



CHIEF EXECUTIVE OFFICE
Risk Management Division

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To: Department representative involved with procurement and insurance
From: Purchasing and Risk Management
Subject: Insurance Checklist
Date: December 23, 2014

The attached Insurance Checklist is intended to assist you in ensuring that all required insurance documents are obtained prior to submitting for approval. We have included the correct wording required on the various documents in an attempt to facilitate communication with the vendor and / or insurance broker.

Section 1 is for you to ensure the insurance carrier information meets the minimum requirements of the County.

Section 2 is the documents that the insurance company will provide to you.

Section 3 items may or may not be pertinent to your everyday needs. Please contact Risk Management or Purchasing if you have any questions regarding this section.

You may wish to forward a copy of this checklist directly to the vendor and ask that they, in turn, forward it to their insurance agent / broker. Our hope is that you will receive exactly what is listed on the checklist so that the insurance submittal and Purchase Order processes are smooth and efficient.

Please note that the final use of the checklist is for you to ensure that all of the required documents have been obtained and insurance verifications have been completed. It serves as a cover sheet to be included with your submission. Missing documents will necessitate multiple submissions and delay approval and issuing of Purchase Order.

To expedite the process, you may wish to suggest to your vendor(s) that they register with GSA Purchasing on the Public Contract / Public Vendor site –

<http://www.stancounty.com/purchasing/vendor-registration.shtm>

Registration will provide advance notice of the insurance requirements to the vendors, and allow them to receive notice of any upcoming opportunities to bid.