- (1) Any person or organization with whom you have entered into a written contract, agreement or permit requiring you to provide insurance such as is afforded by this Commercial General Liability Coverage Form will be an additional insured, but only:

- (a) To the extent that such additional insured is held liable for acts or omissions committed by you or your subcontractors during the performance of your ongoing operations for the additional insured.

- (b) With respect to property owned or used by, or rented or leased to, you.

The insurance afforded any additional insured under this paragraph a.(1) will be subject to all applicable exclusions or limitations described in paragraphs b.(1), (2), (3) (5) and (6) and in c.(1), (2), (3), (4), (5) and (6) below.

- (2) Such insurance as is provided by paragraph a.(1) for any additional insured will be primary, if so required by the written contract, agreement or permit. Any other insurance available to such person or organization shall be excess over this insurance.

- (3) A person's or organization's status as an additional insured in connection with a written contract, agreement or permit under paragraphs a.(1), (2) and (3) ends when your operations for that additional insured are completed or the written contract, agreement or permit is terminated or expires.

b. Additional Exclusions or Limitations

(1) Lessor of Leased Equipment

If an equipment lessor is an additional insured as a result of the provisions of paragraphs a.(1), (2) and (3) above, the following additional exclusion applies:

This insurance does not apply to "bodily injury" or "property damage" arising out of the sole negligence of such additional insured.

(2) Owner of Leased Land

If an owner or other interest from whom land has been leased is an additional insured as a result of the provisions of paragraphs a.(1), (2) and (3) above, the following additional exclusions apply:

This insurance does not apply to:

- (a) Any "occurrence" that takes place after you cease to lease that land; or

- (b) Structural alterations, new construction or demolition operations performed by or for the owner or other interest from whom the land was leased.

(3) Managers or Lessors of Premises

If a manager or lessor of premises you rent or lease is an additional insured as a result of the provisions of paragraphs a.(1), (2) and (3) above, the following additional exclusions apply:

This insurance does not apply to:

- (a) Any "occurrence" that takes place after you cease to be a tenant in those premises; or

- (b) Structural alterations, new construction or demolition operations performed by or for the manager or lessor of those premises.

(4) Engineers, Architects or Surveyors

If an engineer, architect or surveyor is an additional insured as a result of the provisions of paragraphs a.(1), (2) and (3) above, the following additional exclusions apply:

This insurance does not apply to "bodily injury," "property damage," "personal and advertising injury" arising out of the rendering or failing to render any professional services by or for you, including:

- (a) The preparing, approving, or failing to approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- (b) Giving directions or instructions, or failing to give them, if that is the primary cause of injury.

(5) Vendors of "Your Products"

If a vendor of "your products" is an additional insured under this Coverage Part, such insurance as is provided to the additional insured applies only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and subject to the following additional exclusions:

- (a) This insurance afforded the vendor does not apply to:
 - (i) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability that the vendor would have in the absence of the contract or agreement;
 - (ii) Any express warranty unauthorized by you;
 - (iii) Any physical or chemical change in the product made intentionally by the vendor;
 - (iv) Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

- (v) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

- (vi) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product; or

- (vii) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor.

- (b) This insurance afforded the vendor does not apply to any person or organization from whom you have acquired such products, or any ingredient, part or container entering into, accompanying or containing such products.

No insurance will be provided under this Vendors coverage if "bodily injury" or "property damage" under the "products-completed operations hazard" is excluded by any of the exclusions or other provisions of this Coverage Form or by any endorsement.

(6) State or Governmental Agency or Subdivision or Political Subdivision

If the state or governmental agency or subdivision or political subdivision is an additional insured as a result of the provisions of paragraphs a.(1), (2) and (3) above, the following additional exclusions apply:

This insurance does not apply to:

- (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or

- (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

- c. Such insurance as is afforded for any additional insured under paragraph a. or b. above is subject to all applicable exclusions of 2. Exclusions, **COVERAGE A** (Section I), other than exclusion b. **Contractual Liability**, to all exclusions or limitations stated with the coverage language, and to the following additional exclusions:

This insurance does not apply to:

- (1) The independent acts or omissions of such additional insured.
- (2) Any liability arising from injury or damage in connection with a contract or agreement executed or permit issued subsequent to:
 - (a) The occurrence of any "bodily injury" or "property damage"; or
 - (b) The commission of any offense which caused "personal and advertising injury."
- (3) Construction or demolition activities within 50 feet of any railroad property and affecting any railroad bridge or trestle, track, road-bed, tunnel, underpass or crossing.
- (4) Any liability arising from injury or damage in connection with a permit issued by a state or political subdivision if the liability is from operations performed for the state or political subdivision.
- (5) Any liability from "bodily injury" or "property damage" arising out of "your work" which is included in the "products-completed operations hazard."
This additional exclusion c.(5) does not apply with respect to such Vendors coverage as is provided under b.(5) above.
- (6) Any person or organization included as an insured under any other provision of Section II - **Who Is An Insured** or included as an additional insured by any endorsement to this policy.

