

PROPERTY AND CASUALTY

SUMMARY

When the County enters into a contract, professional services agreement, or other agreement, the document must contain certain indemnification and insurance requirements. This procedure explains how to identify what insurance provisions are necessary and how the insurance is monitored.

PROCEDURE

1. Provide Internal Services Department/Risk Management Division (ISD/RMD), Property and Casualty Unit with the scope of work, or a draft of the agreement or contract so that RMD can assist in determining the proper insurance requirements.
2. Add the required insurance language to the document. Prior to the commencement of the contract or agreement, the contracting party must obtain all insurance required and submit certificates of insurance and, when applicable, binders, policies, and bonds to the Department for submission to RMD for review/approval.
3. Prior to issuing payments to contractors, Departments should verify compliance with insurance requirements with RMD.

Exceptions

Departments need not submit contracts prior to bid when utilizing standardized forms for contracts and other agreements where the insurance language has already been approved. However, all contracts that are not standard must follow the above procedure.

CONTACT(S);

Department/Division

Internal Services Department/ Risk Management Division, Property and Casualty Unit.