



Board of County Commissioners  
Office of Purchasing  
Risk Management Guidelines for Emergency Contracting  
(Agreements, Contracts & Leases)

### Emergency Risk Management Insurance Affidavit

*This affidavit may be completed and signed by a vendor for Emergency Contracting when a Certificate of Insurance is not immediately available.*

Vendor \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Description of Job or Project \_\_\_\_\_

<u>Coverage</u>	<u>Insurer</u>	<u>Limits</u>	<u>Agent/Phone</u>
General Liability	_____	_____	_____
Automobile Liability	_____	_____	_____
Worker's Compensation	_____	_____	_____
Professional Liability	_____	_____	_____

Professional liability insurance may be required, e.g. architects, engineers.

I have reviewed the minimum insurance requirements stipulated on the sample Certificate of Insurance provided and I attest that my company is currently insured with coverage and amounts of insurance which meet or exceed those indicated on the Certificate of Insurance. Further, I will notify my insurance agent(s) as soon as practical and request that they issue a Certificate of Insurance to the Office of Purchasing that evidences my insurance and which names the County as additional insured for general liability insurance.

Signed \_\_\_\_\_

Date \_\_\_\_\_