



April 12, 2024

**BILLING CLIENT**

Town of Chilmark, MA  
PO Box 119  
Chilmark, MA 02535

Timothy R. Carroll  
Town Administrator  
(508) 645-2100  
townadministrator@chilmarkma.gov

*Direct correspondence via CHA*

**OWNER'S PROJECT MANAGER**

CHA

Aditya Modi  
Project Manager

Office: (617) 865-2234  
Cell: (617) 516-4953  
Modi, Aditya <AModi@chasolutions.com>

Owen, Michael <MOwen@chasolutions.com>

**Re: PS 2024.023 Chilmark Fire & EMS Roof Investigation  
Building Science Consulting Services  
Chilmark, MA**

Dear Mr. Carroll, Mr. Modi, and Mr. Owen:

Building Science Corporation (BSC) is pleased to submit this proposal for building science consulting services for the Town of Chilmark, MA (the "Client"). The intent is to evaluate the current roof membrane bubbling issues occurring at the newly constructed New Chilmark Fire Station 1 (Menemsha Road, Chilmark, MA 02535) and the New Tri-Town EMS Headquarters (399 Middle Road Chilmark, MA 02535). These objectives will be met by completing the tasks described below, under Scope of Work (the "Services"). Information regarding project organization, fees and company qualifications is also included.

**1. SCOPE OF WORK**

**TASK 1: EVALUATION OF BUILDING CONDITIONS**

Task 1 of our Services will be to conduct an evaluation of the building conditions. To complete this task, we will discuss the history of the building concerns with the Client, (as listed above) and team, and review available documents relating to the construction (construction drawings and specifications, prior investigation reports, and any other photographs or documentation that can be provided).

One (1) project engineer will then conduct a one (1) day field review of the two facilities, with a focus on understanding the moisture issues causing the current roof membrane bubbling, and determining best practice remediation and renovation strategies based on current conditions.

The field investigation will likely include interior and exterior examination of the facility, wood moisture content measurements, infrared thermography (to visualize air leakage pathways, thermal bridging, and/or latent moisture issues), air leakage (blower door) testing, and measurement of interior-to-exterior pressures created by HVAC operation.

To gather the necessary information to evaluate the material and environmental conditions associated with areas of concern, access to adjoining areas of the facility including interstitial spaces (wall cavities, floor assembly, roof cavities, etc.) may be required in order to take temperature, relative humidity, air pressure or other measurements. If required, small openings may need to be made in interior or exterior finishes in order to gain access to the interstitial spaces. Permission for cutting or removal of interior or exterior finishes is at the discretion of the client or building owner and may be denied to BSC with the understanding that doing so may limit the gathering of information and affect the accuracy of the recommendations. It is assumed that the client will be able to perform the requested disassembly and associated patching or repair, as well as equipment for access (ladders, staging, etc.). All disassembly and patching or repairing is the responsibility of and to be paid for by the client or building owner.

**TASK 2: DEVELOPMENT OF RECOMMENDATIONS**

Task 2 of our Services will be to produce a letter report outlining recommended corrective measures for the problems observed. To complete this task, we will summarize the problems identified based on our evaluation.

This will be followed by retrofit recommendations to address the problems. Typically, several options are given for remedial measures, including costlier/more intrusive, but more certain to solve the problem, vs. less costly/intrusive, but less certain to solve the problem.

These Services will result in a letter report outlining recommended corrective measures for the problems observed. Included in the report will be the technical justification for our determinations and recommendations. The Scope of Work can include a short follow-up call or teleconference to discuss the report and/or minor edits, if requested by the Client.

**2. SCHEDULE AND FEES**

BSC proposes to perform the Services described for the following fee schedule:

• Task 1 – Evaluation of Building Conditions	\$5,000
• Task 2 – Development of Recommendations	\$4,500
• Estimated expenses (vehicle use, hotel, per diem, etc.)	Under \$700
<b>Total</b>	<b>\$9,500 + (Under \$700 expenses)</b>

BSC requires a **\$4,000 retainer** prior to commencing consulting Services. Invoices will be sent at the completion of each Task. All payments are due within 30 days of invoicing.