12. INSURED - NONOWNED WATERCRAFT

The following is added to **SECTION II - WHO IS AN INSURED**:

With respect to any watercraft you do not own that is:

- a. Less than 51 feet long; and
 - b. Not being used to carry persons or property for a charge;
- any person who uses or is responsible for the use of such watercraft, with your express or implied consent, is an insured.

Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation or use of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:

- (1) "Bodily injury" to a co-"employee" of the person operating or using the watercraft; or
- (2) "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

13. MEDICAL PAYMENTS

Paragraph 7. of **SECTION III - LIMITS OF INSURANCE** is replaced by the following:

7. Subject to 5. above, the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person is the Medical Expense Limit which is the greater of:
- a. \$15,000; or
 - b. The Medical Expense Limit shown in the Declarations.

14. PER LOCATION GENERAL AGGREGATE LIMIT

The General Aggregate Limit under Limits Of Insurance (Section III) applies separately to each of your "locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

15. PRIORITY CONDITION

The following paragraph is added to **SECTION III - LIMITS OF INSURANCE**:

In the event a claim or "suit" is brought against more than one insured, due to "bodily injury" or "property damage" from the same "occurrence", or "personal and advertising injury" from the same offense, the Limits of Insurance will apply in the following order:

- a. You;
- b. Your "executive officers", directors, stockholders or "employees", and
- c. Any other insureds in any order that we choose.

16. DUTIES IN THE EVENT OF OCCURRENCE, OFFENSE, CLAIM OR SUIT

Under **SECTION IV - COMMERCIAL LIABILITY CONDITIONS, DUTIES IN THE EVENT OF OCCURRENCE, OFFENSE, CLAIM OR SUIT** is replaced by the following:

Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. You must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

This paragraph a. applies only if one of the following knows of the "occurrence" or offense:

- (1) You;
- (2) A partner or member, if you are a partnership or joint venture;
- (3) A member or manager, if you are a limited liability company; or
- (4) An "executive officer" or insurance manager, if you are an organization other than a partnership, joint venture or limited liability company.

b. If a claim is made or "suit" is brought against any insured, you must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You must see to it that we receive written notice of the claim or "suit" as soon as practicable.

This paragraph b. will be considered to have been violated only if the violation occurs after the claim or "suit" is known to:

- (1) You;
- (2) A partner or member, if you are a partnership or joint venture;
- (3) A member or manager, if you are a limited liability company; or
- (4) An "executive officer" or insurance manager, if you are an organization other than a partnership, joint venture or limited liability company.

c. You and any other involved insured must:

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;

(3) Cooperate with us in the investigation, or settlement of the claim or defense against the "suit"; and

(4) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

d. No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

17. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

Under **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS**, the following replaces **Transfer Of Rights Of Recovery Against Others To Us**:

If the insured has rights to recover all or part of any payment we have made under this policy, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

We waive any right of recovery we may have under such a transfer of rights against any person or organization holding a waiver under a written contract with the insured if such contract was executed prior to the loss which generated such right of recovery.

18. NOTICE TO COMPANY

The following is added to **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS**:

Notice To Company

If the insured reports an "occurrence" or offense to its Workers Compensation insurer and such "occurrence" or offense later becomes a claim under this Coverage Part, failure to report such "occurrence" or offense to us at the time of the "occurrence" or offense will not be considered a violation of the **Duties in the Event of Occurrence, Offense, Claim or Suit Condition**, only if:

- a. Such failure or omission is not intentional; and
- b. You notify us as soon as practicable when you become aware that the "occurrence" or offense has become a liability claim.

19. UNINTENTIONAL FAILURE TO DISCLOSE HAZARDS

The following is added to **SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS:**

Unintentional Failure To Disclose Hazards

Failure of the insured to disclose all hazards existing as of the inception date of the policy shall not prejudice the rights of the insured as respects the insurance afforded by this policy if such failure or omission is not intentional.

20. COVERAGE TERRITORY

Under the **Definitions** Section, "coverage territory" is replaced by the following:

"Coverage territory" means:

- a. The United State of America (including its territories and possessions), Puerto Rico and Canada;
- b. International waters or airspace, provided the injury or damage does not occur in the course of travel or transportation to or from any place not included in a. above; or
- c. All other parts of the world if:
 - 1) The injury or damage arises out of:
 - a) Goods or products made or sold by you in the territory described in a. above;
 - b) The activities of a person whose home is in the territory described in a. above, but is away for a short time on your business; or
 - c) "Personal and advertising injury" offenses that take place through the Internet or similar electronic means of communication; and
 - 2) The insured's responsibility to pay damages is determined in a "suit" on the merits, in:
 - a) The territory described in a. above;
 - b) The Commonwealth of the Bahamas, Bermuda, Cayman Islands, and British Virgin Islands; or in a settlement we agree to.

