Certificate of Insurance Request

Vendor: _	Attn:
Date:	GEUNGE

PLEASE SEND AN UPDATED CERTIFICATE OF INSURANCE AS SOON AS POSSIBLE TO AVOID DELAYS IN PROCUREMENT. IF YOU HAVE SENT ONE IN BEFORE IT MAY HAVE EXPIRED. PLEASE EMAIL OR FAX THE CURRENT CERTIFICATE TO THE FAX NUMBER 301-883-6440AND THEN MAIL THE ORIGINAL TO THE ADDRESS BELOW. YOUR PROMPT RESPONSE WOULD BE GREATLY APPRECIATED.

- 1.) COVERAGE TYPES AND AMOUNTS ARE PER TERMS & CONDITIONS OF CURRENT CONTRACT. COVERAGE TYPES AND AMOUNTS FOR NON-CONTRACT PURCHASES TO BE DETERMINED BY THE PRINCE GEORGE'S COUNTY MARYLAND RISK ASSESSMENT MANAGEMENT.
- 2.) 'PRINCE GEORGE'S COUNTY MARYLAND' MUST BE CLEARLY NAMED AS ADDITIONAL INSURED
- 3.) <u>CERTIFICATE HOLDER FIELD MUST CONTAIN THE CORRECT TITLE AND ADDRESS</u> AS FO<u>LLOWS:</u>

PRINCE GEORGE'S COUNTY MARYLAND
CONTRACT ADMINISTRATION & PROCUREMENT DIVISION
1400 MCCORMICK DRIVE
SUITE 200
LARGO, MD 20774

^{*} Please see the following 'Sample Certificate' that illustrates the County requirements *



PRODUCER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT NAME:

				PHONE (A/C, No, Ext): (A/C, No):							
1	SAMPLE				E-MAIL ADDRESS:						
					PRODUCER CUSTOMER ID #:						
					INSURER(S) AFFORDING COVERAGE				NAIC #		
INSURED	CERTII	FI	CA	. TE	INS	INSURER A :					
			INSURER B :								
					INS	INSURER C:					
					INSURER D:						
					INSI	INSURER E :					
				,	INS	RER F :					
COVERA	GES CER	TIFIC	CATE	NUMBER:				REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.											
INSR LTR	TYPE OF INSURANCE	ADDL	SUBR				POLICY EXP	LIMIT	's		
	RAL LIABILITY	INSR	WVD	POLICY NUMBER		(MMM/DD/TYYY)	(MM/DD/YYYY)	EACH OCCURRENCE	s		
	COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED	s		
	CLAIMS-MADE OCCUR	Ì						PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$			
								PERSONAL & ADV INJURY	s		
								GENERAL AGGREGATE	•		
COVERAGE TYPES AND AMOUNTS ARE PER TERMS & CONDITIONS OF AUTOMOBILE LIA ANY AUTO ALL OWNED SCHEDULED COVERAGE TYPES AND AMOUNTS FOR NON-CONTRACT CURRENT CONTRACT. COVERAGE TYPES AND AMOUNTS FOR NON-CONTRACT PURCHASES TO BE DETERMINED BY THE PRINCE GEORGE'S COUNTY MARYLAND RISK ASSESSMENT MANAGEMENT.											
Н	HRED AUTOS							(Per accident)	\$		
N	NON-OWNED AUTOS						\$				
									\$		
u	MBRELLA LIAB OCCUR							EACH OCCURRENCE	3		
E	XCESS LIAB CLAIMS-MADE							AGGREGATE	s		
D	DEDUCTIBLE						\$				
R	ETENTION \$								\$		
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU- OTH- TORY LIMITS ER						
ANY PROPRIETOR/PARTNER/EXECUTIVE					E.L. EACH ACCIDENT	\$					
(Mandatory in NH)					E.L. DISEASE - EA EMPLOYEE	\$					
DESCR	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$			
PRINCE GEORGE'S COUNTY MARYLAND IS NAMED AS ADDITIONAL INSURED											
CERTIFIC	CATE HOLDER				CA	NCELLATION					
	PRINCE GEORGE'S COUNTY MARYLAND										
Contro	Contract Administration & Procurement Division 1400 McCormick Drive SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.										

Largo, MD 20774

Suite 200

AUTHORIZED REPRESENTATIVE