

STANDARD OPERATING PROCEDURE (SOP) Processing Certificates of Insurance

I. Introduction:

Contractors and consultants, collectively referred to as vendors, must obtain insurance coverage that meets all requirements applicable to their contract or agreement with the Nebraska Department of Transportation (NDOT). In most cases, NDOT requires proof the vendor has obtained the coverage in the form of a Certificate of Insurance (COI).

This document presents a standard instruction guide for processing COIs throughout all NDOT Divisions to ensure consistency. This document is not intended to be a detailed guide for COI review and approval in each division, but does offer direction to more detailed review information pertinent to each division (see section VII.)

For an example and brief description of the contents of a COI, refer to Appendix A.

II. Purpose:

The purpose of this document is to provide general guidance to NDOT contract managers and to outline the steps to take in reviewing, verifying, updating, and storing COIs in NDOT systems.

III. Terms/Abbreviations:

AASHTOWare Project System (AASHTOWare) – a computer system used by NDOT that enables management of information throughout the entire project and construction cycle – from cost estimation to proposal preparation, letting bids, construction and material management and data collection. NDOT contract managers utilize this system to review and update vendor insurance coverages.

Certificate of Insurance (COI) – primary document utilized by the insurance industry to establish insurance coverage for a business or company. Otherwise known as ACORDs. The ACORD summarizes essential information about a business’s insurance policy, such as coverage types, policy numbers, insurance limits, and effective and expiration dates.

Contract Manager – an NDOT employee responsible for the oversight of contracts or agreements made with customers, vendors, and partners. This person may obtain, verify, update, and store COIs on behalf of the NDOT. A Contract Manager is also referred to as “NDOT Insurance Subject Matter Expert (SME)” within this document.

Insurer – an insurance company or their agent who provides a policy for the vendor. NDOT contract managers often garner COI directly with insurance agents or the vendor.

Vendor – a business or individual that is or has been working for NDOT under a contract or agreement (e.g., contractor, consultant, service provider)

Vendor ID Number – a numeric or alphanumeric designator established in AASHTOWare. Vendor number is associated and exclusive to a particular vendor. Contract managers may contact their division/district or controller representative to request establishment of this number.

IV. References:

Example COI with brief description: [Appendix A](#)
 Process Flow Chart for Initial Insurance – New Vendors: [Appendix B](#)
 Process Flow Chart for Insurance Renewals -- Subsequent Years: [Appendix C](#)
 NDOT Business Center Website: <http://dot.nebraska.gov/business-center/>

V. Using the NDOT Business Center Website for Insurance Information:

Vendors doing business with NDOT will find helpful information regarding insurance requirements and procedures on the NDOT Business Center website. The information is also a good source for NDOT contract managers to use regarding their role receiving and verifying COIs from vendors.

Follow these steps to navigate to one of the insurance sections of the website:

- Click NDOT’s Business Center page: <http://dot.nebraska.gov/business-center/>
- Scroll down to select “Consultant Services” (for consultants), or “Contractor Information” (for contractors)

Each of these areas contains links to insurance information such as written guidelines, special provisions, general help, and examples.

VI. Quick Link to Lookup a Vendor’s Insurance Coverage in NDOT Systems

You may quickly view NDOT’s latest vendor insurance coverage information by clicking on the following:

https://ndorpubreports.nebraska.gov/reports/report/AASHTOWare_Project/PreConstruction/Vendor_Insurance_Search

To navigate and retrieve the information, enter either the vendor ID or vendor name. Once your vendor is found, click the vendor ID hyperlink to review that vendor’s insurance coverage in the following categories:

- | | | |
|---------|-------------------|-----------|
| • Type | • Expiration Date | • Insurer |
| • Limit | • Limit Amount | |

VII. Guidance and Information for Different Types of Contracts/Vendors

NDOT does business with different types of vendors. Some are large companies providing multi-million dollar services to NDOT while other vendors are small contracts involving ‘Ma and Pa shops’. Each type of contract/vendor may require varying approaches to COI verification by NDOT contract managers.

The list below outlines some of the guidance specific to each NDOT Division.

A. Construction Division Insurance (Highway Construction Projects-Only):

1. You may view the latest highway construction insurance information at: <http://dot.nebraska.gov/business-center/contractor/insurance/>
2. Insurance questions and/or certificates related to highway construction projects may be emailed to NDOT.ConstructionInsurance@nebraska.gov

B. Project Development Division Insurance (Consultant Insurance Certificates):

1. As outlined above, information regarding these types of COIs can be found on the Business Center website.
2. Consultant insurance documentation and other files for internal NDOT use only are located in the following folder: \\DOTFS\ProjDev\Consultant_Services\Consultant_Insurance
3. Vendors relay insurance questions and/or certificates related to consultants and consultant service agreements using this email address: NDOT.ConsultantInsurance@nebraska.gov

C. Operations Division, Procurement Services:

Right-of-Way Maintenance Services between \$2,500 and \$100,000 such as right-of-way mowing, fencing, ditch excavating, etc. refer to the “NDOT Short Form Bid Proposal and Contract”, form number NDOT 72 for the insurance requirements.

The latest edition of the Short Form Bid Proposal and Contract is available at: <https://interchange.nebraska.gov/search?SearchTerm=72> and

The SOP for using the Short Form Bid Proposal and Contract is available at: <https://interchange.nebraska.gov/search?SearchTerm=72i>

VIII. Processing COI - General Guidance & Step-by-Step Actions

A. General Guidance

The review and processing of a COI at NDOT occurs under two scenarios:

- 1) Initial COI for new vendors doing business with the agency or
- 2) Renewal of COI for vendors under contract who submit subsequent certificates.

Insurance certificates are usually issued by an insurance agent whenever one or more coverages on a COI expire. As such, when vendors have multi-year contracts/agreements with NDOT, each insurance policy has an expiration date. It is the responsibility of a vendor or their insurance agent

to provide NDOT a valid and current COI as previous certificates/coverages expire. NDOT contract managers receive a COI, review it for completeness and proper coverage against the contract/agreement, update the coverages within AASHTOWare, and upload the COI in pdf format to OnBase.

As recommended by the NDOT Legal Office, ensure a COI on file has not expired more than 30 days for an active vendor. This best practice minimizes NDOT liability risk.

Before a COI expires, many vendors provide subsequent COIs without any prompting or reminders from NDOT contract managers. This occurs with such frequency, the authors of this SOP recommend NDOT contract managers wait for subsequent/new COIs to arrive without taking any steps to notify the vendor.

NDOT contract managers must however, contact vendor/agent upon expiration of the current COI on file when a subsequent/new COI does not arrive within a few days after the expiration date. Notifying a vendor by exception will save time for contract managers and avoid work associated with reminding all vendors of a soon to expire COI. Utilize AASHTOWare to generate a “Vendor Insurance Expiration Listing” report for monitoring upcoming expiration dates.

