



# INDEMNITY AND INSURANCE REQUIREMENTS ATTACHMENT "A"

**DO NO WORK AND DO NOT PROCEED WITH THIS ORDER OR CONTRACT** until you have been notified that your insurance certificate and endorsements are acceptable. Maintenance of proper insurance coverage is a material element of the contract.

The City of Lompoc requires that you furnish and maintain current certificates of insurance in the name as it appears on the purchase order for the duration and term of that contract within the scope and limits of the Indemnity and Insurance Requirements listed here. The certificates and endorsements are to be signed by a person authorized by the insurers to bind coverage on their behalf.

**You must provide a separate endorsement naming the City as an additional insured** referencing your name and policy number. Examples of such endorsements are ISO CG 25 04 11 85, ISO CG 25 03 11 85, ISO CG 25 01 11 85. You must secure the following insurance coverage to protect the City from claims brought against the City, employees, authorized representatives, agents, or third parties.

1. **Worker's Compensation Insurance in an amount not less than \$1,000,000** per occurrence as required by State of California statutes, and employer's liability insurance (including disease coverage). Insurer shall waive all rights of subrogation against the City, its employees, representatives, and agents.

2. **Automobile Liability Insurance** with coverage for any vehicle including those owned, leased, rented, or borrowed. This insurance shall have an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be not less than **\$500,000 per occurrence** combined single limit for bodily injury and property damage.

3. **General Liability Insurance** including premises and operations, products, completed operations, contractual liability, independent contractors, and broad form property damage coverages. This insurance shall be on a commercial insurance, occurrence form with an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be **not less than \$1,000,000** per occurrence combined single limit for bodily injury and property damage.

**The insurance policies described above shall include the following provisions or have added by endorsement:**

1. The **coverages shall be primary**, and no other insurance or self-insurance such as may be utilized by the City shall contribute to a loss under these policies.
2. The policies shall not be canceled or materially altered without **30 days prior written notice** to the City.

**The insurers utilized shall conform to the following terms:**

1. Insurers shall have at least a **"A-" policy holder's rating and an "VII" financial rating** in accordance with the most current **Best's Key Rating Guide**.

2. Vendor shall furnish the City, within ten (10) calendar days of receiving Notice of Award, or a Request for Insurance letter, and not less than two (2) working days prior to the commencement of the work, with adequate certificates of insurance and with original endorsements affecting coverage as will demonstrate that the provisions and/or requirements of this section have been complied with.

**The City reserves the right to require complete, certified copies of all required insurance policies at any time.**

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

Return the completed form by fax to (805) 735-7628.

Please send insurance certificates to:  
City of Lompoc  
Purchasing Division  
PO Box 8001  
Lompoc, CA 93438-8001