



Vendor Insurance Requirements University Circle

Each vendor shall continuously maintain insurance and provide insurance certificate and policy endorsements which meet the requirements per the terms below:

1.	AM Best Rating – Minimum A-, VII for all insurance carriers	
2.	Required Insurance Coverages/Limits – <u>Low Hazard Vendor- see page 3 for your company's Hazard Category Classification</u>	
A.	Commercial General Liability if needed umbrella/excess insurance	\$ 1M each occurrence
B.	Automobile Liability	\$ 1M each occurrence
C.	Workers' Compensation Employers Liability	Statutory Requirements \$500K Occ/Disease/Limit
	Required Insurance Coverages/Limits – <u>Moderate Hazard Vendor</u>	
A.	Commercial General Liability if needed umbrella/excess insurance	\$ 3M each occurrence
B.	Automobile Liability	\$ 1M each occurrence
C.	Workers' Compensation Employers Liability	Statutory Requirements \$500K Occ/Disease/Limit
	Required Insurance Coverages/Limits – <u>High Hazard Vendor</u> (additional requirements maybe added depending on the job – crime insurance, aviation insurance, contractor's pollution, etc.)	
A.	Commercial General Liability if needed umbrella/excess insurance	\$ 5M each occurrence
B.	Automobile Liability	\$ 1M each occurrence
C.	Workers' Compensation Employers Liability	Statutory Requirements \$500K Occ/Disease/Limit
3.	Additional Insured Endorsements – Required for 2.A above	
A.	CG2010 or equivalent - All Vendors	
B.	CG 2037 Completed Operations or equivalent (Required for all contractors doing repair work and/or installation)	
C.	Endorsements must name the correct landlord parties as additional insured	
D.	Blanket Additional Insured Endorsements are acceptable alternative to A, B & C above. No need to list additional insured entities if blanket endorsement is used. **(see note below regarding contract language)	
E.	Additional Insured Primary – the Additional Insured endorsement or policy provisions must provide that such insurance shall be primary and non-contributory in respect to any other insurance maintained or available to the additional insured parties.	

Please submit a Certificate of Insurance along with the additional insured endorsement.



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Additional Insured Endorsements must name the Owner Entities as follows:

Columbia REIT - University Circle, L.P. & Columbia Property Trust, Inc., including its affiliated and subsidiary companies, their officers, directors and employees are named as additional insured's.

Additional insured endorsement CG 2010 or Blanket Endorsement should be attached.

****Note that if your coverage includes the language "where required by written contract" your company will need to have a contract with Columbia REIT - University Circle, L.P. or will need to modify your contract with your client to include the Landlord as an additional insured.**

Include Description of Operations:

University Circle
1900-2000 University Avenue
East Palo Alto, CA 94303

In the CERTIFICATE HOLDER box insert the following text:

Columbia REIT - University Circle, L.P.
Columbia Property Trust, Inc.
1900 University Avenue, Suite 106
East Palo Alto, CA 94303

Please email certificates to jake.arnet@columbia.reit

Questions should be directed to 650-324-2222.

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Vendor Insurance Limit Matrix

