



NOTICE TO CONTRACTORS ENSURING COMPLIANCE WITH INSURANCE, BONDS and WCB REQUIREMENTS

Major Works, Minor Works, Operational Services, Design Build Minor and Consulting Services Contracts General Information:

- The ONLY acceptable Certificate of Insurance is a Ministry of Transportation and Infrastructure **Certificate of Insurance (H0111)**.
- BOTH pages of the **Ministry Certificate of Insurance** must be submitted and the form conditions on page one and two must **NOT** be altered or added to.
- Ensure that the effective award date of the Certificate of Insurance is the earlier of the date of contract award or contract start date.
- DO NOT add the Ministry of Transportation and Infrastructure as an Additional Insured on page 1 of the Certificate of Insurance as the Ministry of Transportation and Infrastructure is an Additional Named Insured (as per the insurance specifications and page 2 of the Certificate of Insurance).
- Always examine your Ministry Certificate of Insurance for policy effective dates and expiry dates and renewal dates in relationship to your contract.
- Ensure that the Certificate of Insurance includes all required information (name of Insurer, policy numbers, policy effective dates, expiry dates, policy limits, deductibles and aggregates).
- Double check all documentation to ensure that the project number and description are correct.
- Always give the sample Ministry of Transportation and Infrastructure **Certificate of Insurance**—again BOTH pages—the **Insurance Specifications, the Special Provisions and the Bond Specimens** in your tender document to your Insurance Broker as it enables him/her to produce documentation and pricing in accordance with the contract requirements.
- Ensure that Ministry Certificate is duly signed and are originals or certified copies.
- If Automobile Liability insurance is required in the Ministry Agreement one of the following must be provided:
 - duly completed H0111 form AND/OR
 - a completed APV47 (ICBC Form) OR
 - a completed APV250L (ICBC Form)

*Note: Combination of Primary ICBC insurance and other Excess insurance is acceptable but must be clearly evidenced. If Certificate ONLY evidences private insurance coverage, evidence of mandatory ICBC coverage is required.

Major Works, Minor Works, Operational Service and Design Build Minor Contracts Only:

- Insurance requirements are found in BOTH Schedule 3- Special Provisions and Schedule 6- Insurance Specifications.
- Specimen Bonds are found in Schedule T2 Tender Securities Document INS0264 and Schedule 2 Contract Securities INS0265. Please ensure the bonds provided match the specimen.

Questions should be directed to the Corporate Insurance and Bonds Manager – (250) 387-7580

WCB

Workers' Compensation Board (WorkSafeBC) coverage is required.

- The general WCB of BC information site is <http://www.worksafebc.com/>
- Registration and insurance coverage can be completed online with details found at http://www.worksafebc.com/insurance/registering_for_coverage/register_with_worksafebc/default.asp. To report applicable payroll online, use http://www.worksafebc.com/online_services/reporting_and_remitting/default.asp
- Ensure that your premiums are paid so a clearance letter will be obtainable by the Ministry. For estimating your insurance costs, you may wish to consult the rate guide at http://www.worksafebc.com/insurance/premiums/rate_setting/default.asp.