

LARAMIE COUNTY COMMUNITY COLLEGE INSURANCE REQUIREMENTS

I. Insurance Coverage/Limits:

- a. Contractor and each of its subcontractors hereunder, if any, shall at its own expense, obtain insurance as provided below from reliable insurance companies acceptable to Laramie County Community College (LCCC) and authorized to do business in the State of Wyoming, in which the services are to be performed, with limits as specified in U.S. currency or equivalent. Contractor shall request to add LCCC as an additional insured and email to procurement@lccc.wy.edu
- b. LCCC shall be listed as an additional insured for the contract period. Such insurance shall be in force at the time the Services are commenced and shall remain in force for the duration of this Contract/Agreement, unless a later date is specified below:
- c. **Commercial General Liability Insurance:** Commercial General Liability insurance covering all operations by or on behalf of Contractor against claims for bodily injury (including mental injury, mental anguish, and death) and property damage (including loss of use). The Commercial General Liability policy will include limits as follows:
 - \$1,000,000 each occurrence;
 - \$1,000,000 personal injury and advertising injury;
 - \$2,000,000 general aggregate; and
 - \$2,000,000 products and completed operations.
- d. **Workers' Compensation and Employer's Liability Insurance:** Workers' Compensation insurance or its' equivalent (including Occupational Disease coverage) as required by law for all employees, agents, and subcontractors. Such insurance shall provide coverage in the location in which the Services are performed and the location in which the Contractor is domiciled. The Contractor expressly agrees to comply with all provisions of the Workers' Compensation Laws of the state(s) or country wherein said work is being performed. *[Out of state Construction Contractors: Contact Wyoming Workforce at 307-235-3227 to provide the State of Wyoming proof required and they will contact LCCC with approval.](#)*
 - Bodily Injury by Accident: \$1,000,000.00 each accident;
 - Bodily Injury by Disease: \$1,000,000.00 each employee; and
 - Bodily Injury by Disease: \$1,000,000.00 policy limit
- e. **Automobile Liability Insurance:** Automobile Liability insurance against claims of bodily injury (including death) and property damage (including loss of use) covering all owned, rented, leased, non-owned, and hired vehicles used in the performance of the Work, with a **minimum limit of \$1,000,000.00 per accident** for bodily injury and property damage combined and containing appropriate uninsured motorist and No-Fault insurance provision wherever applicable.

- f. **Excess Insurance:** Excess (or Umbrella) Liability insurance with a **minimum limit of \$2,000,000.00 per occurrence/\$2,000,000.00 annual aggregate**. This insurance shall provide coverage **in excess** of the underlying primary liability limits, terms, and conditions for **each** category of liability insurance in the foregoing subsections a, b, and c. This insurance shall be written on a following form basis of underlying coverage, and the aggregate limits, if any, shall apply separately to each annual policy period. If this insurance is written on a claims-made policy form, then the policy shall be endorsed to include an automatic extended period of at least five (5) years.
- g. **Professional Liability:** This Agreement requires independent rendering and/or independent implementation of specific professional services, consequently the Consultant and their sub-consultants shall provide professional liability insurance coverage with a minimum limit of \$1,000,000.00 per claim with an aggregate limit of \$2,000,000.00.

II. Policy Requirements

- a. **Certificate shall be emailed to procurement@lccc.wy.edu**
- b. Prior to the commencement of the respective Contract and/or Agreement, the successful Contractor shall deliver certificates of insurance evidencing such policy or policies to the LCCC Director of Procurement and Contracting specific "Certification" proof shall include:
- Certificate of Liability insurance form listing LCCC as an **additional insured** during the contract period.

*Laramie County Community College
1400 E. College Dr.
Cheyenne, WY 82007*
 - If applicable: State of Wyoming, Department of Employment "Unemployment Insurance Certificate of Good Standing".
 - If applicable: State of Wyoming, Department of Employment "Workers' Compensation Certificate of Good Standing".
- c. **Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be canceled or non-renewed expect after thirty (30) days prior written notice has been given to LCCC, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **LCCC, Director of Procurement and Contracting**.