

Ptarmigan at Cherry Creek

Building Move Policy and Vendor Access Requirements

General Information

All tenants moves—into, out of, or within the building—must be coordinated with the management office. Please notify the management office of your proposed moving date. **The moving contractor should also contact the management office so that use of the loading dock and freight elevator can be scheduled.** The moving contractor must provide evidence of liability insurance coverage at least five (5) days prior to the day of the move.

Vendor access will only be provided upon receipt and full compliance with the referenced Insurance Requirements. If suite access is to be given by security and/or the management office, pre-scheduling must take place with the management office.

The management office requires that all moves be undertaken after normal business hours to reduce any inconvenience to tenants in the building.

Insurance Requirements

The contractor must provide evidence of the following:

- A. Worker's Compensation & Employer's Liability:** Statutory limits required by applicable Workers' Compensation Law and \$1,000,000.00 per occurrence for employers liability arising under any other applicable Act or governmental enactment for the protection of employees.
- B. Commercial General Liability** including products and completed operations coverage, premises liability, blanket contractual liability including Contractor's indemnity agreements contained in this Agreement, personal injury (employees' exclusion deleted) \$2,000,000.00 combined single limit for bodily injury and property damage per occurrence. Coverage shall be written on an "occurrence" basis.
- C. Comprehensive Auto Liability** including owned, non-owned, or hired vehicles coverage: \$1,000,000.00 per occurrence Bodily Injury and Property Damage Liability (Combined Single Limit).

Each insurance policy shall be written to cover all claims arising out of occurrences taking place within the period of coverage, shall name: (a) HTD Ptarmigan LLC as additional insured, (b) shall not be contributory with any other insurance available to any Owner Entity, (c) shall not be subject to reduction of coverage as to any Owner Entity by reason of any claim asserted against Contractor other than in connection with the rendition of Services hereunder or by reason of any misstatement, act or omission of any party other than Owner applying for or insured by such insurance and (d) shall state that it will not be canceled, reduced or materially changed without thirty (30) days' prior written notice to Owner. Before the commencement of the Term of this Agreement, Contractor shall supply Owner with either the policies themselves or certificates of insurance satisfactory to Owner, evidencing compliance with all the foregoing requirements.

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In the event Contractor fails to provide replacement coverage at least fifteen (15) days prior to the expiration of any policy of insurance, Owner may at its option secure such insurance and deduct the cost thereof from any amounts due Contractor and Contractor shall pay any additional amounts due to Owner within fifteen (15) days of notice thereof from Owner. Contractor shall be responsible for obtaining and/or maintaining in force any insurance on equipment, tools, personal effects or other business-related personal property owned by or rented to or in the care, custody or control of Contractor, its subcontractors, etc., and for any deductible under said policy.

Required Certificate of Insurance shall be provided prior to commencement of work and the following shall be named insured:

HTD Ptarmigan Place, LLC
And Hamilton Titan Partners, LLC
As additional insured/ISA OA
3773 Cherry Creek North Drive, Suite 270
Denver, CO 80209

Send Insurance Certificates with new endorsements to the building Management Office at fax no. 303-321-5166. If you have any questions, please contact the building management office.

Loading/Unloading

Hamilton-Titan Partners requires that the contractor provide protection for building carpets, tile and walls during loading and unloading. If a moving contractor will not be utilized, please contact the management office for a list of moving procedures and acceptable protective measures.

Loading Dock Hours and Access

The loading dock and delivery entrance are located on the east of the building and are easily accessible from the north entrance to the property off Ptarmigan at Cherry Creek.

The moving contractor must contact the management office well in advance of the moving date to schedule use of the loading dock and the service elevator. The service elevator is available during non-business hours only with the prior approval of the management office. Approval is also required for moves that are scheduled to take place during the weekend.

Freight Elevator Dimensions:

Door- Width 3ft, 6in...Height 7ft

Interior- Short ceiling 7ft, 4in

Tall Ceiling 9ft, 10in

Width 5ft Length 7ft

Dock-

Height Restriction-

13ft, 9in

Ptarmigan Garage

Height Restriction

East Ramp- 7ft

West Ramp- 7ft

North Garage

Height Restriction

7ft, 2in

