

BID SOLICITATION



City of Chattanooga
101 East 11th Street, Suite G13
Chattanooga, TN 37402

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

BID OPENING DATE AND TIME:

28-JUN-16 at 2:00 PM

BID NUMBER: 304301

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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City of Chattanooga
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
BID 304301 / Req. 136921 Ordering Dept.: Economic & Community Development Buyer: Sharon Lea Email: slea@chattanooga.gov Phone No.: 423-643-7235 Fax No.: 423-643-7244					
Request for BIDS for Abatement Services: Overgrowth, Litter, & Structure Boarding					
ATTACHMENTS: BID 304301, Specifications (15 pages)					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Abatement Services. The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Terms Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein.					
QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.					
*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON JUNE 28, 2016 ***					
ALL QUESTIONS DUE IN WRITING NO LATER THAN **4:30 PM EST ON JUNE 20, 2016**					
City of Chattanooga (COC) Terms and Conditions posted on Website http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions . If you can't download call buyer for a copy.					
NOTE: ALL BIDS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.					
Any manufacturers names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.					
The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.					
The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.					
**** NOTE **** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:					

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City of Chattanooga
 101 East 11th Street, Suite G13
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Company Name _____					
Address _____					
Phone/Toll-Free No. _____					
Fax No. _____					
eMail Address _____					
Contact Person's Name _____					
Estimated Delivery _____					
Minority-Owned Business _____ Small Business _____ Veteran _____					
Minority Woman-Owned Business _____ Disabled Veteran _____					
Woman-Owned Business _____					
**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****					

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS

The City is Exempt from all Federal and State Tax.
 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

NAME AND TITLE: _____

Abatement Services Overgrowth, Litter and Structure Boarding

I. OVERVIEW

This Request for Bid is being issued for the Department of Economic and Community Development (ECD) under the general supervision of the Administrator, or designee, to provide overgrowth, litter and structure boarding abatement services in accordance with the terms, conditions, and specifications contained in this request.

Companies or individuals with demonstrated experience in overgrowth, litter and structure boarding abatement and with an interest in making their services available to ECD are invited to respond to this solicitation. Respondent(s) are companies or individuals that submit bid responses to this request. The Respondent(s) shall be financially solvent and each of its members if a joint venture, its employees or agents, shall be able to perform the services required under this document request.

II. SCOPE OF WORK

The Scope of Work included in these specifications shall be for overgrowth, litter and structure boarding abatement services for ECD, which shall include all labor, materials, supplies, and equipment necessary to perform the overgrowth, litter and structure boarding abatement services described herein.

Any questions or comments related to the services described in these specifications must be submitting in writing:

Sharon Lea, Buyer
City of Chattanooga Purchasing Department
101 East 11th Street, Suite G13
slea@chattanooga.gov
Fax 423-643-7244

Description of Services:

- **Boarding** – The successful Respondent(s) shall provide all materials, equipment and labor to perform the boarding service as described. The services include, but are not limited to barricading building openings by using plywood that is no less than ½ inch thick and boarding framing materials that are a minimum nominal two inch by four inch (2"X 4") solid sawn lumber. Interior boarding fasteners are required to be a minimum of 3/8 inch diameter carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts (diagram 2). Fasteners attached from the exterior and used to close the access door should be a minimum of 3/8 inch in diameter and have a security star pattern drive head requiring a **Torx security star drive screwdriver** (diagram 1) and be a minimum of three inches (3") long. Any board placed on an unsecured, vacant building shall be painted a color that is consistent with the color of the structure and shall be cut to fit into any window(s), door(s) or other openings on such unsecured, vacant building.
- **Painting** - All boards used to barricade the building shall be painted a color that is consistent with the color of the structure and shall be cut to fit into any windows, doors or other openings on such vacant building.
- **Cleaning Worksite** - The Respondent(s) shall be responsible for removing all debris, unused materials, etc., from the property during the course of performing the work. Removal and disposal of all combustible waste and refuse (gasoline containers, accelerants, explosives, etc.). The removal and disposal of all combustible materials and debris shall comply with all applicable laws, ordinances and codes.

