



Standard Insurance Requirements*

1. **ADDITIONAL INSURED AND ENDORSEMENTS:** The “City of Ocala” shall be added to all third party coverage required by and provided for this contract as an “ADDITIONAL INSURED” to General Liability and Business Automobile Liability. **Endorsements are required with certificates of insurance, which includes a Workers’ Compensation subrogation waiver.**
2. **INSURANCE DETAILS:**
 - A. Proof of the following insurance must be furnished by Vendor to the City of Ocala evidenced by a Certificate of Insurance. All insurance must be issued by companies approved by the City.
 - B. Original Certificates of Insurance meeting the specific required provisions shall be forwarded to the City of Ocala’s Procurement Office, 110 SE Watula Avenue, Ocala, FL 34471 and approved prior to the start of any work. Renewal certificates must also be forwarded to the Procurement Office prior to the policy expiration.
 - C. Thirty (30) days written notice must be provided in the event of cancellation.
3. **WORKERS’ COMPENSATION AND EMPLOYER’S LIABILITY:** Vendor shall procure and maintain for the life of any contract or City Work, Workers’ Compensation insurance, and Employer’s Liability at statutory requirement limits. Vendor shall ensure any subcontractor has statutory coverage. The City of Ocala need not be named as an additional insured, but a subrogation waiver endorsement is required. Exceptions and exemptions will be allowed by the City’s HR/Risk Director, if they are in accordance with Florida Statute.
4. **COMMERCIAL GENERAL LIABILITY:** Vendor shall procure and maintain for the life of any contract or City Work Commercial General Liability Insurance with limits not less than:
 - A. \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage and Personal and Advertising Injury;
 - B. \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations;
 - C. Policy must include coverage for Contractual Liability.

The City, a political subdivision of the State of Florida, its officials, employees, and volunteers will be covered as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage regarding liability arising out of activities performed by or on behalf of Vendor. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, or volunteers.

5. **BUSINESS AUTOMOBILE LIABILITY:** Vendor shall procure and maintain Automobile Insurance for the life of any contract or City Work. Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. The City must be an additional insured on the policy.

*** For goods drop shipped to the City, insurance certificates are not required if a Common Carrier Insurance Waiver is submitted.**