21. BODILY INJURY DEFINITION

Under the **Definitions** Section, "bodily injury" is replaced by the following:

"Bodily injury" means:

- a. Bodily injury, sickness or disease sustained by a person, including death resulting from any of these at any time; or
- b. Shock, mental anguish or mental injury, including death resulting therefrom, to a person who sustained bodily injury, sickness or disease, provided the shock, mental anguish or mental injury is a consequence of the bodily injury, sickness or disease.

22. PERSONAL AND ADVERTISING INJURY LIABILITY EXTENSION

Under the **Definitions** Section, "personal and advertising injury" is replaced by the following:

"Personal and advertising injury" means injury including mental anguish, shock or humiliation other than "bodily injury" arising out of one or more of the following offenses:

1. False arrest, detention or imprisonment;
2. Malicious prosecution or abuse of process;
3. Wrongful entry into, or eviction of a person from, a room, dwelling or premises that the person occupies;
4. Oral or written publication, in any manner, of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;
5. Oral or written publication, in any manner, of material that violates a person's right of privacy;
6. The use of another's advertising idea in your "advertisement";
7. Infringing upon another's copyright, trade dress or slogan in your "advertisement"; or
8. Discrimination.

As used in this form, discrimination means the act of differentiation based on age, race, color, sex, religion, national origin, physical handicap or sexual preference which violates any applicable federal, state or local statute which pertains to discrimination.

But discrimination does not include acts of differentiation that cause injury to:

- a. A person arising out of any:
 - (1) Refusal to employ that person;
 - (2) Termination of that person's employment; or
 - (3) Employment-related practices, policies, acts or omissions, such as coercion, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation or discrimination directed at that person; or
- b. The spouse, child, parent, brother or sister of that person as a consequence of "bodily injury" to that person at whom any of the employment-related practices described in paragraphs (1), (2) or (3) above as directed.

Paragraphs a. and b. above apply:

 - (1) Whether the "insured" may be liable as an employer or in any other capacity; and
 - (2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

23. IMPAIRED PROPERTY

- a. Under the Definitions Section, the definition of "impaired property" does not apply.
- b. Exclusions m. and n. under SECTION I - COVERAGE A are replaced by the following:

m. Loss Of Use Of Tangible Property

Loss of use of tangible property which has not been physically injured or destroyed, resulting from:

- (1) A delay in or lack of performance by you or anyone on your behalf of any contract or agreement; or
- (2) The failure of "your product" or "your work" to meet the level of performance, quality, fitness or durability warranted or represented by or on your behalf.

This exclusion does not apply to loss of use of other tangible property resulting from the sudden or accidental physical injury to or destruction of:

- (1) "Your product"; or
- (2) "Your work";

after such product or work has been put to its intended use.

n. Recall Of Products, Work Or Other Property

Damage claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:

- (1) "Your product";
- (2) "Your work"; or

- (3) Any property of which "your product" or "your work" forms a part;

If such product, work, or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it.

24. LIBERALIZATION

If we adopt any revision that would broaden the coverage under this Coverage Part without additional premium within 45 days prior to or during the policy period, the broadened coverage will immediately apply to this Coverage Part.

25. LIMITED PRODUCT WITHDRAWAL EXPENSE

The Limited Product Withdrawal Expense Endorsement is added, subject to the following:

Unless higher amounts are shown in the Schedule of the Limited Product Withdrawal Expense Endorsement:

- a. A \$10,000 Aggregate Limit of Insurance;
- b. A \$500 Deductible Amount Per Product Withdrawal; and
- c. A 0% Participation Percentage Per Product Withdrawal;

applies to this coverage.

26. ELECTRONIC DATA LIABILITY

The Electronic Data Liability endorsement is added subject to the following:

Unless a higher limit is shown in the Schedule of the Electronic Data Liability Endorsement, \$10,000 applies to the coverage provided by this endorsement.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS - COMPLETED OPERATIONS**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
ALL PERSON(S) OR ORGANIZATION(S) AS REQUIRED BY WRITTEN CONTRACT PROVIDED THAT THE CONTRACT	ALL LOCATIONS AND COMPLETED OPERATIONS REQUIRED TO BE COVERED UNDER WRITTEN CONTRACTS
REQUIRING THEM TO BE NAMED AS AN ADDITIONAL INSURED IS EXECUTED PRIOR TO ANY LOSS.	WITH YOU.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional Insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional Insured and included in the "products-completed operations hazard".

However:

1. The Insurance afforded to such additional Insured only applies to the extent permitted by law; and
2. If coverage provided to the additional Insured is required by a contract or agreement, the Insurance afforded to such additional Insured will not be broader than that which you are required by the contract or agreement to provide for such additional Insured.

B. With respect to the Insurance afforded to these additional Insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional Insured is required by a contract or agreement, the most we will pay on behalf of the additional Insured is the amount of Insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NONCONTRIBUTORY –
OTHER INSURANCE CONDITION**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL AUTOMOBILE EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL AUTOMOBILE COVERAGE PART

Only that insurance provided below that broadens coverage under the Commercial Auto Coverage Part applies.

