



## Rowland Unified School District

### INSURANCE REQUIREMENTS FOR VENDORS

NOTICE TO ALL VENDORS: PLEASE PROVIDE A COPY OF THESE INSURANCE REQUIREMENTS TO YOUR INSURANCE BROKER. If your broker has any questions, please have your insurance broker email his/her questions directly to Rosana McLeod at rowlandschools.org

Make sure your fee includes the cost of insurance.  
The District will not reimburse you for insurance costs.

**NO WORK CAN BEGIN UNTIL THE DISTRICT RECEIVES THE REQUIRED INSURANCE DOCUMENTATION.**

#### **INSURANCE COVERAGE REQUIRED VIA CERTIFICATE OF INSURANCE AND ADDITIONAL INSURED ENDORSEMENT AND WAIVER OF SUBROGATION ENDORSEMENT**

- A. Insurance Coverage Required via Certificate of Insurance and named Additional Insured Endorsement**
1. **Professional Liability or Errors and Omissions Insurance** in an amount not less than \$1,000,000 per claim
  2. **Commercial General Liability Insurance** in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate, and including coverage for products and completed operations liability, and broad form property damage liability.
  3. **Commercial Automobile Insurance** in an amount not less than \$1,000,000 per accident if use of an automobile is included or related to the vendor's scope of services.
  4. **Workers' Compensation Insurance** as required by the Labor Code of the State of California and Employer's Liability Insurance (statutory limits) in an amount not less than \$1,000,000 per disease or accident.
- B. Insurance Documentation Required**
1. **Insurance Certificate** issued to:  
Rowland Unified School District  
Attention: Purchasing Director  
1830 S. Nogales Street  
Rowland Heights, CA 91748
  2. **General Liability Additional Insured Endorsement** naming Rowland Unified School District, its trustees, employees, volunteers, and agents as additional insureds. Such insurance shall be primary and any insurance maintained by the District, its trustees, employees, volunteers, and agents shall not contribute to it.
  3. **Waiver of Subrogation Endorsement** to the Workers' Compensation Policy, if workers' compensation insurance is required by the California Labor Code.
- C. Insurer Financial Security Requirements**
1. The insurance required by the District shall be placed with insurers with a rating at least equivalent to A.M. Best Company A:VII.
- Insurers shall be admitted in the State of California or shall be non-admitted insurers approved by the State of California.