

**CHICAGO TRANSIT AUTHORITY  
INSURANCE AND BOND REQUIREMENTS**

[Short Form rev. 12/04/02]

REQUISITION NUMBER: \_\_\_\_\_  
SPECIFICATION NUMBER CTA: \_\_\_\_\_

**PART I. GENERAL INSTRUCTIONS AND REQUIREMENTS**

**A. WAYS TO COMPLY WITH CTA INSURANCE REQUIREMENTS.**

**1. HOW TO COMPLY IF CGL, OWNERS PROTECTIVE LIABILITY, BUILDER'S RISK INSURANCE AND/OR PROFESSIONAL LIABILITY ARE REQUIRED BY PART III OF THIS DOCUMENT.**

There are three ways to satisfy the CTA's insurance requirements for Comprehensive General Liability, Owners Protective Liability, Builder's Risk and Professional Liability. For Comprehensive General Liability, Owners Protective Liability, Builder's Risk and Professional Liability the Contractor must provide the CTA with one of the following insurance documents:

- a) certified copy of the insurance policy,
- b) an insurance binder, *or*
- c) the CTA Certificate of Coverage on the CTA approved form. The CTA Certificate of Coverage may be completed only by an authorized representative of the insurance company, an agent, broker, or underwriter.

**2. HOW TO COMPLY IF *RAILROAD PROTECTIVE INSURANCE* IS REQUIRED BY PART III OF THIS DOCUMENT.**

There are two ways to satisfy the CTA's insurance requirements for Railroad Protective. The Contractor must provide the CTA with one of the following insurance documents:

- a) certified copy of the insurance policy *or*
- b) an insurance binder

Method b is a temporary method that is valid only for 90 days. A certified copy of the railroad protective insurance policy must be furnished prior to the expiration of this 90 day period.

**3. HOW TO COMPLY FOR ALL OTHER TYPES OF REQUIRED INSURANCE.**

For all other insurance required by Part III of this document, an ACORD™ certificate is acceptable.

**B. DEADLINE FOR INITIAL SUBMITTAL OF CONTRACTOR'S INSURANCE AND BOND DOCUMENTS.**

The Contractor must furnish all required insurance and performance and payment bond documents within fourteen days of the date that the Contractor receives a letter (the "Insurance Submittal Letter") from the CTA's General Manager of Purchasing requesting the Contractor to submit the documents required by these Insurance and Bond Requirements. CTA will not execute the Contract until the required insurance and bond documents are delivered to CTA and approved by CTA. Failure to deliver the required documents within

fourteen days of receipt of the Insurance Submittal Letter is a material failure to comply with the specifications and may result in any or all of the following at the CTA's sole discretion:

1. debarment or suspension, and
2. determination of Contractor non-responsibility.

**C. CTA ADDRESS.**

All notices and documents must be mailed to the CTA at:

Chicago Transit Authority  
General Manager Purchasing  
P.O. Box 7560  
Chicago, IL 60680-7560

**D. OBLIGATION TO MAINTAIN CONTINUOUS COMPLIANCE**

1. The Contractor expressly agrees that failure to comply and maintain compliance with all insurance and bond requirements shall constitute a material breach of the Contract which may result in default and, if uncured, termination for default under the contract. In addition, such failure, if uncured, may result in debarment and suspension.

2. The Contractor is prohibited from performing any work if Contractor has allowed any of the required insurance policies to expire.

**PART II. INSURANCE REQUIREMENTS**

- A.** The CTA must be named as an Additional Insured and Certificate Holder. When the CTA is an additional insured, the coverage shall be primary.
- B.** The CTA must be the Named Insured on the Owners Protective Liability, Railroad Protective Liability, or Builders Risk Insurance policies.
- C.** The Commercial General Liability and Owners Protective Liability, General Aggregate Limit of Liability, if any, must apply on a per location, per project basis by endorsement to the policy.
- D.** All insurance carriers must be acceptable to the CTA. All insurance companies shall have at least a B+ VII POLICY HOLDER RATING, or better, by the A.M. Best Co., Inc. Insurance companies with lower ratings will not be accepted. Carriers licensed to do business in the State of Illinois must issue all insurance, with the exception of Railroad Protective.
- E.** To the extent permitted by the Contractor's insurance policies required by the CTA, the Contractor and its insurers waive all rights of subrogation against the CTA.
- F.** The insurance to be carried shall in no way be subject to limitations, if any, expressed in the indemnity section of the General Conditions (or any statutory, judicial or common law limitations).

### PART III. INSURANCE COVERAGES

#### A. WORKERS COMPENSATION

Coverage A: In form and in accordance with the laws of the State of Illinois.

Coverage B: Employers Liability:

Statutory Bodily Injury by Accident

Statutory Bodily Injury by Disease, Policy Limit

#### B. COMPREHENSIVE OR COMMERCIAL GENERAL LIABILITY:

\_\_\_\_\_ General Aggregate (Per Location)

\_\_\_\_\_ Products/Completed Operations Aggregate

\_\_\_\_\_ Personal Injury and Advertising Injury

\_\_\_\_\_ Per Occurrence

The Commercial General Liability policy shall include, without limitation: (i) Broad Form Contractual Liability, (ii) Products/Completed Operations to be maintained in full force and effect for a period of two (2) years following final completion of the work under the Contract, (iii) Independent Contractors' Protective Liability, (iv) Premises/Operations, including deletion of explosion, collapse and underground (XCU) exclusions, (v) Broad Form Property Damage, including Products/Completed Operations, (vi) Personal Injury Liability, with employee and contractual exclusions deleted, (vii) Severability of Interest and Cross Liability endorsement and (viii) Contractor expressly agrees to waive, and will require its insurer to waive, its rights, benefits and entitlement under the "Other Insurance" clause of its Commercial General Liability policy, with respect to the CTA.