Vendor Type	Vendor Category	Additional Requirements (if applicable)		
Asbestos Removal	HIGH	Contractors Pollution Liability (CPL) \$5M		
Boiler Repair/Maintenance	HIGH			
Carpentry Outside	HIGH			
Central Station Alarm Monitor/fire System Monitoring	HIGH			
Chemical Sales & Service	HIGH		Contractors Pollution Liability (CGL) \$5M	
Construction – BTS (25M)	HIGH		Umbrella in amount of 10-20M & Contractors Pollution Liability (CPL) \$5M	
Construction – TI	HIGH		Contractors Pollution Liability (CGL) \$5M	
Construction/ Demolition/ Excavation – see General Contractor	HIGH		Contractors Pollution Liability (CPL) \$5M	
Crane Inspection & Repair	HIGH			
Crane Rental Service	HIGH			
Disaster Recovery	HIGH			
Electrical Contractor	HIGH			
Electricians	HIGH			
Elevator / Escalator including monitoring	HIGH		Limit depends on job. Also, add Contractors Pollution Liability 5M	
Explosive Delivery	HIGH			
Fire/Life Safety - Installation/Repair	HIGH			
Fuel Delivery	HIGH		Contractors Pollution Liability (CPL) \$5M	
General Contractors	HIGH		Contractors Pollution Liability (CPL) \$5M	
Generator / Installation & Repair	HIGH			
Helicopter Use	HIGH		Aviation Coverage \$10M	
HVAC	HIGH		Contractors Pollution Liability (CPL) \$5M	
Lagoon Dredging	HIGH		Contractors Pollution Liability (CPL) \$5M	
Lift Truck	HIGH			
Lighting Repair	HIGH			
Masonry or Concrete Construction - Structural	HIGH			
Painting – 3 Stories and Over	HIGH			
Roofing Contractor	HIGH			
Scaffolding Contractor	HIGH			
Security Guard & Patrol Service	HIGH		Crime/Employee Dishonesty Insurance \$1M	
Waste Disposal – Regulated	HIGH		Contractors Pollution Liability (CPL) \$5M	
Water Treatment	HIGH		Contractors Pollution Liability (CPL) \$5M	
Welding / Torch work	HIGH			
Welding Supply Delivery & Service	HIGH			
Window Cleaning > exterior	HIGH			
Windows-glass replacement/sealing	HIGH			
Air Compressor Service	MODERATE		Professional Liability Insurance \$5M / Additional Insured CG 2007 Contractors Pollution Liability (CGL) \$5M	
Architects & Engineers	MODERATE			
Auto Care/Maintenance	MODERATE			
Barricade Construction	MODERATE			
Carpentry Inside	MODERATE			
Chemical & Water Tank Cleaning & Inspection	MODERATE	Contractors Pollution Liability (CGL) \$5M		
Door Repair	MODERATE			
elevator phone repair	MODERATE			
Engineering	MODERATE			
Exterior Signage >1 Story	MODERATE			
Flooring Contractor - Tile & Carpet	MODERATE			
garage gates – repair/installation	MODERATE			
Gutter Contractor	MODERATE			
Insulation Installation	MODERATE			
Janitorial Service	MODERATE	Crime/Employee Dishonesty Insurance \$1M		
Lawn Care/Landscaping /Tree Maintenance	MODERATE	Contractors Pollution Liability (CPL) \$5M		
Masonry / Concrete Construction – Non-structural / Concrete Repair	MODERATE			
Painting – Exterior Under 3 stories	MODERATE			
Painting – Interior > 1 story height	MODERATE			
Paving/ Concrete Work	MODERATE			
Pest Control Services	MODERATE	Contractors Pollution Liability (CPL) \$5M & Crime/Employee Dishonesty \$1M		
Phone Services / Systems	MODERATE			
Plumbing Contractor / Repair	MODERATE			
Roof anchor inspections/load test	MODERATE			
Sheet Metal Work	MODERATE			
Snow Removal	MODERATE			
Waste Hauling & Waste Paper Delivery (unregulated)	MODERATE			
Water Pump Repair	MODERATE			
Well Pump Inspection	MODERATE			
Window Cleaning - interior using ladder/lift	MODERATE			
Air Quality	LOW	Garage Keeper/Baloo Coverage		
Auto Care – Car Wash Only	LOW			
Bathroom air/freshner service/installation	LOW			
Beverage Service	LOW			
Carpet Cleaning	LOW			Crime/Employee Dishonesty Insurance \$1M
Delivery Companies	LOW			
Exterior Signage - 1 story or less	LOW			
Garage Sweeping	LOW			
Holiday Décor Set up	LOW			
Interior landscaping	LOW			
Interior Signage	LOW			
Office Equipment Repair	LOW			
Office Machine Installation or Repair	LOW			
Office supplies, equipment, furniture	LOW			
Painting – Interior less than 1 story height	LOW			
Parking Service with/ without Valet	LOW			
Parking/Garage - Sweeper	LOW			
Pressure Washer	LOW			
Retail - lobby / tenant events	LOW			
Surveyor	LOW			
Uniform Service	LOW			
Vending Machine Contractor	LOW			
Window Cleaning - interior no ladder/lift	LOW			
Window Treatment	LOW			
Wood Maintenance	LOW			