



Kimball Properties LLC  
P.O. Box 11001  
Eugene, OR 97440  
541.357.7837  
CCB: 192390

## **Insurance Submittal Instructions for Vendors Performing Work on Site**

### **What Kimball Construction needs:**

- All vendors: A certificate of liability insurance naming “Kimball Properties LLC” as an additional insured.
- Vendors with employees: A certificate of Workers Compensation insurance.

### **How to provide this:**

- Forward this letter to your insurance broker.

### **Insurance Broker Instructions:**

1. Insurance broker, please add the following as an additional insured on the sub-contractors liability insurance.

Kimball Properties LLC  
DBA Kimball Construction  
P.O. Box 11001  
Eugene, OR 97440

2. Send completed certificate to either or both:
  - a. [roman@kimballconstruction.com](mailto:roman@kimballconstruction.com)
  - b. Kimball Construction P.O. Box 11001 Eugene, OR 97440

### **Frequently asked questions:**

- Q. What are the limits you require? A. State minimums.
- Q. Do you require auto insurance? A. No
- Q. We don't have employees, everyone is an independent contractor (1099), do we still need to do this? A. See section 2.1.3 of the MTCA for exceptions.
- Q. We don't have time to get this information to you before starting, do we still need to do this? A. You do not need to submit this before starting work, only before your final invoice will be processed.
- Q. Do you need bid bonds, or anything else? A. The only requirements we have for 99% of our jobs is general liability and workers compensation insurance.

If you have any additional questions, please contact us at 541.357.7837