

CERTIFICATE OF INSURANCE SUMMARY FOR  
OREGON STATE UNIVERSITY CONSTRUCTION CONTRACTS - RESERVE

To meet insurance requirements all Insurance Certificates must:

1. Be sent to Construction Contracts Administration, Oregon State University, 644 SW 13<sup>th</sup> St. Corvallis OR 97333. The certificates must be "originals". We can accept PDF documents directly from your agent's office. Photocopies or Faxes are not acceptable.
2. Contain policy numbers and "**OSU Reserve Contract for Construction Services 2024-2030**" on the Certificate(s) and on any endorsements or attachments affixed to the Certificate.
3. Show the beginning and ending dates for all policies.
4. Be issued by a company licensed to do business in Oregon.
5. Contain auto liability with 'symbol 1' coverage (owned, hired and non-owned vehicles) with minimum combined single limit of \$1,000,000.00. The coverage may be written in combination with the Commercial General Liability Insurance. Contractor and Subcontractors shall be responsible for ensuring that all non-owned vehicles maintain adequate Automobile Liability insurance while on site.
6. Contain Commercial General Liability with minimum limits of \$1,000,000 per claim and \$2,000,000 aggregate covering bodily injury and property damage. This insurance shall include personal injury liability, products and completed operations, contractual liability coverage for the indemnities provided under the Contract, and shall be issued on an occurrence basis.
7. Contain workers' compensation insurance including Employer's Liability Insurance with minimum limits of \$1,000,000 each accident; \$1,000,000 disease-each employee; and \$1,000,000 disease-policy limit or a signed and dated independent contractor certification statement from the contractor.
8. Contain Umbrella Liability Insurance over and above the Commercial General Liability, Automobile Liability and Employers Liability insurance coverage with minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate OR \$5,000,000 per occurrence and \$5,000,000 aggregate for firms with annual gross revenue greater than \$15,000,000.
9. If any of the required liability insurance is arranged on a "Claims Made" basis, "tail" coverage will be required at the completion of the Contract for a duration of thirty-six (36) months following Final Completion.
10. Include by endorsement as additional insured, on the liability policies, "*Oregon State University, its officers, trustees, agents and employees.*" **Provide the endorsement w/policy # attached.**
11. Be signed, dated and contain "**OSU Reserve Contract for Construction Services 2024-2030**".

At all times, Construction Contracts Administration must have a valid Certificate of Insurance (with policy dates that have not expired) as evidence that the insurance is in force. The contractor must ensure that renewal Certificates of Insurance are forwarded to Construction Contracts Administration prior to the expiration date(s) on the Certificates.

Any conflicts between this checklist and the contract requirements will be resolved in favor of the contract.