A. Fellow Employee Exclusion Exception

The following modification applies on an excess basis over any other insurance.

Exclusion 5. (Fellow Employee) of SECTION II - LIABILITY COVERAGE is replaced by the following:

5. "Bodily Injury" to any fellow employee of the "Insured" arising out of and in the course of the fellow employee's employment. But this exclusion does not apply to "bodily injury" to any fellow employee which results from the use of a covered "auto" you own or hire.

B. Increased Supplementary Payments

The amount we will pay for the cost of bail bonds and for reasonable expenses incurred by the "Insured" under the Supplementary Payments Coverage Extension of SECTION II - LIABILITY COVERAGE is increased to \$2,500 and \$300 respectively.

C. Automatic Hired Auto Physical Damage Coverage

1. Subject to 2. and 3. below, the broadest of the Physical Damage Coverages provided under this Coverage Part for "autos" you own are also provided for hired "autos" which are covered for Liability Coverage under this Coverage Part.
2. The most we will pay for "loss" in any one "accident" is the lesser of:
 - a. The actual cash value of the damaged or stolen property as of the time of the "loss";
 - b. The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality; or
 - c. \$35,000.

3. As respects the Physical Damage Coverage provided for hired "autos" under this Coverage Extension, our obligation to pay for, repair, return or replace damaged or stolen property will be reduced by the largest deductible for such coverage applicable to any owned covered "auto." In the event of "loss" caused by fire or lightning, no deductible shall apply.

D. Leased Auto Additional Legal Obligation Coverage

The following coverage is added to SECTION III - PHYSICAL DAMAGE COVERAGE:

For any covered "auto" for which this Coverage Form includes a lessor as an additional "Insured" under the Additional Insured - Lessor endorsement, we will pay your additional "legal obligation" to such lessor in the event of a total "loss."

As used in this coverage, "legal obligation" shall mean and be the difference between the amount owed on your lease and the actual cash value of the "auto." The amount owed on your lease shall not include any taxes; overdue payments or interest resulting from overdue payments; penalties; lease termination fees; and charges resulting from mileage, overdue payments or excess wear and tear. The actual cash value of the "auto" and the amount owed on your lease shall be based on the time of the "loss."

E. Theft Extension

The coverage provided under SECTION III - PHYSICAL DAMAGE COVERAGE for transportation expenses incurred by you because of a total theft of a covered "auto" of the private passenger type is increased to \$50 per day and to a maximum of \$1,000.

F. Window Glass Breakage Deductible Waiver

For "loss" covered under SECTION III - PHYSICAL DAMAGE COVERAGE, the Deductible provision does not apply to window glass breakage if the damaged window glass is repaired instead of replaced.

G. Malfunction Extension for Airbags

The following provision is added to the Exclusion for wear and tear, freezing, mechanical or electrical breakdown under SECTION III - PHYSICAL DAMAGE COVERAGE:

But mechanical or electrical breakdown does not include accidental inflation of an airbag.

H. Multiple Deductibles

1. In the event of any occurrence which results in a loss or "loss" we cover under more than one Coverage, Coverage Form, or Coverage Part, the deductibles shall apply as described in 2., 3. or 4. below.
2.
 - a. If all involved deductibles are equal in amount, that amount will apply only once for all loss or "loss" from each occurrence.
 - b. Loss or "loss" from each occurrence under all involved coverages will be accumulated to make up that deductible amount.
3. If involved deductibles for different coverages are of different amounts, we will use the method described in a. or b. of this item 3. which results in the higher total payment to you.
 - a. We will apply each deductible to the loss or "loss" for the coverage to which it applies; or
 - b. We will add the amount of loss or "loss" from all involved coverages and subtract from the total the larger or largest applicable deductible.
4. This deductible provision does not apply to loss or "loss" caused by flood, windstorm or hail.

I. Bodily Injury Redefined

It is agreed and understood that the definition of "bodily injury" (SECTION V) includes mental anguish resulting from "bodily injury," sickness or disease to the person who sustained such "bodily injury," sickness or disease.

J. Unintentional Failure to Disclose Hazards

Failure of the Insured to disclose all hazards existing as of the inception date of the Coverage Part shall not invalidate the insurance afforded by this Coverage Part if such failure or omission is not intentional.

K. Broadened Cancellation

It is agreed that we may cancel or nonrenew this Coverage Part by mailing or delivering to the first Named Insured written notice of cancellation or nonrenewal at least sixty (60) days before the effective date of cancellation.

This provision does not apply if the policy is cancelled for nonpayment of premium.

If these provisions conflict with any state law or regulation governing the cancellation/nonrenewal of this Coverage Part, then such law or regulation shall prevail and this Coverage Part is amended to conform with such law or regulation.

L. Broadened Named Insured

It is agreed that the Named Insured shown in the Declarations includes any subsidiary corporation, firm, or organization of a similar business nature which is newly acquired or formed, and over which you maintain ownership or majority interest, if there is no other similar insurance available to that organization. However, coverage does not apply to "bodily injury," "property damage" or "loss" that occurred before you acquired or formed the organization.

