



Insurance Requirements Form (IRF)

Internal County Use Only

INSTRUCTIONS FOR REQUESTOR

1. Complete Section 1 Procurement/Contract Details
2. Email completed form to: **ZZGrp, RM Risk Transfer**
 - a. cc the assigned Procurement & Payables Buyer or Contract Specialist (CS)
 - b. Include the Procurement/Contract # in subject line
 - c. Attach Scope of Work to the email
 - d. 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 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:	
Scope of Work Summary:			

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 the fence) 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 (any licensed professional):

- 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, social security number, credit card information, private health information, HIPPA)
 Software Development Offsite Access to King County Systems

Miscellaneous: Aircraft/Drones Banking Services Handling of County Employee Funds/Assets

Railroad (work on/near) – Name of Railroad: _____ Other: _____



King County

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 Per Project Aggregate Stop-Gap/Employer’s Liability (\$1,000,000)
- Explosion, Collapse, Underground Damage Other _____

PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS: \$ _____ Per Claim/Aggregate

AUTOMOBILE LIABILITY: \$ _____ Combined Single Limit

- CA 9948 Endorsement for transport of pollutants Auto Pollution \$ _____ Per Occurrence/Aggregate

WORKERS COMPENSATION: Statutory (required unless selected entity has no employees)

BUILDERS RISK INSURANCE:

- Limit equal to 100% of Contract Value Installation Floater with limit equal to 100% of installed values
- Include Earthquake coverage Include Flood coverage
- Earth Movement Owner-Furnished Equipment valued at: \$ _____

CONTRACTOR’S POLLUTION LIABILITY: \$ _____ Per Occurrence/Aggregate

- Asbestos/Lead/PCB Abatement Liability Non-owned Disposal Site

INLAND MARINE/CARGO INSURANCE: \$ _____ Per Conveyance

- Scheduled Equipment: Description and Value: _____

MARINE ACTIVITIES, BOAT, FLOATING VESSEL:

- US Longshore and Harbor Workers’ Coverage at Statutory Limits
- Protection and Indemnity/Jones Act Including Crew \$ _____ Per Occurrence/Aggregate
- Include Additional Insured and Waiver of Subrogation on Protection and Indemnity/Jones Act
- Hull and Machinery for Full Replacement Value of Vessel(s)
- Marine Pollution Liability (OPA/CERCLA) at Statutory Requirements
- Marine Employer’s Liability Coverage (For Diving) \$ _____ Per Occurrence/Aggregate

CRIME/EMPLOYEE DISHONESTY: \$ _____ Per occurrence

- Provide Required Notice of Cancellation to another Entity Endorsement Required (ISO Form CR 20 17)
- Joint Loss Payable Endorsement Required (ISO Form CR 20 15)

OTHER:

- Aviation Liability
- Cyber Liability/Technology E&O
- Drone Aviation Liability
- Warehouse Legal Liability
- Railroad Protective Liability Coverage or RR Blanket Liability Program Coverage Insurance

ORMS SIGNATURE: _____ **DATE:** _____