STANFORD’S INSURANCE REQUIREMENTS
FOR ARCHITECTURAL SERVICES ON CAMPUS

Contractor shall not commence services until it has obtained all of the insurance required as described below, and Contractor has furnished the Stanford University Contract Office with Certificates of Insurance (or evidence of self-insurance, if appropriate, and acceptable to the University) for all insurance required in the following paragraphs. The Contractor shall not allow any subcontractor to commence services under a subcontract until the subcontractor has obtained all required insurance policies, as described below, or that the Contractor has insured the subcontractor under its own insurance policies.

Insurance required under this Agreement shall be:

1. Professional Errors and Omissions Liability Insurance, with a single limit of not less than $1,000,000 for a single occurrence.

2. Commercial General Liability (bodily injury, property damage, personal injury) with a single limit of not less than $2,000,000 for a single occurrence and Vehicle Liability insurance, with a single limit of not less than $1,000,000 for a single occurrence.

Commercial General Liability and Automobile Liability insurance policies shall include the following provisions:

2.1 Additional Insureds: (For projects at the University) The Board of Trustees of the Leland Stanford Junior University, its officers, agents, representative, students, employees and volunteers, shall be included as additional insureds.

2.2 Additional Insureds: (For projects at the Stanford Hospital and Clinics) In addition to those listed in paragraph 2.1 above, Stanford Hospital and Clinics, its Board of Directors, officers, employees, and agents shall be included as additional insureds.

2.3 Primary Coverage: Above insurance shall be primary as respects all other insurance or self-insurance in force. Stanford University and/or Stanford Hospital and Clinics insurance or self-insurance shall be excess and noncontributory.

2.4 Cancellation Notice: Thirty (30) days prior written notice of cancellation or material change in the insurance must be given to the University.

2.5 Waiver of Subrogation: Contractor and Contractor’s insurance companies waive their rights to subrogation against the above named insureds by endorsement.

3 Worker's Compensation insurance and employer's liability insurance covering all persons whom the Contractor may employ in carrying out the services hereunder. Worker's compensation insurance will be in accordance with the Worker's Compensation Law of the State of California.
ADDITIONAL INSTRUCTIONS

1) The Certificate Holder must read as follows: “The Board of Trustees of the Leland Stanford Junior University, 340 Bonair Siding Road, Stanford, CA 94305-7250.”

2) **Important:** Your company’s complete legal name must be shown on the insurance certificate, as the Insured.

3) The certificate must address the insurance company’s intent to notify Stanford in advance of policy cancellation.

4) The certificate must address the waiver of subrogation.

Please fax your insurance certificate(s) to the attention of: CONTRACT SPCLST NAME

The Contract Office

Fax: (650) 723-2429

Please also mail the original insurance certificate(s) to: CONTRACT SPCLST NAME

Purchasing and Contracts

Stanford University

340 Bonair Siding

Stanford, CA 94305-7250

Or email the certificate(s) to: EMAIL ADDRESS