

**COUNTY OF SONOMA
CONTRACT INSURANCE CHECKLIST**

Instructions

Supplier Name: _____

1) As with all elements of County contracting – it is the Contract Manager's responsibility to obtain and track the correct insurance documents.

Contract Term: _____

2) Please use this form to help you check the insurance documents for each contract.

Contract Manager: _____

	YES	NO Contact vendor to obtain correct document	Ask Risk
<i>General</i>			
Name of insured matches name on contract			
Correct certificate holder name			
Current policy dates			
Evidence of all required policies			
<i>Workers Compensation (if required)</i>			
Waiver of subrogation, if required			
<i>General Liability</i>			
Limits match or exceed Template			
Occurrence form			
Deductible or retention does not exceed \$25,000			
Correct additional insured endorsement(s) with completed fields (if applicable)			
Primary & Non-contributory wording: Construction, Contractors & Service Providers, Environmental Contractors, Airport & Marinas			
Subrogation waiver: Templates 1 & 2			
<i>Auto Liability (if required)</i>			
Limits match or exceed Template			
Owned autos, if required			
Non-owned & hired autos, if required			
Evidence that County is an insured, if required			
Environmental Contractors – Pollution liability endorsement			
Environmental Contractors – MCS-90, if required			

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	YES	NO <i>Contact vendor to obtain correct document</i>	Ask Risk
<i>Pollution Liability (if required)</i>			
Limits match or exceed Template			
Deductible or retention does not exceed \$25,000			
If Claims-Made, retroactive date must be no later than commencement of work			
Additional Insured			
Primary & Non-Contributory Wording			
Subrogation Waiver (if required)			
<i>Professional Liability (if required)</i>			
Limits match or exceed Template			
Deductible or retention does not exceed \$25,000			
<i>Liquor Liability (if required)</i>			
Limits match or exceed Template			
Deductible or retention does not exceed \$25,000			
<i>Tenants Improvements & Betterments (if required)</i>			
Limits match or exceed Template			
Special Form or "All Risks"			
Deductible or retention does not exceed \$25,000			
<i>Bonds</i>			
Performance Bond			
Limit = 100% of the contract amount			
Power of Attorney given to Attorney-in-Fact			
Attorney-in-Fact signature on the bond			
Bond signed by Principal (the contractor)			
Labor & Materials Payment Bond			
Limit = 100% of the contract amount			
Power of Attorney given to Attorney-in-Fact			
Attorney-in-Fact signature on the bond			
Bond signed by Principal (the contractor)			

Notes: