

# MILWAUKEE PUBLIC LIBRARY INSURANCE REQUIREMENTS

- A. The “Milwaukee Public Library” must be named on the Commercial General Liability and Automobile Liability policies as an additional insured with respect to liability arising out of operations performed for them by or on behalf of Contractor.
- B. The insurance certificate must be an original and issued by companies licensed authorized to do business in the State of Wisconsin or signed by an agent licensed by the State of Wisconsin. Electronic signatures are acceptable.
- C. A copy of the endorsement of Earlier Notice of Cancellation or Non-Renewal stipulation must be submitted with the Certificate of Insurance.

The Milwaukee Public Library shall be named on the Commercial General Liability and Automobile Liability policies as an additional insured with respect to liability arising out of operations performed for them by or on behalf of Contractor, and shall be provided with at least 30 days written notice of cancellation, non-renewal or material limitation of coverage so as to not be in compliance with these insurance requirements of any and all insurance policies required by this contract, for any reason except 10 days notice will be provided for including non-payment of premium. This should be accomplished through the addition of an endorsement to the policy/policies providing Earlier Notice of Cancellation or Non-Renewal. Such endorsement The certificate of insurance must contain the following stipulation:

“We will mail notice of cancellation (including for nonpayment of premium), non-renewal or material limitation of coverage so as to not be in compliance with these insurance requirements to the organization shown in the schedule. We will mail the notice at least 30 days before the effective date of the action except at least 10 days notice will be provided for non-payment of premium.”

A copy of the endorsement must be submitted with the certificate of insurance. A certificate of insurance evidencing such coverage shall be placed on file with the Milwaukee Public Library prior to commencement of work under this contract.

- D. The certificate holder shall be noted as:  
 Milwaukee Public Library  
 Board of Trustees/Library Director  
 814 West Wisconsin Ave.  
 Milwaukee, WI 53202

Required?	COVERAGE	MINIMUM AMOUNT OF COVERAGE REQUIRED	
Yes	Worker’s Compensation  (The City does require Worker’s Compensation coverage for Sole Proprietorships)	Statutory Limits Each Accident:	\$100,000
		Disease – Policy Limit:	\$500,000
		Disease – Each Employee:	\$100,000
Yes	Commercial General Liability	Bodily Injury: and Property Damage	\$500,000 per occurrence
		Combined Single Limits:	\$1,000,000 aggregate
		Property Damage:	\$500,000 per occurrence \$500,000 aggregate
Yes	Automobile Liability	Bodily Injury and Property Damage	\$1,000,000 per occurrence
		Combined Single Limit:	accident
Yes	Professional Liability	\$1,000,000 per claim and \$1,000,000 aggregate	