

EXHIBIT A

**JEFFERSON COUNTY
STANDARD CONTRACT INSURANCE REQUIREMENTS**

We have included a model Acord form insurance certificate on the page which follows. The model form is to assist you in providing an acceptable certificate of liability insurance to the County and in order to expedite execution of your contract with the County. Please note that the attached model certificate may include insurance provisions which are not applicable to your particular contract.

Please provide this memo and the attached Acord form to your insurer(s) for their review and use in providing the County with an acceptable insurance certificate.

Please note that the insurance certificate(s) received by the County from your insurer(s) must provide the following information:

1. PRODUCER: The authorized insurance entity producing the certificate;
2. DATE: Date that the certificate is being issued;
3. INSURED: Name and address of the Insured;
4. INSURER: Name of the Insurer;
5. TYPE OF INSURANCE: Types and amounts as provided in the model certificate;

Note: policy numbers and effective/expiration dates must also be included. The effective/expiration dates must reflect coverage being in effect during the contract period.

6. DESCRIPTION OF OPERATIONS: language regarding additional insured must conform to model certificate language with insertion of the specific contract and contract period to which the certificate applies;
7. CERTIFICATE HOLDER: language must conform to model certificate language;
8. CANCELLATION: 30 day notice of cancellation must be provided;
9. AUTHORIZED REPRESENTATIVE: must contain required signature.

Note: Workers' Compensation and Disability Insurance Coverage – The County prefers that the appropriate workers' compensation/disability insurance documentation from the NYS Workers' Compensation Board be submitted. Also, in the event that such insurance policies are provided separately through a self-insured group, or if such coverage is not required, the County will require the appropriate NYS Workers' Compensation Board certificates to be submitted.

Please be advised that an insurance certificate received by the County which does not provide the necessary information or which modifies or otherwise alters the required language contained in the model form will result in a rejection of the insurance certificate and a request for a certificate which provides the necessary information and/or required language, and will delay the award of your contract.