

Requirements for Town Contractors—Town of Charlotte, VT

Following selection of your bid, and prior to initiating any work for the Town, all contractors must submit the following items to the Town Administrator:

1. IRS Form W-9
2. A Certificate of Insurance with commercial general liability coverage of at least \$1,000,000, naming the Town of Charlotte as an “additional insured.” OR
3. If the proposed work does not involve activities described in the Policy Requiring Contractors to Hold Liability Insurance, with approval of the Selectboard (or Town Administrator), the contractor may sign a Hold Harmless Agreement instead of providing a Certificate of Insurance with general commercial liability coverage.
4. A Certificate of Insurance with workers’ compensation insurance coverage. OR
5. If the contractor is a sole proprietorship or partnership, the contractor may sign a Non-Employee Work Agreement instead of providing a Certification of Insurance with workers’ compensation coverage. If the Contractor is an officer of an S-Corporation, neither workers’ compensation insurance nor a Non-Employment Work Agreement are required—but the status of the corporation must be confirmed with the Vermont Secretary of State’s office.

Materials may be forwarded via email to: townadmin@townofcharlotte.com, or mailed to 159 Ferry Rd., Charlotte VT 05445.