

## LEAGUE OF CALIFORNIA CITIES

City Attorneys Department 2003 Spring Conference

## DRAFTING AND REVIEWING INSURANCE AND INDEMNITY PROVISIONS

William H. Staples, Esq.

## Indemnity Agreements/Provisions

- · Adequate hold harmless provision
- · Good hold harmless provision
- · Best dammed provision I've ever seen

## Additional Insured Endorsements

- · Certificate of Insurance
- · Owners, Lessees or Contractors (CG 2010 11-85)
- · Owners, Lessees or Contractors (CG 2010 10-93)
- · Managers or Lessors of Premises (CG 2011 1-96)
- Owners and/or Lessors of Premises, Sponsors or Co-Promoters (S-157 10-89)
- State or Political Subdivisions-Permits (CG 2012 6-98)
- · State or Political Subdivisions-Permits Relating to Premises (CG 2013 11-85)

## Waiver and Release of liability

- · Participant
- · Parent or legal Guardian for a Minor





## William H. Staples, Shareholder

Archer Norris, a Professional Law Corporation, is one of the largest law firms headquartered in Contra Costa County, with offices in Walnut Creek, Richmond, Corona, and Los Angeles. The firm counsels clients in complex litigation and business, insurance coverage and bad faith litigation, health care, environmental, real estate transactions, and discretionary government approvals.

William Staples is one of the firm's senior trial lawyers. He leverages 27 years of legal experience, a keen understanding of legal strategies and tactics, and a poised courtroom presence to produce the strongest advocacy possible for his clients. His practice areas include employment, public entity, products liability, construction disputes/defects, toxic torts, commercial and general tort litigation.

He has tried in excess of thirty cases to judgment. These would include a defense verdict for a municipality in a roadway design case. Defense verdict of a products liability claim against a national retailer for an alleged defect in the design of a snow-throwing machine. Defense verdict for an employer against claims of wrongful termination, sexual discrimination and defamation by a former employee. An eight-month trial where Mr. Staples persuaded the court that the plaintiff (bonding company) had failed to act in good faith toward the defendant (general contractor). This shifted the burden for over \$2,000,000 of construction costs from the contractor back to its bonding company. Mr. Staples has also appeared before the California Supreme Court and successfully had them declare a portion of the Government Code unconstitutional, thereby protecting his client from thousands of dollars of potential damage claims.

In addition to trying cases, and possibly more important, Mr. Staples is extremely adept at posturing cases for early resolution. Thoughtful analysis is given at each stage of the litigation. His initial discovery is planned to obtain the information most necessary for an overall evaluation and his clients are kept fully up to date so that informed decisions can be made.

Mr. Staples is a shareholder and the head of the Construction Litigation Group for Archer Norris. He graduated from the University of California, Berkeley with a degree in political science and earned his Juris Doctorate degree from the University of San Francisco. He is a member of the Contra Costa County Bar Association, Association of Defense Counsel of Northern California, Defense Research Institute, and the Association of Defense Trial Attorneys. He is active in youth sports in his community.



#### **ADEQUATE Hold Harmless Clause**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Architect and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of The Work, provided that any such claim, damage, loss or expenses (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than The Work itself) including the loss of use resulting therefrom and (ii) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

Source: AIA document A201, General Conditions of the Contract for Construction.

• Only applies if Contractor is at least partially responsible due to negligent act or omission.



<sup>■</sup> Requires defense and indemnification of City.

<sup>•</sup> Covers City even if City is negligent (except for sole negligence).

#### GOOD Hold Harmless Clause

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Owner and the Architect and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of, resulting from or in any manner related to any work performed or services provided under this Subcontract agreement, provided that any such claim, damage, loss or expenses is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom regardless of whether or not it is caused in part by a party indemnified hereunder.

Notwithstanding the foregoing, nothing herein shall be construed to require Contractor to indemnify a party indemnified hereunder from any claim arising from the sole negligence or willful misconduct of the party to be indemnified.

- Requires defense and indemnification of City.
- Covers City even if City is negligent (except for sole negligence).
- Applies even if Contractor is not negligent, as long as incident is in any way related to Contractor's work.



