



## VENDOR INSURANCE REQUIREMENTS

### Moderate 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): \$3M+** 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](mailto:221request@columbia.reit)  
Questions can be directed to the Property Management Office at (415) 615-0285.