

**ADDENDUM #01 – RFP FOR INSURANCE CONSULTING SERVICES #2024-01**

**APPENDIX B: DIVISION OF RISK MANAGEMENT INSURANCE CHECKLIST  
RETURN THIS AND THE NEXT PAGE**

**Items marked “X” are required to be provided if award is made to your firm.**

<b>Required</b>	<b>Coverage Required</b>	<b>Limits of Liability (Denotes minimums)</b>
	<b>Worker’s Compensation</b> and Employers’ Liability; Admitted in Virginia Employers’ Liability All States Endorsement Voluntary Compensation Endorsement Best’s Guide Ration-A-VIII or better, or its equivalent	Statutory Limits of the Commonwealth of VA  Yes  \$100,000/\$500,000/\$100,000  Statutory
	<b>Commercial General Liability</b> General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best’s Guide Rating-A-VIII or better, or its equivalent	\$1,000,000 Each Occurrence \$2,000,000 \$2,000,000 \$1,000,000 \$50,000 Per Occurrence
	<b>Automobile Liability</b> Owned, Hired, Borrowed & Non-owned Motor Carrier Act End Best’s Guide Rating-A-VIII or better, or its equivalent	\$1,000,000 Combined Single Limit Bodily Injury and Property Damage Each Occurrence
<b>X</b>	Prof. Errors and Omissions Best’s Guide Rating-A-VIII or better, or its equivalent	\$1,000,000 Limit Ea. Occurren
	Garage Liability	\$1,000,000 CSL Ea. Occurren
	Garage Keeper’s Legal Liability Best’s Guide Rating-A-VIII or better, or equivalent	Maximum Value of One Vehicle  Maximum Value of All Vehicles Held by Contractor
	Umbrella Liability Best’s Guide Rating-A-VIII or better, or equivalent.	\$1,000,000
	Other Insurance:	
	<b>“Pulaski County Board of Supervisors Third Street, NW Suite 1 Pulaski, VA 24301” named as an additional insured on Auto and</b>	

	<b>General Liability Policies.</b> (This coverage is primary to all other coverage the County may possess and must be shown on the certificate.)	
	30 day written cancellation notice required, 15 day cancellation notice required for non-payment to Pulaski, owner– Ref. Code of Virginia Section 38.2-231. <b>Also, the words “endeavor to” and “failure to mail such notice” clause shall be removed from the cancellation notice.</b>	
<b>X</b>	The Certificate must state Bid/RFP No. and Bid/RFP Title.	
<b>X</b>	Contractor shall submit Certificate of Insurance within five business days from notification of award.	

**We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.**

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FIRM

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SIGNATURE