

**SEATTLE SCHOOL DISTRICT #1
INSURANCE REQUIREMENTS FOR SELF-HELP PROJECTS**

Applicants for Self-Help projects must submit evidence of insurance before starting any work on a project at Seattle School District. **Evidence of insurance must be provided by each group, vendor or contractor involved in the project.** Evidence of insurance usually consists of a "Certificate of Insurance" available through the insured's insurance agent or broker. It is helpful to provide a copy of this "Insurance Requirements" document to the agent/broker.

Such evidence must be submitted to the Self-Help Coordinator no later than noon on the working day preceding the day that the Self-Help project or activity is scheduled to take place. Failure to submit evidence in a timely manner may result in the project being postponed by the District.

Send evidence of insurance to:

**Seattle School District #1
Self-Help Coordinator
Mailstop 22-336
P.O. Box 34165
Seattle, WA 98124-1165
Phone: (206) 252-0637
Fax: (206) 252-0573**

REQUIRED INSURANCE

Applicant shall, at its sole cost and expense, secure and maintain the following insurance, on an "occurrence" basis:

Commercial General Liability

- *including Personal Injury and Blanket Contractual*
minimum limit: \$1,000,000 per occurrence/\$2,000,000 general aggregate
- *including fire damage*
minimum limit: \$100,000

Products/Completed Operations Liability

minimum limit: \$1,000,000 per occurrence/\$2,000,000 general aggregate

Automobile Liability

minimum limit: \$1,000,000 per occurrence

Statutory Workers Compensation

Employer's Liability (or WA Stop Gap)

minimum limit: \$1,000,000 bodily injury/accident
\$1,000,000 bodily injury/disease-employee.

<p>▪ <u>GENERAL LIABILITY CERTIFICATES MUST NAME SEATTLE SCHOOL DISTRICT #1 AS AN ADDITIONAL INSURED</u> <i>(Certificates will not be accepted unless they are so noted)</i></p>

- Insurance companies providing coverage for Self-Help projects shall be licensed to do business in the State of Washington and carry a Best's rating of "A" or better.
- The coverage afforded by the insurance carrier shall be primary and non-contributing with any insurance carried by the District.
- The policy shall provide that coverage shall not be canceled or materially altered without forty-five (45) days prior written notice to the District.
- The policy shall also provide for ten (10) days written notice in the event of cancellation for non-payment of premium.