"The Best Damned Provision I've Ever Seen"

#### **INDEMNIFICATION**

To the fullest extent permitted by law, Subcontractor shall indemnify, defend (at Subcontractor's sole cost and expense and with legal counsel approved by Contractor and/or Owner, which approval shall not be unreasonably withheld), protect and hold harmless Contractor and/or Owner, all subsidiaries, divisions and affiliated companies of Contractor and/or Owner, and all of such parties' representatives, partners, designees, officers, directors, shareholders, employees, consultants, agents, successors and assigns, and any lender of Owner with an interest in the Project (collectively, the "Indemnified Parties"), from and against any and all claims (including, without limitation, claims for bodily injury, death or damage to property), demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including, without limitation, attorneys' fees, disbursements and court costs, and all other professional, expert or consultants' fees and costs and Contractor's and/or Owner's general and administrative expenses) of every kind and nature whatsoever (individually, a "Claim"; collectively, "Claims") which may arise from or in any manner relate (directly or indirectly) to any work performed or services provided under this Subcontract Agreement (including, without limitation, defects in workmanship or materials and/or design defects [if the design originated with Subcontractor]) or Subcontractor's presence or activities conducted on the Project (including, without limitation, the negligent and/or willful acts, errors and/or omissions of Subcontractor, its principals, officers, agents, employees, vendors, suppliers, consultants, subconsultants, subcontractors, anyone employed directly or indirectly by any of them or for whose acts they may be liable or any or all of them) regardless of any active or passive negligence or strict liability of an Indemnified Party. Subcontractor understands and acknowledges that the indemnification obligation hereunder is intended to constitute a "Type I" indemnity under California law and extends to and includes Claims arising from the active or passive negligence of Indemnified Parties. Notwithstanding the foregoing, nothing herein shall be construed to require Subcontractor to indemnify the Indemnified Parties from any Claim arising from the sole negligence or willful misconduct of the Indemnified Parties.

No possibility of an ambiguity.



Requires defense and indemnification of City.

<sup>•</sup> Covers City even if City is negligent (except for sole negligence).

<sup>•</sup> Applies even if Contractor is not negligent, as long as incident is in any way related to Contractor's work.

"The Best..." (Continued)

#### DUTY TO DEFEND

The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend exists regardless of any ultimate liability of Subcontractor. Such defense obligation, shall arise immediately upon presentation of a Claim by any party and written notice of such Claim being provided to Subcontractor. Payment to Subcontractor by any Indemnified Party or the payment or advance of defense costs by any Indemnified Party shall not be a condition precedent to enforcing such Indemnified Party's rights to indemnification hereunder. Subcontractor's indemnification obligation hereunder shall survive the expiration or earlier termination of this Subcontract Agreement until such time as action against the Indemnified Parties for such matter indemnified hereunder is fully and finally barred by the applicable statute of limitations or statute of repose. Subcontractor's liability for indemnification hereunder is in addition to any liability Subcontractor may have to Contractor and/or Owner for a breach by Subcontractor of any of the provisions of this Subcontract Agreement. Under no circumstances shall the insurance requirements and limits set forth in this Subcontract Agreement be construed to limit Subcontractor's indemnification obligation or other liability hereunder. The terms of this Subcontract Agreement are contractual and the result of negotiation between the parties hereto. Accordingly, any rule of construction of contracts (including, without limitation, California Civil Code Section 1654) that ambiguities are to be construed against the drafting party shall not be employed in the interpretation of this Subcontract Agreement.

- Makes clear that duty to defend is independent of duty to indemnify.
- Indemnification obligation continues until expiration of all statutes of limitations or repose.



"The Best ..." (Continued)

INSURING PROVISION TO INCORPORATE INTO SUBCONTRACT AGREEMENT SUBCONTRACT SECTION:

<u>INSURANCE</u> Subcontractor shall secure and maintain at its own cost, for all operations, the following insurance coverage:

1.1 Workers' Compensation & Employer's Liability Insurance. The Workers' Compensation Insurance shall be in the form and amount required by State statute. The Employer's Liability minimum limits required are: (a) \$1,000,000 Each Accident; (b) \$1,000,000 Disease - Policy Limit; and (c) \$1,000,000 Disease - Each Employee. The Workers' Compensation policy shall contain endorsements providing (I) a waiver of subrogation in favor of Contractor and Project owner; and (II) thirty (30) days' written notice to Contractor in the event of cancellation or material reduction in coverage.

