

<p>PROCEDURE Number: PRO-2017-001-RSK-3</p>	 <p>CANAVERAL PORT AUTHORITY</p>	<p>Effective: January 1, 2018</p>
<p>Section: How We Work</p>	<p>Guidelines for Insurance Requirements and Coverage Limits</p>	<p>Revision 0, supersedes all previous documents (See Revision History)</p>

I. PURPOSE

To establish guidelines and standards for insurance requirements for stakeholders doing business on or over the Port Jurisdiction Area.

II. DEFINITIONS

- A. Contractor – A person or company that undertakes a contract to provide materials or labor to perform a service.
- B. Certificate of Insurance – A standard form issued by the insurance company evidencing the insurance information (including policy limits and types of insurance) of its policyholder.
- C. Distributor/Supplier - An agent or wholesaler who supplies goods to other businesses and does not manufacturer the goods or materials directly.
- D. Original Equipment Manufacturer (OEM)/Finisher - A company that produces and/or manufactures parts and equipment. A finisher may perform the last or final process in production of a product, manipulate or modify the product, or repackage and rework the product.
- E. Service Provider – A business or individual which offers professional or technical service to others in exchange for payment.
- F. Vendor – A company that potentially or actually provides goods or other products, services and/or technology to the organization.
- G. Variance/Exception – A deviation, waiver or change from the standard insurance requirements and conditions.

III. PROCEDURE

- A. All contractors, vendors or service providers conducting business with CPA are required to have insurance. Insurance is necessary to cover any claims or losses for which the contractors, vendors or service providers may be responsible. Departments should request a Certificate of Insurance from the contractors, vendors or service providers prior to the beginning of work and/or the start of a contract.

- B. Except as otherwise provided in any written agreement, the following minimum insurance requirements shall apply:

All contractors, original equipment manufacturers (OEM)/finishers, and service providers conducting business with the CPA (both on and off property)

	Coverage Type:	Minimum Limits:
A.	Commercial General Liability	
	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000

	must include products and completed operations	
	Additional Insured requirement: All certificates shall include the Canaveral Port Authority as "additional insured" to the extent arising out of the named insured's operations and any indemnification required under contract with the Port.	
<p>Note: Distributors and/or suppliers of products that are not original equipment manufacturers or finishers are exempt from Commercial General Liability Coverage unless required by contract or agreement. Suppliers who manufacture or modify equipment or supplies at the port's request are classified as OEMs/finishers or service providers and subject to general liability requirements.</p>		

All contractors, service providers, original equipment manufacturers (OEM)/finishers, and distributor/suppliers that drive on CPA port property to make deliveries or conduct services.

	Coverage Type:	Minimum Limits:
B.	Commercial Automobile Liability	
	Combined Single Limit each occurrence	\$300,000
<p>Note: Personal automobile coverage is acceptable with a business use endorsement.</p>		

All contractors, service providers, original equipment manufacturers (OEM)/finishers, and distributor/suppliers that conduct business on CPA port property.

	Coverage Type:	Minimum Limits:
C.	Worker's Compensation	Per Florida Statute
	Employer's Liability	\$500,000
	U.S. Longshore and Harbor and Jones Act as required by Federal Law (for operations/duties on or over navigable waters)	
<p>Note: Exemption certificates may be provided as issued by the State of Florida.</p>		

All contractors and service providers with a professional designation and/or license providing professional services to the CPA. This includes but is not limited to architects, engineers, surveyors, attorneys, accountants, and medical professionals.

	Coverage Type:	Minimum Limits:
D.	Professional Liability (Errors and Omissions)	
	Each Occurrence and in aggregate	\$2,000,000
	Coverage must be maintained for the duration of the project and three years following completion.	

- C. Additional coverage requirements and limits may be required by the CPA based on the nature of the business and/or a project's scope of work, complexity and value. Projects, solicitations and contracts exceeding \$1m or that are complex in nature, shall complete the Insurance Requirements for Large/Specialized Projects form (FOR-2017-004-RSK-3) to review risk and financial exposure. The Risk Manager, CFO and/or Procurement Department will indicate when a project is deemed specialized and requires form completion.

