



Town of Black Mountain

160 Midland Avenue • Black Mountain, North Carolina 28711
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ADDITIONAL CONTRACTOR VENDOR REQUIREMENTS

1. Certificate of Insurance (Your insurance company can email, fax, or mail)
2. Independent Contractor Certification of Insurance
3. HUB Certification issued by the State of NC if registered (Historically Underutilized Business)
4. North Carolina Sales Tax Form with each invoice submitted

TOWN OF BLACK MOUNTAIN INSURANCE REQUIREMENTS

The Contractor shall not commence work until he has obtained all insurance required, and such insurance has been approved by the Town, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained.

- a. The Contractor shall provide and maintain or insure during the life of this contract **Worker's Compensation Insurance** for all employees employed at the site of the project under his contract or subcontracts in an amount meeting the statutory requirements of the State of North Carolina.
- b. The Contractor shall provide and maintain during the life of this contract **Automobile Bodily Injury and Property Damage Liability** covering all owned, non-owned and hired automobiles for limits of not less than \$1,000,000 each accident for bodily injury and property damage combined
- c. The Contractor shall provide and maintain during the life of this contract **Commercial General Liability**. Bodily Injury and Property Damage Liability shall protect the contractor and any subcontractor performing work under this contract from claims of bodily injury or property damage which arise from operations of this contract whether such operations are performed by the contractor, any subcontractor or anyone directly or

indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage combined single limits each occurrence. This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability assumed under the indemnity provision of this contract and broad form property damage, explosion, collapse and underground utility damage (XC&U); stating if policy is written on a claims made or occurrence basis.

- d. The Contractor shall furnish such additional insurance as may be required by statutory requirements of the State of North Carolina.
- e. Each Certificate of Insurance shall bear the provision that the policy cannot be canceled, reduced in the amount of coverage or coverage eliminated in less than thirty (30) days after mailing written notice to the insured and the Owner of such alteration or cancellation, sent by registered mail.
- f. The Contractor shall furnish the Town with satisfactory proof of coverage of the insurance required before work approval is granted by the Town.
- g. Additional Insured shall be listed as the Town of Black Mountain. **Do not list an individual's name in that portion of the certificate.** Certificate shall also state "Waiver of Subrogation applies in favor of Town of Black Mountain with respects to General Liability, Auto Liability and Workers Compensation, prior to loss, as permitted by law. **An original copy of the additional insured Endorsement must be included with the Certificate of Insurance.**