

Attachment 6 –  
Insurance Requirements

Notice: The Service Provider must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below prior to commencement of the work.

The Service Provider shall obtain and maintain at all times during its performance of the Agreement, insurance of the types and in the amounts set forth. All insurance policies shall be from companies licensed to do business in the State of Florida and have an AM Best rating of A- VIII or better.

- a) Within 10 days prior to commencement of work, Service Provider shall email certificate that is compliant with the insurance requirements to [CertsOnly-Portland@ebix.com](mailto:CertsOnly-Portland@ebix.com). The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **A copy of the endorsement(s) referenced in paragraph d) for Additional Insured shall be attached to the certificate(s) referenced in this paragraph.**
  - b) Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement.
  - c) All policies providing liability coverage(s), other than professional liability and workers compensation policies, obtained by the Service Provider and any sub-consultants to meet the requirements of the Agreement shall be endorsed to include Pinellas County, a Political Subdivision of the State of Florida as an Additional Insured.
  - d) If any insurance provided pursuant to the Agreement expires prior to the completion of the Work, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished by the Service Provider to the County through [CertsOnly-Portland@ebix.com](mailto:CertsOnly-Portland@ebix.com) at least thirty (30) days prior to the expiration date.
    - (1) Service Provider shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Service Provider from its insurer. Notice shall be given by certified mail to: **Pinellas County, c/o EBIX BPO, PO Box 257, Portland, MI, 48875-0257**. Nothing contained herein shall absolve Service Provider of this requirement to provide notice.
    - (2) If the Service Provider fails to maintain the insurance coverages required herein the County may terminate the Agreement.
  - e) The County reserves the right, but not the duty, to review and request a copy of the Service Provider's most recent annual report or audited financial statement when a self-insured retention (SIR) or deductible exceeds \$50,000.
  - f) Each insurance policy and/or certificate shall include the following terms and/or conditions:
    - (1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that is signing the agreement with the County. If Service Provider is a Joint Venture the Certificate of Insurance and Named Insured must show Joint Venture Legal Entity name and the Joint Venture must comply with the insurance requirements with regard to limits, terms and conditions, including completed operations coverage.
    - (2) Companies issuing the insurance policy, or policies pursuant to these requirements, shall have no recourse against the County for payment of any premiums or the assessments of any deductibles which are the sole responsibility and risk of the Service Provider.
    - (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
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- (4) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County or any such future coverage, or to County's Self-Insured Retentions of whatever nature.
- (5) All policies shall be written on a primary, non-contributory basis.
- (6) Any Certificate(s) of Insurance evidencing coverage provided by a leasing company for either workers compensation or commercial general liability shall have a list of covered employees certified by the leasing company attached to the Certificate(s) of Insurance. The County shall have the right, but not the obligation to determine that the Service Provider is only using employees named on such list to perform work for the County. Should employees not named be utilized by Service Provider, the County, at its option may stop work without penalty to the County until proof of coverage or removal of the employee by the Service Provider occurs, or alternatively find the Service Provider to be in default and take such other protective measures as necessary.
- (7) Insurance policies, other than Professional Liability, shall include waivers of subrogation in favor of Pinellas County from both the Service Provider and sub-consultant Provider(s).
- g) The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

(1) Workers' Compensation Insurance

Limit Florida Statutory  
Employers' Liability Limits

Per Employee	\$ 500,000
Per Employee Disease	\$ 500,000
Policy Limit Disease	\$ 500,000

- (2) Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

Limits

Combined Single Limit Per Occurrence	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000

- (3) Business Automobile or Trucker's/Garage Liability Insurance covering owned, hired, and non-owned vehicles including loading and unloading coverage. If the vendor does not own any vehicles, then evidence of Hired and Non-owned coverage under Commercial General Liability is sufficient. Coverage shall be on an "occurrence" basis. Insurance is to include coverage for loading and unloading hazards, unless vendor can show that this coverage exists under the Commercial General Liability policy.

Limit

Combined Single Limit Per Accident	\$1,000,000
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Excess or Umbrella Liability Insurance excess of the primary coverage required, in paragraphs (1), (2), and (3) above:

Limits

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000

- (4) Cyber Risk Liability (Network Security/Privacy Liability) Insurance including cloud computing and mobile devices, for protection of private or confidential information whether electronic or non-electronic, network security and privacy; privacy against liability for system attacks, digital asset loss, denial or loss of service, introduction, implantation or spread of malicious software code, security breach, unauthorized access and use; including regulatory action expenses; and notification and credit monitoring expenses with at least minimum limits as follows:

Limits

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000

Property Insurance Service Provider will be responsible for all damage to its own property, equipment and/or materials.

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