



Dear Sir or Madam,

**The City of Redlands is looking forward to doing business with your company.** In order for the City to patronize your enterprise, you will need to provide certificates of insurance, proof of a City business license, and possibly the completion of a W-9. Once the City has confirmation that these have been submitted a Purchase Order (PO) number can be issued. If you continue to conduct business with the City at such time that your insurance expires/renews, a valid "renewal" certificate must be provided to the City by your agent/broker. Failure to do so can result in the cancellation of your PO, and payment of invoices can not be made without a PO number.

As a vendor providing a service to the City the following insurance criteria has been established. The vendor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City. Instruct your insurance agent/broker to furnish properly executed certificates of insurance to the City either via email to [insurance@cityofredlands.org](mailto:insurance@cityofredlands.org), or U.S. Mail to:

City of Redlands  
Risk Management Division  
P.O. Box 3005  
Redlands, CA 92373

- *Workers' Compensation and Employer's Liability* insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City.
  - If the vendor is the sole proprietor of the business or a partner, and stipulates that he/she has no employees, then the requirement for this coverage is negated.
- *Comprehensive Commercial General Liability* insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City and **naming the City as Additional Insured**. (Higher limits may be outlined in a contract due to greater exposure.)
- *Professional Liability* insurance, when applicable, in the amount of one million dollars (\$1,000,000) per claims made and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City.
- *Commercial Automobile Liability* insurance with minimum limits of one million dollars (\$1,000,000) per occurrence, combined single limit for bodily injury liability and property damage liability shall be in force and **naming the City as Additional Insured**. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.
- *Pollution Liability* insurance, when applicable, in the amount of one million dollars (\$1,000,000) per claims made and two million dollars (\$2,000,000) aggregate. The City of Redlands must be **named as Additional Insured**.

Any questions pertaining to insurance should be directed to [insurance@cityofredlands.org](mailto:insurance@cityofredlands.org) or (909) 798-7679.

A City of Redlands business license must be secured prior to conducting business in the City. The business license can be obtained in the City Treasurer's Office, 35 Cajon Street, Suite B. Inquiries should be directed to Lori Waltman at (909) 798-7544.

Vendors who are providing a service, are not incorporated, and whose service exceeds \$600 annually are required to complete a W-9. For information call Denise Camarillo at (909) 798-7541.

Thank you,

Name: \_\_\_\_\_

Title: \_\_\_\_\_