No person or organization is an "Insured" with respect to the conduct of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations.

As used in this extension of coverage, the phrase, "similar business nature" means of a nature which an ordinary person would consider to be closely related to your business.

M. Notice of Accident, Claim, Suit or Loss

It is agreed that failure by any agent, servant, or employee (except an executive officer, or individual designated by an executive officer to give such notice) of the "Insured" to notify us of any "accident," claim, "suit," or "loss" of which such person has knowledge shall not invalidate the insurance afforded by this Coverage Part as respects the Named Insured.

N. Hired Auto Changes

Coverage territory is amended to be anywhere in the world for a "suit":

1. Involving a covered "auto" that is leased, hired, rented or borrowed by the Named Insured; and
2. Brought against an "Insured" for damages to which this insurance applies;

when such "suit" is brought in:

- a. The United States of America;
- b. The territories and possessions of the United States of America;
- c. Puerto Rico; or
- d. Canada.

O. Theft Expenses

Under the Loss Payment - Physical Damage Coverage Loss Condition (SECTION IV), regardless of the option we select, it is agreed and understood that in the event of a theft of a covered "auto," we will pay those expenses incurred for the return of the covered "auto" to the Named Insured.

P. Employees as Insureds

The following is added to the LIABILITY COVERAGE WHO IS AN INSURED provision:

Any employee of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

Q. Towing and Labor

Under SECTION III - PHYSICAL DAMAGE COVERAGE, Towing is replaced by the following:
Towing and Labor

We will pay up to the following limits for towing and labor costs incurred each time a covered "auto" is disabled:

- a. \$100 for a covered "auto" rated and classified as a private passenger vehicle.
- b. \$150 for a covered "auto" rated and classified as a light, medium, heavy or extra-heavy truck.

However, the labor must be performed at the place of disablement.

R. Personal Effects

The following is added to SECTION III - PHYSICAL DAMAGE COVERAGE:

Personal Effects

If you carry Comprehensive Coverage for the stolen covered "auto", we will pay up to \$750 for personal effects stolen with the auto.

This Insurance is excess over any other collectible insurance and no deductible applies.

S. Waiver of Subrogation

The Transfer of Rights of Recovery Against Others To Us Loss Condition is replaced by the following:

If the insured has rights to recover all or part of any payment we have made under this policy, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring suit or transfer those rights to us and help us enforce them.

We waive any right of recovery we may have under such a transfer of rights against any person or organization holding a waiver under a written contract with the insured if such contract was executed prior to the loss which generated such right of recovery.

T. Additional Insured - By Contract, Agreement Or Permit

Under SECTION II - LIABILITY COVERAGE, the following is added to Who Is An Insured:

Any person or organization with whom you have entered into a written contract, agreement or permit requiring you to provide insurance such as is afforded by this Business Auto Coverage Form is an "insured" for Liability Coverage, but only to the extent that such person or organization qualifies as an "insured" under the Who Is An Insured Provision.

U. Rental Reimbursement

1. We will reimburse you for reasonable costs you incur for the rental of a substitute "auto" that temporarily replaces a covered "auto" described in the Declarations while such "auto" is being repaired due to a "loss" covered under Comprehensive Coverage, Specified Cause of Loss Coverage or Collision Coverage.
2. We will pay the lesser of:
 - a. The amount of actual and necessary rental costs that you incur; or
 - b. A maximum of \$5,000 for each "loss."
3. The Deductible provision does not apply to this coverage.



WORKERS' COMPENSATION AND
EMPLOYERS LIABILITY POLICY

WC 42 03 04 B
Insured copy

TEXAS WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because Texas is shown in item 3.A. of the Information Page.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule, but this waiver applies only with respect to bodily injury arising out of the operations described in the schedule where you are required by a written contract to obtain this waiver from us.

This endorsement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

The premium for this endorsement is shown in the Schedule.

Schedule

1. () Specific Waiver

Name of person or organization

(X) Blanket Waiver

Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

2. Operations: All Texas operations

3. Premium:

The premium charge for this endorsement shall be 2.00 percent of the premium developed on payroll in connection with work performed for the above person(s) or organization(s) arising out of the operations described.

4. Advance Premium: Included, see Information Page

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.
(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy.)
This endorsement, effective on 12/1/18 at 12:01 a.m. standard time, forms a part of:

