

Memorandum

Florida Department of Environmental Protection

Dear Vendor:

Thank you for your interest in conducting business at Hillsborough River State Park. Prior to operating within any of our 175 Florida State Parks, all vendors must provide an official Certificate of Liability Insurance for their company, and be registered with the State of Florida Division of Corporations. The specific insurance requirements and limits are as follows:

- Commercial General Liability insurance including bodily injury, property damage, personal and advertising injury, contents of the facility, products and completed operations. The minimum limits of liability shall be \$500,000.00 each occurrence and \$1,000,000.00 general aggregate.
- Commercial Automobile Liability insurance. The minimum limits of liability shall cover all vehicles, owned or otherwise, used for commercial purposes at the park, with a minimum combined single limit for bodily injury and property damage of \$300,000, including hired and non-owned liability, and \$5,000 medical payment.
- Workers' Compensation Insurance for all employees connected with work to be performed at the park unless covered under an approved exemption. In the case of an exemption, vendors shall visit: <https://www.myfloridacfo.com/Division/wc/employer/exemptions> and complete the application. The certificate must be provided to the park upon receipt.

In addition, the park must be listed as both Additional Insured and Certificate Holder on the Certificate of Liability Insurance. The specific language for the Additional Insured is as follows:

The Department of Environmental Protection and the Board of Trustees of the Internal Improvement Trust Fund are named as Additional Insured with respects to their interest in the operations of the named insured.

The Certificate Holder designation should include Park Manager's name and title, park name, and park address. An example Certificate of Liability Insurance including the appropriate insurance types required, limits and language is attached to this memorandum for your reference.

Thank you again for your interest in conducting business at Hillsborough River State Park. Please contact the park at 813-688-9500 if you have any questions or concerns regarding this information. Thank you,



Kyle Easley, Park Manager
Hillsborough River State Park
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Thonotosassa, FL 33592