



CONTRACT KIT PREPARATION CHECKLIST FOR CONTRACTORS Fiscal Year 2016

Please return the following items to the Commission for Arts and Culture by **October 30, 2015:**

EVERYONE:

- One complete contract, signed _____ return via postal service
- One duplicate of the contract's signature page isolated, signed _____ return via postal service
- Exhibit A: Scope of Services _____ return via postal service
- Exhibit B: California Public Records Act Acknowledgement _____ return via postal service
- LEAVE BLANK** - Exhibit C: Equal Benefits Ordinance Certification of Compliance
- Exhibit D: Certification for Compliance with ADA _____ return via postal service
- Exhibit E: Certification for a Drug-Free Workplace _____ return via postal service
- Certificate: Commercial General Liability (CGL) Insurance _____ return via postal service or email
- Endorsements: CGL Insurance _____ return via postal service or email
- Certificate: Commercial Automobile Liability Insurance _____ return via postal service or email
- Endorsements: Commercial Automobile Liability Insurance _____ return via postal service or email
- Certificate: Workers' Compensation Insurance _____ return via postal service or email
- Waiver of Subrogation _____ return via postal service or email

FIRST-TIME CONTRACTORS ONLY:

- IRS W-9 Form _____ return via postal service

OPTIONAL, IF APPLICABLE:

- Declaration in Lieu of Required Commercial Automobile Liability Insurance Policy _____ return via postal service
- Declaration in Lieu of Required Workers' Compensation Insurance Policy _____ return via postal service

OPTIONAL, IF PREFERRED:

- Electronic Funds Transfer (EFT) Enrollment Form _____ return via postal service

Important: Insurance Policy Expirations - If your insurance policies are scheduled to expire within 90 days after you submit the requisite certificates and endorsements to the City, there is a high probability that you will be contacted and asked to resubmit new certificates and endorsements reflecting current coverage and this will delay the processing of your contract. We recommend that you submit insurance materials that will not expire within 90 days of submittal whenever possible. Also, be prepared to submit fresh insurance materials as soon as – or before – they expire.

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