



**VENDOR INSURANCE REQUIREMENTS**

**ALL VENDORS<sup>1</sup> THAT ARE TO WORK ON OR PERFORM ON DIOCESAN PROPERTY MUST MEET DIOCESAN INSURANCE REQUIREMENTS AND SUBMIT PROOF OF THEIR INSURANCE PRIOR TO ENTERING INTO THE START DATE.**

*THE CONTRACTING PARTY AGREES TO MAINTAIN INSURANCE COVERAGE AS OUTLINED BELOW:*

*GENERAL LIABILITY*

- **COMPREHENSIVE GENERAL INSURANCE WITH LIMITS NOT LESS THAN \$1 MILLION PER OCCURRENCE.**

*AUTO LIABILITY (IF APPLICABLE)*

- **PRIMARY AUTO LIABILITY WITH LIMITS NOT LESS THAN \$1 MILLION PER OCCURRENCE COVERING SPECIFIC VEHICLES TO BE BROUGHT ONTO PARISH/SCHOOL FACILITY.**

*WORKERS' COMPENSATION INSURANCE*

- **COVERAGE A STATUTORY LIMITS FOR THE STATE OF CALIFORNIA.**
- **COVERAGE B EMPLOYERS LIABILITY COVERAGE IN LIMITS NOT LESS THAN:**
  - \$500,000 EACH ACCIDENT FOR BODILY INJURY BY ACCIDENT.
  - \$500,000 POLICY LIMIT FOR BODILY INJURY BY DISEASE.
  - \$500,000 EACH EMPLOYEE FOR BODILY INJURY BY DISEASE.

**SAID EVIDENCE OF INSURANCE SHALL BE PROVIDED ON AN ACORD FORM 27 (OR OTHER FORM ACCEPTABLE TO THE DIOCESE).**

**ALL SUCH POLICIES SHALL UTILIZE THE ATTACHED *ADDITIONAL INSURED ENDORSEMENT (AIENDT 80800)* AND NAME THE ROMAN CATHOLIC BISHOP OF SAN JOSE AND THE LOCATION AS ADDITIONAL INSURED AND MUST PROVIDE ENDORSEMENT EVIDENCING SUCH ADDITIONAL INSURED STATUS AS WELL AS LANGUAGE INDICATING THAT THE INSURANCE POLICIES EVIDENCED SHALL BE DEEMED PRIMARY TO ANY OTHER INSURANCE POLICIES AVAILABLE TO THE ROMAN CATHOLIC BISHOP OF SAN JOSE AS NON-CONTRIBUTORY AND SHALL INCLUDE AN ENDORSEMENT REFERENCING SAME. SAID ENDORSEMENT WILL ALSO INCLUDE LANGUAGE THAT INSURER WAIVES ITS RIGHTS OF SUBROGATION OR OTHERWISE AGAINST THE ROMAN CATHOLIC BISHOP OF SAN JOSE. SAID ENDORSEMENT SHALL ALSO INDICATE THAT A 30-DAY WRITTEN NOTICE OF CANCELLATION OR MATERIAL CHANGE TO ANY OF THE COVERAGE EVIDENCED IN THE CERTIFICATE WILL BE PROVIDED TO THE BISHOP OF SAN JOSE.**

**SUCH EVIDENCE OF INSURANCE SHALL BE FORWARDED TO THE FOLLOWING ADDRESS AND MUST BE RECEIVED AT LEAST TEN DAYS PRIOR TO OUTSIDE USE OF THE PARISH FACILITY:**

ROMAN CATHOLIC BISHOP OF SAN JOSE  
C/O DIOCESE OF SAN JOSE  
LOSS CONTROL & PREVENTION  
1150 NORTH FIRST STREET, SUITE 100  
SAN JOSE, CA 95112

**WITH A COPY SIMULTANEOUSLY DELIVERED TO THE INSURANCE BROKERS:**

**Waldorf Risk Solutions, LLC  
P.O. Box 590  
Huntington NY 11743**

<sup>1</sup> Vendor refers to any business, individual or organization providing or donating professional services or renting or using the parish or school facilities.