

Joseph A. Siciliano, Director

Daniel Carlsen, Assistant Director

Susan M. Snyder, Recreation Superintendent

Brian Kerzner, Marine & Facility Superintendent

Dr. Gregory T. Kramer, Parks & Trees Superintendent

Steve Pyo, Golf Course Operations Manager



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|--------------------------------|--------------|
| Director's Office | 203-622-6472 |
| Administration | 203-622-6480 |
| Recreation | 203-618-7649 |
| Marine & Facility Operations | 203-618-7651 |
| Parks & Trees | 203-622-7824 |
| Griffith E. Harris Golf Course | 203-531-7200 |
| Information/Programs | 203-622-7830 |

DEPARTMENT OF PARKS AND RECREATION

January 1, 2024

Dear Marine Service Vendor:

Enclosed is the 2024 Marine Service Vendor application package for your use during the 2024 Boating Season. The pollution coverage is still available through the Town of Greenwich if you are unable to obtain coverage from your insurance company. The fees are as followed:

- Vendor Permit is \$40.00/year
- Pollution insurance from the Town is \$100.00/year

Please complete all documents and return to my attention along with a check payable to the Town of Greenwich for the applicable fee. Your insurance information and accord form must be included with your payment.

If you have any employees who will work on-site they must be covered under your Workers' Compensation and be listed on the enclosed employee sheet.

Once your insurance information has been verified, you will receive a Marine Vendor Permit. This will allow you to operate within the Town of Greenwich Marine Facilities for the purpose of working on, or launching resident owned recreational vessels and their trailers. The resident must hold a current Marina Facility Use Permit for the vessel being serviced. In the event that a permitted Marine Vendor needs to use the Town ramp for a resident owned recreational vessel that does not have a Facility Use sticker, the vendor is responsible for prepaying for the one time use at Town Hall.

Please be sure you indicate the services you provide to the Marina Facility Use Permit holders so the services can be listed on the Approved Marina Vendor listing on the Town website. Also, please provide an email address should we need to send you notifications. Lastly, while working on Town of Greenwich property, please display the permit on the dashboard of the vehicle that you are arriving in. This will allow for us to quickly identify that you are a permitted vendor.

If you have any questions, please feel free to contact me at 203-622-6484.

Amy Hansen
Operations Manager – Boats & Harbor
Marine & Facilities Operations Division
Town of Greenwich Parks and Recreation

**Town of Greenwich
Department of Parks and Recreation
Marina Vendor**

Tax ID or SS# _____

Permit No: _____

2024 COMMERCIAL SERVICE LICENSE PERMIT

(hereinafter termed LICENSEE/PERMITEE):

TOWN OF GREENWICH ISSUES TO LICENSEE/ PERMITEE a license to use certain Marina facilities at the following times and permits the purposes hereinafter set forth per TOWN OF GREENWICH Code Section 7-67B:

The conditions of this LICENSE PERMIT are as follows:

