



## **Insurance Requirements for Suppliers and Contractors**

Suppliers and contractors shall keep in full force and effect, at its sole cost and expense, with insurance companies having an A- Rating or better by A.M. Best Insurance Rating Service the following minimum insurance coverage including a required additional insured endorsement:

- Workers Compensation coverage for its employees with statutory limits required under Michigan law and Employment Liability coverage with limits of \$1,000,000 per accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee. MUST PUT "Y" IN "SUBR WVD" COLUMN FOR WORKERS COMP AND EMPLOYERS LIABILITY
- Commercial General Liability on an occurrence form with combined bodily injury and property damage limit of at least \$1,000,000 each occurrence; \$1,000,000 Personal Injury and Advertising Injury; \$2,000,000 General Aggregate; \$2,000,000 Products and Completed Operations Aggregate.
- Commercial Umbrella coverage with limits of at least \$5,000,000 Each Occurrence and \$5,000,000 Aggregate.
- Commercial Auto Liability with limits of at least \$1,000,000 Combined Single Limit Each Accident including Hired and Non Owned Auto coverage, statutory Michigan no fault coverage and coverage for Any Auto (Symbol 1).
- Property – Contractor is responsible insuring supplies, materials, equipment or other personal property on an "All Risk" policy in an amount equal to its full replacement value. Supplier's property – Refer to Lacks Terms and Conditions of Purchase.
- Certificates of Insurance shall name Lacks Enterprises, Inc. and all subsidiaries and affiliates are included as Additional Insureds for General Liability, Automobile and Umbrella. Waiver of Subrogation in favor of the certificate holder, their subsidiaries, officers, directors and employees shall be included for General Liability, Automobile Liability, and Workers Compensation. Coverage shall be primary and non-contributory.
- Certificates of Insurance must be received by the Lacks Purchasing Department at the address below before any Supplier or Contractor's employees may enter any of Lacks Enterprises' Facilities.

Lacks Enterprises, Inc.  
Corporate Purchasing Department  
5460 Cascade Rd SE,  
Grand Rapids, MI 49546  
Fax: (616) 455-0226

- Certificates of all insurance coverage shall be in a form of an ACORD certificate and it is the responsibility of the Supplier or Contractor to ensure a current certificate is on file with Lacks Enterprises, Inc. at all times. The certificates shall contain a provision that coverage afforded shall not be cancelled, materially modified, allowed to expire, or be non-renewed until after 30 days written notice thereof has been given to the above address.
- All Suppliers and Contractors must comply with Lacks Enterprises, Inc. safety practices, visitor policies, and procedures while on the premises of any Lacks Enterprises' facilities.
- Any deficiency to the requirements above must be approved by Lacks Purchasing or Executive Management.