Policy no. 0001284329 of Texas Mutual Insurance Company effective on 12/1/18

Issued to: THE FILM CREW INC

DBA: SUNSET GLASS TINTING

This is not a bill

Authorized representative

NCCI Carrier Code: 29939

11/30/18

**CITY OF HOUSTON
DRUG DETECTION AND DETERRENCE PROCEDURE**

- (a) It is the policy of the City to achieve a drug-free workforce and to provide a workplace that is free from the use of illegal drugs and alcohol. It is also the policy of the City that the manufacture, distribution, dispensation, possession, sale or use of illegal drugs or alcohol by contractors while on City premises is prohibited. By executing this Contract, Contractor represents and certifies that it meets and shall comply with all the requirements and procedures set forth in the Mayor's Policy on Drug Detection and Deterrence, City Council Motion No. 92-1971 ("Mayor's Policy") and the Mayor's Drug Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 ("Executive Order"), both of which are on file in the Office of the City Secretary.
- (b) Confirming its compliance with the Mayor's Policy and Executive Order, Contractor, as a condition precedent to City's obligations under this Contract, will have filed with the Contract Compliance Officer for Drug Testing ("CCODT"), prior to execution of this Contract by the City, (i) a copy of its drug-free workplace policy, (ii) the Drug Policy Compliance Agreement substantially in the format set forth in Attachment "A" to the Executive Order, together with a written designation of all safety impact positions, and (iii) if applicable (e.g. no safety impact positions), the Certification of No Safety Impact Positions, substantially in the format set forth in Attachment "C" to the Executive Order. If Contractor files written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every six (6) months during the performance of this Contract or upon the completion of this Contract if performance is less than six (6) months, a Drug Policy Compliance Declaration in a form substantially similar to Attachment "B" to the Executive Order. The Drug Policy Compliance Declaration shall be submitted to the CCODT within thirty days of completion of this Contract. The first six (6) month period shall begin to run on the date City issues its notice to proceed hereunder or if no notice to proceed is issued on the first day Contractor begins work under this Contract.
- (c) Contractor shall have the continuing obligation to file with the CCODT written designations of safety impact positions and Drug Policy Compliance Declarations at anytime during the performance of this Contract that safety impact positions are added if initially no safety impact positions were designated. Contractor also shall have the continuing obligation to file updated designations of safety impact positions with the CCODT when additional safety impact positions are added to Contractor's employee work force.
- (d) The failure of Contractor to comply with the above Sections shall be a breach of this Contract entitling City to terminate in accordance with Article IV.

ATTACHMENT A

DRUG POLICY COMPLIANCE AGREEMENT

I, as Nancy E Russell an owner or officer
of Corporate Secretary
(Name) (Print/Type) (Title)
Shirley Glass Tinning (Contractor)
(Name of Company)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed.

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

Date April 2, 2019
Shirley Glass Tinning
15810 Century Dr.
Stafford, TX 77477

Contractor Name

Signature Nancy E Russell

Corporate Secretary Title

ATTACHMENT B DRUG POLICY COMPLIANCE DECLARATION

I, as NANCY C. RUSSELL CORPORATE SECRETARY an owner or officer of
(Name) (Print/Type) (Title)
SUNSET GLASS TINTING (Contractor)
(Name of Company)

have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding six months from to January 20 1 2020

_____ A written Drug Free Workplace Policy has been implemented and employees notified. The policy meets the
Initials the criteria established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Policy).

_____ Written drug testing procedures have been implemented in conformity with the Mayor's Drug Detection and
Initials Deterrence Procedures for Contractors, Executive Order 1-31. Employees have been notified of such procedures.

_____ Collection/testing has been conducted in compliance with federal Health and Human Services (HHS) guidelines.
Initials

✓ _____ Appropriate safety impact positions have been designated for employee positions performing on the City of
Initials Houston contract. The number of total employees on safety impact positions during this reporting period is 12

_____ From to the following testing has _____ occurred:
Initial 1-1-20 (start date) 6-30-19 (end date)

	Reasonable	Post	
	Random	Suspicion	Accident
	Total		
Number of Employees Tested	12		
Number of Employees Positive	0		
Percent Employees Positive	0		

Any employee who tested positive
_____ was immediately removed from the
City worksite consistent with the Mayor's Policy
Initials and Executive Order No. 1-31.

I affirm that falsification or failure to submit this declaration timely in accordance with established guidelines
Initials will be considered a breach of contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration are within
my personal knowledge and are true and correct.

April 2, 2019

SUNSET GLASS TINTING
Nancy C. Russell
Corporate Secretary

Date
Contractor Name

Signature

Title

ATTACHMENT C

Contractor's Certification of No Safety Impact Positions In Performance of a City Contract

I, as Nancy P. Russell Corporate Secretary an owner or officer of
(Name) (Print/Type) (Title)

(Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

Date April 2, 2019

Sunset Glass Tinting
6810 Creechway Dr
Stafford, TX 77477

Contractor Name

Signature Nancy P. Russell
Corporate Secretary Title

ATTACHMENT D

CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES FOR CONTRACTORS

I, as Nancy E. Russell Corporate Secretary an owner or officer of

(Name) (Print/Type)

(Title)

Sunset Glass Tinting (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in 5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

Date April 2, 2019

Sunset Glass Tinting
12810 Century Drive
Stafford, TX 77477

Contractor Name

Signature

Nancy Z Russell

Corporate Secretary

Title



CITY OF HOUSTON
GSD Purchasing 2500

REQUEST FOR QUOTATION

Page: 2 of 2

RFQ number/date 6000085335 / 03/29/2019

**DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF
QUOTING OTHER THAN WHAT IS SPECIFIED**

Total

\$1329.00

1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

☒ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Tiffany Bevilacqua

Supplier's Title:

