



State of New Hampshire

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DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

LINDA M. HODGDON
Commissioner
(603) 271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603) 271-3204

Bureau of Public Works
Design and Construction
Project No. 80767 – Contract B

February 6, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Bureau of Public Works Design and Construction to enter into a contract with Alvin J. Coleman & Son, Inc. (VC# 154411) Conway, NH, for a total price not to exceed \$156,950, for the North Hampton Beach Access Ramp, North Hampton, NH. This contract is effective upon Governor and Council approval through June 12, 2015, unless extended in accordance with the contract terms. **100% Capital - General Funds.**

Funding is available in account titled Department of Resources and Economic Development as follows:

03-35-35-350030-79590000 Roofing and Repairs	<u>SFY15</u>
034-500162 – Repair/Renovations Bldgs	<u>\$ 156,950</u>
Grand Total	\$ 156,950

EXPLANATION

Per Chapter 195:1, XIII, B, Laws of 2013 for Roofing and Repairs at State Parks. This project will construct a concrete ramp to the beach, and have hand railings and a foot and shower wash. Construction will include driving steel piles for the ramp and the installation of large armor stone revetment to protect the ramp from storm surges.

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and the Honorable Council

February 6, 2015

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The contractor has been pre-qualified by the Department of Transportation. The contract has been approved by the Attorney General as to form and execution; and the Department of Resources and Economic Development has certified that the necessary funds are available. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Services, Bureau of Public Works Design and Construction.

Attached please find a copy of the tabulation of bids for this project along with the contract supplemental information sheet.

Respectfully submitted,



Linda M. Hodgdon
Commissioner

Department Estimate:	\$165,000
Contract Amount:	<u>\$156,950</u>
Under Estimate:	\$ 8,050

CONTRACT SUPPLEMENTAL INFORMATION SHEET

PROJECT: BPW Project No. 80767, Contract B – North Hampton Beach Access Ramp, North Hampton, NH

DESCRIPTION: The project will construct a concrete ramp to the beach, and have hand railings and a foot and shower wash. Construction will include driving steel piles for the ramp and the installation of large armor stone revetment to protect the ramp from storm surges.

EXPLANATION: The existing ramp is deteriorated and not ADA code compliant. The new beach access ramp and the foot and shower wash will be brought into compliance with ADA codes.

UNDER ESTIMATE

EXPLANATION: The difference between the low bid and the estimate is considered within industry standards.

DEPARTMENT

ESTIMATE: \$165,000

LOW BID: \$156,950

BIDDER SUMMARY

PROJECT NAME: NORTH HAMPTON BEACH ACCESS RAMP NON-FEDERAL 80767-B
 PROJECT NUMBER: 80767-B
 COUNTY: ROCKINGHAM COUNTY 015
 BID OPENING DATE: 01/07/2015
 SCOPE OF WORK: CONSTRUCT A CONCRETE PEDESTRIAN RAMP TO THE BEACH
 LOCATION: OCEAN BOULEVARD
 COMPLETION DATE: 06/12/2015

BID RESULTS

A	ALVIN J COLEMAN & SON INC (B001) - 9 NH RTE 113 CONWAY, NH 03818-9505	\$	156,950.00	ACCEPTED
B	MORELLO CONSTRUCTION INC (B001) - PO BOX 333 PETERBOROUGH, NH 03458	\$	159,200.00	ACCEPTED
C	ADVANCED EXCAVATING & PAVING (B001) - PO BOX 581 SUNCOOK, NH 03275	\$	197,820.00	ACCEPTED
D	E GUIMOND CONSTRUCTION LLC (B001) - 103 KNOX ROAD BOW, NH 03304	\$	214,955.00	ACCEPTED
E	WYMAN & SIMPSON INC (B001) - PO BOX 40 RICHMOND, ME 04357	\$	234,000.00	ACCEPTED
F	CPM CONSTRUCTORS (B001) - PO BOX B FREEPORT, ME 04032	\$	237,385.00	ACCEPTED
G	NORTHEAST EARTH MECHANICS INC (B001) - 159 BARNSTEAD RD PITTSFIELD, NH 03263	\$	247,450.00	ACCEPTED
H	H. L. PATTEN CONSTRUCTION CO., INC. - P.O. BOX 450 KITTERY, ME 03904	\$	254,000.00	ACCEPTED

BUREAU OF PUBLIC WORKS

Award to Alvin J. Coleman & Son, Inc
 Hold for Negotiation
 Cancel Contract
 User Agency DRED
 Authorized by [Signature]
 Date 01/15/2015

