

VENDOR INSURANCE CERTIFICATE SUBMISSION



OVERVIEW

Vendors will now use the BidSync platform to submit certificates of insurance to the City of Sarasota. This is a guide on how to upload and submit certificates of insurance through Bidsync.

Definitions

- BidSync – Solicitation and Vendor platform for the City of Sarasota (bidsync.com)

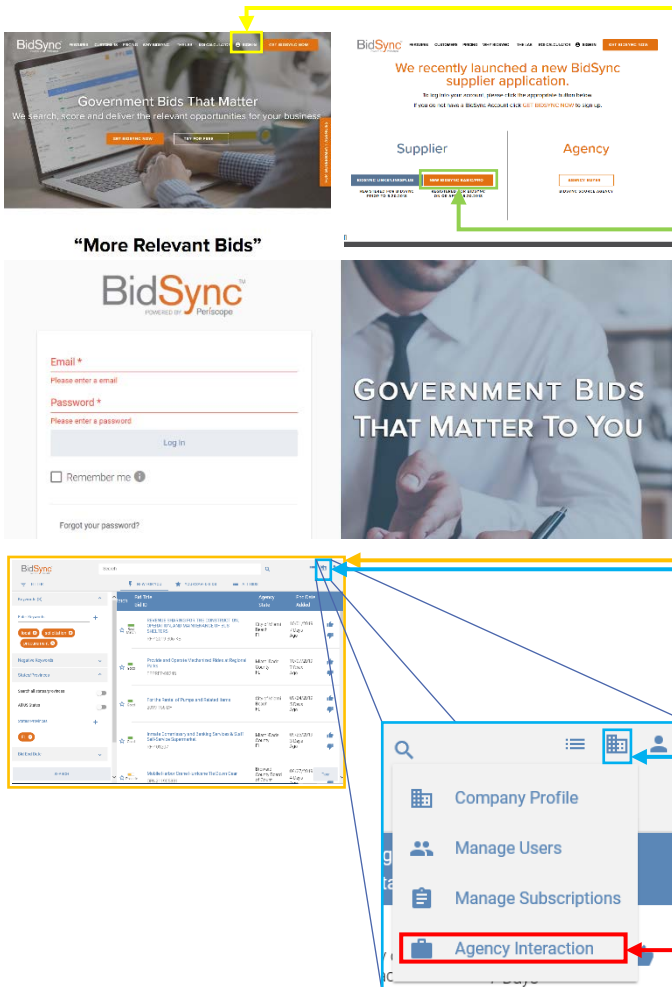
LOGIN TO BIDSYNC

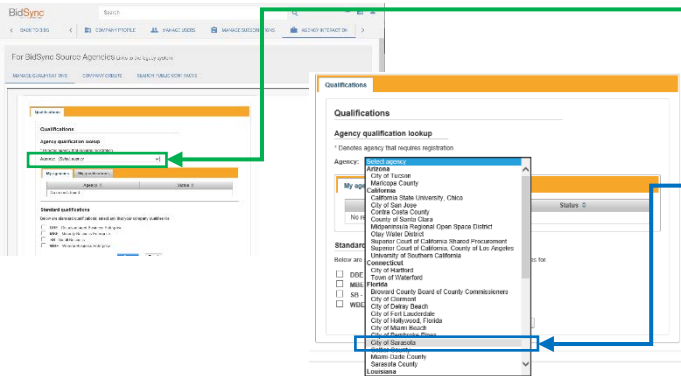
- I. Go to www.bidsync.com
- II. Click 
- III. Click 
- IV.
- V. Enter login information
 - a. Email *
 - b. Password *

NAVIGATE TO QUALIFICATIONS

This is the Vendor home screen aka – Bid list

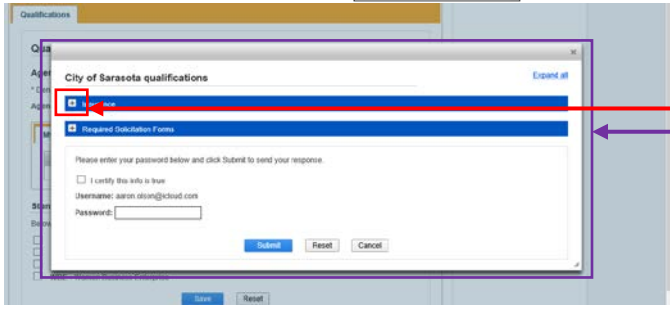
- I. Click the Building Icon
- II. Select “Agency Interaction”



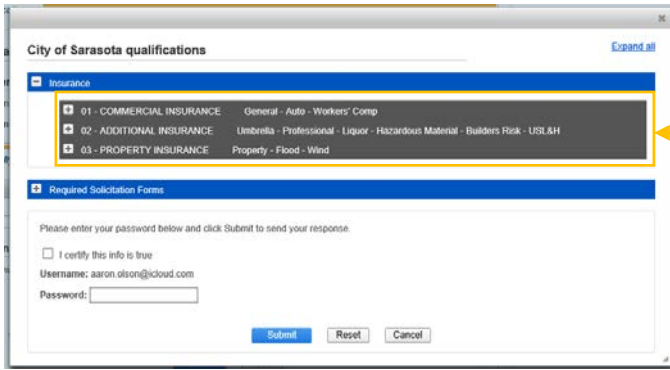


III. Select from the Agency Menu

IV. Choose City of Sarasota



V. Qualifications Window



COMPLETING QUALIFICATION/SUBMITTING INSURANCE

When entering into a contract with the City insurance is required. Please refer to contract to determine what your insurance requirements are