A/12

Address:

12810 Century Drive Stafford, TX 77477

Telephone Number:

281-494-7161

Fax Number:

281-494-7167

E-mail Address:

Tiffany@sunsetglassblowing.com

Supplier's Signature:

[Signature]

Date:

4-1-19



CITY OF HOUSTON
GSD Purchasing 2500

REQUEST FOR QUOTATION

Vendor Address

Vendor Address Number 121635

THE FILM CREW INC
DBA SUNSET GLASS TINTING
12847 CAPRICORN
STAFFORD TX 77477
USA

Return Quote to:

Return RFQ to Lian Zhou Via email
Lianshun.zhou@houston.tx.gov

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000085335 / 03/29/2019
CoH Vendor Number 121635
Page 1 of 2
Buyer's Name Lianshun Zhou S53
Buyer's Telephone No 832-393-8721
Buyer's Fax Number 832-393-8758
Buyer's Email Address Lianshun.zhou@houston.tx.gov
Collective Number LZ10260793
Requirement Number 10260793

CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER/S E-MAIL
ADDRESS

Quotes are due by close of business on: 04/02/2019
Quotes are valid until close of business on: 07/02/2019

Shipping Address

HOUSTON HOUSING DEPARTMENT
2100 TRAVIS
HOUSTON TX 77002
USA

Delivery Date:

04/23/2019

Your person responsible: LAURA MARSH

Please completed in according with attached proposal

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	99022 CARD ACCESS SECURITY Film to be applied - Call Ctr. 416 & 417 Sunset Glass Tinting aka The Film Crew, Inc. 2100 Travis - COH-HCD Intan Sauer, project manager x3-8097 The item covers the following services:		
10			Film to be applied - Call Ctr. 416 & 417	91.25 LS	
20			9th floor card access door	91.25 LS	
30			10th floor card access door	91.25 LS	
40			4th floor card access door	91.25 LS	

Add Ctr - Door Sidelights

From: Williams, Felicia - GSD
To: Zhou, Lianshun - FIN
Cc: Owens, Mary - HCD; Sauer, Intan - GSD
Subject: RE: RFQ 6000085335---PR 10260793
Date: Wednesday, April 10, 2019 8:58:25 AM

Good morning Lian,

RX#10260793 has been released.

~Felicia

From: Zhou, Lianshun - FIN
Sent: Monday, April 08, 2019 8:41 AM
To: Williams, Felicia - GSD <Felicia.Williams@houstontx.gov>; Sauer, Intan - GSD <Intan.Sauer@houstontx.gov>
Cc: Owens, Mary - HCD <Mary.Owens@houstontx.gov>
Subject: RE: RFQ 6000085335---PR 10260793

Felicia/Intan,
 Please help to get PR release.

Lian

4/3/19 sent:
 Mary,
 Please release PR 10260793. Thanks

COH Purchase Req 10260793

Header

Sta	Item Short Text	Quantity	Unit	Valn Price	Total Value	C	Delivery Date	Material Group	Plant	Stor.
	10 Fm to be applied - Cal Ctr. 41	1	AU	1,329.00	1,329.00	D	04/01/2019	CARD ACCES	City of Houston	
					1,329.00					

Item [10] Fm to be applied - Cal Ctr. 416 & 417

Services	Limits	Material Data	Quantities/Dates	Valuation	Account Assignment	Source of Supply	Status	Contact Person
Release group	RQ	Purchase Req Release						
Release Strategy	37	Grant <= 3000						

Code	Description	Processor	Status
R1	Cost Center Approval	MARY OWENS	△
R2	Grants Mgr Approval	MARY OWENS	

Kind regards

Lianshun Zhou
 City Of Houston - Finance Department
 Strategic Purchasing Division
 Phone: 832.393.8721
 Fax: 832-393-8758

Partnering to better serve Houston

From: Williams, Felicia - GSD
Sent: Wednesday, April 3, 2019 10:07 AM
To: Zhou, Lianshun - FIN <Lianshun.Zhou@houston.tx.gov>
Cc: Sauer, Intan - GSD <Intan.Sauer@houston.tx.gov>; tiffany@sunsetglasstinting.com
Subject: RE: RFQ 6000085335

Requisition #10260793 has been updated.

~Felicia

From: Zhou, Lianshun - FIN
Sent: Wednesday, April 03, 2019 8:46 AM
To: Williams, Felicia - GSD <Felicia.Williams@houston.tx.gov>
Cc: Sauer, Intan - GSD <Intan.Sauer@houston.tx.gov>
Subject: RE: RFQ 6000085335

Please update PR amount to match with RFQ that I forward to you.

