



Charlotte Housing Authority

SUBJECT: COMPLIANCE WITH CERTIFICATE OF INSURANCE REQUIREMENTS

Dear Sir or Madam:

This letter is to draw your attention to the Charlotte Housing Authority's (CHA) Terms & Conditions concerning Insurance Certificates and Limits of Liability. CHA is requesting that all Contractors currently conducting business or performing any services at any of the CHA's properties submit Certificates of Insurance. CHA requires the following insurance provisions from Contractors and Suppliers:

- A. Workers Compensation: Insurance covering all employees and owners performing work or providing services meeting statutory limits in compliance with the applicable state and federal laws. The coverage must include employers' liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each owner/employee, and \$500,000 bodily injury by disease policy limit. Where applicable, coverage shall meet any additional requirements of state and federal law.
- B. Comprehensive General Liability: Coverage shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations; independent contractors; products and completed operations and contractual liability.
- C. Business Auto Liability: Coverage shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles and employee non-ownership.

Charlotte Housing Authority is to be listed as Additional Insured on both the comprehensive general liability and business auto liability policies. CHA shall be named as the Certificate Holder using the following name and address:

Charlotte Housing Authority
Attention: Ken Widis
400 East Boulevard
Charlotte NC 28203

(Fax Number 704-336-7892)

CHA does require a valid, up to date copy of your policy to be maintained on file with our Procurement Office during the duration of any service or particular project. Renewal certificates shall be sent to CHA via fax or mail 30 days prior to any expiration date. In addition, there shall be a 30-day notification to CHA in the event of cancellation or modification of any stipulated insurance coverage. Please send certificates to the address listed above. Please contact the office listed above with any questions.

Steve Lamphere
Procurement Director