Description of Services:

Overgrowth and Litter Abatement – The successful Respondent(s) shall provide all materials, equipment and labor to perform the overgrowth and litter abatement services as described. The services include, but are not limited to mowing, trimming, edging, cleaning and removing litter in compliance with Chattanooga City Code. More specifically:

- Vegetation, with the exception of trees (unless otherwise specified) will be cut to a height of no more than three (3) inches and premises shall be raked clean in the manner that will ensure proper drainage across the property without causing erosion.
- Litter/debris will be removed and properly disposed in accordance with all applicable laws, ordinances and codes.
- Mow, trim, and edge all areas including around all trees, shrubs, rip rapped banks and fences.
- Clean all grass clippings and/or grown grass or vegetation from curbs, gutters, sidewalks, landings, and other services as required.
- Trim any vegetation (vines, grasses, weeds, etc.,) hanging on or over fences. This shall include the disposal of all clippings, trimmings and other services as required.
- Pick-up removal and disposal of all debris, sticks, rocks, limbs, bottles, metal, plastic, paper, etc., from the site.
- Sweep asphalt or concrete paved and curbed areas of dirt, gravel, debris, grass clippings and other services as required.
- Remove and dispose of vegetation (volunteer growth of grass, weeds, trees, shrubs, etc.) growing within the rip rapped bank area of any site.
- Trim shrubbery as needed. This shall include the disposal of all trimmings.

Performance of Work

- The Respondent(s) shall furnish all supervision, labor, materials, machinery, tools, equipment, and services as well as perform and complete all work requests, issued during the term of this contract in a timely, cost efficient, safe, and professional workmanlike manner (Exhibit-A).
- Respondent(s) shall acknowledge each work request within 72 hours.
- Respondent(s) shall photograph with date stamp prior to beginning work.
- All work must be completed within ten (10) business days of assignment. Work not completed within the ten (10) day period may be reassigned to the next Respondent in rotation.
- Boarding Property Worksheet shall include a specific Commencement Date and Completion Date (Exhibit-A).
- All work shall be performed in compliance with all applicable local, state, and/or federal codes, laws and/or regulations.
- Respondent(s) shall contact ECD within 72 hours of completed work to schedule final inspection of property.
- **Any damages to premises or land during or resulting from the performance of the contracted duties shall be the responsibility of the Respondent.**

Payment

Respondent(s) shall submit invoice for payment within 72 hours after work is completed:

Department of Economic and Community Development
Chattanooga City Hall
101 East 11th Street, Suite 200
Chattanooga, TN 37402

Payments are made within thirty (30) days from the date invoices are received.

III. PROJECT SCHEDULE

The length of this contract between the City and Respondent(s) will be for twelve (12) months with the option to extend the contract two (2) additional twelve (12) month terms for a maximum total of thirty-six (36) months, should the City exercise this option.

The Contract for the full services shall begin immediately on the effective date of the award of the Contract.

IV. CONSIDERATION FOR AWARD/AWARD PROCEDURES

This bid shall be awarded on the basis of the unit costs as well as an evaluation of the Vendor's qualifications, experience, capabilities and other factors specified below and in the City Code. No travel or mileage costs will be paid by the City. Travel costs must be included in bidder's unit pricing.

Estimated Project Cost – Cost to provide services as required in the proposal request.

Statement of Qualifications/Previous Experience – The Respondent's demonstration of a full understanding of the services requested, and their ability, capacity and skill to provide the services requested; the Respondent's demonstration of relevant experience in overgrowth, litter and structure boarding abatement; and the Respondent's ability to collaborate with department/city staff.

Demonstration of Readiness to Proceed Along with Availability and Accessibility – Demonstration of availability to start work immediately upon approval and signing of contract and demonstration of adequate level of availability/accessibility throughout contract.

The low bidder may be interviewed in person prior to determining award.