1.2 General Liability Insurance. Occurrence basis with minimum limits of (a) \$1,000,000 Each Occurrence; (b) \$2,000,000 General Aggregate; and (c) \$1,000,000 Products/ Completed Operations Aggregate. General Liability Insurance shall be at least as broad as ISO "Occurrence" Form CG 0001 and shall include coverages as follows: (I) Premises, operations and mobile equipment liability coverage for explosion, collapse and underground hazards; (II) independent contractor's coverage (liability a subcontractor may incur as a result of the operations, acts or omissions of subcontractors, suppliers and their agents or employees); (III) products and completed operations coverage; (IV) blanket contractual coverage including both oral and written contracts and including obligations assumed by Subcontractor under the Subcontract Agreement documents; (V) personal injury coverage; (VI) broad form property damage coverage including completed operations; (VII) an endorsement naming Contractor, Project Owner and such additional parties as Contractor designates as additional insureds (the endorsement must be ISO Form CG2010 11/85 edition or its equivalent and must cover joint negligence, completed operations and the acts of subcontractors and suppliers); (VIII) an endorsement providing the insurance is primary as respects Contractor and Project Owner and that any insurance maintained by Contractor and Project Owner is excess and non-contributing; and (IX) an endorsement providing thirty (30) days' written notice to Contractor in the event of cancellation or material reduction in coverage.

No endorsement limiting or excluding a standard coverage is permitted and claims-made coverage or modified occurrence is not acceptable.



#### "The Best ..." (Continued)

1.3 Business Auto Liability Insurance. \$1,000,000 each occurrence combined single limit for bodily injury and/or property damage liability, including coverage for (1) owned automobiles; (II) hired or borrowed automobiles; and (III) non-owned automobiles. Subcontractor shall provide an endorsement naming Contractor and Project Owner and such additional parties as Contractor reasonably designates as additional insureds. Said endorsement shall provide thirty (30) days' written notice to Contractor in the event of cancellation or material reduction in coverage.

2.1 <u>GENERAL REQUIREMENTS.</u> A certificate and endorsement in a form acceptable to Contractor demonstrating compliance with the above insurance requirements (or, at Contractor's request, certified copies of Subcontractor's actual policies) shall be delivered to Contractor before Subcontractor performs any work at or prepares or delivers material to the Project site. Subcontractor shall maintain all of the above insurance coverage in force until the Project's completion of work. Subcontractor shall maintain the Products and Completed Operations Liability Coverage, including the required endorsements, in force until expiration of the applicable statute of limitation relating to latent defects in construction of or improvements to real property.

If Subcontractor fails to purchase or maintain the insurance specified in this Section, Contractor shall have the right, but not the obligation, to purchase such insurance on Subcontractor's behalf and at Subcontractor's cost. Subcontractor shall deliver all information required in connection with such purchase. If Subcontractor's insurance is considered inadequate by Contractor's insurer, Contractor shall have the right to charge Subcontractor any additional premium charged by Contractor's insurer.

The use of self-insured retention or deductibles in excess of \$10,000 shall not be allowed unless specifically approved by Contractor in advance and in writing. Subcontractor is fully responsible for payment of any self-insured retentions or deductibles, regardless of their amount.

- Spells out insurer's requirements in detail.
- Requires Contractor to name City as an additional insured under broadest endorsement.
- Requires Carrier to notify City in writing if policy cancelled.
- Requires provision that Contractors' policy will be primary and City's will be excess and non-contributory.
- Requires Contractor to maintain City additional insured status until expiration of all possible statutes of limitations.

INFORMATION CERTIFICATE A EXTEND OR ICIES BELOW. RAGE
JCY PERICO IN-
IS CERTIFICATE
INS AND CONDI-
sands)
s NON
s 100 s 100
\$ 100
s 30
n) \$ \$ 100
_
4
Aggregate
cident
-Policy Limit
-Each Employe
x

■ It only verifies the existence of coverage as of the date of issuance.

