

INSURANCE REQUIREMENTS GUIDELINES

REQ. #	N/A	1		2			3	4	5	6	7			8	9		10	
TYPES OF CONTRACTS/ AGREEMENTS	One-time purchases of Goods under \$100K (to include ICAs, PSAs, POs)	General Services, Goods & Maintenance (Minor work)		General Services, Goods & Maintenance			Watercraft Repairs	Towing & Automotive Repair	Leases	Hazardous Waste Removal (including Mold/Asbestos)	Professional Services (non-Construction)			Construction	Construction w/Design Professional Services		Construction w/o Design Professional Services	
TYPES OF ACTIVITIES		Maintenance and service contracts (not construction), including most routine maintenance such as janitorial service, movers, on-site equipment maintenance agreements, tree maintenance, and other general services. Purchase of parts, materials, small equipment; Pest Control; Garbage Pick-Up		Elevator Repairs; Transportation Services; Armored Truck Services; Security			Companies that make repairs of City boat & marine equipment	Towing services and automotive repair of City vehicles and equipment	For long term use of City-owned property and/or personal property & equipment	Services for pickup, transportation, and disposal of Environmental risks, including mold abatement, asbestos, hazardous chemicals or waste, and nuclear risks.	For all professional services (other than design), such as attorneys, accountants, medical professionals, insurance brokers, information technology professionals, etc.			For Minor Public Works or CIP Projects - repair or remodeling work of facilities.	For Public Works or CIP projects to include major remodeling of facilities. E&O coverage is required for the design portion of project. Usually a Design Build project		For Public Works or CIP projects to include major remodeling of facilities. E&O coverage may be provided in a separate contract	
VALUE OF CONTRACT		<\$50K	>\$50K	<\$2M	For Concessions Only	>\$2M	N/A	N/A	N/A	N/A	>\$100K - \$1M	>\$1M	<\$100K	\$100K - \$500K	\$500K & Up	\$100K - \$500K	\$500K & Up	
REQUIREMENT TYPE		Type 1	Type 1B	Type 2	Type 2A	Type 2D	Type 3	Type 4	Type 5	Type 6	Type 7	Type 7A	Type 7B	Type 8	Type 9	Type 9A	Type 10	
CGL		\$100K	\$300K	\$1M	\$1M	\$1M			\$2M	\$2M	\$1M	\$1M		\$1M	\$2M	\$1M	\$2M	
AL		\$100K	\$300K	\$1M	\$1M	\$1M		\$1M		\$1M	\$1M	\$1M		\$1M	\$2M	\$1M	\$2M	
WC		STAT	STAT	STAT	STAT	STAT	STAT	STAT	STAT	STAT	STAT	STAT		\$1M	\$2M	\$1M	\$1M	
UMB					\$4M	\$5M									\$10M	\$2M	\$10M	
LIQ					\$1M													
PL											\$1M	\$2M	\$1M		\$1M	\$1M		
BLRK														*REQ (Builders Risk or Installation Floater for project or material value)	*REQ (Builders Risk or Installation Floater for project or material value)	*REQ (Builders Risk or Installation Floater for project or material value)	*REQ (Builders Risk or Installation Floater for project or material value)	
INSFL																		
PROP									REQ*									
GKL							\$1M	\$1M										
POLL										\$1M				\$1M*	\$1M*		\$1M*	
EMPL																		
CRIME																		
WTCFT							\$1M											
ADDITIONAL NOTES	Vendors shall be required to carry insurance that is applicable by law with regards to their profession but is not required to submit to Risk Management. Some vendors may be required to provide insurance in accordance with recommendations from Risk Management. (See attached guidelines) *ICA/PSA	For general goods & services with a low loss exposure (contract value usually under \$100K); Vendors providing equipment or supplies which do not require installation or maintenance by the vendor, only CGL required.		For general goods & services with a medium to high loss exposure, including routine maintenance of facilities or grounds; \$2M AGGREGATE FOR CGL. UMB required for Transportation Services. \$1M LIQ required on Food & Beverage Concession Agreements. \$5M UMB required for high loss exposure.			Provide coverage for City property while in Marine Contractor's care, custody and control.	Provide coverage against liability for damage to vehicles while in Contractor's care, custody and control	*Property insurance at full replacement cost w/no coinsurance penalty	\$2M Aggregate for POLL; MCS-90 Endorsement and Sudden & Accidental Pollution endorsement	Type7B - Professional Svcs conducted offsite.			Pollution Liability may be required if scope of svcs presents an exposure.	\$2M Aggregate for Professional Liability. *Pollution Liability may be required if scope of svcs presents an exposure.		\$2M Aggregate for Professional Liability. *Pollution Liability may be required if scope of svcs presents an exposure.	

