

INSURANCE REQUIREMENTS

The following insurance coverage and limits listed herein are the minimum that the Contractor/Vendor is required to carry during performance of the contract for:

Project Title: _____

Project Number: _____

1. Commercial General Liability for Bodily Injury / Property Damage Limits:

A.	Occurrence/Personal Injury/Advertising		
B.	Products / Completed Operations	\$1,000,000.00	CSL
C.	Annual Aggregate	\$2,000,000.00	CSL
D.	Products Aggregate	\$2,000,000.00	CSL
E.	Fire, Lightning or Explosion	\$1,000,000.00	CSL
F.	Medical Expense	\$5,000.00	Per person

2. Automobile Liability:

Bodily Injury/Property Damage	\$1,000,000.00	CSL
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3. Workers' Compensation

Part A-	Statutory	
Part B-	\$1,000,000.00	Each Accident
	\$1,000,000.00	Policy Limits
	\$1,000,000.00	Each Employee

4. Endorsements

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

- A. 90-Day Notice of Cancellation;
- B. Houston Community College (HCC) to be named as Additional Insured on all policies except Workers' Compensation;
- C. Waiver of Subrogation on all policies;
- D. The assigned project number and/or purchase order number.

5. Submission of Certificate of Insurance:

The original certificate of insurance, indicating the coverage, limits and endorsements stated herein, shall be furnished to HCC within **ten (10)** calendar days of the HCC Board of Trustees approval of the contract award. The Contract will not be awarded until after receipt of the proper certificate of insurance.

Mail the original certificate of insurance to:

ATTN: Art Lopez, Senior Buyer
Procurement Operations
Houston Community College
3100 Main, 11th Floor
Houston, TX 77266-7517

Note: CSL denotes "Combined Single Limit"