Item #1 : \$ 141,950.00
 Item #2 : \$ 15,000.00
 \$ 156,950

ITEM NO.	DESCRIPTION	PS&E		A	
		UNIT QUANTITY	UNIT PRICE	UNIT PRICE	TOTAL
901.00	CONSTRUCT BEACH ACCESS RAMP PER PROJECT PLANS AND SPECIFICATIONS	EA 1.00	\$ 150,000.00	\$ 141,950.00	\$ 141,950.00
902.00	ALLOWANCE FOR MODIFICATION TO THE CONTRACT	\$ 15,000.00	\$ 1.00	\$ 15,000.00	\$ 15,000.00
			\$ 165,000.00	\$ 156,950.00	\$ 156,950.00

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	PS&E	UNIT PRICE	TOTAL	B	UNIT PRICE	TOTAL
901.00	CONSTRUCT BEACH ACCESS RAMP PER PROJECT PLANS AND SPECIFICATIONS	EA	1.00	\$ 150,000.00	\$ 150,000.00		\$ 144,200.00	\$ 144,200.00		\$ 144,200.00	\$ 144,200.00
902.00	ALLOWANCE FOR MODIFICATION TO THE CONTRACT	\$	15,000.00	\$	\$ 15,000.00		\$	\$ 15,000.00		\$	\$ 15,000.00
					\$ 165,000.00			\$ 165,000.00			\$ 159,200.00

ITEM NO.	DESCRIPTION	PS&E			C		
		UNIT QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	TOTAL
901.00	CONSTRUCT BEACH ACCESS RAMP PER PROJECT PLANS AND SPECIFICATIONS	EA 1.00	\$ 150,000.00	\$ 150,000.00	\$ 182,820.00	\$ 182,820.00	
902.00	ALLOWANCE FOR MODIFICATION TO THE CONTRACT	\$ 15,000.00	\$ 1.00	\$ 15,000.00	\$ 1.00	\$ 15,000.00	
				\$ 165,000.00		\$ 197,820.00	

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	PS&E	UNIT PRICE	TOTAL	D	UNIT PRICE	TOTAL
901.00	CONSTRUCT BEACH ACCESS RAMP PER PROJECT PLANS AND SPECIFICATIONS	EA	1.00	\$ 150,000.00	\$ 150,000.00			\$ 150,000.00		\$ 199,955.00	\$ 199,955.00
902.00	ALLOWANCE FOR MODIFICATION TO THE CONTRACT	\$	15,000.00	\$	\$ 15,000.00		1.00	\$ 15,000.00		1.00	\$ 15,000.00
								\$ 165,000.00			\$ 214,955.00

ITEM NO.	DESCRIPTION	PS&E		E		
		UNIT QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
901.00	CONSTRUCT BEACH ACCESS RAMP PER PROJECT PLANS AND SPECIFICATIONS	EA 1.00	\$ 150,000.00	\$ 150,000.00	\$ 219,000.00	\$ 219,000.00
902.00	ALLOWANCE FOR MODIFICATION TO THE CONTRACT	\$ 15,000.00	\$ 1.00	\$ 15,000.00	\$ 1.00	\$ 15,000.00
				\$ 165,000.00		\$ 234,000.00

ITEM NO. **DESCRIPTION**
 901.00 CONSTRUCT BEACH ACCESS RAMP PER PROJECT PLANS AND SPECIFICATIONS
 902.00 ALLOWANCE FOR MODIFICATION TO THE CONTRACT

UNIT	QUANTITY	UNIT PRICE	TOTAL	PS&E	UNIT PRICE	TOTAL	F	UNIT PRICE	TOTAL
EA	1.00	\$ 150,000.00	\$ 150,000.00		\$ 222,385.00	\$ 222,385.00		\$ 222,385.00	\$ 222,385.00
\$	15,000.00	\$	\$ 15,000.00		1.00	\$ 15,000.00		1.00	\$ 15,000.00
			\$ 165,000.00			\$ 165,000.00			\$ 237,385.00

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	PS&E	UNIT PRICE	TOTAL	G	UNIT PRICE	TOTAL
901.00	CONSTRUCT BEACH ACCESS RAMP PER PROJECT PLANS AND SPECIFICATIONS	EA	1.00	\$ 150,000.00	\$ 150,000.00					\$ 232,450.00	\$ 232,450.00
902.00	ALLOWANCE FOR MODIFICATION TO THE CONTRACT	\$	15,000.00	\$ 1.00	\$ 15,000.00					\$ 1.00	\$ 15,000.00
								\$ 165,000.00			\$ 247,450.00

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	PS&E	UNIT PRICE	TOTAL	H	UNIT PRICE	TOTAL
901.00	CONSTRUCT BEACH ACCESS RAMP PER PROJECT PLANS AND SPECIFICATIONS	EA	1.00	\$ 150,000.00	\$ 150,000.00			\$ 150,000.00		\$ 239,000.00	\$ 239,000.00
902.00	ALLOWANCE FOR MODIFICATION TO THE CONTRACT	\$	15,000.00	\$	\$ 15,000.00		1.00	\$ 15,000.00		1.00	\$ 15,000.00
					\$ 165,000.00			\$ 165,000.00			\$ 254,000.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/28/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