Please note: Our invoices are due within 30 days of receipt. A service charge of 1.5% will be applied to the unpaid balance starting 30 days after the due date. Interest will start to accrue at a rate of 1.5% per month until the outstanding balance has been paid, or 18% per year. We reserve the right to stop work for invoices not paid within 30 days of receipt.

Travel and other expenses are billed at actual cost incurred. Out of state travel expenses will include a per diem of \$60 per day, to cover meals and incidentals.

Any additional or follow up work after completion of the Scope of Work above will be billed at the hourly rates listed below, separate from the fixed fee. Hourly rates are valid through to the end of the 2024 calendar year, after which the rates may be subject to change. Expenses are separate from the hourly rates listed below.

• 2024 BSC Hourly Rate Schedule	\$275/hour (Principals) \$225/hour (Senior Associate) \$175/hour (Associates)
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Information on BSC personnel can be found on our website at:

<https://buildingscience.com/building-science-corporation-team>

BSC's W-9 form and blank/sample certificate of insurance (COI) are attached for reference.

BSC will make all efforts to conduct the review at the client's convenience (given a reasonable amount of time to schedule and make travel plans). Site reviews will commonly be scheduled within three (3) weeks after signing of the contract. The letter report will typically be completed within three (3) weeks of conducting the site review.

**3. COMPANY QUALIFICATIONS**

Building Science Corporation is a multidisciplinary company that provides specialized consulting services. BSC specializes in several major disciplines including:

- Building science investigations
- Education and training
- Indoor environment assessments
- Failure analysis
- Energy analysis and life cycle costing
- Inspection and testing
- Redesign (drawings and specifications)

- Contract documents

BSC has long established experience in preventing and resolving building problems, preparation of technical reports dealing with the condition of buildings, and equipment and causes of deficiencies, and preparation of specifications for remedial work.

It has been our experience that the majority of in-service failures of buildings are caused by the penetration and/or accumulation of moisture. Therefore, considerable expertise has been gained in the understanding and application of moisture control systems to existing and new construction. BSC has been directly involved in numerous projects dealing with the investigation and restoration of building envelopes for residential, commercial, institutional, and high-rise buildings.

From our understanding of heat, air and moisture flow through buildings, indoor air quality investigations and assessments have become a regular component of our services.

Building Science Corporation has considerable experience and expertise in consulting, research, development, demonstration, testing and inspections involving building science, indoor air quality, mold, moisture, durability, construction practice, and building operations. Specific areas of expertise include:

- Rainwater leakage testing and evaluation of waterproofing systems;
- Pressure testing of building shell tightness in single and multizone buildings;
- Effects on building dynamics of air pressure differences produced by the interaction of occupants, wind, temperature and mechanical equipment within buildings and between indoors and outdoors; and
- Measurement of temperature, relative humidity, building shell tightness, air pressure differences, air flows through building elements, whole buildings and mechanical equipment, power consumption of equipment, radon, carbon dioxide, airborne particles, and viable and non-viable fungal spores.

#### 4. BUILDING SCIENCE CORPORATION PERFORMANCE

Building Science Corporation shall use its best, commercially reasonable efforts in performance of this Agreement. Building Science Corporation liability for the activities specified in this Agreement shall be limited to the performance of the above-mentioned work, and nothing contained in this Agreement shall be construed to impose any further liability on Building Science Corporation or its officers, directors, shareholders, employees, associates, and its associated companies.

#### 5. OTHER PROVISIONS OF THIS PROPOSAL AND AGREEMENT

- STANDARD TERMS AND CONDITIONS. Please see Building Science Corporation's STANDARD TERMS AND CONDITIONS that are attached to and made a part of this Agreement as Appendix A. Matters covered in the Standard Terms and Conditions include but are not be limited to, reimbursable expenses, travel expense, payment terms, and business promotion, liability, legal jurisdiction, force majeure, and our Warranty for services performed.
- No one other than the Client shall be entitled to use, rely upon or otherwise make use of any report provided to the Client by Building Science Corporation without its written authorization and further any third party so using such report or materials shall do so at their own risk and without any obligation or liability to Building Science Corporation.
- This Agreement has been executed by the duly authorized representatives of both parties on the dates set forth below to be effective as of the day and year first written above.
- For purposes of execution of this Agreement, facsimiles shall be accepted as original signatures.

