

City of Pasadena INSURANCE

Name of Co: _____ Prod Title: _____

1. PLEASE PROVIDE THE BELOW LISTED DOCUMENTS TO YOUR PROJECT MANAGER.
2. PLEASE SUBMIT THESE IN ONE (1) PACKAGE OR EMAIL WHEN YOU HAVE ALL DOCUMENTS IN HAND, ALONG WITH THIS CHECK LIST, BECAUSE THEY WILL BE FORWARDED OVER AS A GROUP TO OUR RISK MANAGER FOR APPROVAL:

Include on one or two Acord forms with the coverage limits, policy numbers, and dates for:

- A. **General Liability:** Combined Single Limit of \$1,000,000 per occurrence.
 Additional Insured Endorsement form(s) Naming as Additional Insured (“City of Pasadena, its Council Members, Commissioners, officers, employees and agents.”)
Please provide either this: CG 20 10 11 85;

or both of these forms CG 20 10 XX XX (for *ongoing* operations) AND
 CG 20 37 XX XX (for *completed* operations).

 Endorsement Waiver of the Right of Subrogation for General Liability against the City of Pasadena.
- B. **Auto Liability:** \$100,000 combined single limits unless vehicles are not involved.
- C. **Worker’s Comp** in statutory amounts. Or do you need a waiver form? Check if **YES**
A separate certificate may be submitted. The City need not be named as additional insured.
 Endorsement Waiver of the Right of Subrogation for Worker’s Comp against the City of Pasadena.

Note: The Specification or Request for Insurance may be amended by the City, to require less or greater requirements depending on the potential risk involved.

OTHER CRITICAL INCLUSIONS:

1. The City of Pasadena shall be given 30 days written notice of cancellation or material change. The certificate submitted will not be approved if it contains “best effort” modifiers or if it relieves the insurer from responsibility for failure to give notice.