A

Additional In	sured Endorsements	
[	POLICY NUMBER:	COMMERCIAL GENERAL LIABILITY
	THIS ENDORSEMENT CH	ANGES THE POLICY, PLEASE READ IT CAREFULLY.
		SURED — OWNERS, LESSEES OR TRACTORS (FORM B)
	This endorsement modifies insurance	provided under the following:
	COMMERCIAL GENERAL LIABILITY	COVERAGE PART: SCHEDULE:
	Name of Person or Organization:	
	Declarations as applicable to this endo WHO IS AN INSURED (Section II) is a	required to complete this endorsement will be shown in the rsement.) mended to include as an insured the person or organization shown in iability arising out of "your work" for that insured by or for you.
	AND GENERAL CONTRACTOR S CLAIMS, LOSSES, OR LIABILITY CONTRACTOR'S OPERATIONS	RDED BY THIS POLICY FOR THE BENEFIT OF OWNER SHALL BE PRIMARY INSURANCE AS RESPECTS TO ANY ARISING DIRECTLY OR INDIRECTLY FROM THE AND ANY OTHER INSURANCE MAINTAINED BY OWNER SHALL BE EXCESS AND NOT CONTRIBUTORY WITH THE UNDER.
	CG 20 10 11 85 Copyright, Ir Broadest coverage form in use v	surance Services Office, Inc., 1984
1	Includes claims/incidents that a	-
	[] is not part of the form. Be s	ure to have it included or added by separate endorsement.
AN	the second	WWW.ARCHERNORRIS.COM

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY CG 20 10 10 93

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.

# ADDITIONAL INSURED — OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART: SCHEDULE:

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

Coverage is primary and is not excess or contributing with any insurance for selfinsurance maintained by the additional insured, but only as outlined in coverage form CG 0001 1185, Section IV, item 4, paragraphs a, b, and c.

CG 20 10 10 93

Copyright, Insurance Services Office, Inc., 1992

DO NOT ACCEPT unless you have no choice.

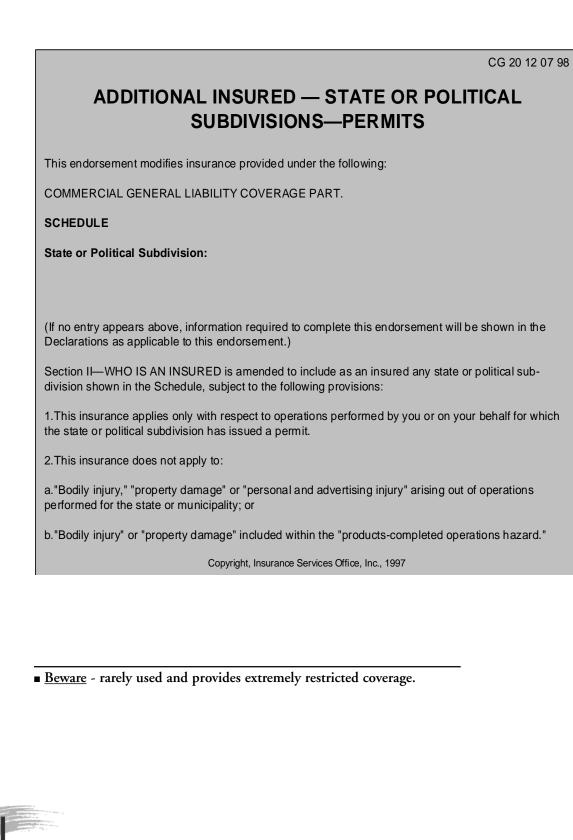
• <u>Does not</u> cover claims/incidents arising after work is completed.



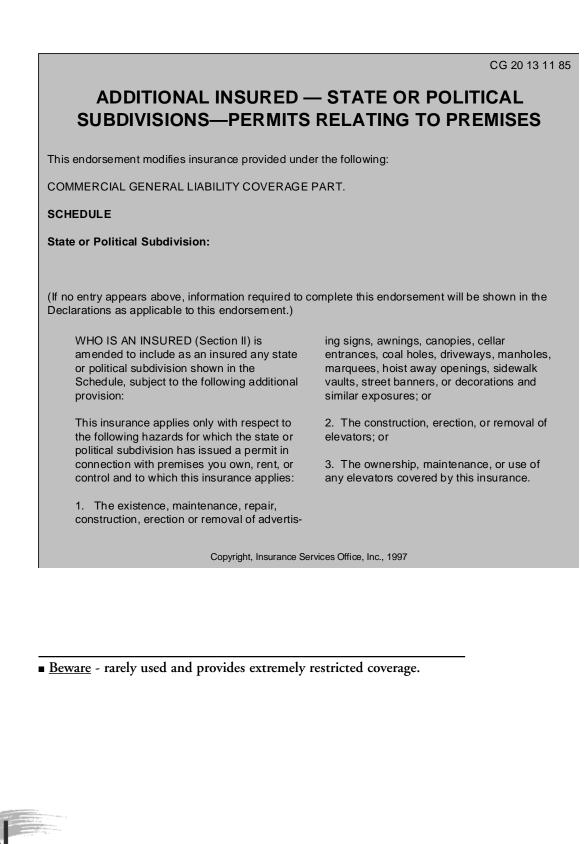
POLICY NUMBER:	COMMERCIAL GENERAL LIABILITY CG 20 11 01 96
THIS ENDORSEMENT CHANGES T	HE POLICY, PLEASE READ IT CAREFULLY.
	MANAGERS OR LESSORS OF Emises
This endorsement modifies insurance provided	under the following:
COMMERCIAL GENERAL LIABILITY COVERA	GE PART: CHEDULE:
1. Designation of Premises (Part Leased to Yo	u):
2. Name of Person or Organization (Additiona	Insured):
3. Additional Premium: INCLUDED	
(If no entry appears above, information required Declarations as applicable to this endorsement.)	to complete this endorsement will be shown in the
in the Schedule, but only with respect to liability	o include as an insured the person or organization shown arising out of the ownership, maintenance or use of that the Schedule and subject to the following additional
This insurance does not apply to:	
1. Any "occurrence" which take place after you	cease to be a tenant in that premises.
<ol> <li>Structural alterations, new construction or dependence of the second seco</li></ol>	emolition operations performed by or on behalf of the
Covers you when persons or organization	ns rent/lease public facilities.

