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 – PROCUREME	NT/CONTRACT DETAIL	S		
Contract Type: AEP Construction Goods and Services Other:				
Contract Type.	If G&S contract: ☐Term ☐ One-Time Buy			
Contract Title:				
Procurement/Contract #s:				
Est. Contract Price \$:				
PM/PR Name:		Buyer/CS Name	:	
• •	_	tal agreement that requires addentity?	_	
• • • • • • • • • • • • • • • • • • • •	•	☐ Fisher Mills ☐ KCCF lajor Commerce ☐ Populatio	☐ MRJC n Concentration	
Will there be work in a wate	rway or body of water,	or along the shore of one? \Box Ye	es 🗆 No	
If "YES", name the body of wate	r	and check all known iter	ns below that apply:	
☐ Navigable Waterways ☐ So	cuba Diving/Snorkeling 🛚	Use of Boats/Skiffs ☐ Work on or	near Docks, Piers, Wharves	
Professional Services:				
\square Architect \square Attorney	☐ Construction Manager	nent 🗆 Engineer 🗆 Environmer	ntal Consultant	
\square Geotechnical Consultant \square	Surveyor			
Construction Activities:				
		o Specifications / Engineer Stamping		
☐ Seismic Design ☐ Underg		g, Geotech) Tunnel Boring (TB Owner-Furnished F	M) Equipment: \$	
Contractor's Pollution:	poe, onderground work	_ owner runnished t		
☐ Abatement of Asbestos, Lead	I, PCB or other Hazardous I	Material ☐ Possible Disposal at 3 rd F	Party Site	
Technology/Cyber:	,	•	•	
☐ Access to private information	(date of birth, SSN, credit	card information, private health info	ormation, HIPAA)	
☐ Software Development ☐	Access to King County Syst	ems (not including collaboration sites; ie. Sł	parePoint, etc.)	
Miscellaneous:				
☐ Aircraft/Drones ☐ Banking	g Services Handling o	f County Employee Funds/Assets		
☐ Railroad (work on/near) – Na (including work on/near Light Rail tr				

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This section to be completed by Risk Management

SECTION 2 - REQUIRED INSURANCE PROVISIONS

GENERAL LIABILITY (ISO Form CG 00 01): \$	Per Occurrence; \$	Aggregate
 □ Products/Completed Operations □ Include F □ Marine General Liability □ Other 		
PROFESSIONAL LIABILITY/ERRORS AND OMI	SSIONS : \$ Per (Claim/Aggregate
AUTOMOBILE LIABILITY: \$	_ Combined Single Limit	y Requirements
☐ CA 9948 Endorsement for transport of polluta	nts	Per Occurrence/Aggregate
WORKERS COMPENSATION: Statutory (red	uired unless selected entity has no empl	oyees)
EMPLOYER'S LIABILITY/"STOP GAP": ☐ \$1,0	00,000 each occurrence (required unless	s entity has no employees)
BUILDERS RISK INSURANCE:		
☐ Limit equal to 100% of Contract Value☐ Include Earthquake coverage☐ Earth Movement coverage	 □ Installation Floater with limit equal to 100% of installed values □ Include Flood coverage □ Owner-Furnished Equipment valued at: \$ 	
CONTRACTOR'S POLLUTION LIABILITY: \$	Per Occurrence/Ag	gregate
☐ Asbestos/Lead/PCB Abatement Liability	☐ Non-owned Disposal Site	
INLAND MARINE/CARGO INSURANCE: \$	Per (Conveyance
☐ Scheduled Equipment: Description and Value: _		
MARINE ACTIVITIES, BOAT, FLOATING VESSE	L:	
 □ US Longshore and Harbor Workers' Coverage at Protection and Indemnity/Jones Act Including at Include Additional Insured and Waiver of Subrote □ Hull and Machinery for Market Value of Vessel □ Marine Pollution Liability: □ OPA/CERCLA State □ Marine Employer's Liability Coverage (For Divi 	Crew \$	es Act Per Occurrence/Aggregate
CRIME/EMPLOYEE DISHONESTY: \$	Per Occurrence	e
 □ Provide Required Notice of Cancellation to and □ Joint Loss Payable Endorsement Required (ISO 		Form CR 20 17)
OTHER:		
□ Cyber Liability/Technology E&O: \$ □ Aviation Liability: □ Limits as required in the book of the property of	oilerplate -or- \$ the boilerplate – or- \$	Per Occurrence/Aggregate Per Occurrence/Aggregate
ORMS SIGNATURE:	DATE:	

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