More than one (1) Respondent may be selected to provide overgrowth, litter and structure boarding abatement services.

The City may require additional information and Respondent(s) agree to furnish such information. The City reserves the right to reject any and/or all bids, to waive any information in Bids received, and to accept any Bid which in its opinion may be in the best interest of the city.

V. REQUIRED SUBMITTALS

Respondent(s) must include each of the following in their submittals:

- Provide unit costs for requested services (see pages six (6) thru eight (8))
- Documentation that Respondent(s) has been in the business for a minimum of three (3) years
- Provide a statement detailing overgrowth, litter and structure boarding abatement services, bidding, estimating, and work write-up experience

- Provide a statement discussing availability and accessibility. This statement should describe any existing time commitments which would impair Respondent's ability to proceed and provide details on the minimum number of days per week/month Respondent(s) will be available and minimum number of hours per week/month Respondent(s) will be accessible for contract related tasks.
- Provide a list of references, a minimum of three (3), with particular emphasis on clients who have received relevant services in the past three years, (2013, 2014 and 2015)
- Provide copy of current city business license
- Provide evidence of current general liability and workers' compensation insurances
- Provide Non-Collusion Statement. The Respondent understands that the information contained in this solicitation is to be relied upon by the City in awarding the proposed Contract, and such information is warranted by the Respondent to be true. The Respondent agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the Respondent, as may be required by the City. The Respondent must include a statement to the fact that the offer is made independently and free from collusion.

VI. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Vendor shall comply with the Terms and Conditions posted on website

www.chattanooga.gov/purchasing/standard-terms-and-conditions that has been made a part of this solicitation.

All questions regarding this solicitation must be directed to Sharon Lea, Buyer, City of Chattanooga Purchasing Department, 101 East 11th Street, Suite G13; Chattanooga, TN 37402; slea@chattanooga.gov; Phone: (423) 643-7235.

1. RESPONDENT(S) MUST SUBMIT TWO (2) COPIES OF THE CITY'S STANDARD BID FORM AND PAGES SIX THRU EIGHT (6-8) OF THIS DOCUMENT.
2. Bid forms must be signed by a representative who is authorized to contractually bind the Respondent.

OVERGROWTH, LITTER AND STRUCTURE BOARDING ABATEMENT SERVICES

PART I. RESPONDENT AND COST INFORMATION

A. Ownership Entity (Name and Address of Ownership Entity)

Company Name:

Street Address:

City: _____ State: _____ Zip: _____

Telephone : (_____) _____ Fax : (_____) _____

E-mail: _____

Name of Contact Person: _____ Title _____

Office Phone: (_____) _____ Mobile (_____) _____

Business License in the State of _____ License #: _____

Date Issued _____ Expiration Date _____

City of Chattanooga License # (if applicable): _____

Date Issued _____ Expiration Date _____

Proprietor (SS#) _____ Federal Tax ID Number _____

***Respondent shall include evidence of general liability and workers' compensation insurance coverage.**

B. Proposed Cost Sheet

Boarding – All unsecured vacant buildings shall be barricaded by using a minimum of one half (1/2) inch plywood board, oriented strand board (OSB), or AvanTech and 2"X 4" solid sawn lumber. Boards shall be an exterior grade material cut to fit into all windows, doors and other openings of the building installed as required in the "Description of Services". (See exhibit B)

Using the required materials and methods, please submit your price for boarding.
(Please keep in mind that you may be able to board more than one window with a sheet of plywood and board multiple windows and doors with a box of screws).

1 Exterior Door (32" X 84", 36" X 84" or up to 48" X 96"): \$ _____

1 Door Wall up to (48" X 96"): \$ _____

1 Access Door Secured: \$ _____

1 Window with dimensions of up to (48" X 96"): \$ _____

2 or more windows with dimensions totaling (48" X 96"): \$ _____
(Example: 2 windows, each 4' X 4'; or one window 3' X 4' & another window 4' X 5')

Cleaning Worksite - The Respondent(s) shall be responsible for removing all debris, unused materials, etc., from the property during the course of performing the work.

