

FAIRLEIGH DICKINSON UNIVERSITY

Insurance Requirements for Contractors and Vendors

Fairleigh Dickinson University has established minimum contractor and vendor liability insurance requirements. Contractors and Vendors that do business with the University are expected to meet these minimum requirements. Accordingly, prior to the commencement of any work or services, department managers and/or project managers must obtain a certificate of insurance from the contractor or vendor and forward it to the Office of Risk Management for compliance review, recording and maintenance in a central Certificate of Insurance file.

The University's minimum contractor and vendor liability insurance requirements are described below; the University's minimum insurance requirements are also included within the Purchase Requisition/Order's General Terms and Conditions clauses on the reverse side of the form. If a service or product, in the opinion of the Office of Risk Management, represents an unusual or exceptional risk, additional insurance requirements for that product or service may be established. If any work to be performed under the terms of the contract is awarded to a Subcontractor by the contractor, such subcontractor shall be required to meet the same insurance requirements as those applicable to the contractor or vendor.

CONTRACTOR/VENDOR INSURANCE REQUIREMENTS

- **Commercial General Liability Insurance:** Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$3,000,000 annual aggregate. Vendors coverage shall be primary and non-contributory and shall include a severability of interest provision; Vendor shall provide endorsement if insurance policy does not include these provisions.
- **Worker's Compensation:** Statutory limits required for all vendors including an all states endorsement and Employer's liability coverage B, in an amount not less than \$1,000,000 annual aggregate.
- **Automobile Liability:** For vendors who will drive on Fairleigh Dickinson University premises, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.
- **Umbrella Liability:** Coverage shall be provided in the minimum amount of \$5,000,000. Such insurance shall be in excess of primary coverages as required in the contract.
- **Professional Liability:** \$1,000,000 each claim, for all professional services including, but not limited to, architects, engineers, consultants and testing services, must include Contractual Liability Coverage and Defense and Indemnification.

- **Valet Parking Services:** In addition to all other insurance requirements listed above:
 - **Garagekeeper's Legal Liability Insurance**
 - Per Occurrence \$1,000,000
 - Products and Completed Operations \$2,000,000
 - Name Fairleigh Dickinson University as additional insured/loss payee

- **For Charter Bus Companies:**
 - A minimum limit of \$5M for Auto Liability is required, in addition to all other insurance requirements listed above;
 - Satisfactory Safety Rating on the Federal Motor Carrier Safety Administration's website, [FMCSA website](#);
 - name Fairleigh Dickinson University as additional insured.

Vendors shall name Fairleigh Dickinson University as additional insured on its liability policies. Vendors must present a Certificate of Insurance with an Additional Insured Endorsement as proof of insurance. A Certificate of Insurance submitted without the Additional Insured Endorsement will not be accepted as proof of insurance.

If any of the required insurance policies are cancelled during the term of the agreement, vendor agrees to immediately purchase "like" coverage to replace the canceled policy without causing a gap in insurance coverage. Notice must be provided to Fairleigh Dickinson University within 10 days of cancellation including the reason for cancellation and evidence that new coverage is in place that meets the requirements of this agreement.

Any insurance written on a "claims made" policy form shall provide for not less than three (3) years continuation of coverage following the end of services.

All Certificates of Insurance verifying minimum insurance requirements must be submitted to the Office of Risk Management, Fairleigh Dickinson University, 1000 River Road, H-DH1-01, Teaneck, NJ 07666, prior to contractor or vendor performing, selling or distributing products and services at the University. Risk Management must approve any exceptions to the minimum insurance requirements of the University. The limits required will be based upon the significance of the job and all risk exposures. Questions concerning this policy may be directed to the Office of Risk Management 201-692-7083 or the Purchasing Department (201) 692-2050.