I. Click the plus next to Insurance

II. Select the insurance category for the type you want to upload or update.

III. Check "I comply with this qualification"

IV. Scroll Down to the insurance type

a. General Liability

V. Read the standard required limits (subject to change per contract)

VI. Enter Expiration date for insurance type

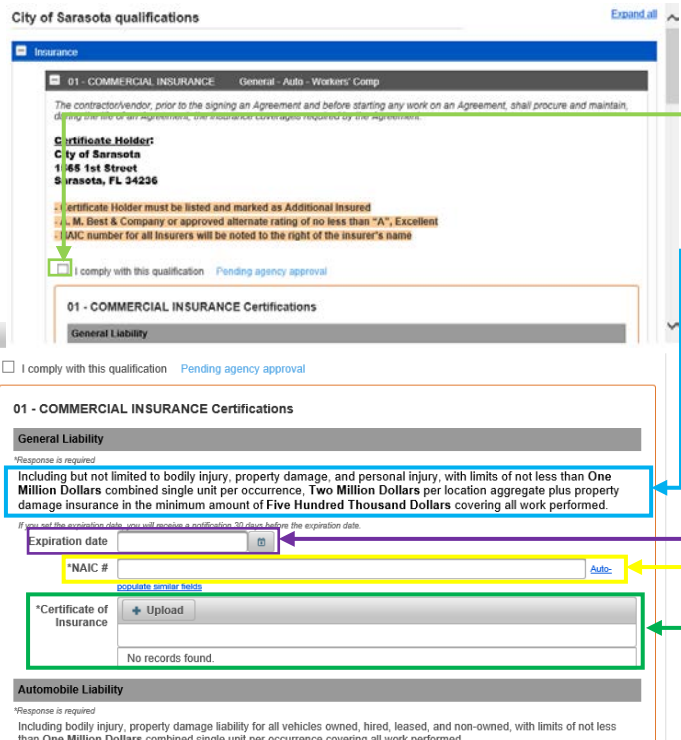
VII. Enter NAIC # of Insurance carrier

VIII. Upload Certificate of Insurance

a. City of Sarasota must be listed as Certificate Holder

b. City of Sarasota must be included as additional insured (except for on Worker's Compensation)

c. When updating Insurance DO NOT Delete previous certificates



Workers' Compensation

*Response is required
 Workers' Compensation insurance on behalf of all employees who are to provide a service for this Agreement, as required by Florida Statutes Chapter 440 and Employers Liability with limits of not less than \$100,000 per employee accident; \$500,000 disease aggregate; and \$100,000 employee per disease.

If you set the expiration date, you will receive a notification 30 days before the expiration date.

Expiration date

*Certificate

NAIC #

Auto:

populate similar fields

Certificate of Insurance

+ Upload

No records found.

If you set the expiration date, you will receive a notification 30 days before the expiration

Expiration date

*Certificate

NAIC #

Certificate of Insurance

+ Upload

- IX. Addition required field *Certificate for other insurance types (Workers' Compensation, Automobile Liability, Professional Liability, ect.)
- X. Select from Choices
- Attached Below
 - Upload the insurance certificate showing the insurance
 - Included on General Liability
 - Insurance is listed on the same certificate and has the same expiration date as General Liability
 - Still include Expiration date
 - Not Required
 - Means you are not providing evidence of this type of insurance.

Submitting

- Once you have completed ONE or all sections:
 - 01 – COMMERCIAL INCURANCE
 - 02 – ADDITIONAL INSURANCE
 - 03 – PROPERTY INSURANCE
 - Scroll to the bottom
 - Check "I Certify this info is true"

*Certificate of Insurance

No records found.

02 - ADDITIONAL INSURANCE - Umbrella - Professional - Liquor - Hazardous Material - Builders Risk - USL&H

03 - PROPERTY INSURANCE - Property - Flood - Wind

Required Solicitation Forms

Please enter your password below and click Submit to send your response.

I certify this info is true

Username: aaron.olson@icloud.com

Password:

Submit Reset Cancel

- Enter Password:
- Click Submit
- View Confirmation
- View Status
- Click My qualifications
- Under Status you can see if the insurance is pending, approved or denied.
 - If denied a reason with what is missing will be provided
 - Return to the Certification and correct – following the same submission steps above
 - View once APPROVED!!
 - To update follow same procedures just change the information and upload new certificates DO NOT DELETE previous certificates please.

Qualifications

Agency qualification lookup

* Denotes agency that requires registration

Agency:

My agencies	My qualifications
City of Sarasota	Submitted

Standard qualifications

Below are standard qualifications; select any that your company qualifies for:

DBE - Disadvantaged Business Enterprise

MBE - Minority Business Enterprise

SB - Small Business

WBE - Women Business Enterprise

Save Reset

My agencies My qualifications

Agency	Abbreviation	Qualification	Status
City of Sarasota	01 - COMMERCIAL INSURANCE	General - Auto - Workers' Comp	Denied denial Reason for denial

Automobile Liability

*Response is required

Including bodily injury, property damage liability for all vehicles owned, leased, hired, rented, and used or owned, with limits of not less than One Million Dollars combined single limit per occurrence covering all work performed.

Please set the expiration date, you will receive a notification 30 days before the expiration date.

Expiration date

*Certificate

NAIC #

Auto:

Certificate of Insurance

+ Upload

No records found.

Status

My agencies	My qualifications
City of Sarasota	01 - COMMERCIAL INSURANCE General - Auto - Workers' Comp Approved