B. Step-by-Step Actions

a) Vendor Insurance Expiration Listing report

1. Around the beginning of each month, a report should be generated to identify any vendors with expired or expiring insurance. Generate the Vendor Insurance Expiration Listing report by following the visual instructions below after logging into AASHTOWare. The beginning and end date for the report should be for the current month.
2. Notify active vendors, by email, with active contracts/agreements that have expired insurance listed on the report. This report can be a checklist for contract managers to make sure NDOT receives COIs from these vendors. Before sending a reminder to the vendor/insurance agent, double-check that they have not already submitted their COI and it just has not been reviewed/approved yet.

Figure 1 - Creating a “Vendor Insurance Expiration Listing” report in AASHTOWare (1) is in the NDOT Reporting Portal at:

http://ndot_portal/Reports/report/AASHTOWare Project/User Role Report Access/Vendor Insurance/Vendor%20Insurance%20Expiration%20Listing

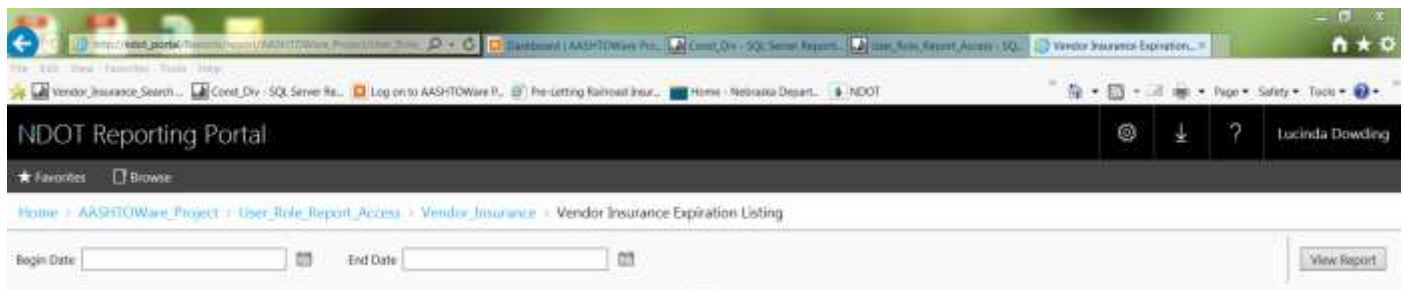


Figure 2 - Creating a "Vendor Insurance Expiration Listing" report in AASHTOWare (2)

NDOT Reporting Portal

Home > AASHTOWare Project > User Role Report Access > Vendor Insurance > Vendor Insurance Expiration Listing

Begin Date: 4/1/2018 End Date: 4/30/2018 View Report

100% Find | Next

NEBRASKA DEPARTMENT OF TRANSPORTATION

VENDOR INSURANCE EXPIRATION LISTING

Vendor Number	Vendor Type	Vendor Name	Phone Number	Expiration Date
4576	2	SCOTT ADAMS TRUCKING LLC	(402)297-0739	04/07/2018
C157	2	ADAMS TRUCKING, INC.	(308)254-8322	04/28/2018
3289	2	ALLEN PARTNERSHIP LLC	(505)660-1429	04/11/2018
6196	6	BAKER & ASSOCIATES, INC.	(308)632-3123	04/01/2018
9884	3	BANGOR ABATEMENT, INC.		04/19/2018
5835	3	BENSEN'S LAWN CARE		04/01/2018
3707	1	BLESSING, LLC	(308)237-7988	04/14/2018
2017	0	BRB CONTRACTORS, INC.	(785)232-1245	04/01/2018
9459	3	BRISTOL/MAK C		04/14/2018
2700	2	BRYANT AIR CONDITIONING & HEATING CO., INC.	(402)467-1111	04/01/2018
4759	1	BX CIVIL & CONSTRUCTION INC	(855)428-5465	04/01/2018
1127	2	BYGLAND DIRT CONTRACTING	(402)820-3562	04/19/2018
9259	3	COMMUNITY CONCERN OF NORFOLK	(402)378-1842	04/25/2018
C237	2	CORNHUSKER REFRIGERATED TRUCKING LLC	(402)610-5769	04/01/2018
2171	2	DARY A. CHAIN, INC.	(405)820-0303	04/01/2018

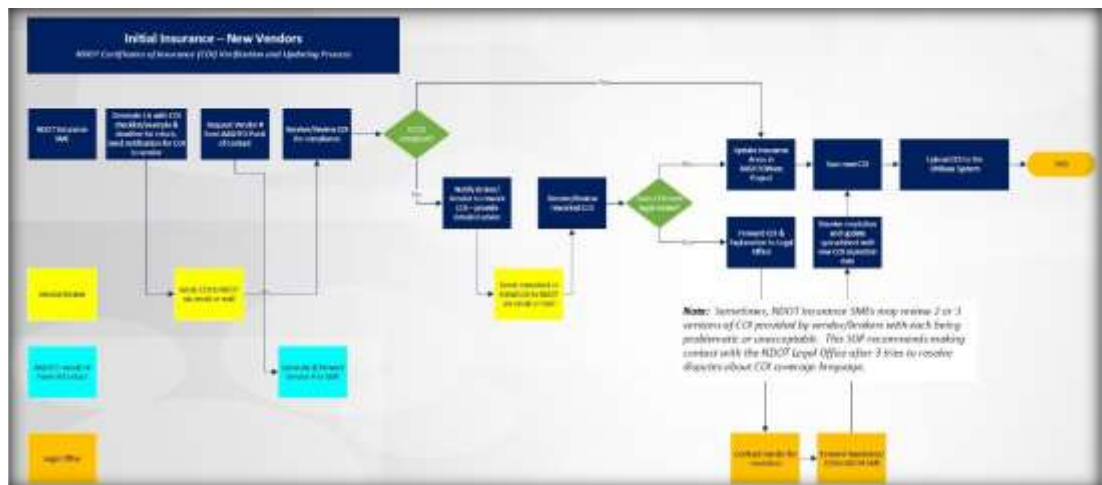
b) Initial Insurance – New Vendors

- When awarding contracts/agreements to new vendors, the first step in obtaining COI is to generate a letter/package to mail to the vendor which will help them provide an acceptable or compliant certificate. Provide any helpful checklists and/or examples, and provide a deadline within your notification. Mail, email, or fax this notification package to the vendor.
- For vendors initially doing NDOT contract work, a vendor ID number must be requested by the contract manager. Vendor ID numbers are obtained by contacting the appropriate division/district or controller representative. This step is to be simultaneously accomplished with step 1 above.
- Vendor sends COI to NDOT contract manager or insurance SME.
- Review the COI for compliance. Refer to local guidance created and filed in your particular work area and guidance in section VII above as necessary. The NDOT Legal Office is also available for questions.
- If the COI is compliant with the insurance requirements outlined by the contract, take the necessary steps to update AASHTOWare shown below in section IX.
 - If the COI is not compliant with contract requirements, provide notification to the vendor along with specific feedback on corrections; provide deadline.

