

Contractor Master Service Agreement - Information Request Form

Company Name: _____

Address: _____

Phone No: _____

Fax No: _____

Person Authorized to Sign: _____

Title: _____

Email: _____

Licensing - Copy of your State Contractor license sent to our office.

Insurance - Our insurance requirement is 1 mil minimum for General Liability, Auto and Workers Comp. Certificate's verbiage as specified below:

The name on all certificates should read/issue to:

The Administrators of the Tulane Educational Fund
6823 St. Charles Avenue, 300 Gibson Hall
New Orleans, LA 70118

Tulane Insurance Requirements:

The Contractor shall procure and provide to Owner evidence of the Policies of insurance described herein and further obtain endorsements on all policies, except for the Workmen's Compensation insurance, to name the Owner as additional insured.

1. Contractor's **Worker's Compensation** and Employers Liability Insurance
 - (a) Coverage for claims for damages arising out of bodily injury, occupational sickness or disease or death of Contractor's employees under any applicable workers' compensation statute or any other applicable employer's liability law.
 - (b) **A waiver of subrogation.**
 - (c) Employer's Liability limits of not less than \$1,000,000 bodily injury each accident, \$1,000,000 bodily injury by disease for each employee and \$1,000,000 bodily injury by disease in the aggregate
 - (d) **The policy shall contain an Alternate Employer endorsement in favor of Owner.**

2. Contractor's **General Liability** Insurance

(a) The minimum limits of liability under this insurance requirement shall be not less than the following:

- (i) General Aggregate Limit (other than Product-Completed Operations) . . . \$1,000,000
- (ii) Product-Completed Operations Aggregate Limit . . . \$1,000,000
- (iii) Personal Injury Limit . . . \$1,000,000
- (iv) Each Occurrence Limit . . . \$1,000,000
- (v) Products and Completed Operations coverage shall be provided for a period of not less than three years after the date the Project is Substantially Complete.

(b) Coverage shall include all contractual and tort indemnity obligation.

(c) Coverage shall include all broad form property damage liability.

(d) The maximum retention by Contractor for each occurrence is \$25,000 and the Contractor agrees to pay all deductible and retention obligations under the Contractor's general liability policy.

(e) The Policy shall contain a waiver of subrogation against the Owner and any of its agents, representatives and employees.

3. Contractor's **Automobile Liability** Insurance shall not be less than the minimum limits of liability of \$1,000,000 for all owned, non-owned and hired vehicles used by contractor.