FLORIDA TECH

All contractors, vendors or service providers coming on to university premises to do work or provide services are required to have insurance. Insurance is necessary to cover any claims or losses for which the contractor/vendor may be responsible. Departments should request a certificate of insurance from the contractor or vendor prior to the beginning of work and/or the start of a contract. All certificates should be sent to the Office of Purchasing and the Office of Compliance and Risk Management. The Office of Purchasing and the Office of Compliance and Risk Management will ensure all certificates are valid and meet insurance requirements. A certificate of insurance is a standard form issued by the insurance company evidencing the insurance information (including policy limits and types of insurance) of its policyholder.

The following minimum insurance standards shall apply to all vendors performing, selling or distributing products and services at Florida Institute of Technology. If a product or service, in the opinion of the Office of Compliance and Risk Management, represents an unusual or exceptional risk, additional insurance for that product or service may be required.

- **Commercial General Liability Insurance:** Including bodily injury and property damage liability, independent contractors liability, contractual liability, product liability and completed operations liability in an amount not less than $1,000,000 combined single limit, per occurrence, and $2,000,000 aggregate.

- **Automobile Liability:** For vendors who will drive on Florida Institute of Technology property, automobile liability insurance in an amount not less than $1,000,000 per occurrence for bodily injury, death or property damage, including owned, hired and nonowned vehicle coverage.

- **Workers' Compensation:** Statutory limits are required.

- **Employer's Liability Coverage:** $1,000,000

- **Sexual Abuse/Molestation coverage** must be included under general liability or obtained in separate policies in an amount of not less than $1,000,000 per occurrence ($2,000,000 aggregate) and $3,000,000 excess/um/n (depending upon the nature of the service