

**LONG BEACH COMMUNITY COLLEGE DISTRICT  
CONTRACT MANAGEMENT (G-4)  
4901 EAST CARSON STREET, LONG BEACH, CA 90808  
TELEPHONE: (562) 938-4848      FAX: (562) 938-4640**

## **INSURANCE REQUIREMENTS**

Current certificates of insurance and additional insured endorsement pages are required to be on file **prior** to execution of all District contracts/purchase orders. Following is information regarding the minimum requirements for insurance dependent upon the service or scope of work. Upon receipt of the required certificate(s) and additional insured endorsement(s) an authorized District Representative will notify your company to proceed with the contracted work and forward a fully executed contract.

All insurers must be duly licensed and admitted by the State of California:

1. Commercial General Liability insurance for bodily injury and property damage, including accidental death in the combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. Business Automobile Liability Insurance for bodily injury and property damage in an amount of not less than \$1,000,000 per occurrence with no annual aggregate limit.
3. Workers' Compensation in the amount required by law and Employer's Liability insurance in an amount not less than \$1,000,000.

The Long Beach Community College District and its Board of Trustees shall be named as additional insured under all insurance policies, except Workers' Compensation. Additional Insured Endorsements are required to accompany certificates of insurance.

Certificate of Insurance shall provide thirty (30) day prior written notice of cancellation.

The Long Beach Community College District reserves the right to request copies of policies of insurance. Please send current certificate(s) via fax to LBCCD Contracts department, at 562-938-4640 and mail original certificate(s) to:

Long Beach Community College District  
Contracts/Risk Services G-4  
4901 East Carson Street  
Long Beach, CA 90808