



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## Insurance Requirements for General Service Providers

(Excludes Hazardous and Waste Removal, Property Leases, and Transportation Services)

Evidence of the following insurance coverage must be provided to and approved by California State University, Los Angeles (Cal State LA) prior to the commencement of services. Please provide a copy of this document to your insurance agent and/or insurer. Certificates of Insurance and Policy Endorsements should be emailed to [procurement@calstatela.edu](mailto:procurement@calstatela.edu).

| REQUIRED MINIMUM LIMITS OF INSURANCE*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                               |
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| <b>Commercial General Liability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$4,000,000 General Aggregate<br>\$2,000,000 Each Occurrence - combined single limit for bodily injury and property damage.<br>\$2,000,000 Each Person/Entity for personal liability<br>\$2,000,000 for contractual liability |
| <b>Comprehensive Automobile Liability</b><br>(Owned, scheduled, non-owned and hired)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$1,000,000 per occurrence                                                                                                                                                                                                    |
| <b>Workers Compensation Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Limits as required by law with Employers Liability limits of \$1,000,000                                                                                                                                                      |
| <b>Professional Liability</b><br>(If applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$5,000,000 General Aggregate<br>\$5,000,000 Each Claim                                                                                                                                                                       |
| CERTIFICATE HOLDER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                               |
| The certificate holder shall be:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | California State University, Los Angeles<br>5151 State University Drive<br>Los Angeles, CA 90032<br>ATTN: Procurement and Contracts                                                                                           |
| REQUIRED LANGUAGE TO BE PROVIDED ON A SEPARATE POLICY ENDORSEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                               |
| California State University, Los Angeles, shall be listed as additional insured. The wording on the endorsement must be <b><u>exactly</u></b> as shown below:<br><br>THE STATE OF CALIFORNIA, THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, CALIFORNIA STATE UNIVERSITY, LOS ANGELES, AND THE EMPLOYEES, OFFICERS, AND AGENTS OF EACH OF THEM, ARE INCLUDED AS ADDITIONAL INSURED, BUT ONLY INsofar AS THE OPERATION UNDER THIS CONTRACT ARE CONCERNED, AND THAT THE STATE, THE TRUSTEES, AND THE UNIVERSITY, AND THE EMPLOYEES, OFFICERS AND AGENTS OF EACH OF THEM WILL NOT BE RESPONSIBLE FOR ANY PREMIUMS OF ASSESSMENTS ON THE POLICY |                                                                                                                                                                                                                               |

### OTHER REQUIREMENTS:

1. Each insurer shall have an A.M. Best rating of at least A:VII
2. Coverage shall not be cancelled, modified, or reduced without thirty (30) days advance written notice to Cal State LA.
3. The insurance maintained by Cal State LA shall be in excess of the contractor/vendor's insurance and shall not contribute.
4. As insurance policies expire during the term of a contract, the contractor/vendor must submit new certificates of insurance and endorsements in order to continue work.

\*Cal State LA reserves the right, at its sole discretion and at any time, to modify the requirements for any contract. Other means or combinations of protection may be acceptable (self-insurance, umbrella policies, etc.) if approved by University Risk Management. Additional coverages may be required based on the services provided.