



1 Harpst Street, Arcata, California 95521
Telephone: 707-826-3512 / Fax: 707-826-3312

Contracts & Procurement
Email: procure@humboldt.edu

DATE _____ CONTRACTOR _____

Your company has recently agreed to provide services to Cal Poly Humboldt (Humboldt). As detailed below, you are required to provide and keep current insurance and endorsements on file with Humboldt for the services provided. Please be sure to send us your updated insurance certificate as it renews to procure@humboldt.edu.

CALIFORNIA STATE UNIVERSITY (CSU) INSURANCE REQUIREMENTS

Your insurance and endorsements should be issued by an insurance company or be provided through partial or total self-insurance acceptable to Humboldt. The insurer must have an **AM Best rating of A:VII** or higher.

You must furnish to Humboldt the following Certificates of Insurance and Endorsements before the work begins:

- ☒ **General Liability-Limits of Liability:**
 - \$4,000,000 General Aggregate
 - \$2,000,000 Each Occurrence – Combined Single Limit
- ☒ **Business Automobile Liability-Limits of Liability:**
 - \$1,000,000 Each Accident – Combined Single Limit
- ☒ **Workers' Compensation-Limits as required by law:**
 - \$1,000,000 Employers Liability
- ☒ **Endorsements for the General and the Automobile Certificates of Insurance that state:**
 - The insurer will not cancel the insured's coverage without **thirty (30) days prior notice** to Humboldt.
 - The contractor names **the State of California, the Trustees of the California State University, the California State Polytechnic University, Humboldt, their officers, employees, representatives, volunteers, and agents as additional insureds**, but only insofar as the operations under this contract are concerned.
 - A CSU Endorsement form is being sent to you that your insurance company can elect to use and sign instead of their own form.

Optional for Projects involving hazardous materials:

- ☐ **Environmental Impairment (pollution) Liability-Limits of Liability:**
 - \$10,000,000 General Aggregate
 - \$5,000,000 Each Occurrence – Combined Single Limit
- ☐ **MCS-90 Endorsement**
- ☐ **Sudden & Accidental Pollution Endorsement – Limits of Liability:**
 - \$2,000,000 General Aggregate
 - \$2,000,000 Each Occurrence

**Thank you for your cooperation in providing the requested documents.
Please contact us if you have questions.**