This fax includes two (2) sample pages

# **Certificates of Insurance Requirements**

### Insurance policies must include the following:

- The Certificate of Liability (Acord 25 or similar form) is to be issued by vendor's insurance company.
   Orange Unified School District is to be named as Additional Insured and Certificate Holder.
   See attached sample for required endorsement information.
- 2. **Coverage** needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, Purchasing must receive a new certificate at least ten (10) days prior to the expiration.
- 3. "Description of Operations" should include a brief description of the services being performed, and reference any contracts or agreements involved.
- 4. Certificate Holder Information:

Orange Unified School District 1401 N. Handy Street Orange, CA 92867

#### **General Liability Certificates (Consultants and Independent Contractors):**

Minimum Required Coverage Amounts:

\$1,000,000 limit per occurrence \$2,000,000 general aggregate

### Professional Liability (Errors & Omissions) Policies (if applicable):

Minimum Required Coverage Amounts:

\$1,000,000 limit per occurrence \$2,000,000 general aggregate

#### **Automobile Liability Insurance (Consultants and Independent Contractors):**

Personal transportation vehicles that are driven onto and parked on school property

California State minimum requirements for private passenger vehicles:

\$15,000 injury/death to one person \$30,000 injury/death to more than one person

\$5,000 damage to property

**Commercial** vehicles that are used to provide services (construction, food service, etc.)

Minimum Required Coverage Amounts:

\$1,000,000 limit per occurrence

#### **Workers' Compensation Insurance:**

Proof of Workers' Compensation is required if the vendor has employees.

**Abuse & Molestation Liability:** If working directly with children, the Certificate of Insurance must include coverage for molestation and sexual abuse.

Minimum Required Coverage Amounts:

\$1,000,000 limit per occurrence \$1,000,000 general aggregate

**Note**: Depending on the job or project, the District may require additional coverage and/or may increase the minimum amount of coverage required.

Insurance certificates must be submitted prior to commencement of any work via the following methods:

Mail: Purchasing Department, 726 W. Collins Avenue, Orange, CA 92867

Email: purchasing@orangeusd.org

FAX: 714.532.8054 Call 714.628.4440 if you have guestions.

## SAMPLE CERTIFICATE

		ICATE OF LIABILI	TY INSURANC	ISURANCE			DATE (MM/DD/YY) 07/25/01	
	RODUCER		THIS CERT	IFICATE IS ISSUE	D AS A MATTER OF INF	ORM/	10 ИОІТЯ	
_	gency Manager, Inc.		AND CONF	ERS NO RIGHTS TE DOES NOT AM	UPON THE CERTIFICATE END, EXTEND OR ALTER	HOL	DER. T	
	600 Bond Street		AFFORDED	BY THE POLICIES	BELOW.	HTE	COVERA	
	niversity Park, IL 60466			COMPANIES	AFFORDING COVERA	\CF		
	SURED 800-555-5368	Fax No.	COMPANY	OOM AMES	- CADING COVER			
CONTRACTOR/CONSULTANT/VENDOR One Big Street			A COMPANY	A Tahiti Mutual Insurance Company				
			В	B Indemnity Insurance				
	Anytown, CA 92606		COMPANY	State Company	ation Insurance Fund			
1	<u>.</u>		COMPANY	Cate Compens	adon modrance r una			
CC	OVERAGES THIS IS TO CERTIFY THAT THE POLIC INDICATED. NOTWITHSTANDING ANY CERTIFICATE MAY BE ISSUED OR MARKELUSIONS AND CONDITIONS OF SUC	REQUIREMENT, TERM OR C V PERTAIN. THE INSTRANC	CONDITION OF ANY CO	NTRACT OR OTHER	DOCUMENT WITH DECRE	~~~		
CO LTR		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS			
	GENERAL LIABILITY				GENERAL AGGREGATE	1 6	2.000	
	COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP OR AGG	\$	1,000	
	CLAIMS MADE X OCCUR				PERSONAL & ADV INJURY  EACH OCCURRENCE	\$	1,000	
Α	_	12345678	08/01/00	08/01/01	FIRE DAMAGE (Any one fire)	\$	1,000 50	
	OWNER'S & CONTRACTOR'S		00/01/30	00/01/01	MED EXP (Any other person)	Š	5	
	AUTOMOBILE LIABILITY							
	ANY AUTO			:	COMBINED SINGLE LIMIT  BODILY INJURY (Per person)	s	1,000	
	ALL OWNED AUTOS					\$		
A	SCHEDULED AUTOS	234567891	08/01/00	08/01/01	BODILY INJURY (Per accident)	\$		
	MIRED AUTOS				PROPERTY DAMAGE	\$		
	NON-OWNED AUTOS							
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY	\$		
	M ANY AUTO			,	EACH ACCCIDENT	\$		
					AGGREGATE	\$		
	EXCESS LIABILITY			5	EACH OCCURRENCE	5	1,000	
	UMBRELLA FORM		ļ				1,000,	
В	OTHER THAN UMBRELLA FORM	456789123	08/01/00	08/01/01	AGGREGATE	\$	1,000,	
			İ		b			
	WORKERS' COMPENSATION AND				W.C. STATU- OTHER	5		
0	EMPLOYERS' LIABILITY THE PROPRIETORY INCL.	345678912	UBIU4 IVV	09/04/04	TORY LIMITS  E.L. EACH ACCIDENT	\$	1,000,	
_	PARTNERS/EXECUTIVE EXCL.	040070372	08/01/00	08/01/01	E.L. DISEASE - POLICY LIMIT	\$	1,000,	
	OFFICERS ARE:		1		E.L. DISEASE - EA EMPLOYEE	\$	1,000	
DES	CRIPTION OF OPERATIONS/LOCATIONS/VEHICL	ESIEXCLUSIONS ADDED BY ENDOR	SEMENT/SPECIAL PROVISIO	NS		L		
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	neral Liability - Certificate Holder is an A	auditional insured per attached			····			
۳K	RTIFICATE HOLDER		CANCELLATION					
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## SAMPLE ENDORSEMENT

Additional Insured Endorsement: Should list:

- Insured Name (Contractor/Consultant/Vendor)
- Policy Number
- Certificate Holder

**Preferred Endorsement:** The Orange Unified School District, its officers, agents, employees, and volunteers are named as additional insured. Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory.

1
POLICY NUMBER: COMMERCIAL GENERAL LIABILITY
NAMED INSURED:
THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY
ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRATORS (Form B)
This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART.
Name of Person or Organization: SCHEDULE
(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)
WHO IS AN INSURED (Section II) is amended to include as an insured the
person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.
It is further agreed that such insurance as is afforded by this policy for the
benefit of the above Additional Insured(s) shall be primary insurance as respects any claim, loss or liability arising out of the Named Insured's
operations, and any other insurance maintained by the Additional Insured(s) shall be excess and non-contributory with the insurance provided hereunder.
It is agreed that the above policy contains a standard cross liability or severability of interest clause.
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