



Dear Business Owner/Operator:

The Libertyville Fire Department maintains a list of board-up companies to refer to in the event of an emergency board-up within our Village and/or Fire Protection District. To be placed on our list, we are requesting that the following information be submitted to our office:

1. A current Certificate of Liability Insurance with the Village of Libertyville listed as its holder
2. A current, typed list of contact names, including all phone numbers and email addresses
3. A letter documenting that your employees have underwent a recent background check
4. A letter stating that your company will never chase any incident
5. A completed "Indemnity/Hold Harmless Agreement" form (attached)

Upon receipt of the aforementioned required documents, your company will be added to a list that will be kept on file at this office. The list will also be provided to the occupant/owner if your services will be needed. Any company not providing any of the above-mentioned information will *not* be added to our list, and any company responding to a scene without being called will be removed from the list.

Additionally, the approved company is fully responsible for proactively providing updated documents, such as certificates of liability insurance and contact information, to ensure the Department never possesses expired and/or invalid documents. Failure to do so may prompt the Department to remove the approved applicant from the list without notification. Please feel free to contact me at the phone number and/or email address below should you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "Milgwe" with a flourish at the end.

Lt. Michael J. Weaver
Director of Fire Prevention
Libertyville Fire Department
847-918-2063
mweaver@libertyville.com

Fire Department

1551 N. Milwaukee Avenue Libertyville, Illinois 60048 (847) 362-5664 (847) 362-8829 fax
www.libertyville.com



Indemnity / Hold Harmless Agreement

For and in consideration of this agreement and other good and valuable consideration which is hereby acknowledged, _____ agrees to perform board-up services for and according to the requirements of the Village of Libertyville (Village) and to the fullest extent permitted by law, _____, hereby agrees to indemnify and hold harmless the Village of Libertyville, its corporate authorities, officers, agents and employees from and against any and all claims for injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs, fees, and expenses, which may in any way accrue against the Village, its officials, agents or employees arising in whole or in part or in consequence of _____, its employees contractors, subcontractors, agents or assigns performing board up services at fire and disaster scenes or which may in any way result therefrom, except that arising out of the sole legal cause of the Village. _____, shall, at its own expense, appear, defend and pay all charges of attorneys (which may be the attorneys of the Villages sole choosing) and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents and /or employees, in any such action, _____, shall at its own expense, satisfy and discharge the same.

_____, expressly understands and agrees that any performance bond or insurance policies required by the Village of Libertyville, or otherwise provided by _____, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the Village of Libertyville, its corporate authorities, officers, agents and employees as herein provided. Moreover, nothing herein shall be construed to waive any immunities or defenses that the Village may assert in defense of any claim.

In signing below, _____, represents and warrants that he/she is duly authorized to enter into this agreement on behalf of _____.

Insurance Requirement

_____, shall provide evidence of General Liability insurance with a minimum of \$1,000,000 combined single limit per occurrence for bodily injury, property damage and personal injury with a general aggregate of no less than \$1,000,000 including a waiver of subrogation. The Certificate of Insurance and underlying general liability policy shall include the Village of Libertyville its corporate authorities, officers, agents and employees as additional insured.

Date: _____

Signature: _____

Print Name: _____

Organization: _____