- ii. Review reworked COI when returned.
 - iii. If a reworked COI still has errors or is somehow in dispute, consider contacting the NDOT Legal Office for resolution.
6. Scan the compliant COI into a pdf document if necessary.
 7. Upload the pdf version to OnBase under the appropriate Document Type established for your Division. For example, Construction Division uses document type <NDOT CNST Vendor> and Project Development Division uses <NDOT PD Consultant Insurance>.

–End of Process–

The “Initial Insurance – New Vendors” process is depicted in the flowchart below. A larger version of this chart is also contained in Appendix B.



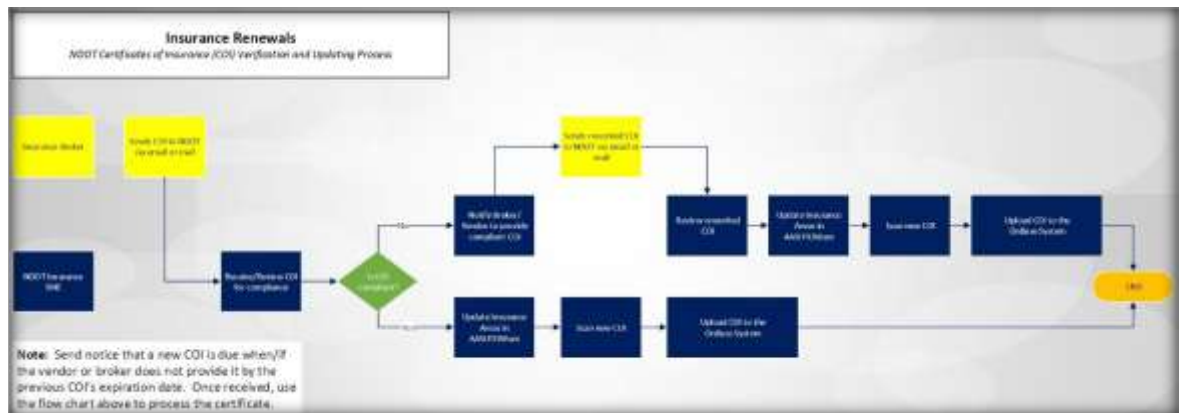
c) **Insurance Renewals – Subsequent Years**

1. Insurance agent or vendor sends a COI to the applicable NDOT contract manager. *Note: Insurance agents for large companies often have systems that automate sending the COI, by mail or email, to NDOT. Therefore, a COI is usually received within a few days prior to the previous COI’s expiration date. A ‘Ma and Pa’ or smaller vendor may use a local insurance agent who may not have access to an automated COI system. If this is the situation, NDOT contract managers may find the need to contact the vendor more frequently on an expired COI.*
2. Review the COI for compliance. Refer to local guidance created and filed in your particular work area and guidance in section VII above as necessary. The NDOT Legal Office is also available for questions.
3. If the COI is compliant with the insurance requirements outlined by the contract, take the necessary steps to update AASHTOWare as shown below in section IX.

- i. If the COI is not compliant with contract requirements, provide notification to the vendor along with specific feedback on corrections; provide deadline.
 - ii. Review reworked/corrected COI when returned.
 - iii. If a reworked COI still has errors or is somehow in dispute, consider contacting the NDOT Legal Office for resolution.
4. Scan the compliant COI into a pdf document if necessary.
 5. Upload the pdf version to OnBase under the appropriate Document Type established for your Division. For example, Construction Division uses document type <NDOT CNST Vendor> and Project Development Division uses <NDOT PD Consultant Insurance>.

--End of Process--

The “Insurance Renewals” – Subsequent Years process is depicted in the flowchart below. A larger version of this chart is also contained in Appendix C.



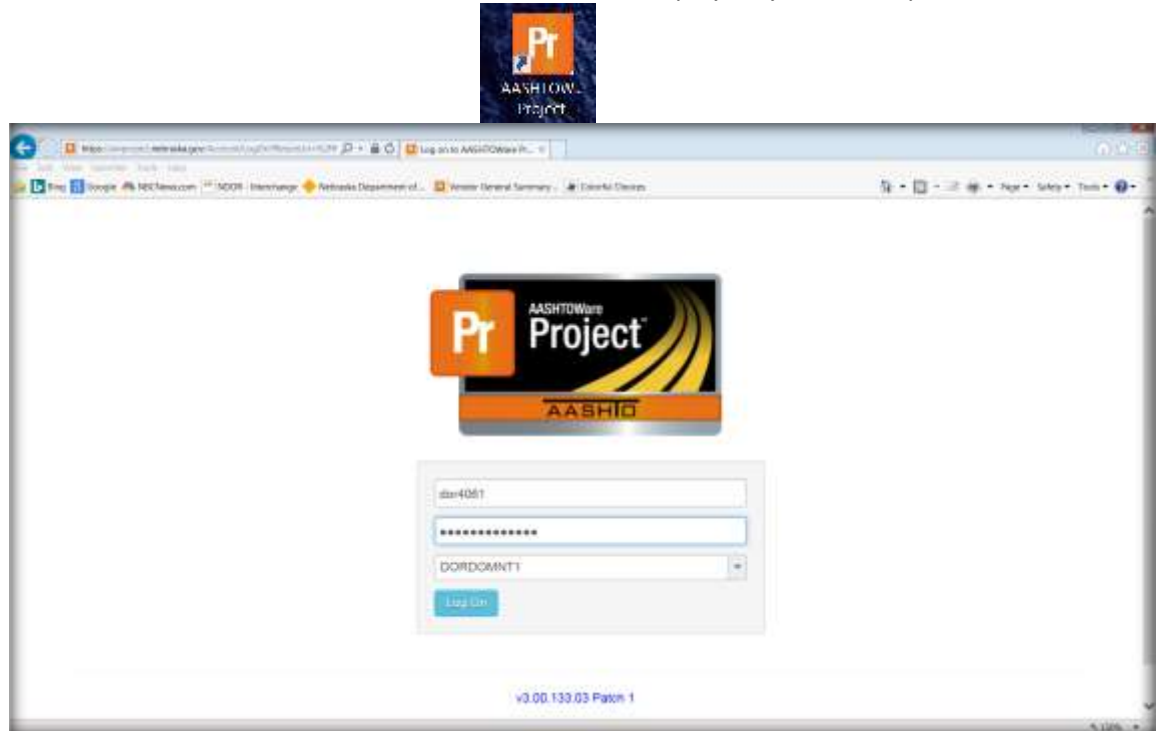
IX. Procedure for Updating Insurance Coverage within AASHTOWare

1. COIs that meet insurance requirements are entered into AASHTOWare. This is the main database system for all insurance coverage information for each vendor.
2. **Logon to AASHTOWare:**
3. Enter your DOR ID and password (same as logging onto your computer). If you need access to AASHTOWare, submit a service ticket through the Service Portal. The service offering for AASHTOWare updates in the Service Portal is shown below.