Lian

From: Williams, Felicia - GSD
Sent: Wednesday, April 3, 2019 8:38 AM
To: Zhou, Lianshun - FIN <Lianshun.Zhou@houston.tx.gov>
Cc: Sauer, Intan - GSD <Intan.Sauer@houston.tx.gov>
Subject: RE: RFQ 6000085335

Good morning Lian,

I spoke with Intan and she is approving the add on of the Door Sidelights. What do you need me to do besides revise the requisition?

~Felicia

From: Zhou, Lianshun - FIN
Sent: Wednesday, April 03, 2019 8:22 AM
To: Williams, Felicia - GSD <Felicia.Williams@houston.tx.gov>
Cc: Sauer, Intan - GSD <Intan.Sauer@houston.tx.gov>
Subject: RE: RFQ 6000085335

Hi Felicia,
Any update?

Lian

From: Williams, Felicia - GSD
Sent: Tuesday, April 2, 2019 11:53 AM
To: Zhou, Lianshun - FIN <Lianshun.Zhou@houston.tx.gov>
Cc: Sauer, Intan - GSD <Intan.Sauer@houston.tx.gov>; tiffany@sunsetglasstinting.com
Subject: RE: RFQ 6000085335

Hi Lian,

I haven't seen Intan this morning to ask her. I'll notify you when I have had a chance to run this by her.

Kind Regards,
~Felicia

From: Zhou, Lianshun - FIN
Sent: Tuesday, April 02, 2019 8:27 AM
To: Sauer, Intan - GSD <Intan.Sauer@houston.tx.gov>; Williams, Felicia - GSD <Felicia.Williams@houston.tx.gov>
Subject: FW: RFQ 6000085335

Good Morning,
FYI.

If Keith is required to add additional door slights, please add to PR.

Lian

From: Tiffany Brown [mailto:]
Sent: Tuesday, April 2, 2019 8:22 AM
To: Zhou, Lianshun - FIN <Lianshun.Zhou@houston.tx.gov>
Subject: Re: RFQ 6000085335

[Message Came from Outside the City of Houston Mail System]

Keith Ordered the add on. He is above Instan.

On Tue, Apr 2, 2019 at 8:19 AM Zhou, Lianshun - FIN <Lianshun.Zhou@houston.tx.gov> wrote:

Ok. Did Intan ask you addtional door slights?
Please send me c copy of COI and fill out attached drug form . Thanks.

Kind regards

Lianshun Zhou
City Of Houston - Finance Department
Strategic Purchasing Division
Phone: 832.393.8721
Fax: 832-393-8758

Partnering to better serve Houston

From: Tiffany Brown [mailto:tiffany@sunsetglasstinting.com]
Sent: Tuesday, April 2, 2019 8:10 AM
To: Zhou, Lianshun - FIN <Lianshun.Zhou@houston.tx.gov>
Subject: Re: RFQ 6000085335

[Message Came from Outside the City of Houston Mail System]

When don't have a line by line price. Our prices are determined by film, size of job and installers.

On Tue, Apr 2, 2019 at 7:27 AM Zhou, Lianshun - FIN <Lianshun.Zhou@houston.tx.gov> wrote:

Thank you.
Please fill out each price.

Kind regards

Lianshun Zhou
City Of Houston - Finance Department
Strategic Purchasing Division
Phone: 832.393.8721
Fax: 832-393-8758

Partnering to better serve Houston

From: Tiffany Brown [mailto:tiffany@sunsetglasstinting.com]
Sent: Monday, April 1, 2019 4:28 PM
To: Zhou, Lianshun - FIN <Lianshun.Zhou@houston.tx.gov>
Subject: Re: RFQ 6000085335

[Message Came from Outside the City of Houston Mail System]

Good afternoon

Please see attached!

On Mon, Apr 1, 2019 at 3:25 PM Zhou, Lianshun - FIN <Lianshun.Zhou@houston.tx.gov> wrote:

Good Morning Tiffany,
A RFQ 6000085335 was sent to you last Friday 3/29/19 regarding your proposal film for Intan Sauer. Please fill out RFQ and return to me.
Thanks.

Kind regards

Lianshun Zhou
City Of Houston - Finance Department
Strategic Purchasing Division
Phone: 832.393.8721
Fax: 832-393-8758

Partnering to better serve Houston

--

Our Office has moved. If you could please update your records to our new address **12810 Century Drive, Stafford TX 77477.**

Tiffany Brown
Administrative Assistant/ Accounts Receivable

Phone: 281-494-7161
Fax : 281-494-7167

--

Our Office has moved. If you could please update your records to our new address **12810 Century Drive, Stafford TX 77477.**

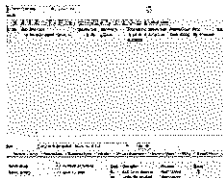
Tiffany Brown
Administrative Assistant/ Accounts Receivable

Phone: 281-494-7161
Fax : 281-494-7167

--

Our Office has moved. If you could please update your records to our new address **12810 Century Drive, Stafford TX 77477.**

Tiffany Brown
Administrative Assistant/ Accounts Receivable



Phone: 281-494-7161
Fax : 281-494-7167