**If any work is to be performed within fifty (50) feet of rail right-of-way and the Contractor is not required to provide Railroad Protective Insurance by the other provisions of these Insurance and Bond Requirements, then an additional requirement applies which can be satisfied in either of the two following ways: 1) the CGL policy exclusion for coverage of work within fifty (50) feet of rail right-of-way must be deleted by endorsement to the CGL policy, or 2) in the alternative, railroad protective insurance may be provided.**

#### C. AUTOMOBILE LIABILITY

\_\_\_\_\_ Combined Single Limit (Bodily Injury and Property Damage)

\_\_\_\_\_ Uninsured/Underinsured Motorist Including Owned, Non-Owned, Hired and Borrowed Vehicles and Equipment

D. UMBRELLA LIABILITY

\_\_\_\_\_ Each occurrence and in the aggregate, excess of the underlying policies.

The Umbrella Liability Policy shall specifically identify each of the policies described in A, B, and C above on the Schedule of Underlying Coverages, and shall provide coverage at least as broad as each of the underlying policies.

E. OWNERS PROTECTIVE LIABILITY

\_\_\_\_\_ General Aggregate (Per Location)

\_\_\_\_\_ Per Occurrence

\_\_\_\_\_ Combined Single Limit (Bodily Injury and Property Damage Per Location)

The definition of designated contractor must be amended to include contractors of every tier.

F. RAILROAD PROTECTIVE LIABILITY

\_\_\_\_\_ Bodily Injury per Occurrence

\_\_\_\_\_ Bodily Injury Aggregate

\_\_\_\_\_ Property Damage per Occurrence

\_\_\_\_\_ Property Damage Aggregate

The definition of designated contractor must be amended to include contractors of every tier.

G. VALUABLE PAPERS INSURANCE

\_\_\_\_\_

H. PROFESSIONAL LIABILITY

\_\_\_\_\_ Each Claim \_\_\_\_\_ Annual Aggregate \_\_\_\_\_ Deductible (Maximum Permissible Deductible)

I. OTHER INSURANCE CTA ADDITIONAL INSURED.

\_\_\_\_\_

**PART IV BOND REQUIREMENTS**

The Contractor shall furnish the following bond(s) for this contract:

Type of bond required: \_\_\_\_\_ Amount: \_\_\_\_\_

Issue Date \_\_\_\_\_

**INSURANCE CERTIFICATE OF COVERAGE**

Named Insured: \_\_\_\_\_ Specification #: \_\_\_\_\_  
 Address: \_\_\_\_\_ RFP #: \_\_\_\_\_  
 (NUMBER & STREET) Project #: \_\_\_\_\_  
 (CITY) (STATE) (ZIP) Contract #: \_\_\_\_\_

Description of Operation/Location	
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The insurance policies and endorsements indicated below have been issued to the designated named insured with the policy limits as set forth herein covering the operation described within the contract involving the named insured and the Chicago Transit Authority. The Certificate issuer agrees that in the event of cancellation, non-renewal or material change involving the indicated policies, the issuer will provide at least sixty (60) days prior written notice of such change to the Chicago Transit Authority at the address shown on this Certificate. This certificate is issued to the Chicago Transit Authority in consideration of the contract entered into with the named insured, and it is mutually understood that the Chicago Transit Authority relies on this certificate as a basis for continuing such agreement with the named insured.

Type of insurance	Insurer Name	Policy Number	Expiration Date	Limits of Liability All Limits in Thousands
<u>Commercial General Liability</u> ~ Occurrence ~ Claims made ~ Premise-Operations ~ Explosion/Collapse Underground ~ Products/Completed Operations ~ Blanket Contractual ~ Broad Form Property Damage ~ Independent Contractors ~ Personal Injury ~ Pollution				Each Occurrence \$ _____  General Aggregate \$ _____  Products/Completed Operations Aggregate \$ _____
Automobile Liability (Any Auto)				Each Occurrence \$ _____
<u>Excess Liability</u> ~ Umbrella Liability				Each Occurrence \$ _____
Workers' Compensation and Employer's Liability				Statutory/Illinois Employers Liability \$ _____
Builders' Risk/Course of Construction				Amount of Contract
Professional Liability				\$ _____
Owner Contractors Protective				\$ _____
Other				

- a) Each insurance policy required by this agreement, except policies for workers' compensation and professional liability, will read:  
 "The Chicago Transit Authority is an additional insured as respects to operations and activities of, or on behalf of the named insured, performed under contract with or permit from the Chicago Transit Authority".
- b) The General, Automobile and Excess/Umbrella Liability Policies described provide for separation of insureds applicable to the named insured and the CTA.
- c) Workers Compensation and Property insurer shall waive all rights of subrogation against the Chicago Transit Authority.
- d) The receipt of this certificate by the CTA does not constitute agreement by the CTA that the insurance requirements in the contract have been fully met, or that the insurance companies indicated by this certificate are in compliance with all contract requirements.

Name and Address of Certificate Holder and Receipt of Notice	Signature of _____
Certificate Holder/Additional Insured	Authorized Rep. _____
<b>Chicago Transit Authority</b>	Agency/Company _____
<b>Dept. of Purchasing</b>	Address _____
<b>P.O. Box 7560</b>	Telephone _____
<b>Chicago, IL 60680-7560</b>	

