

# COURT HOUSE GROCERIES

## CERTIFICATE OF LIABILITY INSURANCE (COI) APPLICATION

### I. INSURANCE AGENCY INFORMATION (THE PRODUCER)

**Explanation:** This section identifies the insurance agency or broker that issued the policy. It serves as the primary contact for verifying current coverage status and receiving updated certificates.  
**Benefit:** Provides a direct professional contact to clarify policy language, ensuring no delays in vendor onboarding during legal audits.

**AGENCY/BROKER NAME** **LICENSE NUMBER**

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**AGENCY ADDRESS**

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**PRODUCER CONTACT NAME** **DIRECT PHONE/EMAIL**

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### II. INSURED PARTY IDENTIFICATION

**Explanation:** Specifies the legal entity (The Vendor) being covered. This name must match exactly with the name on the Master Service Agreement or Product Spec Sheet.  
**Benefit:** Prevents administrative mismatch and legal ambiguity, ensuring that the indemnification clauses in our contracts are fully enforceable.

**LEGAL INSURED NAME (DBA IF APPLICABLE)**

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**PRIMARY BUSINESS ADDRESS**

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**VENDOR ID NUMBER** **OPERATIONS DESCRIPTION (E.G., FOOD MFG, LOGISTIC VENDOR)**

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## COMMERCIAL GENERAL LIABILITY (CGL)

### III. GENERAL LIABILITY POLICY TERMS

**Explanation:** This is the core coverage for bodily injury or property damage occurring on or off the premises. It must include "Completed Operations" coverage for grocery-specific risks.

**Benefit:** Protects the court and the public from financial loss resulting from accidents during product delivery or store-front operations.

**INSURER NAME (A.M. BEST RATING MUST BE A- OR HIGHER) POLICY NUMBER**

**POLICY EFFECTIVE DATE**

**POLICY EXPIRATION DATE**

Occurrence Basis

Claims-Made Basis

### IV. LIMITS OF LIABILITY (CGL)

**Explanation:** Defines the maximum dollar amounts the insurer will pay. Court House Groceries requires specific minimum thresholds (General Aggregate/Product-Comp Op).

**Benefit:** Ensures the vendor has sufficient capital backing to handle high-stakes legal claims without defaulting on their supply obligations.

**EACH OCCURRENCE LIMIT (\$)**

**GENERAL AGGREGATE LIMIT (\$)**

**PRODUCTS - COMP/OP AGGREGATE (\$)**

**PERSONAL & ADV INJURY (\$)**

# COURT HOUSE GROCERIES

## SPECIALIZED RISK & UMBRELLA COVERAGE

### V. AUTOMOBILE & WORKER'S COMPENSATION

**Explanation:** Validates coverage for delivery fleets and employees. Mandatory for any vendor entering Court House Groceries facilities or using heavy machinery for the court.  
**Benefit:** Mitigates catastrophic risks associated with vehicle transit and ensures staff medical needs are handled via insurance, not court litigation.

AUTO LIABILITY POLICY #

COMBINED SINGLE LIMIT (\$)

WORKER'S COMP STATUTORY LIMIT

EMPLOYER'S LIABILITY (\$)

### VI. EXCESS / UMBRELLA LIABILITY

**Explanation:** Provides "over-the-top" coverage that kicks in when primary policy limits are exhausted. Essential for high-volume distributors and Fortune 100 partners.  
**Benefit:** Adds an extra layer of 100% financial security for the court's supply chain during catastrophic events or multi-claim lawsuits.

UMBRELLA POLICY NUMBER

AGGREGATE LIMIT (\$)

SELF-INSURED RETENTION (\$)

# COURT HOUSE GROCERIES

## ENDORSEMENT & LEGAL SIGNATURE

### VII. CERTIFICATE HOLDER & ADDITIONAL INSURED

**Explanation:** This formalizes the legal relationship. "Court House Groceries" must be named as an "Additional Insured" on a primary and non-contributory basis.

**Benefit:** Allows the Court to be defended directly by the vendor's insurance provider, saving significant legal costs and ensuring direct protection.

#### CERTIFICATE HOLDER NAME & ADDRESS

COURT HOUSE GROCERIES, LLC  
Legal Compliance Dept.  
One Justice Way, Corporate Plaza

#### DESCRIPTION OF OPERATIONS / SPECIAL PROVISIONS

### VIII. VENDOR ATTESTATION & LEGAL SIGNATURE

**Explanation:** This closing section requires a signature from an authorized insurance producer or company officer. It confirms that the policies are in force and match the terms provided.

**Benefit:** Establishes personal accountability for the accuracy of the insurance data, preventing fraudulent filings or lapsed coverage.

By signing below, the Producer/Insurer and the Vendor certify that the insurance as described above is currently in full force and effect. We further agree that any cancellation or material reduction of these policies will not be effective without at least thirty (30) days' prior written notice to Court House Groceries. We understand that failure to maintain this coverage levels constitutes a material breach of the vendor agreement and will result in immediate disqualification for court use.

AUTHORIZED INSURANCE REPRESENTATIVE SIGNATURE

DATE SIGNED

VENDOR EXECUTIVE / OFFICER SIGNATURE

OFFICIAL SEAL