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PROCUREMENT DIVISION

October 5, 2015

VIA EMAIL ONLY

[ponderosamark@hotmail.com](mailto:ponderosamark@hotmail.com)

Mark Rohrbach  
Asphalt Paving Systems, Inc

Subject: Bid 15-601 Pavement Management Alternative Methods

Dear Mr. Rohrbach:

This letter is to inform you that on October 5, 2015 the Polk County Procurement Director awarded the subject bid to your company. This letter is not a Notice to Commence Services.

At this time, you are required to furnish the Procurement Division with a Certificate of Insurance. The Board also requires that you obtain a Polk County Business Tax Receipt in order to do business with Polk County. The Certificate of Insurance and copy of Polk County Business Tax Receipt must be provided within ten (10) business days from the date of this letter.

If you have any questions, feel free to contact me at (863) 534-6716.

Sincerely,

*Tammy G. Spearman*

Tammy G. Spearman, CPPO, CPPB  
Procurement Specialist

The successful vendor shall purchase and maintain in force during the contract period, the insurance as specified with an insurer licensed to do business in the State of Florida; rated "A VIII" or better by A.M. Best Rating Company for Class VIII financial size category. Polk County, a political subdivision of the State of Florida, must be named as an additional insured with respect to liability arising from all work performed for Polk County for Automobile and General Liability policies of insurance. The certificate holder must be Polk County, a political subdivision of the State of Florida, 330 West Church Street, 1<sup>st</sup> Floor, Bartow, Florida 33830. Workers' Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute. For non-exempt vendors, Employers Liability in the amount of \$1,000,000. Commercial General Liability Insurance: \$1,000,000 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence, including the following coverages: Completed Operations, Broad Form CG. Comprehensive Automobile Liability Insurance: \$1,000,000 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired and non-owned vehicles. Workers Compensation and General Liability shall contain a waiver of subrogation in favor of Polk County. An original certificate of insurance must be on file in the Procurement Division before a purchase order will be issued.

The Certificate Holder must be stated as:

**Polk County, a Political Subdivision of the State of Florida**  
**330 West Church Street, 1<sup>st</sup> Floor**  
**Bartow, Florida 33830**

The County must be an additional named insured in regards to General and Automobile Liability. Coverage must be provided by an insurer licensed to do business in the State of Florida and must be rated "A VIII" or better by A.M. Best Rating Company for Class VIII financial size category. Waiver of subrogation in favor of Polk County is required for General Liability and Worker's Compensation coverage's.

Notation on the certificate reflecting the additional insured status and the waiver of subrogation or copies of the endorsements must be provided to verify requirements. "**All work performed for Polk County**" must be noted on the certificate.

The acceptable form of the certificate of insurance shall be the industry standard ACORD certificate.