



**SAN JACINTO COMMUNITY COLLEGE DISTRICT INSURANCE REQUIREMENTS
FOR COMPANIES WHO PROVIDE SERVICES ON CAMPUS**

1. Commercial General Liability

The supplier shall carry general public liability insurance covering all duties, services, or work to be performed under the contract.

- Products/Completed Operations Aggregate \$1,000,000. CSL
- Personal Injury Liability \$1,000,000. CSL
- Fire, Lightning or Explosion \$500,000. CSL
- Medical Expense \$5,000 Per Person
- Policy Aggregate \$2,000,000. CSL

2. Automobile Liability

- Bodily Injury \$1,000,000. CSL
- Property Damage \$1,000,000. CSL

3. Workers' Compensation

- Part A – Statutory
- Part B – \$500,000. In the aggregate
\$500,000. Each Person
\$500,000. Each person for occupational disease.

4. Cyber Liability –

- If applicable

5. Endorsements

The following endorsements and other stated information is required on the original certificate of insurance:

- 30 days Notice of Cancellation;
- San Jacinto College be named as Additional Insured on all policies except Worker's Compensation;
- Waiver of Subrogation on all policies;

6. Submission of Certificate of Insurance & Copy of Policy

- A copy of certificate of insurance, indicating the coverage and limits stated herein, with copies of all endorsements, shall be furnished to San Jacinto College prior to issuance of a purchase order.
- Email a copy of certificate of insurance to contracts.purchasing@sjcd.edu
 - OR Mail a copy of certificate of insurance to: San Jacinto College, Contracts & Purchasing Services, 4620 Fairmont Parkway, Suite A2.208, Pasadena, Texas 77504
- Upon request by SJCCD, the Contractor shall be required to provide copies of all policies required under the contract to SJCCD.