



INSURANCE REQUIREMENTS

Evidence of the following insurance coverage must be provided to and approved by California State University San Marcos (CSUSM) 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 jrivas@csusm.edu.

REQUIRED MINIMUM LIMITS OF INSURANCE*	
General Liability	\$2,000,000 per occurrence, \$4,000,000 aggregate
Business Automobile Liability (owned, scheduled, non-owned and hired)	\$1,000,000 per occurrence
Workers Compensation Insurance	As required by California State Law (\$1,000,000)

CERTIFICATE HOLDER	
The certificate holder shall be:	California State University San Marcos Procurement & Contracts 333 S. Twin Oaks Valley Road San Marcos, CA 92096

REQUIRED LANGUAGE TO BE PROVIDED ON A SEPARATE POLICY ENDORSEMENT
Certificates of Insurance containing general liability coverage shall be endorsed to contain as additional insured, the following (the wording below must be shown exactly as below): <i>The State of California, the Trustees of the California State University, the California State University San Marcos, the California State University San Marcos Corporation, the California State University San Marcos Foundation, the Associated Students, Inc., and each of their officers, employees, representatives, volunteers, and agents are additional insureds.</i> The insurance shall be primary.

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 CSUSM.
3. The insurance maintained by CSUSM 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.

*CSUSM reserves the right, at its sole discretion and at any time, to modify the requirements for any contract.