

RE: REQUEST FOR INSURANCE CERTIFICATE

Your company has been selected to do business with the University of Northern Colorado as a result of contract negotiation. As one of the conditions of the contract or agreement, you are required to obtain insurance of the following kinds and amounts:

A. ☒ Standard Workers' Compensation and Employer Liability as required by state statute, including occupational disease, covering all employees on or off the work site, acting within the scope of their employment, **and a waiver of subrogation in favor of UNC.**

B. ☒ Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability (state anticipating HIPAA coverage) with minimum limits as follows:

- 1) \$1,000,000 each occurrence;
- 2) \$2,000,000 general aggregate;
- 3) \$2,000,000 products and completed operations aggregate;
- 4) \$50,000 any one fire;
- 5) Per Project General Aggregate Limit; and
- 6) A waiver of subrogation in favor of UNC.

If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the University a certificate or other document satisfactory to the State showing compliance with this provision.

C. ☒ Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.

D. ☐ Professional liability insurance with minimum limits of liability of not less than \$1,000,000.

E. ☐ Other insurance as may be required by law, or in a specific solicitation. All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to the State.

F. ☒ **The State of Colorado-University of Northern Colorado shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies** (leases and construction contracts will require the additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent). Coverage required of the contract will be primary over any insurance or self-insurance program carried by the State of Colorado.

G. ☒ Insurance shall include provisions preventing cancellation or non-renewal without at least 30 days' prior notice to the University by certified mail.

H. ☒ Contractor will require all insurance policies in any way related to the contract and secured and maintained by the contractor to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.

I. ☒ Contractor shall provide certificates showing insurance coverage required by this contract to the University within 7 business days of the effective date of the contract, but in no event later than the commencement of the services or delivery of the goods under the contract. No later than 15 days prior to the expiration date of any such coverage, Contractor shall deliver to the University certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the University may request in writing, and Contractor shall thereupon within 10 days supply to the University, evidence satisfactory to the University compliance with the provisions of this section. Certificate/s of adequate insurance coverage and endorsement/s of additional insured coverage. Copies of the insurance certificate can be faxed, as noted below, and should be followed by the hard copy of the certificate being mailed to UNC's Purchasing Office. The Additional Insured portion should read as follows:

UNC Purchasing Director

L: procure/insurance requirements 8 08

Carter Hall 1002, Greeley CO 80639
FAX (970)351-1142/PHONE (970)351-2288

J. ☐ Notwithstanding subsection A of this section, if Contractor is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS 24-10-101, *et seq.*, as amended ("Act"), Contractor shall at all times during the term of this contract maintain only such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Act. Upon request by the University, Contractor shall show proof of such insurance satisfactory to the State.

A University Purchase Order will not be issued nor payments made until the insurance certificate has been received and approved as meeting the standard requirements. If this award can be renewed for additional years, it is Contractor's responsibility to keep the certificate current throughout the contract period.