No contract will be awarded to any proposer who, as determined by the City, has an unsatisfactory performance record, of inadequate experience, lack of organization, labor and/or equipment to perform the required services. All work is to be provided in a manner and time frame consistent with the needs of the City.

Overgrowth Abatement

Mowing: Grass should be cut to a height of 3 inches. Clippings should be discharged from mowing equipment so as to minimize piling and discharge onto paved, graveled or ditched areas.

Trimming and edging of all areas is required; this includes around trees, shrubs, banks, fences etc. Care shall be taken not to cause damage to trees, shrubs, and other such vegetation.

Remove grass clippings that may drop on curbs, gutters, sidewalks, streets, etc. during the course of performing the work.

Price Per Square Foot \$ _____

Litter Abatement (General Cleaning)

Removal and disposal of all debris, trash, waste, rocks, limbs, bottles, metal, plastic, paper, etc. from the site. General cleaning shall be considered less than 10 cubic yards. Debris and trash in excess of 10 cubic yards may be negotiated.

Price per Square Foot \$ _____

Problem/ Extreme Conditions and Areas

Unusual conditions that are not a part of scheduled abatement service shall be reviewed and agreed upon by the Contractor and the City representative. (Examples: access to property, unable to utilize standard equipment, etc.)

The City of Chattanooga (ECD) reserves the right to offer compete or negotiate sites that are over 15,000 square feet.

To determine the contracted rate for abatement of a specific property, the Contractor and a City representative shall meet at the site. They shall calculate the total square footage under consideration for abatement. The total footage figure shall be reviewed and agreed upon by both the Contractor and the City representative before any work commences.

The Total Abatement And Disposal Rate For A Specific Location Shall Be Determined By Utilizing The Total Square Footage Agreed Upon By Both Parties And Multiplied By The Contracted Unit Price For Each Item Of The Work.

C. Signature of representative who is authorized to contractually bind the Respondent.

Signature

Print Name

Title

Date

City of Chattanooga
Department of Economic and Community Development
Litter/Overgrowth Abatement Property Worksheet

☐ Boarding

Square Footage	(less)	Size of Structure
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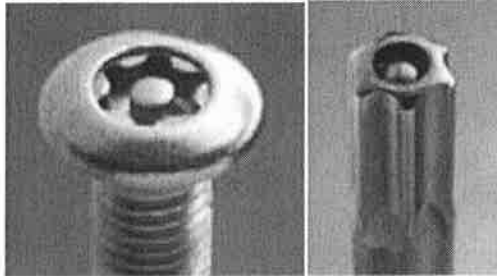
*Negotiated Price – A mutual agreed upon amount between the vendor and authorized staff of NSCD

Invoice received & submitted for payment by: _____

Administration Approval _____

Exhibit B:

Security Screw—to be used to close the final opening



(Diagram 1 – Security screw & screwdriver)

