

GENERAL CONTRACTOR MINIMUM REQUIREMENTS

Wittenberg University ("University") can be exposed to risk when using contractors, consultants, service providers, and/or vendors providing goods and/or services. University policy requires that contractors, subcontractors, consultants, service providers and/or vendors maintain liability insurance and other insurance as necessary to reasonably protect the University's financial interests in amounts deemed adequate by the University.

- 1. Minimum University Insurance Requirements**
- 2. Certificate of Insurance (COI) Required**
- 3. Contracts must have an additional Insured Endorsement**
- 4. Contracts must be reviewed/approved by Designated Signature Authority**
- 5. Contracts must contain an Indemnification/Hold Harmless provision**
- 6. Contracts are required to contain Cancellation Clause Conditions**
- 7. Permits and Licensures**
- 8. Drug-Free Workplace**
- 9. Notice of Nondiscrimination**
- 10. Payment Terms**

1. Minimum University Insurance Requirements

Standard Insurance Requirements:

Chart A demonstrates the minimum required coverage for general contracts. The University reserves the right to require higher limits from a particular contractor/vendor for a particular project or event. Additional limits are required for arrangements depicted in Chart B.

Exceptions to the University Minimum Insurance Requirements may be developed by the University, in conjunction with an individual unit or third party, following a process of risk identification and evaluation. In such situations, it may be determined that little or no risk is involved, in which case the limit may be lowered or the requirement eliminated. Conversely, it may be determined that additional risk is involved, in which case the limits may be increased.

Chart A: Standard Limits (Non-High-Risk Service)

COVERAGE TYPE	MINIMUM LIMIT
Employer's Liability*	\$1,000,000 per occurrence

All general liability, [products liability], [liquor liability], [medical professional], and excess liability policies are primary and non-contributory to any other coverage purchased by the [INSTITUTION] with respects to acts or omissions of the named insured. All general liability and excess liability policies do not include an insured versus insured (cross suits) exclusion.

This wording should appear on the certificate of insurance in the DESCRIPTION OF OPERATIO~~n~~^{At} do not include an insure DESCRIPTION OF

8. Drug-Free Workplace

Contractor hereby agrees that all employees and/or agents who perform Services under this Agreement for or on behalf of the University shall comply with the [University's Drug-Free Workplace Policy](#) while on University property.

9. Notice of Nondiscrimination

As an institution that values the dignity of all, the University adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. Wittenberg University does not discriminate on the basis of age, race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, gender identity, disability, genetic information, military status, veteran status, familial status or any other protected category under applicable local, state or federal law, ordinance, or regulation. [Click here for more information regarding the University's Notice of Nondiscrimination.](#)

Contractor hereby agrees that all employees and/or agents who perform Services for or on behalf of the University shall comply with [Wittenberg University's Notice of Nondiscrimination](#).

10. Payment Terms

Contractor may submit invoices weekly, bi-weekly or monthly with understanding that terms shall be NET30. Daily invoicing is prohibited.

See the EIIA Contract Management document <https://members.eiaa.org/resource/contract-management/> for checklists of suggested provisions for specific and general contract provisions.