



March 28, 2024

Service Providers,

San Andreas Regional Center (SARC) requires that all Vendors to obtain/maintain the following types of insurance prior to vendorization:

- General liability insurance - minimum \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Professional liability - minimum \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Abuse and molestation - minimum \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Automobile liability – The Vendor shall obtain “Owned, Non-Owned and Hired Automobile Insurance” with the amounts as follows:
 - \$1,000,000 combined single limit, if transportation is provided for up to six individuals.
 - \$3,000,000 combined single limit, if transportation is provided for seven or more individuals.
- All of the Vendor’s insurance (including but not limited to the Non-Owned Automobile Insurance) shall reflect San Andreas Regional Center as an “Additional Insured and Certificate Holder” (CG 2026).
- In accordance with the provisions of Section 3700 of the Labor Code of the State of California, the Vendor shall maintain Worker’s Compensation insurance at all times with a minimum of \$1,000,000 coverage, if the Vendor has employees.
- The policy number, effective date, and expiration date must appear on the certificate of insurance. All insured facilities, programs and/or service addresses must be listed on the certificate of insurance. All coverages must be listed on the certificate of insurance. Each policy should reflect a 30-day notice of cancellation.

The following limits apply to transportation companies including service codes 875 and 895:

- General liability insurance - minimum \$1,000,000 per occurrence and \$5,000,000 aggregate.
- Professional Liability - minimum \$1,000,000 per occurrence and \$5,000,000 aggregate.
- Abuse and molestation - minimum \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Automobile liability – The Vendor shall obtain “Owned, Non-Owned and Hired Automobile Insurance” with the amounts as follows:
 - \$5,000,000 combined single limit.
- All of the Vendor’s insurance (including but not limited to the Non-Owned Automobile Insurance) shall reflect San Andreas Regional Center as an “Additional Insured and Certificate Holder” (CG 2026).
- In accordance with the provisions of Section 3700 of the Labor Code of the State of California, the Vendor shall maintain Worker’s Compensation insurance at all times with a minimum of \$1,000,000 coverage, if the Vendor has employees.
- The policy number, effective date, and expiration date must appear on the certificate of insurance. All insured facilities, programs and/or service addresses must be listed on the certificate of insurance. All coverages must be listed on the certificate of insurance. Each policy should reflect a 30-day notice of cancellation.

Vendors must send their current Certificate of Insurance (COI) to insurance@sarc.org upon renewal.

Regards,

Mia Garza

Mia Garza, MS

Associate Director, Community Services
San Andreas Regional Center