



PROFESSIONAL SERVICES

Insurance Requirements

Make sure your insurance includes:

<u>Coverage</u>	<u>Requirements</u>
<input type="checkbox"/> Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 Aggregate
<input type="checkbox"/> Business Automobile Liability	\$1,000,000 per occurrence, including owned, non-owned and hired vehicles
<input type="checkbox"/> Workers Compensation (Statutory) (<input type="checkbox"/> or signed exemption if Sole Proprietorship/no employees)	\$1,000,000
<input type="checkbox"/> *Professional Liability/ Errors & Omissions (E&O)	\$1,000,000; coverage continuing for 3 years after completion of services rendered.
<input type="checkbox"/> Additional Insured Endorsement (General & Auto)	The City must be named an additional insured on the standard industry form (known as an ACORD form) and on an endorsement form using the following language: <div style="text-align: center;"> <p>“The City of Vallejo, its officers, agents and employees are included as additional insured on all policies except Workers’ Compensation.”</p> </div> Endorsement must state that coverage is primary insurance. Insurance must cover on an occurrence basis, not on a claims-made basis, except E&O insurance which may be on a claims-made basis.
<input type="checkbox"/> Cancellation or Non-Renewal	Policies must provide that notice of cancellation or non-renewal must be received by the City at least thirty days prior to such event.
<input type="checkbox"/> Insurers Affording Coverage	Include Insurer’s NAIC numbers on ACORD form

**Professional Liability/Errors & Omissions Liability Insurance required for consultants who are licensed professionals.*