



Policy No.: P100-22-5	Type of Policy: Board Business
Policy Title: Risk Management for District Agreements with Contractors and Consultants	
Policy Description: Risk management system that provides for the required types of insurance, limits of coverage and other provisions for agreements with contractors and consultants who do business with the District	
Approval Date: 9/18/2018	Last Review Date: 2022
Approval Resolution No.: 46-18	Next Review Date: 2026
Rescinded Resolution No.: 46-14	Rescinded Resolution Date: 8/19/2014

It is the policy of the Board of Directors of Dublin San Ramon Services District:

The District requires that all contractors and consultants have appropriate insurance in place before the District can do business with them. Current insurance coverage requirements include general liability, auto and workers compensation, and other specialized policies as needed. Confirmation of appropriate insurance coverage protects the District against liabilities arising in the general course of business.

The District is a member of the California Sanitation Risk Management Authority (CSRMA), an association of wastewater agencies joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk cost in a reliable, economical and beneficial manner. To that end, CSRMA has issued a Procedure Manual for the Insurance Requirements in Contracts (IRIC) which recommends the following guidelines for requirements and limits to its member agencies:

- Establish minimum levels of coverage for different types of agreements (Construction Projects, Services Agreements, Professional/Consultant Services, Environmental Risks, Tenants including office space tenants such as LAVWMA, and Community Use);
- Establish insurance types necessary for each agreement; and
- Conform to CSRMA’s suggested guidelines for best management practices.

The requirements, insurance limits and other provisions contained in the IRIC shall be the District standard in regards to the District’s procurement and contracting procedures, standard agreements, standard specifications and similar documents routinely used by the District. District staff will follow the recommendations of CSRMA as set forth in their IRIC document (available at: www.csрма.org) to ensure best practice in the risk management arena.

When special circumstances present special or extraordinary risks, the Administrative Services Manager, or designee, shall evaluate the need for additional or reduced levels of coverage and recommend coverage commensurate with the risk to the General Manager for approval. However, under no circumstance will the

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insurance requirements be reduced below \$1 million for general liability coverage and the State minimum for automobile liability coverage, without prior approval of the Board of Directors.

The General Manager is authorized and directed to make all necessary changes to conform the District’s Standard Specifications, Standard Agreements, and the District’s Purchasing Procedures to this Risk Management for District Agreements with Contractors and Consultants policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
September 18, 2018	
Reviewed by Committee or Board:	Date:
Board	October 18, 2022