

**Departmental Head Request for Waiver of Town's
Recommended Insurance Requirements**

DATE:

TO: Chris DeMeo, Director, Risk Management

FROM:

SUBJECT: Request for Waiver of Town Insurance Requirements for (Specify RFP, RFB, Contract or Personal Services Contract) (Indicate Number)

In regard to the above-referenced document contract, I request that the Town waive the following recommended insurance requirements.

Type of Insurance

Type of Waiver Requested (1)

Need to indicate waiver See note below

General Liability

No waiver requested

Automobile Liability

No waiver requested

Excess Liability

Complete Waiver

Worker's Compensation and
Employers Liability

Complete Waiver

Other (including Professional Liability) _____

Based on my thorough review, I believe the above requested waiver will not subject the Town to any future probable liability and/or loss. *A waiver should **not** be requested to avoid paperwork requirements or to expedite non-emergency activities, but rather because the requested contractor's work is of such a nature that it is not likely that the waiver will result in future liability or loss to the Town.*

Department Head Signature
(No stamp)

Date signed

Note (1) Requested waivers should be by type of insurance. They can include requests for (a) complete waiver, i.e. no insurance coverage needed, or (b) a coverage level (specify amount) that is lower than the Town recommended levels.