Additional Insured Endorsements
POLICY NUMBER: COMMERCIAL GENERAL LIABILITY
THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.
ADDITIONAL INSURED OWNERS AND/OR LESSORS OF PREMISES, SPONSORS OR CO-PROMOTERS
This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM
Policy # is amended to include as an additional Insured any person or organization of the types designated below, but only with respect to liability arising out of your operations:
1.Owners and/or lessors of the premises leased, rented, or loaned to you, subject to the following additional exclusions:
A. This insurance applies only to an occurrence which takes place while you are a tenant in the premises;
B. This insurance does not apply to Bodily Injury of Property Damage resulting from structural alterations, new construction or demolition operations performed by or on behalf of the owner and/or lessor of the premises;
C.This insurance does not apply to any design defect or structural maintenance of the premises by or on behalf of the owner and/or lessor.
With respect to any "Additional Insured" included under this policy, this insurance does not apply to the sole negligence of such "Additional Insured."
2.Sponsors.
3.Co-Promoters.
Provides same coverage as "Managers or Lessors" endorsement.
■ Also covers City of it sponsors or co-promotes an organization or event.
WWW.ARCHERNORRIS.COM

Additional Insured	Endorsements
--------------------	--------------



Additional	Insured	Endorsements
------------	---------	--------------



Waiver and Release of Liability

a	Walnut Creek Aquabears	D	Walnut Creek Aquanuts
	Diablo Divers	D	Walnut Creek Swim Club
Parti	cipant's Name		Phone
Add	'ess		
City			StateZip
Eme	rgency Phone Number ()	A	.ge
prog I her	undersigned, certify that I am in good p ram marked above. eby acknowledge that I have voluntarily unction with the above named team.		
I here conju I am partic conse activi wave equip joints	ram marked above. eby acknowledge that I have voluntarily inction with the above named team. are aware that serious accidents occasion cipants occasionally sustain serious perse equence thereof. I understand that inclu- ities are risks associated with weather, w is and pollution, of injury as a result of b ment. Additionally, I understand that the analysis, knees, and legs while practicing	applied to part onally occur du onal injury or ided among the vater condition with struck by here is a risk o g and competi	rticipate in aquatic activities in uring aquatic activities; and that death and/or property damage, as a e dangerous elements of aquatic as, including temperature, currents, y another swimmer/diver or his/her f injury to muscles, tendons, ligament and that the pool deck,
I here conju I am partic conse activi wave equip joints botto defec	ram marked above. eby acknowledge that I have voluntarily inction with the above named team. are aware that serious accidents occasion cipants occasionally sustain serious perso- equence thereof. I understand that inclu- ities are risks associated with weather, w s and pollution, of injury as a result of b ment. Additionally, I understand that the	applied to part onally occur du onal injury or ided among the vater condition water condition water is a risk of g and competi- cks cannot be a result of trip	rticipate in aquatic activities in uring aquatic activities; and that death and/or property damage, as a e dangerous elements of aquatic as, including temperature, currents, y another swimmer/diver or his/her f injury to muscles, tendons, ligament ang. I understand that the pool deck, guaranteed to be smooth or free of ping or striking an unknown object. I

Waiver and I	Release of	Liability
--------------	------------	-----------

A

	oserve any unusual and/or significant hazard I will bring such to al immediately and remove myself from participation if necessar
above, the City of Walnut Cre volunteers from any and all lia any way connected with my p applicable even though the ney the Sponsors, or their officers to the injury or death or proper	pation in aquatic activities, I voluntarily release the team indicates and the Sponsors, or their officers, agents, employees and ability for injuries or death, or property damage resulting from or articipation in aquatic activities, that this waiver and release is gligent activities of team named above, the City of Walnut Creat, agents, employees or volunteers may have caused or contributerty damage, and this document is binding on my heirs and I freely and voluntarily expressly assume all the risks of participation
	ally fit, have sufficiently trained for participation in this aquatic ised otherwise by a qualified medical person. I authorize you to emergency.
agree to allow photo, video or	ice and competition or related activities, I may be photographed film likeness of me to be used for any legitimate purpose by th ponsors, organizers and or assigns.
Lastly, I agree to accept and a City of Walnut Creek.	bide by the rules and regulations of the team named above and
	SE OF LIABILITY AND ASSUMPTION OF RISK DERSTAND IT AND SIGN IT FREELY AND VOLUNTARII
Signature	Date:
Family Doctor	Phone ()
10/16/95 Adult	
	2

Waiver and Release of Liability

Walnut Creek Aquabears         Diablo Divers         Participant's Name         Parent or Legal Guardian         Address		
Participant's Name Parent or Legal Guardian Address City Emergency Phone Number () We the undersigned, certify that we are the paren		Phone
Parent or Legal Guardian Address City Emergency Phone Number () We the undersigned, certify that we are the paren		
AddressCityEmergency Phone Number () We the undersigned, certify that we are the paren		
City		
Emergency Phone Number ()		State Zip
We the undersigned, certify that we are the paren		
that he/she is in good physical condition and we, a participate in the program marked above. We hereby acknowledge that the above named ch aquatic activities in conjunction with the above na We are aware that serious accidents occasionally	therefore hild has we	e, give our permission for him/her to oluntarily applied to participate in m.
participants occasionally sustain serious personal i consequence thereof. We understand that include activities are risks associated with weather, water waves and pollution, of injury as a result of being equipment. Additionally, we understand that ther ligaments, joints, ankles, knees, and legs while pra pool deck, bottom, sides, diving boards and startin free of defects, and that there is the risk of injury a object. We understand that in addition to the above dangers involved in this sport. If, however, we ob	ed among r condition struck by re is a risk acticing a ing blocks as a resul ve-mentio	the dangerous elements of aquatic ons, including temperature, currents, y another swimmer/diver or his/ber k of injury to muscles, tendons, and competing. We understand that the s cannot be guaranteed to be smooth of th of tripping or striking an unknown oned risks, there are unpredictable

Waiver	and	Release	of	Liability
--------	-----	---------	----	-----------

I

	will bring such to the attention of the nearest official immediately and remove the above named child from participation if necessary.
	In consideration of the above named child's participation in aquatic activities, we voluntarily release the team indicated above, the City of Walnut Creek and the Sponsors, or their officers, agents, employees and volunteers from any and all liability for injuries or death, or property damage resulting from or in any way connected with the above named child's participation in aquatic activities, that this waiver and release is applicable even though the negligent activities of team named above, the City of Walnut Creek, the Sponsors, or their officers, agents, employees or volunteers may have caused or contributed to the injury or death or property damage, and this document is binding on my heirs and dependents as well as myself. We freely and voluntarily expressly assume all the risks of participating in these aquatic activities.
	We also certify that the above named child is physically fit, has sufficiently trained for participation in this aquatic activity and has not been advised otherwise by a qualified medical person. We authorize you to call our family physician in case of emergency.
	We understand that during practice and competition or related activities, the above named child may be photographed. We agree to allow photo, video or film likeness of the above named child to be used for any legitimate purpose by the program officials, producers, sponsors, organizers and or assigns.
	Lastly, we agree to accept and abide by the rules and regulations of the team named above and the City of Walnut Creek.
	WE HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND IT AND SIGN IT FREELY AND VOLUNTARILY WITHOUT INDUCEMENT.
	Signature of Parent or Legal Guardian:
	Date:
	Family DoctorPhone ()
	10/16/95 Minor
	2
WWW.ARCHERNORRIS.COM	

I