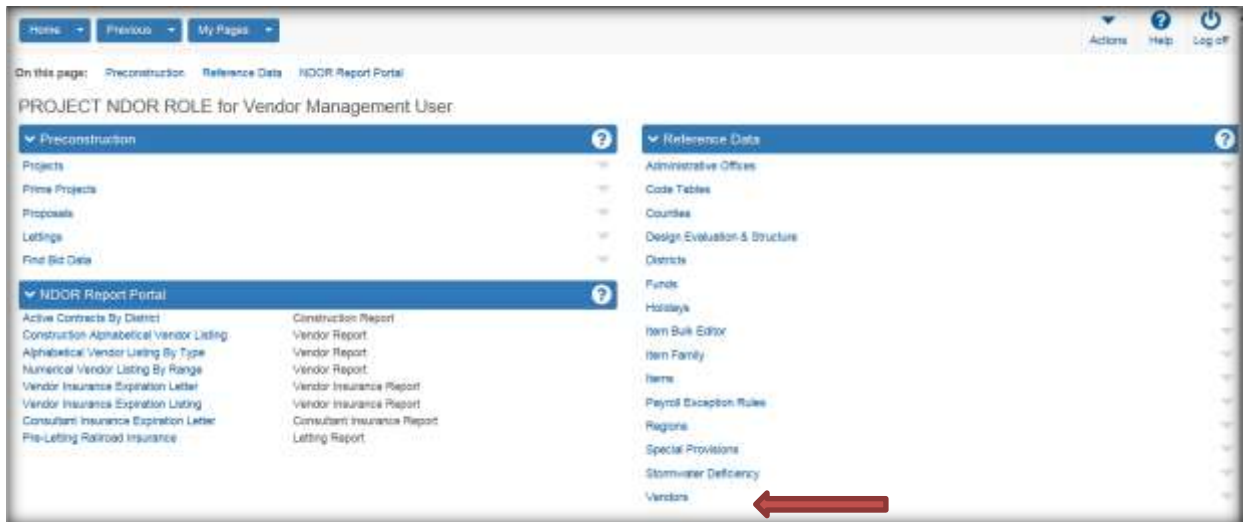


4. If you have any questions about AASHTOWare, send an email to ndot.awprojectsupport@nebraska.gov

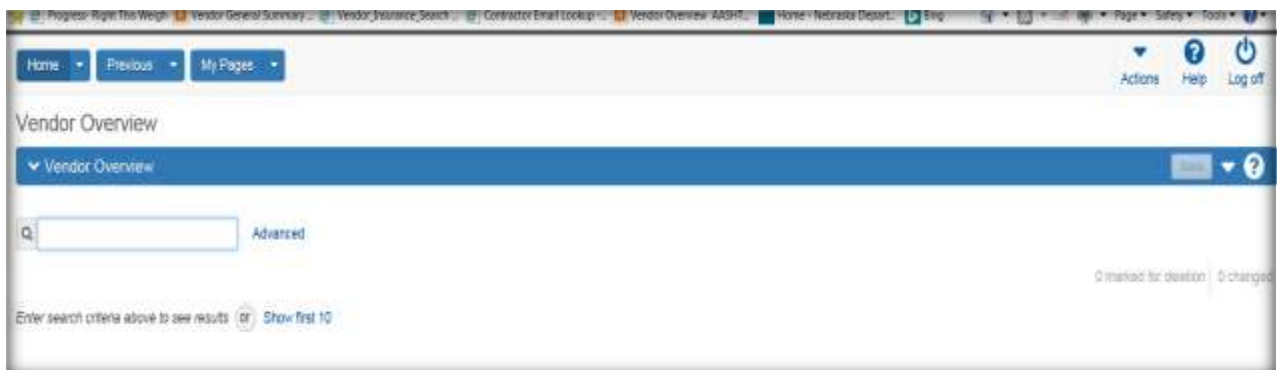
A Shortcut to AASHTOWare is shown below which should display on your desktop.



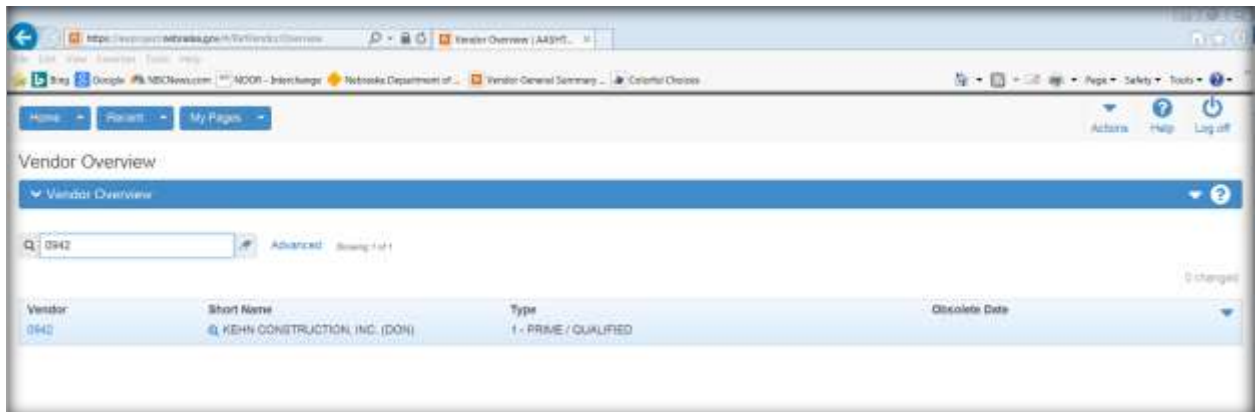
4. Under Reference Data-scroll down to Vendors, then click link.



