



**Purchasing, Contracts and
Auxiliary Services**

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Director

Dear Supplier,

A current certificate of insurance (COI) with appropriate limits must be on file with the San Joaquin Delta College (District) Purchasing Department before commencing work for the District or on District property. Suppliers are responsible for ensuring their subcontractors also meet requirements set forth below. Please email a current and valid copy of your COI with appropriate limits to purchasing@deltacollege.edu.

- Certificate Holder:** San Joaquin Delta College, 5151 Pacific Ave, Danner Basement B4, Stockton CA 95207
- Workers' Compensation:** As required by any applicable State or Federal law or regulation including the United States Longshoremen's and Harbor Workers' Compensation Act, the Jones Act and Admiralty or Maritime Law. Supplier is aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that code and will comply with such provision *before commencing work*.
- Commercial General Liability:** Combined single limits of liability for bodily injury or property damage, including personal injury.
\$1,000,000 BI & PD each occurrence
\$2,000,000 BI & PD aggregate
\$1,000,000 Personal and Advertising injury each offense or act or related series of offenses or acts

For specialized services and contracts exceeding \$200,000, General Liability requirements may be subject to \$2,000,000 per occurrence and \$4,000,000 aggregate.

The General Aggregate and the Products Completed Operations Aggregate limits shall each be \$1,000,000. Coverage not specified above may be equal to or less than each occurrence limit. When applicable, explosion, collapse, and underground (XCU) must be endorsed to policy.

- Automobile Liability with Contractual Liability Coverage:** Contractor agrees to hold harmless and indemnify the District for any and all liabilities associated with the use of any automobiles in relation to tasks associated with this Agreement.
\$1,000,000
- Professional Liability:** Professional Liability, as it appropriately relates to services rendered. Coverage may include medical malpractice and/or errors and omission. \$1,000,000
- Additional Insured:** San Joaquin Delta College, its officers, agents, and employees respectively shall be made Additional Insured to include ongoing operations, except for workers' compensation and professional liability, and insurance policy shall contain provisions that such policy may not be canceled or reduced except after thirty (30) days' written notice to the District. A certificate of insurance, or other form acceptable to the State of California evidencing the required coverage (including additional insured endorsement) *must be submitted before commencing work*. Contractor shall cause its lower-tier contractors at the job site to obtain and maintain insurance policies to protect San Joaquin Delta College in accordance with the above requirements. *Note: A separate endorsement must have the same policy number as your General Liability Certificate.*
- Garage Keepers:** The required limit for this coverage should be equal to a) the value of the maximum number of automobiles that may be in the Vendor's custody, or b) a certificate of insurance referencing coverage specific to District equipment, which covers the value of the District's equipment.
- Cyber Liability Insurance:** With limits, not less than \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. For specialized services and/or contracts exceeding \$200,000, Cyber Liability requirements may be subject to \$2,000,000 per occurrence and \$4,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Supplier in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.