INSURANCE REQUIREMENTS FOR GOODS AND SERVICES (NON-CONSTRUCTION):

Service provider shall procure and maintain, until all of their obligations, including any warranty periods under this Project, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, its agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Project and in no way limit the indemnity covenants contained for the Project. The University in no way warrants that the minimum limits contained herein are sufficient to protect the Service Provider from liabilities that might arise out of the performance of the work under this Project by the Service Provider, its agents, representatives, employees or subcontractors, and Service Provider is free to purchase additional insurance.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Service Provider shall procure and maintain the minimum insurance coverage’s set forth below.

1. **Commercial General Liability**
   Policy shall include bodily injury, property damage, personal injury, contractual liability, fire legal liability, medical payments coverage, and sexual molestation/abuse if vendor is interacting with minors.
   - Each Occurrence $1,000,000
   - General Aggregate $2,000,000
   - Products – Completed Operations Aggregate $2,000,000

2. **Business Automobile Liability**
   Bodily Injury and Property Damage for any owned, leased, hired and non-owned vehicles used in the performance of this Project.
   - Combined Single Limit $1,000,000

3. **Worker's Compensation/Employers' Liability**
   Workers Compensation for losses arising from work performed by or on behalf of the Service Provider.
   - State Fund or Self-Insurance Statutory
   - Proof of Employers' Liability $500,000

4. **Professional Liability (Errors and Omissions) – if applicable**
   Policy for licensed or certified professionals, such as accountants, architects, consultants, investment consultants. Policy shall be appropriate to the Service Provider’s profession, and coverage shall be maintained for a period of three years after coverage term.
   - Each Occurrence $1,000,000
   - General Aggregate $2,000,000

5. **Liquor Liability – if applicable**
   Policy for Service Provider distributing, selling, or serving alcoholic beverages.
   - Each Occurrence $1,000,000
   - General Aggregate $1,000,000

6. **Crime Coverage – if applicable**
   Policy for Service Provider with access to cash or payments, networks, or outsourced services such as custodial, building management, dining, etc.
   - 50% of Contract value or $100,000, whichever is greater
7. **Cyber Liability – if applicable**  
   Policy for Service Provider who has access to credit card information, student or employee records, health records, or any other Personally Identifiable or Protected Health information.
   - Each event including Breach Response or Event Services $1,000,000

B. **ADDITIONAL REQUIREMENTS**: All policies shall meet the below requirements.
   a. Shall be written on a primary basis, non-contributory with any other insurance coverages and/or self-insurance carried by the University.
   b. Shall be written on an occurrence basis (professional and pollution liability on a claims-made basis).
   c. Shall be endorsed to include Bowling Green State University and its governing board, officers, agents and employees as additional insured with respect to liability arising out of the activities performed by or on behalf of the Service Provider. This is evidenced on the Certificate of Insurance as well as a copy of the endorsement to the Service Provider’s insurance.
   d. Shall contain a waiver of subrogation in favor of Bowling Green State University and its governing board, officers, agents and employees for losses arising from work performed by or on behalf of the Service Provider.
   e. Limits can be met with a combination of primary and/or excess/umbrella coverage or equivalent.
   f. Coverage provided by the Service Provider shall not be limited to the liability assumed under the indemnification provisions of this Project.

C. **NOTICE OF CANCELLATION**: Each insurance policy required by the insurance provisions of this Project shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the University. Such notice shall be sent directly to the University Risk Management department.

D. **ACCEPTABILITY OF INSURERS**: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Ohio with an “A.M. Best” rating of not less than A- VII.

E. **VERIFICATION OF COVERAGE**: Service Provider shall furnish the University with certificates of insurance (ACORD form or equivalent) as required by this Project, along with a copy of the policy endorsement evidencing said change. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Employers covered for Workers Compensation through the State Fund shall provide a copy of their current "Certificate of Premium Payment" to evidence they have coverage.

All certificates and endorsements are to be received and approved by the University before work commences. Each insurance policy required by this Project must be in effect at or prior to commencement of work under this Project and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Project, or to provide evidence of renewal, is a material breach of contract.

F. **SUBCONTRACTORS**: Service Providers’ certificate(s) shall include all subcontractors as insureds under its policies or Service Provider shall furnish to the University separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. **DOCUMENT SUBMISSION**: Certificates of Insurance, copies of endorsed polices, notices of cancellations, and any other documentation as required by the insurance provisions of this Project shall be sent to:

   Bowling Green State University  
   Attn: Risk Management  
   1851 N Research Drive  
   Bowling Green, OH  43403