- D. Variances and Exceptions to insurance may be granted in support of critical and emergency timelines, if the financial benefit outweighs the risk exposure, and/or when the CPA own insurance provides adequate coverage to limit exposure without creating an adverse effect on financials. Departments requesting variances or exceptions to required insurance coverage and limits on behalf of a vendor, contractor or service provider must complete the Insurance Exception or Variance Form (FOR-2017-003-RSK-3) and submit to Risk Management. The completed and approved form shall be attached to purchase orders.

The following categories do not require evidence of insurance or the completion of the Insurance Exception or Variance Form except as required by written agreement:

- Government Agencies
 - Memberships and Sponsorships
 - Advertising and Media Placement
 - Tradeshow Providers
 - Travel Providers
 - Distributors and/or suppliers of products that are not original equipment manufacturers or finishers except when driving delivery vehicles on port property.
- E. Additional entities conducting business on port premises that are not direct vendors or service providers to the CPA are subject to appropriate Tariff Rules, Policies, Contracts/Agreements, or Leases as negotiated or issued in their authorization to do business at the Canaveral Port Authority.
- F. All insurance records, certificate and/or policies shall be submitted prior to beginning of work and/or start of a contract. Each required policy must be placed in writing by a company or companies having a current A.M. Best Company General Policyholders Rating of A+ or A and with an A.M. Best Company Financial Rating of not less than XII and be licensed to do business in Florida. All required Certificates of Insurance must include the Canaveral Port Authority as Certificate holder and provide a 30-day notice of cancellation or non-renewal of coverage to the CPA. Documentation may be submitted to the Risk Manager.
- G. The Department managing the contract or vendor is responsible for securing and assuring that the CPA has active certificates of insurance on file. Failure to maintain active and compliant certificates of insurance may result in a delay in processing purchase orders and payments to vendor. Vendors that do not comply with insurance requirements risk cancellation of their agreement and/or approval to conduct business with the Canaveral Port Authority.

IV. APPLICABILITY

This procedure applies to all CPA departments and employees with respect to stakeholders engaged in business with the Canaveral Port Authority.

V. REFERENCES

- Insurance Requirements Policy (POL-2016-001-RSK-3)
- Canaveral Port Authority Tariff Addendum A – Insurance Supplement
- Ground Transportation Policy (POL-2016-001-PRK-3) and published rules and regulations.
- Special Events Policy (POL-2016-001-REC-3)
- Insurance Exception or Variance Form (FOR-2017-003-RSK-3)
- Insurance Requirements for Large/Specialized Projects Form (FOR-2017-004-RSK-3)







VI. EXCEPTIONS

Exceptions to this procedure require the prior approval of the Chief Financial Officer or the Risk Manager and the Port Director and Chief Executive Officer or his/her designee.

VII. RESPONSIBILITY

Risk Management has the responsibility for maintaining and updating this procedure.

***Approval Page**

Name	Title	Signature	Date
Shannon Feeley	Risk Manager (Document Creator)		1-15-18
Patricia Poston	Interim, Chief Financial Officer and Senior Director, Finance (Functional Area Director)		2/6/18
Karen Pappas	Director, Procurement & Materials Management		1/24/18
Craig Langley	General Counsel		2/28/18
George P. Kistner III, CPE	Records & Information Manager (Document Control & Compliance Representative)		1/26/2018
Captain John W. Murray	Canaveral Port Authority Port Director/CEO		3/8/18

*If document creator and/or functional area director are also a part of the normal review process, a second signature is not required

Revision History Page

Revision	Effective Date	Changes Made (initial release, *minor amendment, revision, procedure review w/revision, **procedure review w/o revision)	Briefly explain the purpose/reason for revision

*If change is minor amendment, then only the Records & Information Manager is required to review and sign.

Minor Amendment: Any change to an existing document that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the document.

**If no change to procedure, Records & Information Manager is required to verify and sign.

Records & Information Manager	Date