Re: Request for Certificate of Insurance and Additional Insured Endorsement

PLEASE READ THIS LETTER CAREFULLY. YOU WILL NOT BE AUTHORIZED TO PROCEED WITH SERVICE AND NO PAYMENT FOR SERVICE PERFORMED CAN BE MADE UNLESS THE CSU INSURANCE REQUIREMENTS HAVE BEEN SATISFIED.

San Francisco State University requires that all vendors who provide services maintain adequate general liability, auto liability, professional liability (when applicable) and Worker’s Compensation insurance. San Francisco State University is requesting your firm to submit a certificate of insurance as evidence of coverage in compliance with its Requirements.

The limits of liability required are as follows*:

- General Liability: $1,000,000 per occurrence/$2,000,000 aggregate
- Auto Liability: $1,000,000
- Workers Comp: As required under California law

* Note: These are minimum levels of insurance. If you are entering into a contract with SF State, please refer to the insurance requirements in your contract which may have different limits and categories of insurance required.

Insurance policies MUST be endorsed to include:

“San Francisco State University, the State of California, the Trustees of the California State University, the University, employees, officers, and agents of each of them”, as additional insured.

Please note the bold text and provide this to your agent or carrier. The endorsement MUST contain this exact language.

Please see the attached sample of an acceptable endorsement.

All certificates of insurance provided to the University also require the following:

A. that the insurer will not cancel the insured’s coverage without thirty (30) days prior notice to the University;

B. Coverage shall be primary and non-contributory;

C. that the insurers are licensed by the State of California to transact insurance and shall hold a current A.M. Best’s rating of no less than A VII;

Please have your insurance company email a copy the certificate or mail it to the above address. When mailing, please address to the attention of “Procurement”. 

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ADDITIONAL INSURED — OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

San Francisco State University, the State of California, the Trustees of the California State University, the University, employees, officers, and agents of each of them.

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.