

Appendix – Insurance Requirements for Professional / Administrative / Facility Services

Minimum Standards: The following minimum insurance standards shall apply to all vendors performing, selling, or distributing products and services. If a product or service, in the opinion of Risk Management and Insurance, represents an unusual or exceptional risk, additional insurance for that product or service may be required.

- Commercial General Liability Insurance: Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
- Workers' Compensation: Statutory limits are required.
- Employers Liability Coverage: \$500,000.
- Automobile Liability: For vendors who will drive on our property, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.

Other Insurance Coverage That May Be Required:

- Professional Liability: (based on scope of work) Not less than \$1,000,000 per occurrence and aggregate to be maintained for the duration of the agreement and three years following its termination.
 - This insurance requirement applies when a supplier has a professional designation or license and/or is providing professional services.
 - The minimum limit for architects and engineers is \$2,000,000 per occurrence and in the aggregate and may be increased depending upon the nature of the services.
- Umbrella or Excess Liability Coverage: Not less than \$5,000,000 per occurrence and in the aggregate.
 - This coverage typically sits above the underlying General Liability, Automobile Liability and Professional Liability policies. Depending on the scope and work to be performed in the proposed agreement, this policy may be required in order for the vendor to be able to meet the minimum insurance requirements.
- Cyber and Technology Products & Services Liability: (based on scope of work) Not less than \$3,000,000 per claim or wrongful act to be maintained for the duration of the agreement and three years following its termination.
 - This insurance requirement applies when a third party will be using, storing or accessing private, confidential or protected information.
- Technology Professional Liability (Technology E & O): Not less than \$3,000,000 per claim or wrongful act to be maintained for the duration of the agreement and three years following its termination.
 - This insurance requirement applies when a third party will be using, storing or accessing private, confidential or protected information.

- Environmental Liability: (based on scope of work) Not less than \$2,000,000 per claim and in the aggregate.
 - This insurance requirement applies when a vendor will be performing environmental clean-up work (decontamination/remediation), will be working with hazardous substance or waste, or may have similar such exposures while performing work under the proposed agreement. Higher limits of environmental liability coverage may be required depending upon the scope of work.

Evidence of Insurance; Additional Insured: Vendors and contractors shall name the Company listed in the contract between the parties as an additional insured on its general liability insurance policy as it pertains to the work done/service provided/product delivered and shall provide a 30-day notice of cancellation or non-renewal of coverage. Such insurance must be primary as to any other valid and collectible insurance.

- The Company does not need to be named as an additional insured on the workers' compensation or professional liability policies.
- Any liability coverages on a "claims made" basis should be designated as such on the certificate.
- All policies shall evidence insurance written by carriers authorized to conduct business in the state and rated at least "A" in A.M. Best's Key Rating Guide.
- Renewal certificates of insurance shall be provided annually until all work is completed.

Insurance Purchase Options: If needed, the following are online carriers who offer insurance for small businesses. These carriers are not affiliated with Company and the Vendor is not obligated to purchase coverage from these carriers.

❖ **Simply Business.**

https://www.simplybusiness.com/welcome/business-insurance/?&mkt_medium=ppc&mkt_source=adwords&mkt_campaign=mvp&mkt_content=11205573043&qclid=EAlaIqobChMI6daVvN-8QIVsGpBB06RwODEAAYAAEgIYr_D_BwE&qclsrc=aw.ds

❖ **Insureon.**

https://www.insureon.com/?utm_source=google&utm_medium=cpc&utm_term=insureon&utm_content=418561778043&utm_campaign=ION-Google-Search-Brand-Generic-Exact-US-GP&mt=e&esource=75374&tid=kwd-69102286699&cmpid=763172146&agid=40620155456&qclid=EAlaIqobChMIh8Hty5jA8QIVGfbjBx0o1QZLEAAYASAAEgIAzvD_BwE

❖ **biBERK.**

https://www.biberk.com/get-a-quote/compete-business-insurance?a=GCO-Competitors&qclid=EAlaIqobChMIh8Hty5jA8QIVGfbjBx0o1QZLEAAYAAEgIjfw_D_BwE

❖ **Pie Insurance.**

https://getquote.pieinsurance.com/sem-brand/?utm_source=adwords&utm_campaign=brand&utm_medium=pie-insurance&utm_content=pie-insurance&qclid=EAlaIqobChMIpuDLj5nA8QIVv2xvBB0Z5gIKEAAYASAAEgLG6fD_BwE