



CALIFORNIA STATE UNIVERSITY, FULLERTON

CSU INSURANCE REQUIREMENTS FOR GENERAL SERVICES (Excludes: Hazardous Waste Removal, Property Leases, and Transportation Services)

CSU Risk Management Technical Letter RM 2012-01 requires all contractors, consultants, vendors and suppliers providing services to the University provide evidence of insurance with endorsements, and insurer(s) rating by A.M. Best of A:VII (or better) prior to commencement of all services.

All certificates of insurance issued to the University require that written notice be provided should any of the policies described below be cancelled before the expiration thereof, and that notice will be delivered in accordance with the policy provisions.

The "Certificate Holder" address on your insurance documents shall be: **California State University Fullerton, Contracts & Procurement Dept.**, 2600 E. Nutwood Avenue, CP-300, Fullerton, CA 92831 or 800 North State College Blvd., Fullerton, CA 92831

Service provider must have the minimum coverage set forth as follows:

1. **General Liability:** Comprehensive or commercial form with limits of not less than \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate, \$1,000,000 Products/Completed Operations Aggregate, and a policy endorsement provided in one of two formats:

Additional Insured Endorsement (with GL policy number) containing the following language:

"The State of California, the Trustees of the California State University, California State University Fullerton, and the officers, employees, volunteers and agents of each of them are additional insureds." (If the agreement is with an Auxiliary, then the Auxiliary & their Directors shall also be named as Additional Insureds). The endorsement must show coverage for Ongoing Operations or "Your Work".

OR

Endorsement or Policy Language (with GL policy number) that includes any person or organization as an additional insured as required in written contract or agreement. The endorsement or policy language must show coverage for Ongoing Operations or "Your Work".

2. **Business Automobile Liability:** Minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 Each Accident, and a policy endorsement provided in one of two formats:

Additional Insured Endorsement (with AL policy number) containing the following language:

"The State of California, the Trustees of the California State University, California State University Fullerton, and the officers, employees, volunteers and agents of each of them are additional insureds." (If the agreement is with an Auxiliary, then the Auxiliary & their Directors shall also be named as Additional Insureds).

OR

Endorsement or Policy Language (with AL policy number) that includes any person or organization as an additional insured as required in written contract or agreement.

3. **Workers Compensation:** As required under California State Law with Employers' Liability limits of not less than \$1,000,000 (*Note: A WC Waiver is required for Sole Proprietors*).