



August 1, 2011

CONSULTANT INSURANCE REQUIREMENTS

All consultants must provide the City with the insurance as listed below before they can begin working within the City of Newton.

- 1- Minimum Auto coverage (\$100,000 each person, \$300,000 each accident for bodily injury, \$100,000 property damage).
- 2- City of Newton must be listed as an additional insured on the Certificate of General Liability Insurance.
- 3- An original copy of the Insurance Certificate must be submitted to the City.
 - a. *Do not list an individual's name in the additional insured section of the Insurance Certificate. **(City of Newton only.)***
- 4- An original copy of the additional insured Endorsement must be included with the Certificate of Insurance.
- 5- It is recommended that the consultant carry workers compensation insurance.
 - a. For one man operations that might not carry this insurance they **must** provide evidence of medical insurance.

In addition to these requirements the consultant must sign a hold harmless agreement.

For certain consultant positions the City reserves the right to require Errors and Omission coverage.

Faxed or emailed Certificates and Endorsements will be accepted, however the original copies of both must be sent to the City within one (1) week of the fax or email date.