

 VILLANOVA UNIVERSITY	Policy: Insurance Requirements for Vendors, Contractors, and Guest Groups
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Financial Affairs Department Insurance Services Policies and Procedures	Approved: March 18, 2004

Policy

- The following minimum insurance requirements shall apply to all vendors performing, selling, or distributing products or services, contractors performing work, and guest groups using facilities at Villanova University.

Comprehensive General Liability: Including Bodily Injury and Property Damage Liability, Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$3,000,000 each occurrence.

Workers Compensation and Employers Liability Insurance: For any entity with employees, workers compensation as required by Pennsylvania statute and Employers Liability insurance in an amount not less than \$100,000 bodily injury each accident, \$500,000 disease policy limit, and \$100,000 disease each employee.

Automobile Liability: For vendors, contractors, and guest groups who will drive on Villanova University's premises, Auto Liability in an amount not less than \$3,000,000 each occurrence for bodily injury and property damage, including owned, hired, and non-owned vehicle coverage.

Umbrella/Excess Liability: The above limits may be reached by means of an umbrella or excess liability policy.

- All vendors, contractors, and guest groups must provide the University with a Certificate of Insurance evidencing the above coverage prior to the commencement of any work on campus or the use of University facilities. The Certificate must include Villanova University as additional insured under the Comprehensive General Liability, Automobile Liability and Umbrella/Excess Liability policies. The Certificate should also indicate whether the General Liability policy is written on a claims-made or occurrence basis. In addition, the Certificate must indicate that it is the responsibility of the insurance carrier to provide the University with 30 days notice prior to cancellation or expiration of the insured's policy.
- If a product, service, or activity is considered to present an unusual or exceptional risk, the Insurance Manager may require additional insurance above the University's standard requirements. Examples include but are not limited to large construction projects, environmental related risks, and transportation companies.
- It is recognized that certain small vendors, contractors, or groups may not be able to afford to purchase the standard insurance limits the University requires. Depending on the value of the contract and risk involved, it is possible that an exception to the minimum limits may be made. However, no exceptions to the limits outlined above are permitted without the Insurance Manager's approval.

Procedures

- A copy of the vendor's, contractor's, or guest group's Certificate of Insurance must be sent to the Procurement Department to ensure compliance with the University's insurance requirements prior to the commencement of any work on campus or the use of University facilities.
- Any questions related to the University's insurance requirements should be directed to the Insurance Manager at 610-519-6603.