

Hello!

Union College has recently received a request for your services for/on our campus. In order to issue a purchase order, Union College will need a certificate of insurance from your company.

Vendors performing work or services on Union College campus for any reason:

The Contractor shall procure and maintain, at its own expense, insurance for the coverages listed below, written for not less than the limits of liability specified for each coverage or such limits as are required by law, whichever is greater. **Union College will require proof of such insurance prior to any work or services being performed on campus.**

1. Commercial General Liability

- Bodily Injury and Property Damage Limit \$1,000,000 each occurrence
- Products/Completed Operations Limit \$2,000,000 aggregate
- Personal Injury & Advertising Injury Limit \$1,000,000 each person or organization
- General Aggregate \$2,000,000 applicable on a per project basis

2. Business Automobile Liability

- Combined Single Limit for Bodily Injury and Property Damage applicable to all Owned, Non-Owned and Hired Autos \$1,000,000 each accident

3. Excess "Umbrella" Liability

- Bodily Injury and Property Damage Limit \$5,000,000 each occurrence
- Products/Completed Operations Limit \$5,000,000 aggregate
- General Aggregate \$5,000,000 applicable on a per project basis

4. Workers' Compensation & Employers' Liability

Statutory Workers Compensation Coverage Employers Liability Insurance with limits of at least

- \$500,000 Bodily injury by Accident-Each Accident
- \$500,000 Bodily Injury by Disease – Each Employee
- \$500,000 Bodily Injury by Disease – Policy Limit.

5. Other Requirements for specific contracts as follows:

Sexual Abuse, Cyber Liability, Environmental Liability, etc. needed for specific contracts

Please note:

Union College is legally known as "The Trustees of Union College in the Town of Schenectady in the State of New York a/k/a Union College".

In the Certificate Holder box on the ACCORD FORM, the following is the correct name and address for Union College:

**The Trustees of Union College in the Town of Schenectady in the State of New York a/k/a Union College
807 Union Street
Schenectady, NY 12308**

In the Description of Operations box on the ACCORD FORM, the following language must appear:

"The Trustees of Union College in the Town of Schenectady in the State of New York a/k/a Union College are named as additional insureds a Primary and Non-contributory basis with a waiver of subrogation in favor of The Trustees of Union College in the Town of Schenectady in the State of New York a/k/a Union College"

Vendors not physically coming to campus, but performing services for Union College:

The Contractor shall procure and maintain, at its own expense, insurance for the coverages listed below, written for not less than the limits of liability specified for each coverage or such limits as are required by law, whichever is greater. **Union College may require proof of such insurance prior to any work or services being performed on campus.**

1. Commercial General Liability

- Bodily Injury and Property Damage Limit \$1,000,000 each occurrence
- Products/Completed Operations Limit \$2,000,000 aggregate
- Personal Injury & Advertising Injury Limit \$1,000,000 each person or organization
- General Aggregate \$2,000,000 applicable on a per project basis

2. Business Automobile Liability

- Combined Single Limit for Bodily Injury and Property Damage applicable to all Owned, Non-Owned and Hired Autos \$1,000,000 each accident

3. Excess "Umbrella" Liability

- Bodily Injury and Property Damage Limit \$5,000,000 each occurrence
- Products/Completed Operations Limit \$5,000,000 aggregate
- General Aggregate \$5,000,000 applicable on a per project basis

4. Workers' Compensation & Employers' Liability

Statutory Workers Compensation Coverage Employers Liability Insurance with limits of at least

- \$500,000 Bodily injury by Accident-Each Accident
- \$500,000 Bodily Injury by Disease – Each Employee
- \$500,000 Bodily Injury by Disease – Policy Limit.

5. Other Requirements for specific contracts as follows:

Sexual Abuse, Cyber Liability, Environmental Liability, etc. needed for specific contracts

Please note:

Union College is legally known as "The Trustees of Union College in the Town of Schenectady in the State of New York a/k/a Union College".

In the Certificate Holder box on the ACCORD FORM, the following is the correct name and address for Union College:

**The Trustees of Union College in the Town of Schenectady in the State of New York a/k/a Union College
807 Union Street
Schenectady, NY 12308**