NORTHBRIDGE TRANSIT AUTHORITY

Insurance Requirements and Bonding

Fleet Telematics and Depot Records Modernization

Solicitation	RFP-2026-0417
Project	Fleet Telematics and Depot Records Modernization
Issued by	Northbridge Transit Authority, Office of Procurement
Issue date	March 2, 2026
Response due	April 17, 2026 at 2:00 p.m. local time
Document type	Insurance and bonding

This document is fictional and was generated for software demonstration and end-to-end testing. It is not a real solicitation, no real vendor is named, and no submission is requested. All names, addresses, prices and events are invented.

1 Certificate of Insurance

This section summarizes the Certificate of Insurance requirements. The Certificate of Insurance must be issued by an insurer authorized to do business in the State, must name the Northbridge Transit Authority as an additional insured, and must include a waiver of subrogation in favor of the Authority.

Coverage	Limit	Carrier (fictional)	Policy period
Commercial general liability	$1,000,000 / $2,000,000	Granite Bay Mutual	07/01/2026 - 07/01/2027
Automobile liability	$1,000,000 CSL	Granite Bay Mutual	07/01/2026 - 07/01/2027
Workers' compensation	Statutory	State Compensation Fund	07/01/2026 - 07/01/2027
Employer's liability	$1,000,000	State Compensation Fund	07/01/2026 - 07/01/2027
Professional liability	$2,000,000	Lattice Specialty	07/01/2026 - 07/01/2027
Cyber liability	$1,000,000	Lattice Specialty	07/01/2026 - 07/01/2027

Carrier names are fictional. Limits are illustrative for the demo pack.

The Certificate of Insurance shall state that coverage may not be cancelled or reduced without thirty (30) days' prior written notice to the Authority. The Authority will not execute a contract until a compliant Certificate of Insurance is on file.

2 Required Endorsements

- Additional insured endorsement naming the Authority for general and automobile liability.
- Waiver of subrogation against the Authority for all required coverages.
- Thirty-day cancellation notice in favor of the Authority.
- Primary and non-contributory wording for general liability.
- Completed operations coverage for the contract term plus two years.

3 Bid Bond and Performance Bond

A Bid Bond equal to five percent (5%) of the total Bid Price must accompany the proposal. The Bid Bond shall be issued by a surety licensed in the State and shall name the Authority as obligee. The successful Bidder shall provide a Performance Bond and a Payment Bond, each in the full contract amount, within ten business days of execution.

Bond forms are subject to the Authority's review. The surety must be rated A- or better by a nationally recognized rating agency. The Authority may request the surety's certificate of authority and a current financial statement.

4 Subcontractor Insurance

The Bidder shall require each subcontractor to maintain insurance consistent with this section and shall furnish certificates for subcontractors performing more than ten percent of the work. The Bidder remains responsible for its subcontractors' compliance and for any gap in coverage.

5 Claims Reporting

The Bidder shall report any claim, incident or circumstance that could give rise to a claim to the Contract Administrator within two business days. The report shall describe the event, the records or systems affected, and the steps taken to contain the impact.

5.2 Coverage Note - Transition and cutover planning

Where transition and cutover planning is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.3 Coverage Note - Cybersecurity controls and incident reporting

Where cybersecurity controls and incident reporting is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.4 Coverage Note - Accessibility conformance for published documents

Where accessibility conformance for published documents is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.5 Coverage Note - Invoicing, payment milestones and cost reporting

Where invoicing, payment milestones and cost reporting is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.6 Coverage Note - Service levels and remedy credits

Where service levels and remedy credits is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.7 Coverage Note - Spare parts, consumables and warranty coverage

Where spare parts, consumables and warranty coverage is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.8 Coverage Note - Document intake, indexing and quality sampling

Where document intake, indexing and quality sampling is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.9 Coverage Note - Fleet telematics data ingestion and normalization

Where fleet telematics data ingestion and normalization is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.10 Coverage Note - Records retention schedules and legal holds

Where records retention schedules and legal holds is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.11 Coverage Note - Subcontractor management and MWBE reporting

Where subcontractor management and MWBE reporting is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.12 Coverage Note - Change control and configuration management

Where change control and configuration management is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.13 Coverage Note - Acceptance testing and defect resolution

Where acceptance testing and defect resolution is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.14 Coverage Note - Data migration from legacy repositories

Where data migration from legacy repositories is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.15 Coverage Note - Reporting, dashboards and ad hoc extracts

Where reporting, dashboards and ad hoc extracts is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.16 Coverage Note - Physical security at depot record rooms

Where physical security at depot record rooms is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.17 Coverage Note - Environmental and safety compliance

Where environmental and safety compliance is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.

5.18 Coverage Note - Insurance, bonding and indemnification

Where insurance, bonding and indemnification is performed by a subcontractor, the subcontractor shall carry coverage consistent with this section, and the Bidder shall provide a certificate before the subcontractor begins work. The Authority may withhold acceptance of the affected work until the certificate is received.

Coverage requirements do not limit the Bidder's liability under the contract. The Authority's acceptance of a certificate does not waive any right or remedy.