

ACALANES UNION HIGH SCHOOL DISTRICT

INSURANCE INSTRUCTIONS FOR ALL OPERATIONS (PROJECTS) UNDER \$25,001

A. **Comprehensive General Liability and Automobile Insurance.** Without limiting Contractor's indemnification, it is agreed that Contractor shall maintain in force at all time during the performance of this agreement the policies of insurance hereinafter described.

Contractor shall secure and maintain in force during the term of this agreement a comprehensive general liability and automobile policy utilizing an occurrence policy form, with combined single limits of One Million Dollars (\$1,000,000.00 or (\$1,000,000.00) per person, (\$1,000,000.00) per accident with no annual aggregate limit. Property damage limits shall be \$500,000 per loss. **ACALANES UNION SCHOOL DISTRICT, AND ITS EMPLOYEES AND AGENTS shall be named as an additional insured on the policies by separate endorsement that shall be attached to the contract as proof of insurance.** Insurance Accord shall state "*All operations resulting from informally or formally quoted projects*".

Written notification by the carrier to the District at least thirty (30) days prior to cancellation, failure to renew, or other termination, is required.

Insurance afforded under the contractor's policy is primary and any insurance maintained by the District shall apply, if required by law, in excess of, and not contributory with, insurance required under the terms of this contract.

Contractor will, at their own expense maintain coverage in conformance with above requirements. Certificates of insurance evidencing the existence of coverage shall be filed with the District prior to commencement of work no later than seven (7) calendar days from date of notification of award.

B. **Workers' Compensation.** Contractor shall maintain a policy of workers' compensation insurance as required by Labor Code Section 3200 et. seq. A certificate evidencing this coverage shall be filed with the District prior to the commencement of work under this agreement and will become part of the contract. Notification by the carrier to the District at least 30 days prior to cancellation, failure to renew, or other termination, is required.

C. **Delivery of Insurance Documents.** Insurance Accord and endorsements may be faxed or mailed to:

Acalanes Union High School District
Attn: Glen Schaezlein, Facilities
310 Moraga Road
Moraga, CA 94556
Fax: 925-280-3961
Email : gschaezlein@auhsdschools.org