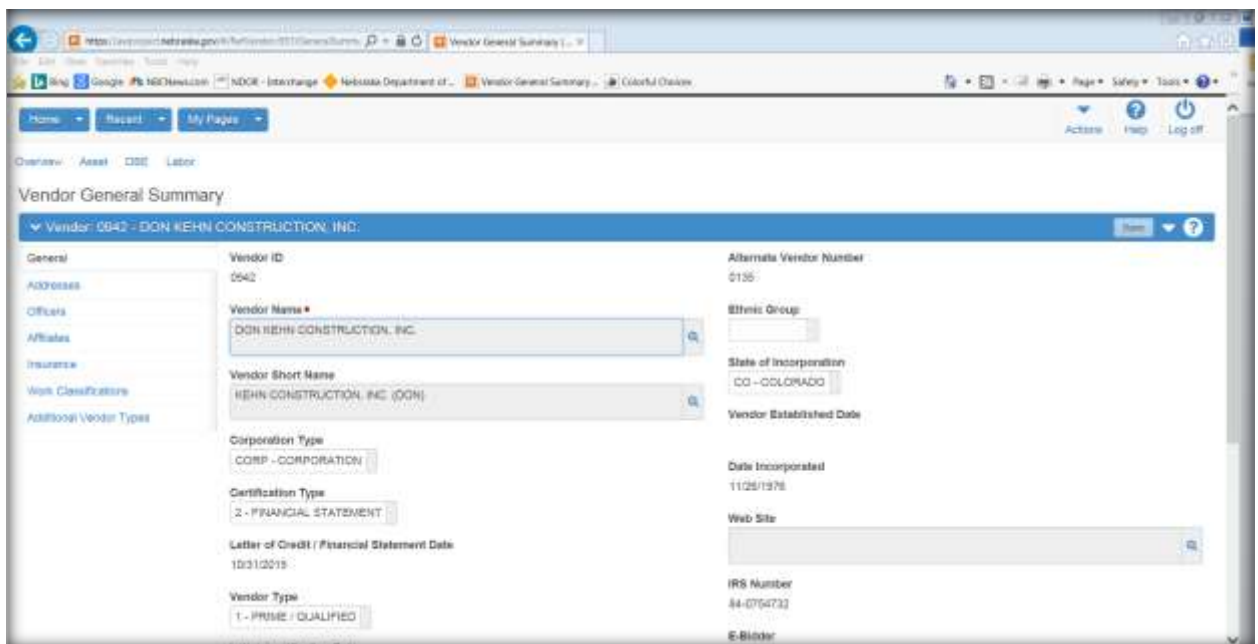
The following screen will open.



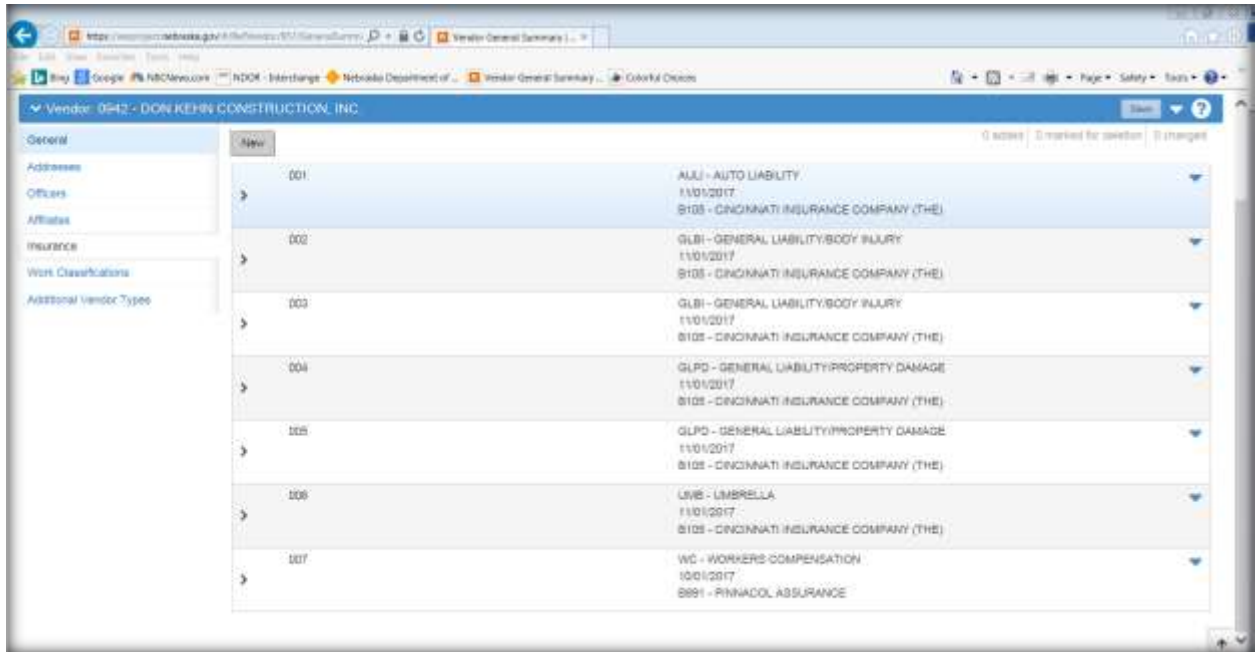
5. Type in either the vendor # or name-it is not case sensitive.



6. Click on the desired vendor # to open



7. Click on Insurance



There are typically seven (7) records or categories to update as shown in the picture above.

General Guidance for updating the 7 categories:

- If it is an initial COI, there will not be any visible fields. This indicates all data entry is required. Use the visible screenshots to assist you.
- If it is a renewal COI, verify the Insurance Company name agrees in AASHTOWare. If it has changed, begin entering the name of the insurance company. A drop down menu will appear for you. If the name exists in the menu, select it.

If a company does not appear, a vendor ID# for the insurance company name needs to be created in AASHTOWare. Send an email to the Controller Division (Laurie Burling) to get a vendor ID# create for the insurance copy. Vendor ID#s begin with the letter 'B'.

Check the Dept. of Insurance website to make sure the insurance company is approved to conduct business in Nebraska. The website link is:

