



# CALIFORNIA STATE UNIVERSITY, FULLERTON

## CSU INSURANCE REQUIREMENTS FOR GENERAL SERVICES

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

CSU Risk Management Technical Letter RM 2012-01 mandates that all contractors, vendors and suppliers providing services to the University provide documentation of insurance with endorsements and each insurer listed with its NAIC code, rated by A.M. Best as A:VII or better, prior to commencement of any service.

The Certificate Holder named on all insurance documents shall read: **California State University Fullerton**, Contracts & Procurement Dept., 800 North State College Blvd., Fullerton, CA 92831.

Written notice must be provided to the University if any policy is cancelled before its expiration.

The University is required to account for three (3) coverage types with minimum limits as set forth below:

1. **General Liability (GL):** Comprehensive or commercial form:
  - \$1,000,000/Occurrence
  - \$2,000,000/General Aggregate
  - \$1,000,000/Products-Completed Operations Aggregate

**General Liability Additional Insured Endorsement** (required in one of two formats: A or B):

**A. 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 named as additional insureds."*

(NOTE: If services will be provided to a University auxiliary organization, then that auxiliary and its officers, employees, volunteers, and agents shall also be named in the list of Additional Insureds).

This endorsement must show coverage for Ongoing Operations or "Your Work."

**B. 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 (AL):** Owned, Scheduled, Non-Owned, and/or Hired Automobiles
  - \$1,000,000/Accident, combined single limit

**Business Automobile Liability Additional Insured Endorsement** (required in one of two formats: A or B):

**A. 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 named as additional insureds."*

(NOTE: If services will be provided to a University auxiliary organization, then that auxiliary and its officers, employees, volunteers, and agents shall also be named in the list of Additional Insureds).

**B. 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 (WC):** As required under California State Law with Employers' Liability coverage
  - \$1,000,000/Accident, Disease each Employee, and Disease Policy Limit(NOTE: Required unless certified exemption is on file.)