

# Certificate of Insurance (PSA)

Regarding insurance certificates, notifications and updating requirements, the City is no longer accepting certificates by mail and is working with **EBIX**. They are instructing insurance agents or brokers to provide the insurance certificates using one of the following methods:

- Uploading directly to the website: <https://www.ebixcerts.com>
- Email to [cityofranhocordova@EBIX.com](mailto:cityofranhocordova@EBIX.com)
- Or FAX to 770.325.6369

\*Please continue to attach paper copies of current insurance certificates when routing new contracts or amendments.

FYI, In the bottom left box “certificate holder” the City of Rancho Cordova must be listed along with this address: Insurance Compliance, PO Box 100085, Duluth, GA 30096 (**our RC address works too**).

## **Insurance Requirements:**

- Certificate of Liability Insurance:
  - \$2,000,000 Commercial General Liability **with \$2,000,000 “each occurrence”**
  - \$2,000,000 Professional Liability
  - \$1,000,000 Automobile Liability
    - \$2,000,000 Heavy vehicle, extra-heavy or tractor trailer only if applicable
  - \$1,000,000 Workers’ Compensation **with waiver of subrogation** for Workers’ Compensation (State requirement)
  - City needs to be listed as the certificate holder: City of Rancho Cordova, 2729 Prospect Park Drive, Rancho Cordova, CA 95670
  - Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis
- Endorsement page to the policy listing the City as an additional insured and it must state that the coverage is primary with respect to the City and its officers, officials, employees and volunteers and that no insurance or self-insurance maintained by the City shall be called upon. This is in the “descriptions of operations box” of the COI.
- W9, and 590 form if applicable and needs to be updated.