

INSURANCE AND BONDS REQUIREMENTS

The following are Wayne County Airport Authority specific requirements that must be included in all submittals for insurance and bonds. These documents should be **faxed to (734) 247-7138** for review; the airport will contact the tenant or contractor to notify of required changes and once the documents are corrected and approved, **originals must be submitted to the Airport's Permit Office.**

INSURANCE CERTIFICATES

1. Comprehensive General Liability Policies for Bodily Injury and Property Damage Coverage with a combined single limit of not less than \$1,000,000.00 per occurrence for landside (job site location) and \$5,000,000.00 per occurrence for the Airfield Operations Area (AOA). The policy must be written on an "occurrence" basis (not "claims made" basis).
2. Automobile Liability Policies for Bodily Injury and Property Damage Coverage with a single combined limit of \$1,000,000.00 per occurrence for landside (job site location) and \$5,000,000.00 per occurrence for the Airfield Operations Area (AOA). This policy must also be written on an as "occurrence" basis.
3. Workers' Compensation Insurance, as required by the State of Michigan, and Employer's Liability Insurance with limits not less than \$500,000.00. **Also required here is a notation of 'partners, proprietors, executive officers and/or owners' to be included or excluded. (If excluded, those individuals are not to perform any work on job site.)**
4. In addition to any Tenant requirements, the certificate must state that **'The County of Wayne' and 'The Wayne County Airport Authority' is included as an additional insured on both General Liability and Automobile Liability.** (May be noted in the description box). **Copies of endorsements must be provided and include the policy numbers or confirmation from the underwriter that request for the 'additional insured' will not be denied. It is not required to list addresses on endorsement pages but if included; addresses must read as follows:**

The County of Wayne
600 Randolph
Risk Mgmt. Division
* Detroit MI 48226

and

The Wayne County Airport Authority
Planning, Design & Construction
L.C. Smith Terminal Mezzanine
Detroit, MI 48242

*The endorsement shows proof the additional insured is in place. If an endorsement is not available at time of insurance submittals, a statement from the insurance underwriter stating 'The request for the additional insured will not be denied', is required. (list all parties and policy #s, including permit #). If the policies are blanket policies, please provide proof. Or the Legal Dept. will accept a copy of the Policy Change Order with/details for adding add'l. insured and endorsement will be forwarded upon availability.

5. **Certificate Holder's Box** should read as follows:
The Wayne County Airport Authority
Planning, Design & Construction
L.C. Smith Terminal – Mezzanine
Detroit, MI 48242
6. **Insurance Certificates must include the Construction/Alteration Permit Number. Please call before faxing documents if you need this number.**
7. **CANCELLATION NOTICE:** This clause must provide for at least 30 days unconditional advance written notice to the address above. **All certificates must have words "endeavor to" and from "but failure to.....through representatives" (end) crossed out.**

WCAA INSURANCE AND BOND REQUIREMENTS CONTINUED

PAYMENT AND PERFORMANCE BONDS (AIA 311 ONLY)

1. Payment and Performance Bonds will be required when a contract amount exceeds \$5,000.00 unless otherwise stated by the WCAA.
2. **SUBMIT AIA 311 FORMS ONLY - BONDS ON ANY OTHER FORMS ARE UNACCEPTABLE.**
3. **Make Payment and Performance Bonds payable to the 'Tenant' of the Airport in an amount not less than 50% of the contract amount . (100% of the contract amount for all terminal retail and food concessions).**
4. The Wayne County Airport Authority must **not** be listed as the "Obligee" and unless otherwise authorized by the Wayne County Airport Authority, the WCAA must **not** be listed as a "Dual Obligee". The obligee is the 'Tenant' of the Airport whom the contractor is performing the work for.
5. **Bonds must contain the WCAA Construction/Alteration Permit Number.**

Please contact Elaine Adams at (734) 942-3674 if you have any questions.