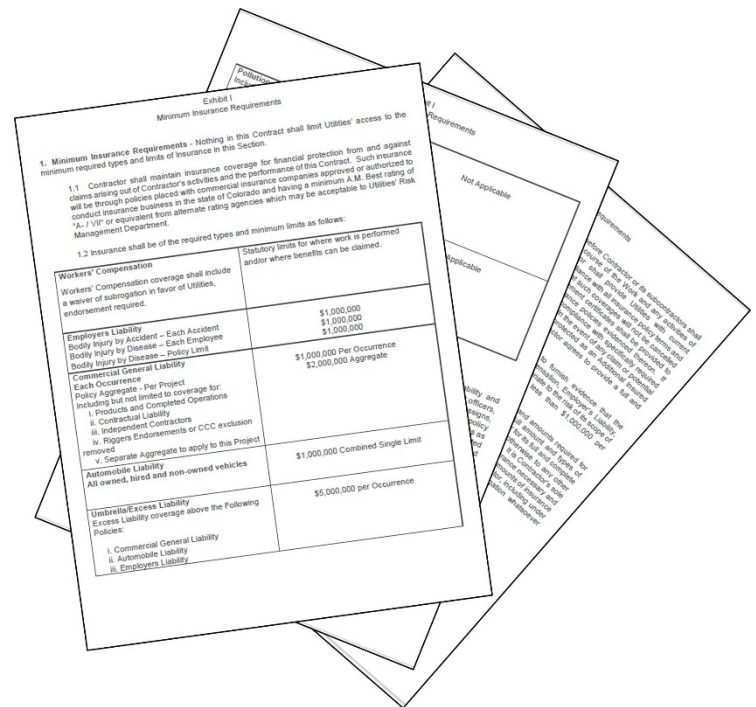


Colorado Springs Utilities takes a proactive approach to Risk Management. One of the key responsibilities of Risk Management is to ensure that the appropriate insurance coverage is obtained for all our contracts.

All contracts must go through an internal risk review process prior to being fully established. During this process the Risk Management team will assess and determine the appropriate level of insurance coverage necessary. Additionally, Risk Management may need to assess any specific liability concerns depending on the nature of the contract.



How will I know what insurance requirements are necessary for my contract?

Once the insurance requirements are established, procurement will provide the Minimum Insurance Requirements. These requirements will be referred to as Exhibit I and can be found either within the sourcing event files or communicated by the sourcing specialist establishing your contract.



Did you know

There are additional types of insurance coverage that may be required depending on the contract and scope of work

These are some of the additional coverages that we may ask for:

What types of insurance coverage does Colorado Springs Utilities require?

Our requirements will vary depending on the nature of the contract. You can always expect to have a minimum requirement for the following:

- Workers' Compensation
- Employers Liability
- Commercial General Liability or CGL

- Automobile Liability
- Umbrella/Excess Liability
- Pollution Liability
- Professional Errors and Omissions Liability
- Data and Network Risk
- Builders Risk
- Endorsements such as:
 - Riggers
 - Care, Custody, & Control
 - CGL Professional Liability extensions

What needs to be on my proof of insurance and where do I send it?

We will ask for a Certificate of Liability Insurance, also referred to as a COI.

The COI should have:

- Colorado Springs Utilities must be listed as 'Additionally Insured'
- Certificate Holder Information should appear as:
Colorado Springs Utilities
PO Box 1103
Colorado Springs, CO 80901

Send proof of insurance to:

Procurement@csu.org

or

Colorado Springs Utilities

Attn: Certificate of Insurance

PO Box 1103

MC 1020

Colorado Springs, CO 80901

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.				
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).				
PRODUCER		CONTACT		
NAME:		NAME:		
PHONE (AREA NO.) EXT.:		FAX (AREA NO.) EXT.:		
E-MAIL ADDRESS:		E-MAIL ADDRESS:		
INSURER A:		INSURER(S) AFFORDING COVERAGE		
INSURER B:		NAIC #		
INSURER C:				
INSURER D:				
INSURER E:				
INSURER F:				
COVERAGES				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.				
TYPE OF INSURANCE	DATE	POLICY NUMBER	POLICY PERIOD	LIMITS
COMMERCIAL GENERAL LIABILITY				
CLAIMS-MADE				EACH OCCURRENCE
				DAMAGE TO RENTED
				PREMISES (EA accident)
				MED EXP (Any one person)
				PERSONAL & ADV INJURY
				GENERAL AGGREGATE
				PRODUCTS - COMP/OP AGG.
GEN'L AGGREGATE LIMIT APPLIES PER:				
POLICY				
OTHER:				
AUTOMOBILE LIABILITY				
ANY AUTO				COMBINED SINGLE LIMIT
OWNED				EA accident
AUTOS ONLY				BODILY INJURY (Per person)
AUTOS ONLY				BODILY INJURY (Per accident)
AUTOS ONLY				PROPERTY DAMAGE
AUTOS ONLY				EA accident
UMBRELLA LIAB				EACH OCCURRENCE
EXCESS LIAB				AGGREGATE
DED				
RETENTION \$				
WORKERS COMPENSATION				
AND EMPLOYERS LIABILITY				
ANY EMPLOYEE OR CONTRACTOR				
OFFICERS/DIRECTORS/EXECUTIVES				
IF YES, AUTOMOBILE				
DESCRIPTION OF OPERATIONS (LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required))				
CERTIFICATE HOLDER	CANCELLATION			
Colorado Springs Utilities	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
P.O. Box 1103	AUTHORIZED REPRESENTATIVE			
Colorado Springs, CO 80901				



Did you know

Updated Certificates of Liability Insurance should be provided to Colorado Springs Utilities upon their renewal, annually, or when requested.

I know what you determined is required, but I cannot provide those insurance limits. What do I do?

Minimum requirements are established because of the risk associated with the scope of work.

We understand that there may be times when a contractor's coverage might not match our request.

We are happy to speak with you more regarding your specific situation. It is suggested to reach out to the Sourcing Specialist assisting with your contract.

Please note: We may review exceptions at our discretion, however we cannot guarantee reduced coverage will be acceptable.

Any exceptions to required coverage will delay contract execution.

Visit csu.org/suppliers to learn more.