City of North Port

Human Resources Department
Risk Management
4970 City Hall Boulevard
North Port, FL 34286
Phone: 941.429.7200
Fax: 941.429.7135

Print Form

Date of Request: 10/10/2025

Date Risk Received Request:

Response Time: Routine: 8-14 days

Insurance Requirements Request Form

Primary Dept.: Fire Rescue

Secondary Dept.:

Contact Name/Phone#: Deanna Marshall/240-8160

Duration of work (Calendar days): 180 - 365 days

On Site Work: Yes

Estimated Cost of Work: Under $5,000

What are you purchasing? Services only

Requirements are for:

- ○ Formal Solicitation (RFB, RFP, RFQ) Solicitation #
- ◉ Informal Solicitation *(items purchased utilizing quotes and under the formal solicitation threshold)*
- ○ Vendor Insurance Renewal Expiration Date
- ○ Insurance Update - attach original insurance requirements
- ○ Piggyback Contract *(attach a copy of the contract insurance requirements, and list entity name/piggyback information in the summary below)*

Provide a DETAILED description of the
Item being Purchased / Description of Work or Summary of Services being provided

Fire Rescue is setting up a vendor to complete bi-annual preventative maintenance on all station's gym equipment. Procurement is under threshold and vendor is currently utilized by PD.

REQUIRED COVERAGE (To be completed by RISK)

Worker's Compensation -
All state and federal statutory limits apply.

- ○ Level I: $100,000 each accident; $100,000 each employee; $500,000 policy limit for diseases
- ● Level II: $500,000 each accident; $500,000 each employee; $500,000 policy limit for diseases
- ○ Level III: $3,000,000 each accident; $1,000,000 each employee; $1,000,000 policy limit for diseases
- ○ Proof of current Worker's Compensation coverage
- ○ Worker's Compensation Exemption (notarized affidavit)

Commercial General Liability:
Occurrence form required aggregate separate to this job.

- ○ Level I: $300,000 each accident; $600,000 general aggregate; $600,000 products and completed ops; $100,000 damage to rented premises
- ● Level II: $1,000,000 each occurrence; $1,000,000 general aggregate; $1,000,000 products and completed ops; $100,000 damage to rented premises
- ○ Level III: $3,000,000 each occurrence; $6,000,000 general aggregate; $6,000,000 products and completed ops; $100,000 damage to rented premises
- ● City of North Port to be named additionally insured
- ○ Proof of current General Liability Insurance coverage only

Commercial Auto Liability:
All owned, non-owned or hired

- (●) Level I: $300,000 each accident for property damage and bodily injury with contractual liability coverage
- ( ) Level II: $1,000,000 each accident for property damage and bodily injury with contractual liability coverage
- ( ) Level III: $3,000,000 each accident for property damage and bodily injury with contractual liability coverage
- ( ) City of North Port to be named additionally insured
- ( ) Proof of current Commercial Auto Liability Insurance only

Sub - Limits - *Personal Automobile Coverage*

- ( ) $100,000 per person
  $200,000 per accident and
  $100,000 property damage

Additional Insurances when Applicable:

Environmental / Pollution Liability

- ( ) $100,000 each occurrence and
  $300,000 general aggregate

Professional Liability

- ( ) Level I projects: 1 million per occurrence and
  1 million general aggregate
- ( ) Level II projects: 1 million per occurrence and
  2 million general aggregate
- ( ) Level III projects: 2 million per occurrence and
  2 million general aggregate

Required Insurance Coverage, not specified above:

Type of insurance	
Limits:	
Limits:	
Limits:	

Additional Risk Comments:

NOTE: Submit this form and the certificate of insurance to Risk for final approval PRIOR to making any purchases or allowing work to be performed.

Risk Manager or Designee

10/10/25
Date

Steve Lambert
Claims Coordinator
Phone: 941-429-7138
riskservices@cityofnorthport.com

Sandy Knowles
Risk & Benefits Manager
Phone: 941-429-7130
riskservices@cityofnorthport.com

Risk has assessed minimal insurance requirements per scope of work provided by the Department.
Risk reserves the right to change, modify or amend coverage limits at any time.