



**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
INSURANCE REQUIREMENTS**

**1. Commercial General Liability**

The supplier shall carry general public liability insurance covering all duties, services, or work to be performed under the contract.

- Products/Completed Operations Aggregate \$1,000,000. CSL
- Personal Injury Liability \$1,000,000. CSL
- Fire, Lightning or Explosion \$500,000. CSL
- Medical Expense \$5,000 Per Person
- Policy Aggregate \$2,000,000. CSL

**2. Automobile Liability**

- Bodily Injury \$1,000,000. CSL
- Property Damage \$1,000,000. CSL

**3. Workers' Compensation**

- Part A – Statutory
- Part B – \$500,000. In the aggregate  
\$500,000. Each Person  
\$500,000. Each person for occupational disease.

**4. Cyber Liability –**

- If applicable

**5. Endorsements**

The following endorsements and other stated information is required on the original certificate of insurance:

- 30 days Notice of Cancellation;
- San Jacinto College be named as Additional Insured on all policies except Worker's Compensation;
- Waiver of Subrogation on all policies;

**6. Submission of Certificate of Insurance & Copy of Policy**

The original certificate of insurance, indicating the coverage and limits stated herein, with copies of all endorsements, shall be furnished to San Jacinto College within 14 business days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate of insurance to: San Jacinto College, Contracts & Purchasing Services, 4620 Fairmont Parkway, Suite A2.208, Pasadena, Texas 77504 **or** email to [contracts.purchasing@sjcd.edu](mailto:contracts.purchasing@sjcd.edu).

Upon request by SJCCD, the supplier shall be required to provide copies of all policies required under the contract to SJCCD.