1. TOWN OF GREENWICH hereby permits LICENSEE/PERMITEE to use and operate within the Town of Greenwich Marine Facilities for the purpose of providing paid marine services to the residents who hold a current facility use permit for the vessels being serviced. Services are to be provided during normal facility hours of operation. This includes launching ramps for vessel with facility use permits.
 2. TOWN OF GREENWICH permit's the LICENSEE/PERMITEE for the following services:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 3. LICENSEE/PERMITEE pays TOWN OF GREENWICH:
 - a) \$40.00 fee for this LICENSE PERMIT and
 - b) \$100 for pollution insurance coverage per attached Insurance Requirement Sheet - paragraph F. Upon presentation of evidence of privately obtained conforming pollution insurance coverage, this fee will be waived.
 4. LICENSEE/PERMITEE shall indemnify, defend, and save harmless the TOWN OF GREENWICH, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs, and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the LICENSEE/PERMITEE'S use of the said Marina or operations under the terms of this LICENSE PERMIT.
 5. LICENSEE/PERMITEE agrees to be responsible for any and all damage inflicted on said Marina as a result of said licensed use, ordinary wear and tear excluded, and to promptly upon demand reimburse TOWN OF GREENWICH for any such claim of damage.
 6. LICENSEE/PERMITEE agrees not to display or distribute at or in connection with said licensed use any printed matter unless such printed matter shall have been submitted to and approved in writing by TOWN OF GREENWICH, and TOWN OF GREENWICH shall have the absolute right to refuse such approval.
 7. LICENSEE/PERMITEE shall comply with all federal, state, and local laws, ordinances, regulations and orders with respect to its licensed and permitted use of the said Marina. LICENSEE shall comply with "Best Practices" directed by TOWN OF GREENWICH in performing all operations.
 8. LICENSEE/PERMITEE agrees to comply with all rules and regulations of the said Marina. The sale of goods is prohibited unless specific authorization is included in this LICENSE PERMIT.
 9. LICENSEE/PERMITEE is solely responsible and liable for the service performed for its customers and any guarantees to its customers for said service including any assembly, such as anchorages or mooring tackle.
 10. The LICENSEE/PERMITEE shall procure and maintain at its sole cost and expense, insurance in accordance with the attached Insurance Requirement Sheet covering said dates in paragraph 1. The LICENSEE/PERMITEE shall furnish evidence of such insurance to Town of Greenwich, Department of Parks and Recreation prior to the issuance of this LICENSE PERMIT.
 11. LICENSEE/PERMITEE agrees not to employ/utilize Town of Greenwich employees in conjunction with the delivery of services listed in paragraph 1.
 12. LICENSEE/PERMITEE agrees to obtain approval from the Town of Greenwich Operations Manager Boats & Harbor or designee prior to providing hauling/launching services to insure that financial obligations to the Town are satisfied.
- This LICENSE PERMIT is valid for a period of one (1) year from the date of issuance or for the period as otherwise stated in paragraph 1 and may be revoked at any time by the TOWN OF GREENWICH for violation of its provisions.

Please sign below and make your check made payable to the Town of Greenwich. NO REFUNDS. There is a \$25.00 fee for returned checks.

Send to: Town of Greenwich
Marine and Facilities Operations
101 Field Point Road
Greenwich, CT 06830

TOWN OF GREENWICH

LICENSEE:
SIGNATURE _____

By _____

Print Name _____

Address _____ City, State: _____ Zip: _____

Telephone No. _____ e-mail _____

Insurance Requirement Sheet

Insurance Requirements: Before starting the work permitted in the License and extending to the expiration of any guarantee period provided for by the Licensee, the Licensee and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Licensed operations.

- A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:
 - 1. Commercial General Liability.
 - 2. Town as additional insured.
 - 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
- B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
- C. Excess Liability, with minimum coverage of \$1,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
- D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
- E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
- F. Other (Pollution): \$300,000. (See License Permit paragraph 3).
- G. CERTIFICATE HOLDER: TOWN OF GREENWICH
ATTN: Dept. of Parks and Recreation (Also fill in on ACORD Certificate of Insurance)
101 Field Point Road, Greenwich, CT 06830.

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The License Permit and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the Licensee's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory. This letter must follow exactly the format attached hereto by the Parks and Recreation Department and must be signed by the same individual authorized representative who signed the Acord form.** If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Licensing is dependent upon receipt of complete, correct insurance documentation.

The Licensee shall be responsible for maintaining the above insurance coverages in force to secure all of the Licensee's obligations under the License with an insurance company or companies with an AM Best Rating of B+:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

AGENT/BROKER
(LETTERHEAD)

DATE

Joseph Siciliano, Director of Parks and Recreation
Town of Greenwich
101 Field Point Road
Greenwich, Connecticut 06830

Re: Town of Greenwich Marina Vendor Commercial Service License
Permit To _____

Dear Director Siciliano:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of [insert state] and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich has been endorsed as additional insured under general liability policy no. [insert policy number], issued by [insert company affording coverage] to [name of insured];
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above referenced License Permit have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form

