

# **USD Vendors**

## **Minimum Insurance Requirements**

### **I. Commercial General Liability**

Each vendor shall supply a Certificate of Insurance showing evidence of Commercial General Liability coverage with a limit of at least \$1,000,000 combined single limit per occurrence. The Certificate shall have an endorsement attached naming the University of San Diego as an additional insured. The additional insured endorsement must be attached to the Certificate and have primary and non-contributory wording. Endorsements shall be on CG20 10 [11 85] forms or equivalent (CG 20 10 [07 04] plus CG 20 37 [10 01] when applicable. Endorsements which limit or exclude coverage will need to be attached to the Certificate.

### **II. Workers' Compensation and Employers Liability**

Each vendor shall supply a Certificate of Insurance showing Workers' Compensation and Employers Liability. The Employers Liability limits shall be at least \$1,000,000 each item. A waiver of subrogation shall be attached in favor of the University of San Diego.

### **III. Automotive Liability**

Each vendor shall supply a Certificate of Insurance showing Commercial Automobile liability coverage in an amount no less than \$1,000,000 combined single limit for all owned, non-owned and hired vehicles.

### **IV. Professional Liability**

If the vendor is a licensed architect, engineer, designer or other "professional", a Certificate of Insurance shall be supplied showing Errors and Omissions coverage in an amount not less than \$1,000,000 per claim.

### **V. Umbrella or Excess Liability**

If the vendor is a licensed architect, engineer, designer or other "professional", they shall supply a Certificate of Insurance showing evidence of umbrella or excess liability coverage in an amount not less than \$1,000,000 per occurrence. Endorsements which limit or exclude coverage will need to be attached to the Certificate.

### **Additional Requirements**

The insurer for coverages I, II, III, IV and V shall have a minimum A.M. Best's rating of A, VII and be admitted in California. This can be amended by separate agreement by the University of San Diego. All Certificates are to be sent to:

Barbara Schatzer  
Director of Risk Management  
University of San Diego  
5998 Alcalá Park  
San Diego, CA 92110

All Certificates must be in our office with bids, and prior to any work, event or activity being commenced. Failure to supply the required insurance coverages will cause removal of the vendor from the premises, and withholding of any payments.