

Ponderosa Office Center Vendor Insurance

We require that you provide us with a certificate of insurance your business, **before any work can begin on the property.** If you provide a regular, recurring service, it is your responsibility that we receive a current certificate when each of your policies renews or your service will be suspended. Please contact your insurance company, forward them this letter and request that they issue all certificates of insurance as required and per the terms provided below. The attached sample certificate will be helpful to ensure certificates they provide is complete.

- 1) Insured – Vendor name and address. The vendor name should be exactly the same as what is listed on the contract and either box 1 or 2 of W9.
- 2) Commercial General Liability – *Required*
 - a) “X” in Occur and Project boxes
 - b) “Y” in Add’l Insd and Subr Wvd columns
 - c) Policy number listed
 - d) Policy dates are current
 - e) Limits – at least minimum amounts listed on sample certificate
- 3) Automobile Liability (*Required for company-owned vehicles*)
 - a) “X” Any Auto box
 - b) “Y” in Add’l Insd column
 - c) Policy number listed
 - d) Policy dates are current
 - e) Limits – minimum of \$1,000,000 Combined Single Limit
- 4) Umbrella Liab – If obtained, then same as 1 and 2(b) above.
- 5) Worker’s Comp – Required – may be a on separate certificate of insurance. Limits are set by the State.
- 6) Professional Liability / Errors & Omissions Policy (*If applicable*) – minimum of \$1,000,000 - include additional insured and waiver of subrogation endorsement does not exclude pollution incidents arising from their services, or at minimum provides a modified endorsement to offer limited pollution coverage.
- 7) Description of Operations (see sample COI) – Must include the following:

ACT Ponderosa, LLC, RKL Ponderosa Investors, LLC, BLW Ponderosa, LLC; 3080 Olcott St, Santa Clara, CA 95054

ACT Ponderosa, LLC, RKL Ponderosa Investors, LLC, BLW Ponderosa, LLC and Calson Properties, Inc. and its agents, employees, officers, directors, partners, members and shareholders are named as additional insureds in respects to the General Liability Policy and Automobile Liability Policy. A waiver of subrogation applies and coverage is primary and non-contributory in regards to the General Liability policy.
- 8) Certificate Holder – ACT Ponderosa, LLC, RKL Ponderosa Investors, LLC, BLW Ponderosa, LLC c/o Calson Properties, PO Box 49067, Colorado Springs, CO 80949
- 9) Certificate holder will be notified at least 30 days prior to any change or cancelation in the policy.

Any incomplete or inaccurate certificates will be returned. A copy of the certificate can be emailed to me and a copy should be sent to our office. It is essential that we have this paperwork in place before work begins.

Thank you,
CALSON PROPERTIES
insurance@calsonprop.com
650.321.3141



