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SUBJECT: COMPLIANCE WITH CERTIFICATE OF INSURANCE REQUIREMENTS

Dear Sir or Madam:

This letter is to draw your attention to the Spartanburg Housing Authority's (SHA) Terms & Conditions concerning Insurance Certificates and Limits of Liability. SHA is requesting that all Contractors & Service Professionals & Suppliers currently conducting business or performing any services at any of the SHA s' properties submit Certificates of Insurance as follows:

A. **Workers Compensation:** Insurance covering all employees and owners performing work or providing services meeting statutory limits in compliance with the applicable state and federal laws. The coverage must include employers' liability with a limit of \$1,000,000; and statutory limits for Compensation each accident, bodily injury by disease each owner/employee, and bodily injury by disease policy limit. Where applicable, coverage shall meet any additional requirements of state and federal law.

B. **Comprehensive General Liability:** Coverage shall have minimum limits of \$1,000,000 per occurrence, \$3,000,000 minimum general aggregate limit per location for bodily injury, property damage, and personal injury liability. This shall include premises and/or operations; independent contractors; products and completed operations and contractual liability.

C. **Professional Liability:** Coverage shall have minimum limits of \$1,000,000.00 per claim basis, combined aggregate of \$3,000,000. This shall include premises and/or operations; independent contractors; products and completed operations and contractual liability.

C. **Business Auto Liability:** Coverage shall have minimum limits of \$1,000,000 per occurrence, for bodily injury, property damage and uninsured motorist liability. This shall include: owned vehicles, hired and non-owned vehicles and employee non-ownership.

Spartanburg Housing Authority is to be listed as Additional Insured on both the comprehensive general liability and business auto liability policies. SHA shall be named as the Certificate Holder using the following name and address:

Spartanburg Housing Authority
Attention: Procurement-Special Projects Representative
2271 S. Pine Street
Spartanburg, SC 29302
(Fax Number 864 598-6035
E-mail: nbragg@shasc.org

SHA does require a valid, up to date copy of your policy to be maintained on file with our Procurement Office during the duration of any service or particular project. Renewal certificates shall be sent to SHA via fax or mail 30 days prior to any expiration date. In addition, there shall be a 30-day notification to SHA in the event of cancellation or modification of any stipulated insurance coverage. Please send certificates to the address listed above. Please contact the office listed above with any questions.



2271 S. Pine Street, SPARTANBURG, SC 29302
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EQUAL HOUSING OPPORTUNITY
TTY# 1-800-735-8583

