**CONTRACTOR INSURANCE CERTIFICATE REQUIREMENTS**

 Contractor/Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Primary Excess/ Must All Checked**

**General Liability**  **Amount Umbrella Equal Items Required**

 Each Occurrence + = $2,000,000 X

 Products/Completed Operations Aggregate + = $2,000,000 X

 Personal/Advertising Injury + = $1,000,000 X

 Each Occurrence + = $1,000,000 X

 Boxes checked for occurrence form, per project aggregate & WA Stop Gap X

 Pollution Liability $1,000,000 [ ]

 Professional Liability (Errors & Omissions) $1,000,000 [ ]

NOTE: Any General Liability Policy that includes a Residential, Condo, Multi-Family or Apartment exclusion **MUST** be

 declared on the certificate and you must provide a copy of the exclusion endorsement.

**Automobile Liability**

 Automobile Liability Coverage - Combined Single Limit $1,000,000 X

 Automobile Liability must include **any auto** or **all three** of the following:

 Scheduled, Hired and Non-Owned Autos X

**Description of Operations**

 Use the following (or similar) verbiage in the Description of Operations section: “Re: Project # \_\_\_\_\_\_\_\_\_

 Certificate Holder and Project Owner (by name) are added as additional insureds for General Liability and

 Excess Liability, per endorsement #xxx attached. This insurance is primary and non-contributory per the

 attached endorsement. Waiver of Subrogation included, as attached.” X

**Cancellation Section**

 Must provide at least **30** day notice of cancellation (10 days for non-payment) X

 Notice of Termination/Cancellation – cross out **“endeavor to”** and “**but failure to do so shall**

 **impose no obligation or liability of any kind upon the insurer, its agents, or representatives” X**

Certificate must be signed by an authorized representative of the insurance agency X

**Endorsements**

 Attach endorsement naming Certificate Holder and Owner on a Primary & Non-Contributory basis **X**

Attach the Additional Insured Endorsement form evidencing that **Certificate Holder and Project Owner**

 are named as additional insureds as respects general liability coverage and provides A/I status for both

 **“ongoing” and “completed operations” X**

 Endorsements must include the same policy number as appears on the Insurance Certificate X

**Other Certificate Provisions**

 Renewal certificates must be provided prior to expiration, for the term required by contract X

 If Excess/Umbrella Liability is used, Occurrence box must be checked (Claims Made **not** acceptable) X

 General Liability or Automobile Liability deductibles greater than $5,000 **must** be declared X

**Certificate Holder Information:**

 Name: King County Library System, et al

 Mailing Address:

**Additional Insured entities:**