STANFORD’S INSURANCE REQUIREMENTS

For

CONTRACTORS PROVIDING SERVICES ON CAMPUS

Contractor shall not provide 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 or subconsultant to commence services under a subcontract until the Contractor has insured the subcontractor or subconsultant 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 Vehicle Liability insurance shall include the following provisions:

2.1 Additional Insureds: “The Board of Trustees of the Leland Stanford Junior University, its officers, agents, representatives, students, employees and volunteers, and Stanford Hospital and Clinics, its Board of Directors, officers, employees, and agents”, are included as additional insureds by endorsement.

2.2 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.

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

2.4 Waiver of Subrogation: The 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 County 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.
INSURANCE CERTIFICATES FOR THE GENERAL AND AUTOMOBILE LIABILITY INSURANCE MUST BE SET UP AS SET FORTH BELOW

1) The certificate must contain the following statement:
   - “The Board of Trustees of the Leland Stanford Junior University, its officers, agents, representatives, students, employees and volunteers, are included as additional insureds.”

2) 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.”

3) The Vehicle Liability policy must cover “Any” autos.

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

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

6) The certificate must address the waiver of subrogation.

7) 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.

Please fax your insurance certificate(s) to the attention of: Dan Kim
The Contract Office
Fax: (650) 723-2429
Or, mail to: Dan Kim
Purchasing and Contracts
Stanford University
340 Bonair Siding
Stanford, CA 94305-7250
Or email the certificate(s) to: hdankim@stanford.edu