



Waiver of Vendor Insurance Requirement - Process and Request Form

Request date:

Requested by:

School name:

1. Does the vendor have a **Certificate of Insurance and Additional Insured endorsement** (two separate documents) on file with the District? **If yes**, please verify the following information in this question number one, disregard the remaining questions, and submit this document with the contract for services. **If no**, please continue to answer the remaining questions (beginning with question number two).

Policy expiration date:

Additional Insured status:

2. Vendor information:

Vendor's name:

Vendor's address:

Vendor's email:

Vendor's phone & fax:

Primary business:

Occasional/part/full-time:

Your knowledge of vendor:

3. The District requires \$1,000,000+ liability coverage with the District endorsed as an Additional Insured (separate document). Is the vendor able to meet this requirement? Please explain if unable to do so.

4. Event Information:

Date and time:

Location:

Describe nature of event:

5. How many staff members will be present during the event?

6. How many students will be present for the event?

7. Will the vendor have any unsupervised contact with students?

8. Will the vendor need assistance in conducting the event (e.g., vendor-paid help, parental volunteer help, student volunteer help, District employee help, and other help, etc.)?

The District only wants to waive the insurance requirement when the risk involved in the activity is considered acceptable. If it is appropriate for the District to assume the risk, Risk Management will provide a waiver of the insurance requirement. **The waiver is to be signed by the administrator and submitted (in lieu of the insurance documents) with the completed Contract for Services (Form B-140) to Business Services.** Risk Management's determination will be based (primarily) upon the responses to the questions contained in this form. Thank you.

Instructions:

- If you are contracting with a vendor and wish to waive the insurance requirement, provide the responses to the questions above by e-mail to Clint Goodison in Risk Management.
- For purposes of this form, the term, "vendor" shall include the term, "contractor."
- If approved, attach the waiver to the Form B-140 (in lieu of insurance documentation). Please have the waiver signed by the building administrator before attaching to Form B-140.
- If the risk is too great for the waiver request to be approved, please ask the vendor to provide insurance documentation (Certificate *and* Additional Insured endorsement – **two separate documents**).
- The Form B-140 shall be submitted with one of the following: (1) exemption, (2) waiver approval, or (3) insurance documentation.
- Submit this completed form to Risk Management for review.
- If you have any questions, please call Clint Goodison at 425.431.7134. Thank you.

Submitted by (and date): x

Approved by (and date): x