

Insurance Requirements for Vendors, Contractors, and Service Providers



All contractors, vendors or service providers coming on to the event premises to do work or provide services are required to have insurance. Insurance is necessary to cover any claims or losses for which the contractor/vendor may be responsible for. A Certificate of Insurance from the contractor or vendor must be received and approved prior to the beginning of work and/or the start of a contract. A Certificate of Insurance is a standard form issued by the insurance company evidencing the insurance information (including policy limits and types of insurance) of its policyholder.

The following minimum insurance standards shall apply to all vendors performing, selling, or distributing products and services at Special Olympics Maryland (SOMD) events. If a product or service, in the opinion of Risk Management and Insurance, represents an unusual or exceptional risk, additional insurance for that product or service may be required.

- **Commercial General Liability Insurance:** Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$2,000,000 aggregate.
- **Workers' Compensation:** Statutory limits are required.
- **Employers Liability Coverage:** \$500,000.
- **Automobile Liability:** For vendors who will drive on event site property, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired, and non-owned vehicle coverage.
 - **For Charter Bus Companies, the minimum Automobile Liability coverage required is \$5,000,000.**

Other Insurance Coverage That May Be Required:

- Umbrella or Excess Liability Coverage: Not less than \$5,000,000 per occurrence and in the aggregate.
 - This coverage typically sits above the underlying General Liability, Automobile Liability and Professional Liability policies. Depending on the scope and work to be performed in the proposed agreement, this policy may be required for the vendor to be able to meet the minimum insurance requirements.

Vendors and contractors shall name Special Olympics Maryland and Special Olympics, Inc. as an additional insured on its general liability insurance policy as it pertains to the work done/service provided/product delivered to the event and provide a 30-day notice of cancellation or non-renewal of coverage to the University. Insurance must be primary as to any other valid and collectible insurance.

The Certificate Holder block should read:

Special Olympics Maryland
ATTN: Risk@somd.org
3701 Commerce Drive, Suite 103
Baltimore, MD 21227

- SOMD and SOI do not need to be named as an additional insured on the workers' compensation or professional liability policies.
- Any liability coverages on a "claims made" basis should be designated as such on the certificate.
- Coverages and limits are to be considered as minimum requirements and in no way limits the liability of the vendor, contractor, or service provider.
- All policies shall evidence insurance written by carriers authorized to conduct business in the State of Maryland and rated at least "A" in A.M. Best's Key Rating Guide.

Please contact Risk Management at risk@somd.org with any questions.