



October 6, 2011

Mr. Kyle McAdams
Fleet and Facility Operations Administrator
1314 Royal Pkwy.
Euless, TX 76040

Dear Kyle,

I am writing you to request that the City of Euless renew our janitorial contract for the 2nd year of a four year renewal option. Our prices will remain the same. I have attached our price sheet along with our certificate of insurance.

We appreciate the business and look forward to another year of partnership with the city of Euless.

Sincerely,

A handwritten signature in black ink that reads "Susan Ballard". The signature is written in a cursive, flowing style.

Susan Ballard
Vice President
UBM Enterprise, Inc.
11102 Ables Ln.
Dallas, TX. 75229
214-876-6264 Mobile
972-243-5273 Office



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/4/2011

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 Swingle, Collins and Associates 13760 Noel Road, Suite 600 Dallas TX 75240	CONTACT NAME: Janie Mendez PHONE (A/C, No, Ext): (972) 387-3000 E-MAIL ADDRESS: jmendez@swinglecollins.com PRODUCER CUSTOMER ID #: 00009412	FAX (A/C, No): (972) 387-3808
INSURED UBM Enterprise, Inc 11102 Ables Lane Dallas TX 75229	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Cincinnati Specialty	NAIC # 13037
	INSURER B: Cincinnati Casualty Company	28665
	INSURER C: United States Fire Ins Co	21113
	INSURER D: Netherlands Ins Co	24171
	INSURER E: Federal Insurance Co	20281
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 11.12 Master

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			CSU0021023	8/7/2011	8/7/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MEOW EXP (Any one person) \$ Excluded
	<input checked="" type="checkbox"/> Ded: 5,000 Per Claim						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Lost Key Coverage Inclu						GENERAL AGGREGATE \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
B	AUTOMOBILE LIABILITY			EBA0034316	8/7/2011	8/7/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR		552-015370-8	8/7/2011	8/7/2012	EACH OCCURRENCE \$ 10,000,000
		<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 10,000,000
	DEDUCTIBLE						\$
	RETENTION \$						\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC8799226	8/7/2011	8/7/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/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
E	Crime			82225132	8/7/2011	8/7/2012	Employee Theft/Client Coverage \$ 1,000,000 Ded: 5,000

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

CERTIFICATE HOLDER

CANCELLATION

CITY OF EULESS
201 N. ECTOR DRIVE
EULESS, TX 76039

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

Frank Swingle/JMM

**JANITORIAL BID WORKSHEET
THE CITY OF EULESS**

ITEM NUMBER	SERVICE LOCATIONS	UNIT PRICE PER MONTH	TOTAL AMOUNT PER YEAR
1.	City Hall - Building A	\$ 402.44	\$ 4,829.28
2.	Municipal Office Building B	\$ 314.03	\$ 3,768.36
3.	Municipal Office Building C	\$ 207.32	\$ 2,487.84
4.	Municipal Office Building D	\$ 301.83	\$ 3,621.96
5.	Midway Recreation / Senior Cnt. Center, 300 W. Midway Drive	\$ 3,169.84	\$ 38,038.08
6.	W.A. Carr Park, Simmons Senior Citizens Center	\$ 81.53	\$ 978.36
7.	Ruth Millican Center 201 Cullum Drive	\$ 90.32	\$ 1,083.84
8.	City Public Library	\$ 1,368.81	\$ 16,425.72
9.	Vehicle Service Center 1314 Royal Parkway Suite A	\$ 39.06	\$ 468.72
10.	Texas Star Conference Centre 1400 Texas Star Parkway	\$ 802.60	\$ 9,631.20
11.	Police / Courts Building 1102 West Euleless Blvd.	\$ 1,407.19	\$ 16,886.28
12.	Parks Maintenance Bldg. 1997C. West Pipeline Road	\$ 116.86	\$ 1,402.32
13.	Public Works Building 1517 Westpark Way	\$ 148.91	\$ 1,786.92
14.	Recreation Department 1314 Royal Parkway Suite B	\$ 223.05	\$ 2,676.60
	Total:	\$8,673.79	\$104,085.48