



INSURANCE AND BOND REQUIREMENTS (rev. 11/13)

The following are Wayne County Airport Authority (WCAA) specific requirements that must be included in all submittals for insurance and bonds. These documents should be e-mailed to Permits@wcaa.us or faxed to **(734) 247-7138** for review. Provide this checklist with the documents submitted to validate that the applicable requirements have been met; and provide contact information for the individual responsible for the submission so comments can be returned to that individual.

Electronic copies of the insurance documents are acceptable; however **original copies of the final bonds must be submitted to the Airport for our files** (at the Certificate Holder address noted below). Draft copies of the bonds should be submitted electronically for review prior to forwarding the originals.

INSURANCE – ACORD FORM 25 (2010/05) CERTIFICATE REQUIRED

- 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).
- Comprehensive 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.
- Excess / Umbrella Liability may be utilized to supplement the Comprehensive General Liability and Comprehensive Automobile Liability coverage limits to meet the \$5,000,000.00 Airfield Operations Area requirements. If provided to do so, include the statement shown in the ‘Description of Operations’ box below.
- Workers’ Compensation Insurance as required by the State of Michigan (WC Statutory Limits box checked), and Employer’s Liability Insurance with limits not less than \$500,000.00. Complete the Y/N box indicating whether ‘partners, proprietors, executive officers and/or owners’ are excluded. If excluded, identify those individuals; they are not to perform any work on job site.

The Certificate’s Description of Operations box must include:

- In addition to any Tenant requirements, state “The County of Wayne and The Wayne County Airport Authority are included as an additional insured on both the General Liability and Automobile Liability policies.”
- If applicable, state “Excess / Umbrella Liability coverage applies to both the General Liability and Automobile Liability policies.”
- Include the WCAA Construction/Alteration Permit No. “C/A Permit No. ____ and Project Name”. **Please call prior to providing the Certificate if you need this number.**
- The Certificate Holder’s Box must read as follows:**
 - The Wayne County Airport Authority
 - Business Development & Real Estate Department
 - L.C. Smith Building – Mezzanine
 - Detroit, MI 48242

ENDORSEMENTS: Provide hard copies of the following endorsements:

- **Cancellation Endorsement** to provide the Certificate Holder 30 days advance notice **prior** to cancellation or non-renewal (10 days for non-payment of premium) of described policies.

- Additional Insured Endorsements for both the Comprehensive General Liability and Comprehensive Automobile Liability policies; each must include the respective policy number.
 - 1) If a blanket endorsement is provided, or if a blanket statement is included in the Schedule, the words “written agreement” or “permit” must be included. Referring only to a “written contract” is not acceptable as the Airport Authority will not be party to a contract; we consider the issuance of our permit an agreement required for work to be performed on Airport property.

 - 2) If the schedule will be completed to specifically identify The County of Wayne and The Wayne County Airport Authority, it is not required to list addresses but if included, addresses must read as follows:

The County of Wayne Management & Budget 500 Griswold Street Detroit, MI 48226	and	The Wayne County Airport Authority Business Development & Real Estate Department L.C. Smith Building - Mezzanine Detroit, MI 48242
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PAYMENT AND PERFORMANCE BONDS (AIA 311 ONLY)

- Payment and Performance Bonds will be required when a contract amount exceeds \$5,000.00 unless otherwise stated by the WCAA.

- SUBMIT AIA 311 FORMS ONLY - BONDS ON ANY OTHER FORMS ARE UNACCEPTABLE.

- **The ‘obligee’ for the bonds shall be the ‘Tenant’ of the Airport for whom the contractor is performing the work.** The Tenant’s name and address must correspond to that identified in the Airport Authority’s lease or other agreement with the Tenant. **Please contact us if you do not have this name and address information.**

- The Payment and Performance Bonds shall be provided for not less than 50% of the contract amount (100% of the contract amount for all terminal retail and food concessions).

- 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”.

- Bonds must contain the WCAA Construction/Alteration Permit Number.

Individual Points of contact:

Insurance documents: Name/Title _____
Phone / Fax _____
E-Mail _____

Bonds: Name/Title _____
Phone / Fax _____
E-Mail _____