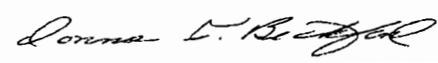
PRODUCER THE ROWLEY AGENCY INC. 139 Loudon Road P.O. Box 511 Concord NH 03302-0511	CONTACT NAME: Donna Bickford PHONE (A/C No. Ext): (603) 224-2562 FAX (A/C No.): (603) 224-8012 E-MAIL ADDRESS: dbickford@rowleyagency.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Liberty Mutual Fire Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER B: Starr Indemnity</td> <td></td> </tr> <tr> <td>INSURER C: Maine Employers Mutual AIns Co</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Liberty Mutual Fire Ins. Co.		INSURER B: Starr Indemnity		INSURER C: Maine Employers Mutual AIns Co		INSURER D:		INSURER E:		INSURER F:
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INSURER C: Maine Employers Mutual AIns Co														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Alvin J. Coleman & Son, Inc. 9 NH Route 113 Conway NH 03818-9505														

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

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			TB2Z11261307064	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			AS2Z11261307014	7/1/2014	7/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 0			1000021034	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	1810091667 3A STATES: ME	7/1/2014	7/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: Beach Access Ramp, North Hampton, #80767B - Ocean Blvd., No. Hampton, NH.
State of NH Dept. of Administrative Services, Bureau of Public Works, and the State of NH is included as an additional insured with respect to general liability when required by written contract with the named insured.

CERTIFICATE HOLDER State of NH Dept. of Administrative Servi Bureau of Public Works PO Box 483 Concord, NH 03302-0483	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 Donna Bickford/DTB 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/5/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER THE ROWLEY AGENCY INC. 139 Loudon Road P.O. Box 511 Concord NH 03302-0511	CONTACT NAME: Donna Bickford PHONE (A/C, No, Ext): (603) 224-2562 E-MAIL ADDRESS: dbickford@rowleyagency.com	FAX (A/C, No): (603) 224-8012
	INSURER(S) AFFORDING COVERAGE	
INSURED State of NH-Dept. of Administrative Services c/o Alvin J. Coleman & Son Inc. 9 NH Route 113 Conway NH 03818-9505	INSURER A: Liberty Mutual Fire Ins. Co.	
	INSURER B: Peerless Ins Co	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		NAIC #

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

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners & Contractors GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			TF2B152512001	02/05/2015	02/05/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Builders Risk			IMB152412000	02/05/2015	08/05/2015	Limit: \$156,950 Deductible: \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Re: North Hampton 80767B - Beach Access ramp, Ocean Blvd., No. Hampton NH
 ---revised 2/5/15---

CERTIFICATE HOLDER State of NH-Dept. of Administrative Servi Bureau of Pumblic Works 7 Hazen Drive PO Box 483 Concord, NH 03302-0483	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 Donna Bickford/DTB <i>Donna L. Bickford</i>

Issue Date: Jan 07, 2015

This certificate is issued as a matter of information only and confers no rights upon the certificate holder.
 This certificate does not amend, extend or alter the coverage afforded by the policies below.

Certificate Holder

Michele Gamache
 Alvin J. Coleman & Son, Inc.
 9 NH Route 113
 Conway, NH 03818

Certificate of Insurance

Companies Affording Coverage

Company Letter A Granite State Workers' Comp Mfr. Trust
Company Letter B Safety National

This policy is effective at 12:00 am on 1/1/2015 , and will expire at 12:01 am on 1/1/2016 .
 This policy will automatically be renewed unless notified by either party by October 1st of any fund year.

Coverages

This is to certify that the Workers' Compensation and Employer's Liability Insurance has been issued to the insured named above for the policy period indicated, not withstanding 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.

Type of Insurance/Carrier	Policy Number	Effective Date	Expiration Date	LIMITS
A: Workers' Compensation & Employer's Liability				
Granite State Workers' Comp Mfr. Tr	WC0120150000573	1/1/2015	1/1/2016	E.L. Each Accident \$1,000,000 E.L. Disease-Pol Limit \$1,000,000 E.L. Disease-Each Emp \$1,000,000
B: Excess Insurance				
Safety National	SP4052005	1/1/2015	1/1/2016	Workers' Compensation Statutory Employer's Liability \$1,000,000

Description of Operations

Officers Excluded

Member

Michele Gamache
 Alvin J. Coleman & Son, Inc.
 9 NH Route 113
 Conway, NH 03818

Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.