If you agree with this proposal, please sign and date this letter in the area provided and return an original copy to us along with the **\$4,000 retainer** at your earliest convenience. Receipt of the letter and retainer is required prior to commencing consulting services. Please send the signed copy to:

Building Science Corporation  
70 Main Street  
Westford, MA 01886

We appreciate the opportunity to submit this proposal. Should you have any questions, or require further information, please do not hesitate to contact us.

Very truly yours,



Kohta Ueno  
Principal, Building Science Corporation

BY SIGNING THIS LETTER BELOW, YOU ARE ENTERING INTO A BINDING LEGAL AGREEMENT, CONSISTING OF THIS LETTER AND THE STANDARD TERMS AND CONDITIONS ATTACHED. ASK TO HAVE EACH TERM YOU DO NOT UNDERSTAND FULLY EXPLAINED TO YOU SO THAT YOU UNDERSTAND THE AGREEMENT YOU ARE MAKING.

**Contracted For:** PS 2024.023 Chilmark Fire & EMS Roof Investigation  
Building Science Consulting Services  
Chilmark, MA

**Contract Fee:**

• Task 1 – Evaluation of Building Conditions	\$5,000
• Task 2 – Development of Recommendations	\$4,500
• Estimated expenses (vehicle use, hotel, per diem, etc.)	Under \$700
<b>Total</b>	<b>\$9,500 + (Under \$700 expenses)</b>

**Hourly Rate for Follow Up Work:**

• 2024 BSC Hourly Rate Schedule	\$275/hour (Principals) \$225/hour (Senior Associate) \$175/hour (Associates)
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**Contract Term:** Valid through **December 31, 2024**

**Agreed and Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Appendix A

**BUILDING SCIENCE CORPORATION**  
**STANDARD TERMS AND CONDITIONS**

**1.0 BILLING**

- 1.1 Other than specified above or otherwise agreed, Invoices will be issued every month.
- 1.2 Additional Reimbursable Expenses are billed separately and are in addition to the professional fees. Such expenses include travel expense, expense of professional liability insurance requested by the Client dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally carried by Building Science Corporation or its sub-consultants, and other similar direct Project-related expenditures. All Building Science Corporation's work product and Services shall be in the English language. In the event translation or interpretation Services are required then any related expense shall be reimbursable to Building Science Corporation. All reimbursable expenses will be billed at actual cost. Expenses paid directly by you will not be shown in our billing. Electronic records of expenses shall accompany each billing invoice.

**2.0 WARRANTY AND LIABILITY**

- 2.1 Building Science Corporation maintains commercial insurance policies, evidence of which will be provided upon request. All policies are subject to annual renewal. Building Science Corporation will not undertake to guarantee continued coverage beyond the individual policy term.
- 2.2 Building Science Corporation's comprehensive general and automobile liability insurance coverage shall not exceed \$1,000,000.
- 2.3 Building Science Corporation, its employees, subcontractors and agents shall not be liable for indirect or consequential damages, including without limitation loss of use and loss of profits.
- 2.4 Building Science Corporation is not providing structural engineering or other engineering services with respect to the project or the work. Any and all structural engineering work or other engineering work shall remain the responsibility of the Structural Engineer or Engineer of Record. Building Science Corporation is not commenting on the adequacy of the structural design or its load carrying ability.
- 2.5 Building Science Corporation is not and shall not act as the Architect of Record nor shall it act as the Engineer of Record for the project. All final determinations as to compliance with the applicable codes and standards shall be reviewed and approved by the Architect of Record or the Engineer of Record as may be required under the applicable codes and standards and the Authority Having Jurisdiction.
- 2.6 Building Science Corporation shall be entitled to rely upon the accuracy, timeliness and completeness of services and information furnished by the Client, the Architect of Record, the Engineer of Record, the Contractor and the Client's Consultants.
- 2.7 Any unauthorized use of the materials or reports provided by Building Science Corporation shall be at the Client's sole risk and without liability to Building Science Corporation and Building Science Corporation's subconsultants. Moreover, no one other than the Client shall be entitled to use, rely upon or otherwise make use of any report or other material provided to the Client by Building Science Corporation without its written authorization and further any third party so using such report or materials shall do so at their own risk and without any obligation or liability to Building Science Corporation.
- 2.8 If specifically included in the Scope of Work, Building Science Corporation will perform site reviews. Building Science Corporation's site reviews are for the limited purpose of assisting the Architect of Record or Engineer of Record or Contractor in monitoring the construction of the building enclosure and mechanical systems and does not absolve the Architect of Record, Engineer of Record or Contractor from carrying out all construction in accordance with the Contract documents and applicable codes and standards. By reason of its site reviews or observations of the work in progress, Building Science Corporation shall not supervise, direct or have control over the work, nor shall Building Science Corporation have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, for occupational health and safety precautions and programs incident to the work of the Contractor or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor furnishing and performing the work or Architect of Record or Engineer of Record supervising the work. Building Science Corporation does not guarantee the performance of the Contractor and does not assume any responsibility or liability for the Contractor's failure to furnish and perform the work in accordance with the Contract documents.
- 2.9 In such instances where Building Science Corporation has agreed to site reviews its obligation shall be limited to the finite number of field visits specified in the Scope of Work.

