



Insurance Guidelines

All vendors must submit either three certificates of insurance (one for workers compensation coverage, one for disability insurance coverage and one for liability insurance coverage) unless the vendor submits a workers compensation exemption certificate (form CE-200 explained below). In that case the vendor must submit the exemption form and a certificate of liability insurance. Once you have collected these documents you can e-mail them to Amy Keegan at akeegan@rensko.com. If you have questions or concerns, she can be reached at 518-270-2951.

All certificates of insurance must name the certificate holder as follows:

**Please note new address as of
January 1, 2023**

**Rensselaer County
c/o Rensselaer County Attorney
99 Troy Road
East Greenbush, New York 12061**

Workers Compensation Coverage:

- 1) As of December 1, 2008, the NYS Workers Compensation Board replaced form DB-100 with form CE-200. If the vendor is claiming to be exempt from coverage, they can find this form online;
- 2) Workers Compensation form C-105.2 which is issued by the vendor's insurance carrier and sent to you on request; or
- 3) Form SI-2, which is issued by the Workers' Compensation Board Self-Insurance Office, or Form GSI-105.2, which is issued by the Group Self-Insurance Administrator upon request

Disability Benefits Coverage:

- 1) Same as "1" for workers compensation coverage as stated above;
- 2) Form DB-120.1, issued by vendor's insurance carrier; or
- 3) Form DB-155, issued by the Board's Self-Insurance Office.

Liability Insurance Coverage:

All vendors must supply proof of liability insurance coverage for a minimum amount of \$1,000,000 per occurrence.