3/8" Carriage Bolt—to be used to close all other openings



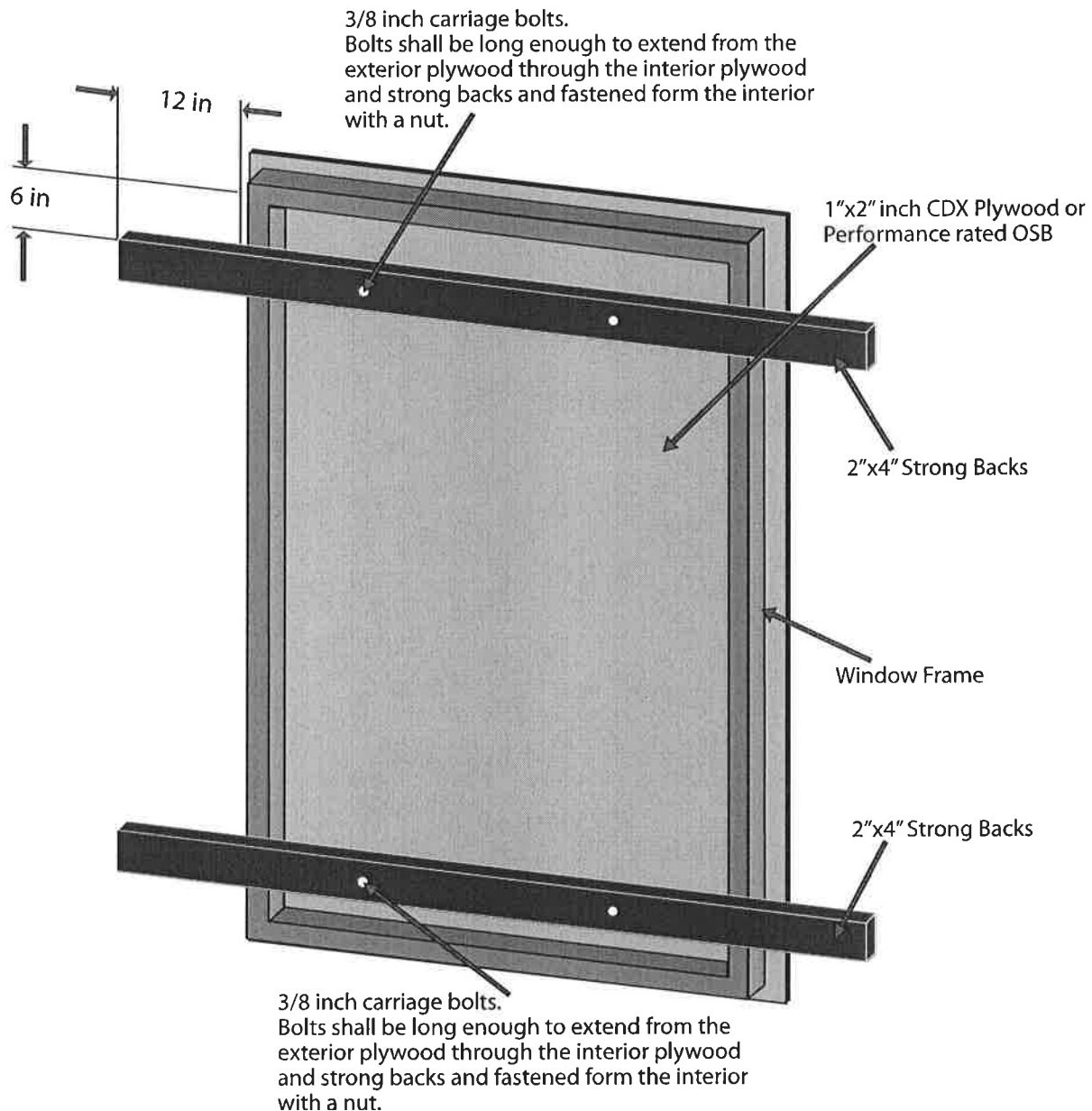
(Diagram 2—Carriage bolt with washer and nut)

2"x4" Strong Backs Window Frame 1"x2" inch CDX Plywood or
Performance rated OSB 2"x4" Strong Backs 3/8 inch carriage bolts.

Bolts shall be long enough to extend from the
exterior plywood through the interior plywood
and strong backs and fastened from the interior
with a nut. 3/8 inch carriage bolts.

Bolts shall be long enough to extend from the
exterior plywood through the interior plywood
and strong backs and fastened from the interior with a nut.

