

# BELLFLOWER UNIFIED SCHOOL DISTRICT

Business and Personnel Services  
16703 South Clark Avenue • Bellflower, California 90706  
(562) 866-9011 • Fax (562) 804-6594



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## RE: INSURANCE NEEDS

Dear Vendor:

This requirement is relevant to all service and product vendors that will enter any site that is part of Bellflower Unified School District. Cyber Liability insurance is required if the vendor is providing online services where the vendor has access to District's employee(s) and/or student(s) information electronically or otherwise:

### **BELLFLOWER UNIFIED SCHOOL DISTRICT – Purchasing Department**

16703 South Clark Avenue  
Bellflower, CA 90706-5203  
Telephone: 562-866-9011 Fax: 562-804-6594  
Email: [purchasingservices@busd.k12.ca.us](mailto:purchasingservices@busd.k12.ca.us)

Regarding insurance for any Bellflower Unified School District vendor, the coverage limits should be as follows:

1. General Liability: Minimum \$1,000,000 per occurrence/Minimum \$2,000,000 aggregate
2. Auto, Truck, Bus Liability: Minimum \$1,000,000 Bodily Injury and Uninsured Motorist.
3. Professional Liability (if needed): Minimum \$1,000,000 CSL
4. Worker's Compensation: Employer's Liability
  - a. Minimum \$1,000,000 Each Accident
  - b. Minimum \$1,000,000 Disease Policy Limit
  - c. Minimum \$1,000,000 Disease Each Employee
5. Commercial Umbrella: Minimum \$2,000,000
6. Cyber Liability (if needed): Minimum \$1,000,000

Bellflower Unified School District requires a current year certificate of insurance and an endorsement naming Bellflower Unified School District as an additional insured.

Work or service **cannot** commence until all documents are received. **Facsimile copies of certificates are not acceptable.**

If you have any questions, please feel free to call the District number extension 2160.

Thank you for your immediate compliance in this matter.

Purchasing Services