

# ASB Contract & Insurance Guidelines

## Non-Professional Services

Non-professional service providers are speakers, performers, or lecturers that provide a single day service and are not self-employed or employed by a company to provide the service and the ASB is willing to pay a small stipend or honorarium fee to the individual.

Contract Requirements: Honorarium Waiver Form

Insurance Requirements: Must agree to carry comprehensive general health and automobile liability insurance adequate enough to protect both the Contractor and the District against any liability or claims of liability that may arise out of performance of the services.

Examples: Non-professional speaker. Non-professional performer. Non-professional lecturer.

## Professional Services

Professional service providers are either self-employed (whether part time or full time) or employed by a company to provide the services. Any contractor that has to set up equipment to provide services is considered a professional service provider.

Contract Requirements: ASB Service Contract

Insurance Requirements:

Commercial General Liability Coverage, using a standard ISO CG 00 01 occurrence form, including operations, products and completed operations and contractual liability with limits not less than \$1,000,000.00 per occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products - Completed Operations Aggregate for bodily injury, personal injury, and property damage. Include the following endorsements: Aggregate Limit Per Location endorsement; Additional Insured Endorsement naming San Dieguito Union High School District, its Board, officers, agents and employees as Additional Insureds using ISO Additional Insured endorsements CG 20 10 and CG 20 37; A Waiver of Subrogation endorsement in favor of San Dieguito Union High School District, its Board, officers, agents and employees; A Primary, Non-contributory endorsement in favor of San Dieguito Union High School District, its Board, officers, agents and employees.

Business Auto Coverage, using a standard ISO Business Auto CA 00 01 form with limits not less than \$1,000,000.00 per accident for bodily injury and property damage for all owned, hired and non-owned automobiles. Coverage shall include Contractual Liability. include the following endorsements: Broadened Pollution Coverage Endorsement; Additional Insured Endorsement naming San Dieguito Union High School District, its Board, officers, agents and employees as Designated Insureds; A Waiver of Subrogation endorsement in favor of San Dieguito Union High School District, its Board, officers, agents and employees; A Primary, Non-contributory endorsement in favor of San Dieguito Union High School District, its Board, officers, agents and employees.

Workers' Compensation Coverage; including statutory coverage as required by the State of California and including Employers' Liability with limits not less than \$1,000,000.00 each accident; \$1,000,000.00 policy limit bodily injury by disease; \$1,000,000.00 each employee bodily injury by accident.

Examples: Professional magician. Professional dance troupe or band. Game or photo booth run and supervised by company personnel. Food truck or kiosk run by the company. DJ's.

## Rental Equipment

Contract Requirements: ASB Rental Contract

Insurance Requirements: (Same as Professional Services)

Examples: Chair rentals. Tent rentals. Equipment rentals. Game or photo booth run and supervised by district staff.

# ASB Contract & Insurance Guidelines

## **Other**

If the ASB is bringing in a contractor to provide special products or services such as Web based or cloud based software providers whose product includes provision of students' personally identifiable information, or wishes to contract for advice in financial, economic, accounting, engineering, legal or administrative matters, or if the ASB is bringing in an individual or company that will have providers working alone with students, or if the ASB is hiring a contractor to perform services over a longer period than one or a few (2-3) dates, the ASB should consult with the district Purchasing Department regarding whether a different contract and/or types of insurance would be required.

ASB should not contract for anything that alters or adds new structures, wiring, carpeting, lighting, painting, field maintenance, or any other project that involves district property.