



San José State
UNIVERSITY

PUBLIC WORKS SERVICE RELATED AGREEMENT

**CHECKLIST
(Consultant Service Agreement)**

- Service Agreement:** Four (4) copies to be signed by the Contractor; send back ALL copies for contract execution by the Campus Controller; Campus Authorized Signatory for Public Works Contracts; and by the CSU General Counsel; One copy will be sent back to the Service Provider with Notice to Proceed.
- Scope of Work:** Written by the Campus Project Manager. Rider - A
- Certificate of Insurance:** To be evaluated by Campus PW Contracts Administrator in compliance with Rider B – Agreement General Provisions, Part 19 A
- Acceptability of Insurers:** AM Best’s rating A - VII documentation, Rider B – Agreement General Provisions, Part 19, D
- General Liability Insurance:** General Aggregate = \$2 Mil; Each Occurrence = \$1 Mil; Rider B – Agreement General Provisions, Part 19, A (1)
- Automobile Liability Insurance:** Each Accident = \$1 Mil; on an occurrence basis, covering owned, scheduled, hired, and non owned automobiles used by or on behalf of the Service Provider and providing insurance for bodily injury, property damage, and contractual liability. Limits of Liability;; Rider B – Agreement General Provisions, Part 19, A (2)
- Insurance Provisions:** Additional Endorsement coming from insurance provider should read:
“The State of California, the Trustees of the California State University, The University, their officers, employees, representatives, volunteers, and agents shall be covered as additional insured.”
Rider B – Agreement General Provisions, Part 19, C
- Workers’ Compensation:** Liability limits = \$1 Mil; Rider B – Agreement General Provisions, Part 19, (3)
- Errors & Omissions:** On an Occurrence basis \$1 Mil; General Aggregate \$2 Mil
Rider B – Agreement General Provisions, Part 19 (4)
- Drug-Free Workplace Certification:** Signed by Contractor’s authorized company officer. (Public Contract Code Sections 8355, 8356, and 8357)
- Non-Discrimination** Signed by Contractor’s authorized company officer. (Public Contract Code Section 12900)
- Vendor Data Record:** Signed by Contractor’s authorized company officer. (IRS W-9 / SUAM 9780.03)

OTHER

Submitted by: _____ **Date:** _____

Reference:
Rider B – Agreement General Provisions
SUAM / Public Contract Code
(SJSU-Rev.7/22/09)