

INSURANCE REQUIREMENTS

Proof of insurance must be provided on a ***CERTIFICATE OF INSURANCE***. This document must be signed, a stamped signature will suffice. The ***Additional Insured Endorsement*** or section of the policy showing the City as an additional insured must accompany the ***Certificate of Insurance***.

GENERAL – REQUIRED COVERAGE/DOCUMENTATION

- General Liability: \$1,000,000 per occurrence \$2,000,000 aggregate
- Liquor Liability (only when alcohol is provided) \$1,000,000 per occurrence \$2,000,000 aggregate
- Additional Insured Endorsement (AIE) - General Liability policy: CG 20 38 04 13 or an equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of Roseville, its officers, agents, employees and volunteers as additional insured.
- Policies must be primary and non-contributory
- A 30-day notice of cancellation must be provided
- List certificate holder as: The City of Roseville -Insurance Compliance

PO Box 100085-R1, Duluth, GA 30096

INSURANCE SUBMISSION PROCESS

The City of Roseville Human Resources/Risk Management Department uses a service called EBIX to manage our insurance certificate tracking.

How It Works

- Risk Management does not upload renewal insurance documents into EBIX.
- The Vendor can forward the request to their Insurance Agent(s) if necessary.
- Vendor/Insurance Agent submits insurance to EBIX by email to roseville@ebix.com or by fax to (770) 325-5727. After faxing or emailing the certificate, please **DO NOT** send the certificate by mail to EBIX. Please do not mail, email or fax any certificates to the City of Roseville.
- Once submitted, EBIX reviews the insurance documentation. If there are deficiencies, EBIX will send a follow up letter or email requesting additional information.

Questions Regarding Insurance Submission: Contact EBIX at (951) 652-4239

Questions Regarding Insurance Requirements Contact Risk Management at (916) 774-5202