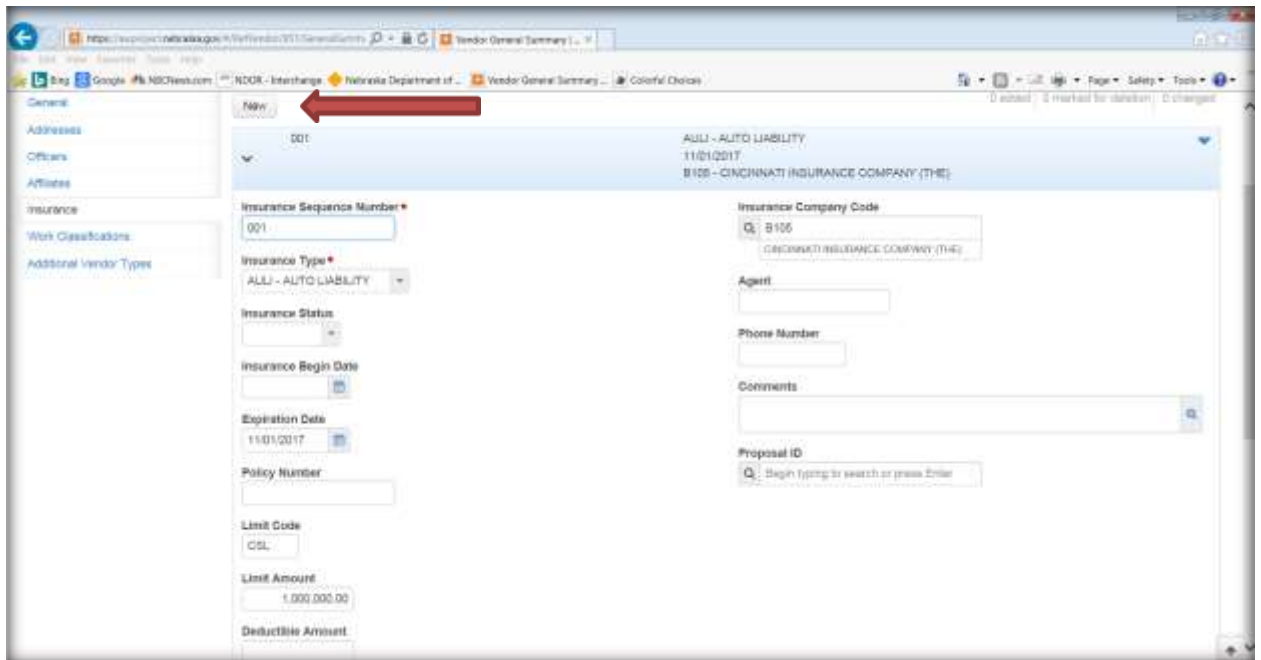
<https://doi.nebraska.gov/consumer/company-and-producer-search>

- Click save after each category is updated or before you exit the screen.

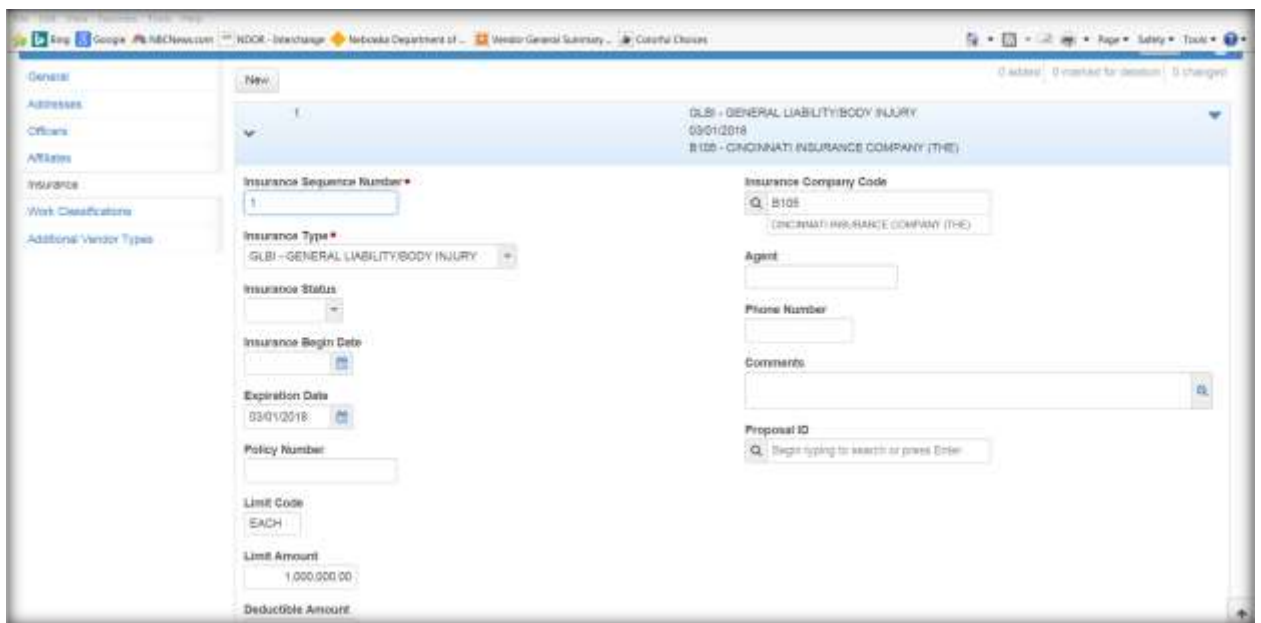
8. Open each category (e.g., 001 shown below) to override the old expiration date. Place your cursor in the Expiration Date field and update accordingly-tab to get out of the field. Ensure you double-check (verify) the accuracy of the Insurance Company Code, the Limit Code, expiration date, and the Limit Amount as shown below.

The screenshot shows a web application interface for managing vendor insurance. The vendor is identified as '001' and the insurance category is 'AULI - AUTO LIABILITY'. The current insurance provider is 'CINCINNATI INSURANCE COMPANY (THE)'. The 'Expiration Date' is set to 11/01/2017, the 'Limit Code' is 'CSL', and the 'Limit Amount' is 1,000,000.00. Red arrows point to these fields, indicating they need to be updated. The 'Insurance Company Code' is 'B100'. The 'Insurance Sequence Number' is '001'. The 'Insurance Type' is 'AULI - AUTO LIABILITY'. The 'Insurance Status' is 'Active'. The 'Insurance Begin Date' is '11/01/2017'. The 'Policy Number' is blank. The 'Agent' and 'Phone Number' fields are also blank. The 'Comments' field is empty. The 'Proposal ID' field is empty.

9. If the vendor is new OR you need to add coverage to an existing vendor, click the “new” button and enter accordingly as to what is on the certificate. ONLY enter the necessary fields shown below. Some fields will be blank.



10. Follow the flow of the certificate from top to bottom. You will have multiple entries for the General Liability coverage. The following 7 screen shots show what each entry typically looks like.



Insurance

Work Classifications

Additional Vendor Types

GLBI - GENERAL LIABILITY/BODY INJURY
03/01/2018
B105 - CINCINNATI INSURANCE COMPANY (THE)

Insurance Sequence Number*
2

Insurance Type*
GLBI - GENERAL LIABILITY/BODY INJURY

Insurance Status

Insurance Begin Date

Expiration Date
03/01/2018

Policy Number

Limit Code
AGGR

Limit Amount
2,000,000.00

Deductible Amount

Insurance Company Code
B105
CINCINNATI INSURANCE COMPANY (THE)

Agent

Phone Number

Comments

Proposal ID
Begin typing to search or press Enter

B105 - CINCINNATI INSURANCE COMPANY (THE)

Insurance Sequence Number*
3

Insurance Type*
GLPD - GENERAL LIABILITY/PROPERTY DAMAGE

Insurance Status

Insurance Begin Date

Expiration Date
11/01/2017

Policy Number

Limit Code
EACH

Limit Amount
1,000,000.00

Deductible Amount

Insurance Company Code
B105
CINCINNATI INSURANCE COMPANY (THE)

