



City Council Policy: CP021 - Insurance Requirements for Miscellaneous Contract Services

Effective Date: June 20, 1994

Amends:

Approved By: City Council

I. SCOPE

II. PURPOSE

A. To establish requirements and procedures for insurance coverage of vendors who provide miscellaneous contract services. This policy does not apply to major contracts such as street reconstruction and maintenance.

III. RESPONSIBILITY

A. City Administrator.

IV. DEFINITIONS

V. POLICY

A. The City frequently approves contracts for service. Often these contracts are for minor maintenance and repair jobs. In order to control the City's liability exposure for this work, the Council adopted this policy to require contractors who provide minor services for the City to provide proof of insurance. Insurance certificate must be submitted to the City by an agent. It must provide proof that the company has a minimum amount liability insurance coverage as described below and has named the City as an additional insured:

1. Minor service contracts of \$10,000 or less will be required to provide proof of liability insurance of at least \$100,000.
2. Minor service contracts of more than \$10,000 will be required to provide proof of liability insurance of at least \$300,000.

B. Proof of workers compensation insurance complying with State law will be a requirement of all contractors.

VI. PROCEDURES