

SUBJECT:**ORIGINATING DEPARTMENT:****Guidelines for Bid/RFP Minimum Insurance Requirements****Department
Risk Management****Page 1 of 1****POLICY:**

It is necessary that the County protect itself against liabilities which can occur through contracts into which it enters. The County can be expected to be named in almost any legal action involving work conducted on behalf of the County in connection with the contract, the premises, and performance of work, the work, the products provided, or the services to be provided by a contractor/vendor, their agents, representatives, employees or subcontractors. The County is self insured and must pay claims and legal expenses with taxpayer money, as such; the County's minimum insurance requirements are directed toward minimizing this exposure.

DEFINITIONS:

- A. Unless otherwise expressly stated whenever used in the Administrative Regulation the following terms shall include each of the meanings set forth below:

ROUTINE CONSTRUCTION AND SERVICE CONTRACTS: Includes but is not limited to; equipment rentals, janitorial service, movers, equipment maintenance agreements, towing service, mowing service, tree and road maintenance, welding, plumbing, painting, electrical work, and fence work, etc.

PROFESSIONAL SERVICES AND ENVIRONMENTAL RISKS: Includes architects, engineers, consultants, counselors, medical professionals, attorneys, accountants, and any activity involving asbestos, hazardous wastes and transportation of hazardous waste and other pollutants.

TENANTS OR LESSEES: Includes food and beverage concessions, office space, tenants and other space rental to lessees who have full-time or part-time employees.

VENDORS: Includes vendors who supply equipment or other products to the County and who perform no other function; such as, installation or maintenance of the equipment or products.

MINIMUM INSURANCE REQUIREMENTS AS INDICATED BELOW:

Minimum Insurance Requirements can be viewed on the County's Intranet under Risk Management