**3.0 TERMINATION OR SUSPENSION**

- 3.1 Failure of the Client to make payments to Building Science Corporation in accordance with this Agreement shall be considered cause for termination or, at Building Science Corporation's option, cause for suspension of performance of Services under this Agreement. In such event, Building Science Corporation shall have the right to immediately withhold Building Science Corporation's Service(s), including the Instruments of Service, without notice. Prior to suspending Service(s), Building Science Corporation shall give seven days written notice to the Client. In the event of a suspension of Services due to failure of the Client to make payments to Building Science Corporation, Building Science Corporation shall have no liability to the Client for delay or damage caused to the Client because of such suspension of Services. Before resuming Services, Building Science Corporation shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of Building Science Corporation's Services. Building Science Corporation's fees for the remaining Services and the time schedules shall be equitably adjusted.
- 3.2 If the Client, for more than 30 consecutive days, suspends the Project, Building Science Corporation shall be paid for Services performed prior to notice of such suspension and for expenses incurred as a result of the interruption and resumption of Building

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Science Corporation's Services. Building Science Corporation's fees for the remaining Services and the time schedules shall be equitably adjusted at Building Science Corporation's good-faith discretion.

- 3.3 If the Project is suspended or Building Science Corporation's Services are suspended for more than 90 consecutive days, Building Science Corporation may terminate this Agreement by giving not less than seven days written notice.
- 3.4 This Agreement may be terminated by either party upon not less than seven days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
- 3.5 In the event of termination not the fault of Building Science Corporation, Building Science Corporation shall be entitled to payment for Services performed prior to termination, together with Reimbursable Expenses then due. Additionally, Building Science Corporation shall be paid for expenses directly attributable to termination for which Building Science Corporation is not otherwise paid.
- 3.6 Any notice required hereunder may be given by courier service or mail, with return receipt requested, to the address set forth as follows:

To: Building Science Corporation, Attention Peter Baker, President, 70 Main Street, Westford, MA 01886, pbaker@buildingscience.com, unless otherwise requested in writing as provided by this provision.

To: Client at the address first written in this Agreement unless otherwise requested in writing as provided by this provision.

Notice shall be deemed received five business days after forwarding by courier or seven business days after being sent by mail with return receipt requested.