Agent

Phone Number

Comments

Proposal ID
Begin typing to search or press Enter

400 - Policy - Renewal - Policy - Policy

AD08 - Interchange Nebraska Department of ... Vendor General Summary ... Colorful Choices

GLPD - GENERAL LIABILITY/PROPERTY DAMAGE
03/01/2018
B105 - CINCINNATI INSURANCE COMPANY (THE)

Insurance Sequence Number*
4

Insurance Type*
GLPD - GENERAL LIABILITY/PROPERTY DAMAGE

Insurance Status
-

Insurance Begin Date
-

Expiration Date
03/01/2018

Policy Number
-

Limit Code
AGSR

Limit Amount
2,000,000.00

Deductible Amount
-

Insurance Company Code
B105
CINCINNATI INSURANCE COMPANY (THE)

Agent
-

Phone Number
-

Comments
-

Proposal ID
Begin typing to search or press Enter

400 - Policy - Renewal - Policy - Policy

AD08 - Interchange Nebraska Department of ... Vendor General Summary ... Colorful Choices

AULI - AUTO LIABILITY
03/01/2018
B105 - CINCINNATI INSURANCE COMPANY (THE)

Insurance Sequence Number*
5

Insurance Type*
AULI - AUTO LIABILITY

Insurance Status
-

Insurance Begin Date
-

Expiration Date
03/01/2018

Policy Number
-

Limit Code
CSL

Limit Amount
1,000,000.00

Deductible Amount
-

Insurance Company Code
B105
CINCINNATI INSURANCE COMPANY (THE)

Agent
-

Phone Number
-

Comments
-

Proposal ID
Begin typing to search or press Enter

5 UMB - UMBRELLA
03/01/2018
B105 - CINCINNATI INSURANCE COMPANY (THE)

Insurance Sequence Number *
6

Insurance Type *
UMB - UMBRELLA

Insurance Status
+

Insurance Begin Date
[Calendar Icon]

Expiration Date
03/01/2018 [Calendar Icon]

Policy Number
[Text Field]

Limit Code
EACH

Limit Amount
1,000,000.00

Deductible Amount
[Text Field]

Insurance Company Code
B105
CINCINNATI INSURANCE COMPANY (THE)

Agent
[Text Field]

Phone Number
[Text Field]

Comments
[Text Area]

Proposal ID
[Text Field] Begin typing to search or press Enter

7 WC - WORKERS COMPENSATION
12/31/2016
BC67 - KANSAS BUILDERS INSURANCE GROUP

Insurance Sequence Number *
7

Insurance Type *
WC - WORKERS COMPENSATION

Insurance Status
+

Insurance Begin Date
[Calendar Icon]

Expiration Date
12/31/2016 [Calendar Icon]

Policy Number
[Text Field]

Limit Code
STAT

Limit Amount
500,000.00

Deductible Amount
[Text Field]

Insurance Company Code
BC67
KANSAS BUILDERS INSURANCE GROUP

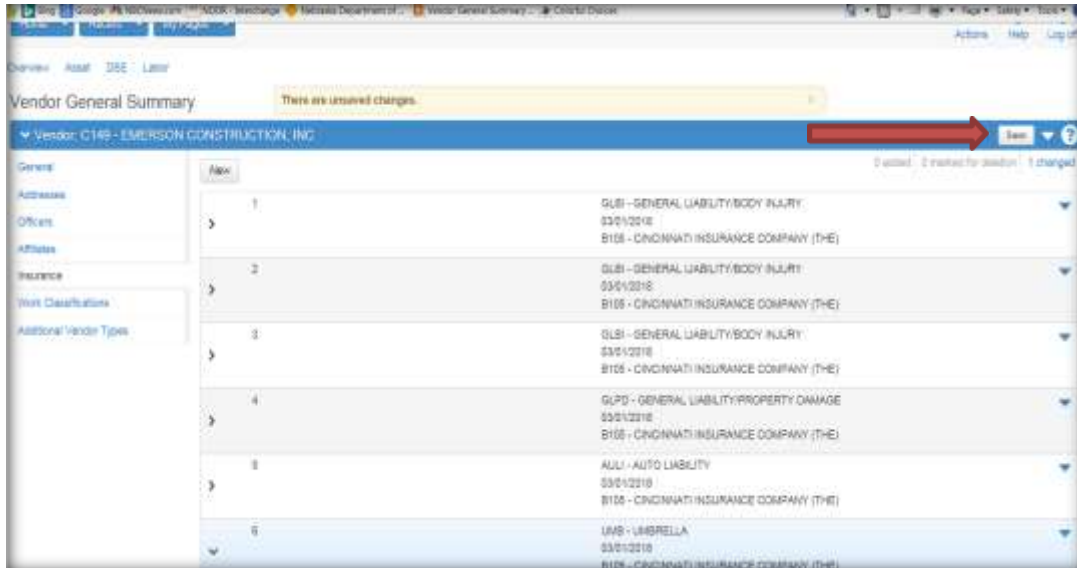
Agent
[Text Field]

Phone Number
[Text Field]

Comments
[Text Area]

Proposal ID
[Text Field] Begin typing to search or press Enter

11. When you are finished updating, click the “save” button. The notification bar will change color from yellow to green.



12. After entering updates into AASHTOWare, a scanned pdf of the COI should be uploaded to OnBase under the appropriate document type established for your Division. Document Types vary for each Division as shown below.

Construction: NDOR CNST Vendor
 Districts: NDOR DIST Vendor
 Operations: NDOT OPS Vendor
 Intermodal: NDOR IPD Vendor
 Consultants: NDOT PPD Consultant Insurance

Upload example shown below is for Construction Division COIs.

Document Type - NDOR CNST Vendor

1. Enter Vendor # then press TAB key

2. Choose Insurance Certification from drop down

3. Enter the earliest expiration date for all coverages listed on the COI

Click Upload

Houston TX office
5555 San Felipe
Suite 1500
Houston TX 77056 USA

INSURER A: Underwriters At Lloyd's London 18792
INSURER B: Lloyd's Syndicate No. 2221 641120112
INSURER C: Zurich American Ins Co 16935
INSURER D: American Guarantee & Liability Ins Co 26247
INSURER E: Ironshore Specialty Insurance Company 25445

CERTIFICATE NUMBER: 57009956933 REVISION NUMBER:

TYPE OF INSURANCE	ADD. COV.	POLICY NUMBER	POLICY EFF.	POLICY EXP.	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-BASE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Per Project Agg EDM GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LDC OTHER:		03001839202 General Liability			EACH OCCURRENCE \$1,000,000 DAMAGE TO DEPTD. \$1,000,000 MED EXP (any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$10,000,000 PRODUCTS - COMPOUND \$2,000,000
<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> AMP AUTO <input checked="" type="checkbox"/> OWNED <input type="checkbox"/> AUTO RENT <input type="checkbox"/> AUTO THEFT <input type="checkbox"/> THEFT SCHEDULED: <input type="checkbox"/> AUTO <input type="checkbox"/> MCH OWNED <input type="checkbox"/> AUTO THEFT		SAP 0183982-02 Auto	09/18/2017	04/30/2018	COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
<input checked="" type="checkbox"/> UMBRELLA/LIB <input type="checkbox"/> EXCESS LINE <input type="checkbox"/> CLAIMS-BASE		A0018392702 Umbrella	09/18/2017	04/30/2018	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000

Initial Certificates of Liability Insurance:

If you have a new vendor that has never been entered into AASHTOWare, please contact your representative that assigns vendor numbers. Once you have a vendor number, follow the same process as instructed under section A. (Procedure to Process Certificates of Liability Insurance (COIs) Renewals) to enter the COI information into AASHTOWare.

