



City of Alachua

PO Box 9, Alachua, FL 32615 ~ (386) 418-6100 ~ (386) 418-6107 Fax

Insurance Requirements

The vendor agrees to comply with all applicable federal, state, and local laws and regulations now in effect, or hereinafter enacted during the term of this agreement.

The vendor shall obtain at Vendor's expense all necessary insurance in such form and amount as required by the City before beginning work. Vendor shall maintain such insurance in full force and effect during the life of the purchase order, agreement, or contract. Vendor shall provide to the City's Purchasing Specialist or designee certificates of all insurance required under this section prior to beginning any work. The certificates shall show the type of coverage, effective dates and date of expiration. Certificates shall also contain substantially the following statement: The insurance covered by this certificate will not be cancelled or materially altered without 30 days written notice to the Certificate Holder.

Vendor shall indemnify and save the City harmless from any damage resulting to the City for failure of either Vendor or any sub-Vendor to obtain or maintain such insurance.

The following are required types and minimum limits of insurance coverage, which the Vendor agrees to maintain during the term of the purchase order, agreement or contract:

Line of Business/Coverage	LIMITS	
	Occurrence	Aggregate
Professional Liability and/or	\$1,000,000	\$1,000,000
Commercial General Liability Including: Bodily Injury Contractual Liability Death Property/Operations Damage	\$1,000,000	\$1,000,000
Automobile Liability	\$1,000,000	\$1,000,000
Workers' Compensation & Employer's Liability	Statutory	Statutory

The City reserves the right to require higher limits depending upon the scope of work under the purchase order, agreement or contract.

Neither the Vendor nor any sub-Vendor shall commence work under any purchase order, agreement or contract until they have obtained all insurance required under this section and have supplied the City with evidence of such coverage in the form of an insurance certificate and endorsement. The Vendor will ensure that all sub-Vendors will comply with the above guidelines and will maintain the necessary coverage throughout the term of the purchase order, agreement or contract.

All insurance carriers shall be rated a least A-VII per Best's Key Rating Guide and be licensed to do business in Florida. "Occurrence" form policies are required.

The Vendor's liability insurance policies shall be endorsed to add the City of Alachua as an "additional insured". The Vendor's Worker's Compensation carrier will provide to the City a Waiver of Subrogation.

The Vendor shall be responsible for the payment of all deductibles and self-insured retentions. The City may require that the Vendor purchase a bond to cover the full amount of the deductible or self-insured retention.

The Vendor must provide the City with evidence of Professional Liability insurance when applicable. "Claims-Made" forms are acceptable for Professional Liability insurance.

A copy of proof of insurance MUST be submitted with a proposal.