CERTIFICATE OF INSURANCE
PREPARATION INSTRUCTIONS FOR SUPPLIERS

1. If the ACORD form is used, the University requires that policy(ies) name “The Board of Regents of the University of Nebraska” as the certificate holder and as an additional insured.

2. Insert Producer’s contact information issuing certificate. If more than one person or agency will issue certificates, each must complete a separate form.

3. The name of the entity being insured. The entity name on the contract must match the name of the Insured on the Certificate of Insurance.

4. The name of the insuring company(ies) should be listed here. The company NAIC Number and rating must also be added. Any companies providing coverage must be a Minimum AM Best rating of A-, Class VIII. The University reserves the right to modify this requirement for any project.

5. General Liability insurance must be an occurrence-based policy. The University requires that policy(ies) name “The Board of Regents of the University of Nebraska” as the certificate holder and as an additional insured. Policies may not contain a “care, custody, or control” exclusion.

6. Insured must have their insurer complete a Commercial General Liability Coverage endorsement form to specify that the aggregate policy limit of coverage applies to the project.

7. Compliance with minimum insurance requirements may be achieved through a combination of primary and excess coverage as long as the attachment point does not fall below $100,000 per occurrence and the general aggregate is maintained. If excess liability insurance is purchased, the Insured must indicate to which policy the coverage applies and record this information on the Certificate of Insurance.

8. If the Insured is required to carry professional liability insurance, The Insured will provide claims made, project coverage as required at Insured’s sole cost and expense.

9. If applicable, the Insured will provide and maintain “All Peril” Installation Floater Insurance for the materials, supplies, machinery, fixtures, and equipment which will become a part of the installation, erection, or fabrication as shown and described in the project Contract Documents. The Insured will provide an Installation Floater sufficient to cover the value of the installation.
Project Description includes University's project number and title. The University will provide this information.

Certificates of Insurance should be executed by a licensed insurance agent. The licensed agent's signature should be provided in this block.

General Guidance:

- Certificate of Insurance is required to be on file with the University prior to starting a project. Include other insurance policies that may be required. The University reserves the right to request a copy of any insurance policy issued to the Insured to verify compliance with this Certificate of Insurance. The University reserves the right, at the University's sole discretion, to modify any insurance requirement, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, the University reserves the right, at the University's sole discretion, to reject any insurer. The University shall not be deemed or construed to have assessed the risk that may be applicable to the Insured under the Contract Documents. The Insured shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Insured is not relieved or any liability or other obligations assumed under the Contract Documents by reason of its failure to obtain or maintain insurance in sufficient amounts, durations, or types.

- Provide General Aggregate Coverage of $3,000,000 and Per Occurrence Coverage of $1,000,000. Coverage specified may deviate from the graphic representation on the proceeding page.

- The Insured must have the insurance company issue an endorsement to their policy(ies) stating that thirty days' notice will be given to the Insured and the University, as an additional insured, before cancellation or termination. The Insured will immediately notify the University of the cancellation or termination upon receipt of termination.

- The University will provide and maintain an "All Peril" Builders Risk Insurance for the structure or buildings while under construction, erection, or fabrication as shown and described in the project Contract Documents. The Insured shall bear the risk and responsibility for a $2,000 per occurrence deductible for each claim.

The certificate issuer will submit the fully executed certificate to the appropriate location as shown below:

☐ Procurement Mailing Address
   The Board of Regents of the University of Nebraska
   Procurement Services
   1700 Y Street
   Lincoln NE  68588-0645

Additional Project Specific information, if applicable: