



Dear Sir/Madame:

In order for the City of Redlands to patronize your enterprise, your company will need to provide certificates of insurance. Failure to fulfill the insurance requirements will delay the issuance of and/or result in the cancellation of your Purchase Order. As a vendor/contractor providing a service to the City the following insurance criteria has been established.

- A. The vendor/contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.
- *Worker's Compensation and Employer's Liability* insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City.
 - *Comprehensive Commercial General Liability* insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City and **name the City as additional insured**. {Three million dollars (\$3,000,000) aggregate for projects with greater exposure.}
 - *Professional Liability* insurance, when applicable, in the amount of one million dollars (\$1,000,000) per claims made and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City.
 - *Commercial Automobile Liability* insurance with minimum limits of one million dollars (\$1,000,000) per occurrence, combined single limit for bodily injury liability and property damage liability shall be in force and **name the City as additional insured**. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.
- B. The vendor/contractor shall instruct their insurance agent/broker to furnish properly executed certificates of insurance to the City.
- Certificates of insurance shall clearly evidence coverage required above.
 - Certificates of insurance shall be **submitted by the agent/broker directly** either via email to kbraun@cityofredlands.org or U.S. Mail to:

City of Redlands
Finance Dept./Risk Management
P.O. Box 3005
Redlands, CA 92373

Questions pertaining to insurance may be directed to Kim Braun at (909) 798-7679. For all other questions please contact me at (909) 798-7525 ext. 2.

Thank you,

Nikki Honore'
Purchasing Administrator