



**DEVELOPMENT SERVICES**  
175 E. 2<sup>nd</sup> St., Suite 450  
Tulsa, OK 74103  
918-596-9456

November 9, 2011

To: Contractors and Engineers:

Subject: Annual Contracts, Important Information Regarding Change in Oklahoma Insurance Laws

The City currently requires that the contractor/engineer provide the City with a certificate of liability insurance stating that the coverage required by the contract will not be cancelled without 30 days prior written notice to the City.

**On November 1, 2011, a new state law takes effect which sets forth new requirements regarding the right to notice of cancellation. A certificate holder [the City] must (1) be named as an additional insured and (2) receive an endorsement that states notice of cancellation will be provided to the additional insured.**

Therefore, to comply with the new state law, any contract which the Mayor will sign on or after November 1, 2011 is required to have:

- (1) an endorsement naming the City as additional insured;**
- and*
- (2) a Notice of Cancellation endorsement which includes the policy number, the City name and address and which states that 30 days prior written notice of cancellation will be mailed to the City.**

**PLEASE NOTE:** If you have contracts which have been sent out to contractors/ vendors to be signed and do not have the new provisions required by state law, those contracts will have to be revised and signed again by the contractor/engineer if the contract is not signed or will not be signed by the Mayor after November 1, 2011.

Sincerely,

**Harold Tohlen, P.E., CFM | Interim Director  
and Infrastructure Development Manager**  
City of Tulsa Development Services Department  
918-596-1846  
[hohlen@cityoftulsa.org](mailto:hohlen@cityoftulsa.org)

**Attachment:** Change in Oklahoma Insurance Law-Checklist

Below is a checklist to assist you in obtaining documents that comply with the new insurance law.

### **Additional Insured checklist**

- Endorsement (with the policy number) that names the City (or Authority) as additional insured.
- **Not acceptable**
  - checking the "Addl Ins" block on the Certificate of Liability Insurance
  - a written comment on the Certificate of Liability Insurance in lieu of providing the additional insured endorsement
  - a form that does not include the name of the City (or Authority)
  - a form that refers to other forms or policy provisions that are not attached
- Additional Insured Endorsement **not** required for Workers Comp policy\*\*
- Additional Insured Endorsement **not** required for Professional Liability at this time\*\*

### **Notice of Cancellation checklist**

- Notice of Cancellation endorsement that includes policy number, name and address of City (or Authority) and provides a 30 day advance notice of cancellation will be mailed to the City (or Authority).
- If the 30 day notice of cancellation endorsement excludes cancellation for non-payment, then we need an endorsement for 10 day advance notice of cancellation for non-payment *OR* a letter from the insurer stating that the policy is paid in full.
- **Not acceptable**
  - crossing off language on the Certificate of Liability Insurance
  - a written comment on the Certificate of Liability Insurance in lieu of providing the notice of cancellation endorsement
  - a letter from the insurance agent stating that it will send notice if the policy is cancelled
  - a form that does not include the policy number and the name and address of the City (or Authority)
  - a form that refers to other forms or policy provisions that are not attached
  - a form that states the insurer will endeavor to send notice, but is not required to do so

\*\* The new state law provides that to have a right to notice of cancellation, an entity must also be named additional insured. The state law is worded to apply to all policies, however it appears that additional insured status is not possible for Workers Comp and may not be appropriate for Professional Liability.