I. Non-compliant Certificates of Liability Insurance:

If you receive a COI that does not meet your insurance requirements, after two or three attempts, you may notify the NDOT legal team to seek resolution.

Contact: Greg Ariza, (402) 479-4376, Greg.Ariza@nebraska.gov

II. Overdue/Expired Insurance Renewals:



- Send notification to vendors or brokers only when COI is in need of correction or when the previous COI on file has actually expired.
- Per the NDOT Legal Team, NDOT is covered for liability for 30 days after a COI expires and the receipt of the subsequent COI is pending/forthcoming.

Any questions regarding this SOP may be directed to the following as it relates to your vendor type/division:

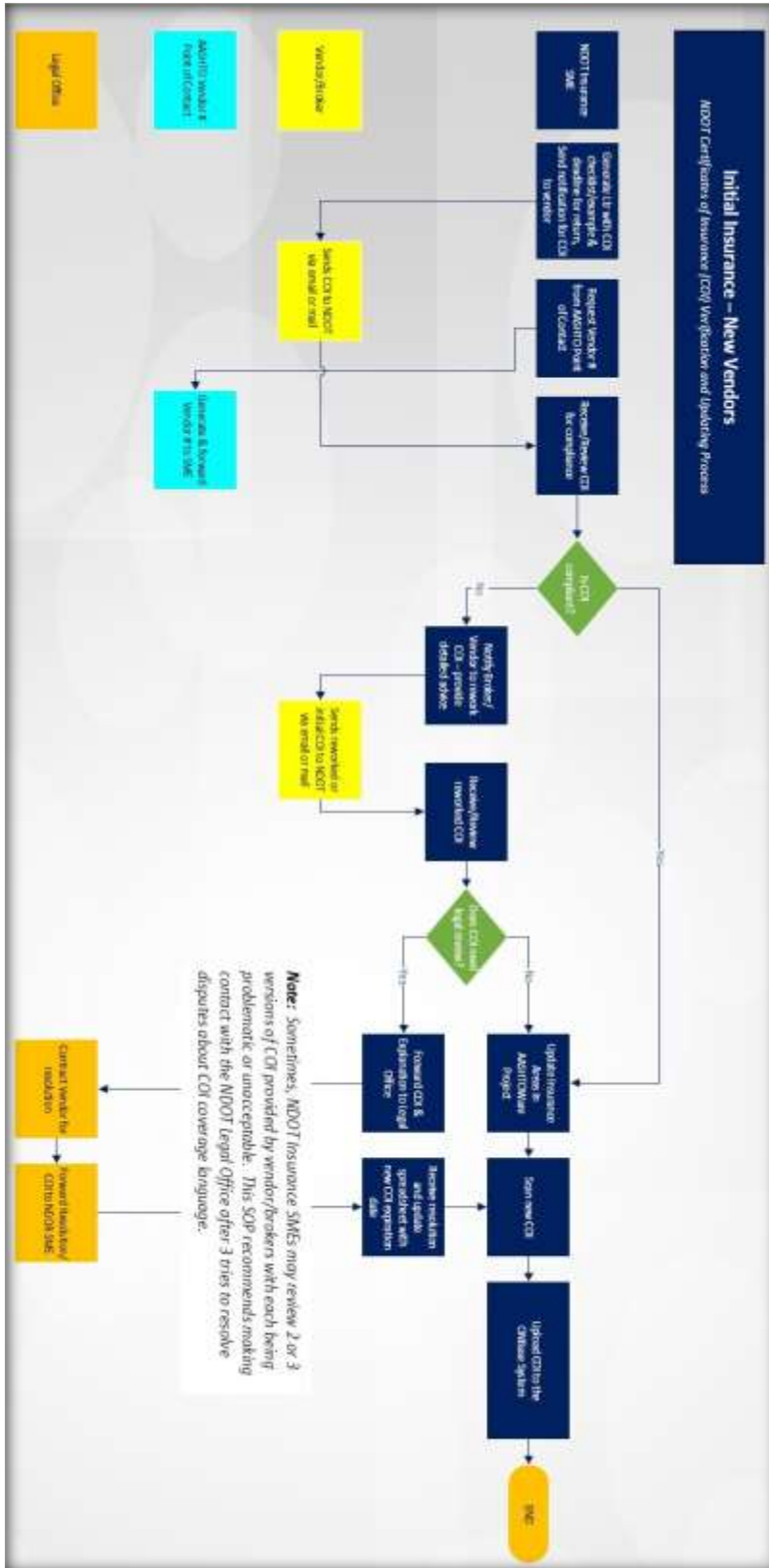
Operations/Districts - Gloria Ryken
Consultants - Brad Reid

Intermodal Division - Frank Faughn
Construction - Lucinda Dowding

APPENDIX A – Example COI

		<h2 style="margin: 0;">CERTIFICATE OF LIABILITY INSURANCE</h2>		DATE(MM/DD/YYYY) 10/19/2017																																																																																																																																										
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p>																																																																																																																																														
<p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																																																																																																																																														
PRODUCER Aon Risk Services Southwest, Inc. Houston TX Office 5555 San Felipe Suite 1500 Houston TX 77056 USA			CONTACT NAME: PHONE (A/C. No. Ext): 8662837122 FAX (A/C. No.): (800) 363-0105 E-MAIL ADDRESS:																																																																																																																																											
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<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested</p>																																																																																																																																														
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General Liability and Auto Liability evidenced herein is Primary and Non-Contributory to other insurance available to the Nebraska Dept. of Roads, but only to the extent required by written contract with the insured. A waiver of subrogation is granted in favor of Nebraska Dept. of Roads as required by written contract but limited to the operations of the Insured under said contract, with respect to the General Liability, Auto Liability, Umbrella Liability and					
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APPENDIX B – Initial Insurance – New Vendors Flowchart



APPENDIX C – Insurance Renewals Flowchart

