



City of Arvada  
 Risk Management Division  
 8101 Ralston Rd.  
 Arvada, CO 80002

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**Requirements when filing Acord form Certificates of Insurance**  
 Effective December 1, 2004  
*Improperly issued certificates will not be accepted*

<b>ADDITIONAL INSURED</b>	<p><b>IMPROPERLY ISSUED CERTIFICATES WILL NOT BE ACCEPTED</b>          City of Arvada must be shown as an additional insured with regard to:</p> <ul style="list-style-type: none"> <li>❖ General Liability</li> <li>❖ Products Liability</li> <li>❖ Automobile Liability</li> <li>❖ Liquor Liability (if applicable)</li> </ul> <p><i>Additional insured forms CG 20-12-07-98 ADDITIONAL INSURED – STATE OR POLITICAL SUBDIVISIONS – PERMITS or CG 20-26-07-04 ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION should be used. Additional insured wording should read “The City of Arvada is name as an additional insured as their interest may appear with respects to the above policies.</i></p> <p><b>Copy of additional insured endorsement must be attached to the certificate.</b></p>
<b>CANCELLATION PROVISIONS</b>	➤ <b>THIRTY (30)</b> days notice of cancellation, except for non-payment of premium
<b>DESCRIPTION OF OPERATIONS</b>	Please provide a Description of project to which certificate applies. <i>If Certificate is for contractor’s license, please so indicate.</i>
<b>COVERAGE, LIMITS AND TERM</b>	<ul style="list-style-type: none"> <li>Λ General Liability Occurrence limit must be at least \$1,000,000</li> <li>Λ General &amp; Prod/Comp Operations Aggregate must be at least \$2,000,000</li> <li>Λ Liquor Liability (<i>if applicable</i>) must be at least \$150,000</li> <li>Λ Auto Liability must be at least \$1,000,000</li> <li>Λ Worker Compensation at least based on statutory limits prescribed by and for the state of Colorado</li> <li>Λ Certificate must be for <i>current</i> policy term</li> </ul>
<b>CARRIER</b>	Carrier must be rated B+ or better, according to <i>Best’s Rating Guide</i>

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9/21/05 Revision