



Insurance Requirements Form (IRF)

Internal County Use Only

INSTRUCTIONS FOR REQUESTOR

1. Complete Section 1 Procurement/Contract Details
2. Email completed form to: [ZZ Grp, RM Risk Transfer](#)
 - a. cc the assigned Procurement & Payables Buyer or Contract Specialist (CS)
 - b. Include the Contract Name and Procurement/Contract # in subject line of email
 - c. Attach Scope of Work to the email
 - d. Include a Scope of Work summary in the email to Risk Management
 - e. If renewing an expiring contract, attach previous Insurance Requirements Form
3. Risk Management will complete Section 2 "Required Insurance Provisions" and return this form in 3-5 business days

SECTION 1 – PROCUREMENT/CONTRACT DETAILS

Contract Type:	<input type="checkbox"/> AEP <input type="checkbox"/> Construction <input type="checkbox"/> Goods and Services <input type="checkbox"/> Other: _____ If G&S contract: <input type="checkbox"/> Term <input type="checkbox"/> One-Time Buy		
Contract Title:			
Procurement/Contract #s:			
Est. Contract Price \$:			
PM/PR Name:		Buyer/CS Name:	

Are there any grant/loan docs or an intergovernmental agreement that requires adding an external entity as an Additional Insured? Yes No If yes, what entity? _____

Work Location

- Airport (Inside AOA) Cedar Hills Bridges Fisher Mills KCCF MRJC
 Critical or Sensitive Habitat Steep Terrain Major Commerce Population Concentration
 Other: _____

Will there be work in a waterway or body of water, or along the shore of one? Yes No

If "YES", name the body of water _____ and check all known items below that apply:

- [Navigable Waterways](#) Scuba Diving/Snorkeling Use of Boats/Skiffs Work on or near Docks, Piers, Wharves

Professional Services:

- Architect Attorney Construction Management Engineer Environmental Consultant
 Geotechnical Consultant Surveyor Other: _____

Construction Activities:

- Bracing/Shoring Cranes Custom Engineering to Specifications / Engineer Stamping of Plans
 Seismic Design Underground Work (Boring, Coring, Geotech) Tunnel Boring (TBM)
 Potential for Explosion, Collapse, Underground work Owner-Furnished Equipment: \$ _____

Contractor's Pollution:

- Abatement of Asbestos, Lead, PCB or other Hazardous Material Possible Disposal at 3rd Party Site

Technology/Cyber:

- Access to private information (date of birth, SSN, credit card information, private health information, HIPAA)
 Software Development Access to King County Systems (not including collaboration sites; ie. SharePoint, etc.)

Miscellaneous:

- Aircraft/Drones Banking Services Handling of County Employee Funds/Assets
 Railroad (work on/near) – Name of Railroad: _____ Other: _____
 (including work on/near Light Rail track)

