

**INSURANCE SUMMARY FOR  
OREGON STATE UNIVERSITY CONSULTANT'S SUPPLEMENT - RESERVE**

To meet insurance requirements all Certificates of Insurance (COI) must:

1. Be sent to Construction Contracts Administration, Oregon State University, 644 SW 13th St., Corvallis OR 97333. The COI's must be "originals". We prefer PDF documents directly from your agent's office. Photocopies are not acceptable.
2. Contains policy numbers and beginning and end dates for all policies.
3. Be issued by a company licensed to do business in Oregon with an A.M. Best rating of A-VIII or better.
4. Include Commercial General Liability (CGL) with a minimum limit of \$2,000,000 each occurrence/\$4,000,000 aggregate for bodily injury, up to and including death, property damage liability, personal/advertising injury, products and completed operations coverage and contractual liability coverage for the indemnity provided under the Agreement.
5. Include auto liability with a minimum combined single limit of \$1,000,000 per accident, for bodily injury and property damage, including coverage for all owned, hired, or non-owned vehicles, as applicable. This coverage may be written in combination with the Commercial General Liability Insurance.
6. Include workers' compensation insurance in compliance with Oregon law, unless exempt per ORS 656.126.
7. Include Professional Liability insurance with a minimum limit of \$2,000,000 for each claim and a \$4,000,000 aggregate.
8. If any required liability insurance is arranged on a "Claims Made" basis, Tail Coverage is required. This is to cover claims made up to thirty-six (36) months following work acceptance.
9. Endorse "Oregon State University, its officers, trustees, employees and agents" as additional insured to all liability policies, except for Workers' Compensation and Professional Liability/Errors & Omissions. **Provide the endorsement with policy number attached.**
10. Each policy shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to OSU, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given.
11. Contain "**Consulting Service, OSU**" in the Description field.
12. Be signed and dated.

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

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