### 4.0 MISCELLANEOUS PROVISIONS

- 4.1 Nothing in this Agreement (express or implied) shall constitute or be deemed to constitute between the parties named in this Agreement the relationship of partners or partnership or employer - employee and neither Party shall have any authority to bind the other in any way.
- 4.2 The headings of paragraphs, sections and other subdivisions of this Agreement are for convenient reference only. They shall not be used in any way to govern, limit, modify, construe this Agreement or any part or provision or otherwise be given any legal effect.
- 4.3 No modification or alternation of any term or condition of this Agreement shall be valid unless in writing signed by persons duly authorized on behalf of each party.
- 4.4 This Agreement contains the entire understanding of the parties with reference to the subject matter of this Agreement and there is no other understanding, agreement, warranty or representation whether express or implied in any way extending, defining or otherwise relating to the provisions of this Agreement or binding on the parties with respect to the subject matter of this Agreement. Any previous agreements, understandings and negotiations on the subject matter shall cease to have any legal effect.
- 4.5 All work Building Science Corporation performs under this Agreement is a "Service" and all documents produced are Instruments of that service (the "Instrument(s) of Service").
- 4.6 Force Majeure: Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions, wars, insurrections, acts of terrorism or any other cause beyond the reasonable control of the party whose performance is affected.
- 4.7 Each provision of this Agreement shall be considered severable and, if for any reason any provision or provisions are determined to be invalid or contrary to any existing or future applicable law, such invalidity shall not impair the operation of or affect those portions of this Agreement, which are still valid.
- 4.8 This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts and its Courts shall have exclusive jurisdiction. All matters concerning this Agreement and its validity, performance or breach shall be governed by the laws of the Commonwealth of Massachusetts, and the parties submit and consent to the jurisdiction of the courts of the Commonwealth of Massachusetts, including Federal Courts located in the Commonwealth of Massachusetts, in any action brought to enforce (or otherwise relating to) this Agreement.
- 4.9 Unless explicit reference is made to the intention to override Appendix A, if there shall be any conflict or contradiction between any provision contained in Appendix A and the Agreement or any other contractual obligation made part of this Agreement, then the provisions contained in Appendix A shall be deemed to be the controlling provision.
- 4.10 This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all constituting together one and the same instrument, this being one of the counterparts.
- 4.11 The terms and conditions of this Agreement shall extend to and bind the parties named in this Agreement and their respective heirs, successors and assigns. Neither this Agreement nor any of the rights and obligations memorialized in this Agreement shall be assigned by either party hereto without the prior written consent of the other party hereto which shall not be unreasonably withheld.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b>  <b>See Specific Instructions on page 3.</b>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Building Science Corporation</b>		
	2 Business name/disregarded entity name, if different from above n/a		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) <u>5</u>  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions. <b>70 Main Street</b>		Requester's name and address (optional)
	6 City, state, and ZIP code <b>Westford, MA 01886</b>		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
<b>or</b>										
<b>Employer identification number</b>										
0	4		-	3	1	5	2	7	4	8

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Kohta Ueno, Principal	Date ▶ January 9, 2024
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/21/2024

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).

<b>PRODUCER</b> Hanson Insurance Agency 632 County Road PO Box 668 Hanson MA 02341		<b>CONTACT NAME:</b> Doreen Machado, CISR <b>PHONE (A/C, No, Ext):</b> (781) 293-6376 <b>FAX (A/C, No):</b> (781) 293-2969 <b>E-MAIL ADDRESS:</b> Doreen@hansonins.com	
<b>INSURED</b> Building Science Corporation 70 Main Street Westford MA 01886		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Utica National Insurance Group NAIC # 25976 <b>INSURER B:</b> Admiral Insurance Group 24856 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 03/2024 Hanover 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. COVERAGE 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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Broad Form Contractual <input checked="" type="checkbox"/> No Habitational Exclusions GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	4427387	03/19/2024	03/19/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COM/POP AGG	\$ 2,000,000
							Employment Practices	\$ 300,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	4427387	03/19/2024	03/19/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CULP4461398	03/19/2024	03/19/2025	EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$ 2,000,000
								\$
A	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/A	Y	5490845	03/19/2024	03/19/2025	PER STATUTE <input checked="" type="checkbox"/> OTHER
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Professional Liability retro Date 07/24/2014			EO00005935202	03/19/2024	03/19/2025	Occurrence \$10,000 Ded	\$1,000,000
							Aggregate \$30,000 DED	\$1,000,000

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

Certificate holder is granted waiver of subrogation and is an additional insured on all policies as required by written contract on all policies. Umbrella is forms follows. All coverage evidence by this certificate are primary and non-contributory to those provided by certificate holder. Cancellation notice to named insured is by the policy provisions. 10-Day cancellation notice to named insured for cancellation for non-payment. No Residential Exclusions.

**CERTIFICATE HOLDER****CANCELLATION**

Sample	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 
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