

**Insurance requirements:**

1. All insurers must be duly licensed and admitted by the State of California.
2. **Commercial General Liability** insurance for personal injury, bodily injury and property damage including products and completed operations and accidental death in the combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
3. **Worker's Compensation** in the amount required by law or signed exemption and Employer's Liability insurance of not less than \$1,000,000.
4. **Automobile Liability** insurance per accident for bodily injury and property damage shall be for no less than \$1,000,000 per occurrence with no annual aggregate limits.
5. **Additional Insured.** The Long Beach Community College District and its Board of Trustees shall be named as additional insured under all insurance policies, except Worker's Compensation.

**Additional insured Endorsement page(s) are required for General and Automobile Liability and must accompany certificates of insurance.**

6. **Other Endorsements: Waiver of Subrogation, Primary – Non-contributory**
7. **Notice of Cancellation.** Certificate of Insurance shall provide thirty (30) day notice of cancellation.
8. Insurance coverage must be in effect for the duration of the services being performed.
9. Certificate Holder should be worded:

Long Beach Community College District and its Board of Trustees  
Purchasing – G4  
4901 East Carson St.  
Long Beach, CA 90808