

## **INSURANCE REQUIREMENTS PURCHASE ORDERS FOR SERVICES**



### **General**

The Supplier shall obtain and keep in force, at its sole expense during the entire work under the Purchase Order (PO), the insurance required below, with insurance companies admitted to do business in Washington and with Best's rating of A-: VII or higher:

- A policy of Commercial General Liability Insurance, on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate
- A policy of Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing the work under the PO may be substituted for this insurance requirement
- If specifically required on the face of the PO: A policy of Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Such coverage may be written on a claims made basis if so approved by the City of Everett.

The requirements contained herein, as well as City of Everett's review or acceptance of insurance maintained by Supplier, is not intended to and will not in any manner limit or qualify the liabilities or obligations assumed by Supplier under the PO.

### **Additional Insured**

The policies of insurance for general liability and automobile shall be specifically endorsed to name the City of Everett as an additional insured.

### **Contractor Insurance Is Primary**

Supplier's insurance shall be primary with respect to the City of Everett, and any other insurance or self-insurance maintained by the City of Everett shall be excess and not contributing insurance with the Supplier's insurance. Supplier's insurance shall not have any deductible or self-insured retention.

### **Notice**

There shall be no cancellation, material change, reduction in limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Supplier or its insurer(s) to City of Everett.

### **Evidence of Insurance**

Prior to commencement of the work, Supplier shall deliver to Procurement Department a Certificate of Insurance acceptable to the City of Everett meeting the requirements set forth above. The certificate must be an ACORD certificate Form 25-S, or equivalent, showing the insuring company, policy effective dates, limits of liability and the schedule of Forms and Endorsements.

### **Termination**

If at any time during the work under the PO, Supplier fails to maintain the required insurance in full force and effect, all work under the PO shall be discontinued immediately. Any failure to maintain the required insurance will be sufficient cause for the City of Everett to terminate the PO.