

Hello \_\_\_\_\_ -

We are in the process of preparing the Purchase Order for the work Company Name \_\_\_\_\_ is going to do at the \_\_\_\_\_ location of project or project that is being done \_\_\_\_\_. In order to complete the process the RCCD Purchasing Department needs your CA contractor's license number and a copy of the contractor's General Liability, Workers Compensation, Automobile, and Employers Liability Insurance Certificates, prior to the onset of work. Insurance Company must be from a California admitted carrier with a financial rating of at least an A status. The Contractor shall name, on any policy of insurance required, its officials, officers, and employees as insured, with respect to performance of the work. Please include the additional insured endorsement.

Limit Requirements:

General Liability -	\$ 2,000,000 (general aggregate) \$1,000,000 (each occurrence)
Automobile Liability -	\$1,000,000
Worker's Compensation -	\$1, 000,000

NOTE: The insurance form copies can be emailed to me at [majd.askar@rccd.edu](mailto:majd.askar@rccd.edu)  
Please mail original certificate and endorsements to the address listed below.