

INSURANCE REQUIREMENTS

Reference the General Conditions of the Contract, Article 11 – Insurance and Bonds, Paragraphs 11.1 and 11.2 and the Special Conditions of the Contract, Article 2 - Insurance Requirements. A copy of the complete requirements can be provided by the Contractor or can be viewed on the ISU project website. See Item 9 for instructions to access the project website.

The following items are referenced in the above documents. The insurance requirements shall be written for not less than following limits, or greater if required by law.

- 1.) Comprehensive Automobile Liability Insurance to include non-owned, hired, or rented vehicles as well.
 - a. Bodily injury and property damage \$1,000,000 combined single limit each accident
- 2.) Commercial General Liability Insurance including:
 - a. Bodily injury and property damage: \$1,000,000 for each occurrence \$2,000,000 aggregate
 - b. Fire Legal Liability: \$100,000
 - c. Medical Expense Coverage: \$5,000
 - d. Contractual Liability Coverage
 - e. Independent Contractor's Protective Liability Coverage
 - f. Explosion, collapse, and damage to underground property
 - g. Completed operations coverage for a period of two (2) years after acceptance of the Work
 - h. Policy aggregate shall apply separately to each project.
- 3.) Workers Compensation and Occupational Diseases Statutory limits
 - a. Employer's Liability: \$100,000/\$500,000/\$100,000

Use specific language as follows:
Workers Compensation Policy shall include a Waiver of Subrogation in favor of Iowa State University; (Iowa Braille and Sight Saving School OR Iowa School for the Deaf, when applicable), the Board of Regents, State of Iowa; and, the State of Iowa. Endorsement form WC -00-03-13 must be attached to the certificate of insurance. Sole proprietors, partnerships, and LLC's must provide proof that they do have coverage.
- 4.) Excess Liability: \$1,000,000
- 5.) Insurance required herein shall be primary to any other insurance coverage purchased and shall be issued by an insurer licensed to do business in the state of Iowa having a minimum rating of "A VII" or higher from A. M. Best.
- 6.) **Additional Insureds:** The Contractor shall name the State of Iowa, Iowa State University, (Iowa Braille and Sight Saving School OR Iowa School for the Deaf, when applicable) and the Board of Regents, State of Iowa; and the State of Iowa as additional insureds with respect to all operations and work hereunder and shall provide that such insurance applies separately to each insured against whom claim is made or suit is brought. This insurance afforded to additional insureds is to be primary of any other valid and collectible insurance. The additional insured shall be added under CG 20 10 (7-04) and CG 20 37 (7-04) or older edition dates. No company forms or vicarious liability versions more narrow in scope will be accepted. In addition to this requirement the additional insured forms must be attached to the certificate of insurance.
- 7.) The Contractor shall be responsible for the cost of deductible payments, which shall not be a cost of the Work or passed on to Owner.

8.) **Certificate of Insurance:**

Contractor shall submit a certificate of insurance on a yearly basis to meet the requirements of insurance stated above. Certificate shall state in the description "Any and All work under \$100,000". A sample certificate can be accessed on FP&M web site at:

<http://www.fpm.iastate.edu/planning/contractors/data/Insurance%20Requirements%20-%20Contractor.pdf>

Contractor shall name Iowa State University; the Board of Regents, State of Iowa; and the State of Iowa as additional insureds on the certificate of insurance

Certificate Holder address:

Board of Regents, State of Iowa
c/o Facilities Planning & Management Services
200 General Services Building
Iowa State University
Ames, IA 50011-4021

Options for filing certificates of insurance are as follows:

Email: spbids@iastate.edu

Fax: 515-294-5504

Contractor is responsible for having a current certificate of insurance on file before Owner may award contract and renewing policies which expire during the course of construction.

9.) Access to the project website and specific insurance requirements:

FP&M Web Page: <http://www.fpm.iastate.edu>

Heading: Planning, Design and Construction

Link to the internet based project website: **Project Web Sites**

At the next screen choose **Access general project information**

Choose the appropriate Project Title from the list

At the project site, from across the top of the page, choose the "**Bid**" tab

Along the left side of the page, choose **Bid Documents**

Choose **Project Manual**

Choose **Bid_Contract Requirements**

The General Conditions section is located approximately in the middle of this document.

The Special Conditions section is the last section of the document.