12 in 6 in



Boarding of Windows

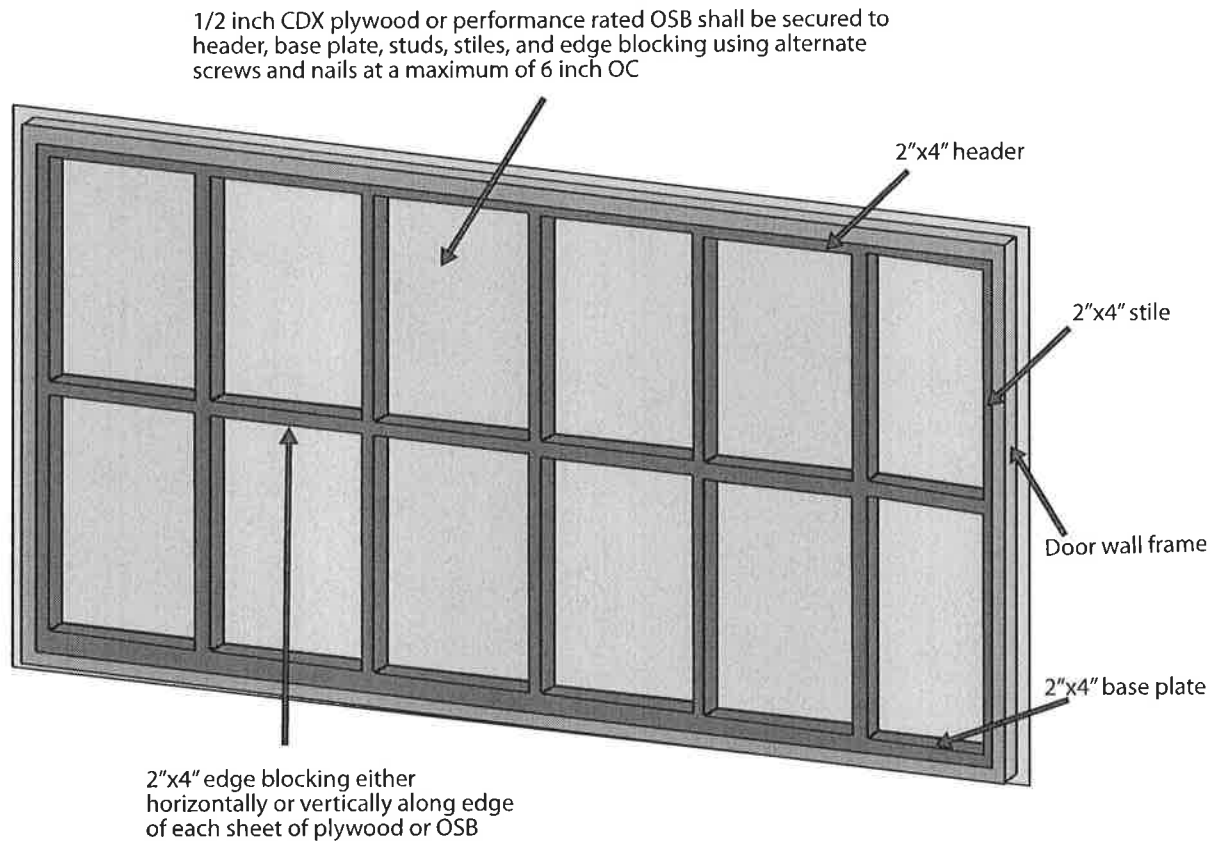
The boarding sheet material shall be cut to fit the door or window opening neatly or shall be cut to provide an equal overlap at the perimeter of the door or window.

Windows. The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The boarding framing material shall be cut a minimum 2 inches wider than the window opening and shall be placed on the inside of the window opening 6 inches minimum above the top and below the bottom of the window opening. The framing and boarding shall be predrilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.

Door walls. The door opening shall be framed with boarding framing material secured at the entire perimeter and at not more than 24 inches on center horizontally. Blocking shall also be secured at not more than 48 inches on center vertically. Boarding sheet material shall be secured with screws and nails alternating every 6 inches on center.

6/13/2016

Doors. Doors shall be secured by the same method as for windows or door openings. One door to the structure shall be available for authorized entry and shall be secured and locked in an approved manner.



BOARDING OF DOOR WALL

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6/13/2016

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the contractor and/or subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Company)

(Date)

REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

6/13/2016

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence