



Where Excellence and Creativity Merge

Guidelines for Vendors

Fayette County Public Schools Purchasing Department

Revised January 2019

Vendor Registration

Vendors must register at the District's website located at www.fcboe.org under Departments, Purchasing, Vendor Forms and Conditions. In addition, the vendor must provide the following documents for review located on the [Purchasing Department website](#):

- Complete and Signed W-9
- E-Verify Documentation
- Business Capability Information Form
- Reference Form

General Terms and Conditions

Vendors must read and will abide by the [Fayette County School District's General Terms and Conditions](#).

Insurance Requirements

Per the [Fayette County School District's General Terms and Conditions](#) vendors must comply with the following insurance minimum requirements and provide a Certificate of Insurance naming the FCSD as an additional insured party:

1. Workers Compensation
 - a. Bodily injury by accident - \$100,000 each accident
 - b. Bodily injury by disease - \$100,000 each employee; \$500,000 policy limit
2. Commercial General Liability Insurance: Comprehensive insurance in an amount not less than \$1,000,000 for bodily injury and property damage combined single limit with the following specific extensions:
 - a. Commercial General Liability
 - b. Premises Operations
 - c. Completed Operations
 - d. Contractual Liability Insurance (to cover breach of response/contract)
 - e. Personal Injury
3. Broad Form Property Damage Coverage Requirement: This coverage shall cover the use of all equipment, hoists, and vehicles on the site/sites not covered by automobile liability under the contract. Policy coverage must be on an occurrence basis.
4. Automobile Liability Coverage Requirements: Automobile liability must include any auto, hired autos and non-owned autos with a combined single limit of \$1,000,000.00 per occurrence. Aggregate must be a minimum of \$1,000,000.00.
5. Liability: Respondent shall be liable for any damage or loss to the FCSD incurred in the completion of the respondent's contractual obligations as a result of their response.
 - a. Notwithstanding the foregoing, the liability herein shall be limited to \$10,000,000 and the respondent recognizes that resulting agreement will receive consideration for indemnification.