COVERAGE	DESCRIPTION	ADDITIONAL REQUIREMENTS RELATING TO EACH COVERAGE		
		ADDT'L INSURED	WAIVER OF SUBRO	A.M. BEST RATING
CGL = GENERAL LIABILITY	Fundamental coverage for bodily injury, property damage, and personal injury arising out of the contractor's activities	X	X	A: VII
AL = AUTOMOBILE LIABILITY	This coverage is important for any work or service involving the use of motor vehicles, and is a legal requirement for all vehicle owners. AL coverage includes all Owned, Non-owned and Hired vehicles.	X	X	A: VII
WC = WORKERS' COMPENSATION & EMPLOYERS LIABILITY	All employers must provide this insurance or be registered as a Self-Insured entity with the State. This is not required for sole proprietors or companies that have no employees. The "Statutory Limits" are required.		X	A: VII
UMB = UMBRELLA LIABILITY (AS BROAD AS GL/AL)	This policy provides protection for catastrophic losses and is written over the primary GL or AL policy; it provides excess limits when the primary limits are exhausted, and it provides coverage against some claims not covered by the underlying GL or AL policies.			A: VII
PL = PROFESSIONAL LIABILITY (ERRORS & OMISSIONS)	This coverage is for errors in professional judgment or omission that lead to damages to City or others. Coverage is usually written on a claims-made basis (instead of occurrence basis). It is normally required from if a Contractor is providing a professional service regulated by the State (i.e.. Insurance Agents, Architects & Engineers, Doctors, CPAs, Lawyers, etc.); Other professional services such as computer or software designers, claims administrators, etc. should also have Professional Liability		X	A: VII
BLDRK = BUILDER'S RISK	Insurance for property under construction that protects the interest of both the owner and the contractor (includes equipment and material to be installed). Coverage is written on an "All Risk "basis; insurance should cover the full insurable value of the project; the City must be named as Loss Payee; No co-insurance penalty provision		X	A: VII
INSFL = INSTALLATION FLOATER	Insurance coverage for projects that do not include new or major construction; it is usually for improvements, remodeling, modifications, alterations, conversion or adjustment to existing buildings/structures, and installation of machinery and equipment		X	A: VII
PROP = PROPERTY INSURANCE	Property insurance is required when a tenant does improvements or betterments to a City property. Full replacement value of the improvements is required and the City shall be named as Loss Payee on the Property policy; No co-insurance penalty provision		X	A: VII
GKL = GARAGE LIABILITY	This coverage is used to protect parking lot operators, valet parking companies, and garage owners against liability for damage to vehicles that are in their care, custody and control. The garage keeper that accepts another's property for repair or keeping becomes a bailee, and the law imposes certain legal responsibilities on a bailee. These responsibilities are normally excluded by GL policies.	X		A: VII
POLL = POLLUTION LIABILITY	This coverage is required when there is exposure involving remediation, asbestos abatement, and other hazardous material operations; coverage shall be endorsed to include clean-up		X	A: VII

COVERAGE	DESCRIPTION	ADDITIONAL REQUIREMENTS RELATING TO EACH COVERAGE		
		ADD'T'L INSURED	WAIVER OF SUBRO	A.M. BEST RATING
EPL = EMPLOYMENT PRACTICES LIABILITY	Covers wrongful acts arising from the employment process. The most frequent types of claims covered under EPL include: wrongful termination, discrimination, sexual harassment, and retaliation. Cover extends to directors & officers, management personnel, employees and insured's.		X	A: VII
CRM = CRIME/FIDELITY BOND	Crime insurance is provides for employee dishonesty, forgery or alteration coverage; computer fraud, funds transfer fraud, kidnap, ransom, extortion, money & securities coverage; money orders and counterfeit money coverage		X	A: VII
MCL = MARINE CONTRACTORS' LIABILITY	This is another form of bailee liability insurance that protects marina operators against liability for damage to boats in their care, custody and control.		X	A: VII
LIQ = LIQUOR LIABILITY	Coverage is for bodily injury or property damage arising out of the serving or distribution of alcoholic beverages by a party not engage in this activity as a business enterprise; coverage may be included under GL policy.	X		A: VII
WAIVER = WAIVER LETTERS	Waiver letters may be accepted for WC and AL coverage when the following occurs: For WC, the vendor has 3 or less employees, and are therefore exempt by State law from providing coverage; and AL, when the vendor does not use any vehicles for the execution of the scope of services.			

DEFINITION OF ADDITIONAL REQUIREMENTS

ADDITIONAL INSURED	Endorsement to the contractors GL policy that names the City of Miami Beach as an additional insured for covered claims arising from the contractors work or activities on the City's behalf. This status gives the City direct rights under the contractor's GL policy and greatly increase our chances of recovery, especially for legal defense.
WAIVER OF SUBROGATION	This is a waiver of the contractor's rights to recover from the City any claim payments that the insurer made; especially in WC policies.
A.M. BEST GUIDE RATING	A rating given to an insurance company affording coverage that gives the City some confidence that the insurer has the ability to cover all of its liabilities, including any potential claims.