

VENDOR INSURANCE REQUIREMENTS

Low Hazard Vendors

Each vendor shall continuously maintain insurance and provide certificates of insurance and policy endorsements which meet the requirements per the terms below.

Terms

1. Certificates of insurance must be on the most recent version of the ACORD 25 form.
2. Insurance carriers must have a minimum AM Best Rating of A-, VII.
3. The producer must leave a contact name, phone number, and email address.
4. The certificate must be signed by an authorized representative.

Required Insurance Coverages/Limits

1. **Commercial General Liability (CGL): \$1M+** each occurrence
 - a. This can also be supplemented/met with an Umbrella or Excess Liability Policy.
2. **Automobile Liability: \$1M+** each occurrence
 - a. This is required for use of the loading dock or parking in the garage.
3. **Workers' Compensation: \$500K+** each occurrence/disease/limit
 - a. This is a statutory requirement in place by the state of California. If your company employs at least one person other than the owner(s), this is required.

Additional Insured

1. A CG 2010 or equivalent form is required for all vendors.
2. A CG 2037 Completed Operations or equivalent form is required for all contractors doing repair work and/or installation.
3. Endorsements must name the correct landlord parties as additionally insured. The exact language is outlined below.
4. Blanket Additional Insured Endorsements are acceptable to 1, 2, and 3 above. There is no need to list additional insured entities if blanket endorsements are used.
5. Additional Insured Primary – the Additional Insured endorsement or policy provisions must provide that such insurance shall be primary and non-contributory in respect to any other insurance maintained or available to the additional insured parties.

Required Language in the Description of Operations and Endorsement:

Columbia Property Trust, Inc., Columbia REIT – 221 Main Street, LP, AND Columbia Property Trust Services, LLC, including its affiliated and subsidiary companies, their officers, directors, employees, and managing agents as additional insured.

Building Premises: 221 Main Street, San Francisco, CA

Note that if your coverage includes the language “where required by written contract” your company will need to have a contract with Columbia REIT – 221 Main Street, LP, or you will need to modify the contract with your client to include the landlord as an additional insured.

Certificate Holder

Columbia REIT – 221 Main Street, LP
221 Main Street, Suite 100
San Francisco, CA 94105

Submission

Email: 221request@columbia.reit
Questions can be directed to the Property
Management Office at (415) 615-0285.