

Re: Request for Certificate of Insurance and Additional Insured Endorsement

The California State University (CSU) requires that all vendors providing services to its campuses maintain adequate general liability, auto liability, professional liability (when applicable) and Worker's Compensation insurance.

I. Certificate of Insurance

San Francisco State University requires a certificate of insurance (COI) as evidence of coverage in compliance with the CSU's requirements.

The required coverage limits are as follows*:

General Liability:	\$1,000,000 per occurrence/\$2,000,000 aggregate
Auto Liability (if driving on campus):	\$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 the University, please refer to the insurance requirements in your contract which may have different limits and categories of insurance required.*

II. Additional Insured Endorsement

By executive order of the CSU Office of the Chancellor, 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 insureds. This **additional insured endorsement** (AIE) **MUST** contain this exact language. Please provide this language to your insurance broker.

The **AIE** is a separate document from the Certificate of Insurance.

(Note: The additional insured clause appearing in the description box on the face of the Certificate is not sufficient.)

A sample of an acceptable **AIE** is attached to this document.

III. General Requirements

All certificates of insurance provided to the University must also comply with the following:

- A. The insurer will not cancel the insured's coverage without thirty (30) days prior notice to the University;
- B. 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 broker email a copy of the COI and the AIE to us directly or forward the documents upon receipt. Please send to procurement@sfsu.edu and write "*Proof of Insurance*" and your company name in the subject line.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE
READ IT CAREFULLY**

**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.