

**UC Berkeley, Supply Chain Management**  
**MINIMUM INSURANCE REQUIREMENTS FOR SUPPLIERS**

A certificate of insurance evidencing insurance must be on file before providing the Goods and/ or Services to the university. The supplier, at its sole cost and expense, will insure its activities in connection with providing the Goods and/or Services. The insurance policy covered by the certificate of insurance cannot be canceled or reduced without fifteen (15) days prior written notice to the university. In regard to Services, insurance is required for all contracts, per [Regents Business & Finance Bulletin BUS-63](#), irrespective of whether the work is performed on or off campus.

\*When requesting insurance from international Suppliers located outside of the United States, please contact Risk Services, [risk@berkeley.edu](mailto:risk@berkeley.edu), to ensure adequate levels or coverage are established before the Supplier provides the Goods and/ or Services to the university

**A. MINIMUM LEVELS OF COVERAGE**

The following are the *minimum* insurance coverage and policy limits that must be included for *all* purchase orders and contracts with Suppliers per Article 10 of the [UC's Terms and Conditions of Purchase](#). Depending on the activity involved in the contract, additional coverage may be necessary (see Section B below).

**Commercial General Liability**

\$1,000,000 Each Occurrence

\$2,000,000 Products Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

\$2,000,000 General Aggregate

**Workers ' Compensation**

\$1,000,000

**Business Auto Liability** (Required only if Supplier drives on UC premises or transports UC employees, officers, invitees, or agents in the course of supplying the Goods and/or Services to UC.)

\$1,000,000

**Professional Liability** (Required only if applicable to the nature of the services.)

\$2,000,000

**Supplier Fidelity Bond or Crime Coverage** (Required only if applicable to the nature of the services.)

\$1,000,000

**B. ADDITIONAL COVERAGE**

Additional coverage may be necessary, depending on the activity involved in the contract. For example, additional coverage and limits are normally required for activities that involve a higher risk, such as:

- Events where alcohol will be served or sold;
- If Supplier uses electronic systems to create, modify, maintain archive, retrieve or transmit any Institutional Information/records; Cyber Insurance may be required
- Construction activities, facilities alteration, equipment installation, campus planning, demolition, engineering, land use and materials testing;
- Health related contracts with physicians, medical groups, hospitals, vendors to university medical centers, patient transport and purchasing or installation of medical equipment;
- Environmental activities, use or application of hazardous materials, environmental testing, monitoring, assessment or cleanup, transport of hazardous material, pesticide spraying, and

certain recycling and waste reduction activities;

- Professional Service contracts with accountants, accounting firms, actuaries, child care professionals, lawyers, legal professionals and/or consultants.

**C. ADDITIONAL INSURED**

All certificates of insurance for must name “The Regents of the University of California” as additional insured.

Supplier shall use the following address in the Certificate Holder location:

The Regents of the University of California  
University of California, Berkeley  
Supply Chain Management – Insurance Desk  
1608 4<sup>th</sup> Street, Suite 217  
Berkeley, CA 94710-7600

**D. UNINSURED SUPPLIERS**

**All Suppliers providing goods and services to UC Berkeley must provide evidence of insurance.** If a Supplier does not have insurance or the adequate minimum insurance limits, please direct the Supplier to apply for a policy and/or direct them to the Insurance Programs For The University of California website to learn more about coverages available when hired by the University as a Vendor/Contractor/Supplier:

<https://ucberk.campusconnexionsuc.com/>