TRANSWESTERN®

INSURANCE
VENDOR INSURANCE REQUIREMENTS

The following Minimum Contractor/Subcontractor Insurance Requirements are based on risk exposure and scope of work. Your company must carry insurance including but not less than, according to the specific category.

Please make sure you include all the information listed in Section A and B. Without all required information, Transwestern will delay or deny your service.

SECTION A:

****NO CONSTRUCTION OR SERVICE OPERTATION IS TO BEGIN PRIOR TO RECEIPT OF REQUIRED CERTIFICATES OF INSURANCE****

CATEGORY I – High Risk /Major Exposure

- General Contractors
- High Rise Curtain Wall Repair
- Swimming Pool Management
- New Construction Trades
- Armed Security Guards
- Demolition-structural
- Major Renovation Trades
- High Rise Window Washing
- Hot Work

Minimum Limits:

General Liability: $1,000,000 Per Occurrence/ $1,000,000 Aggregate
The appropriate Transwestern entity and the owner must be named as additional insureds.

Umbrella Liability: $5,000,000 Per Occurrence/ $5,000,000 Aggregate
The appropriate Transwestern entity and the owner must be named as additional insureds.

Automobile Liability: $1,000,000 combined single limit. Include coverage on all owned, hired and non-owned automobiles.

Workers' Compensation and Employers' Liability Insurance $1,000,000 each accident for bodily injury by accident; $1,000,000 bodily injury by disease.

Minimum Financial Rating: A.M. Best A8

CATEGORY 2 – Moderate Risk /Exposure

- HVAC
- Electrical
- Roofing
- Trash Haulers
- Alarm Systems
- Unarmed Security Guards
- Plumbing
- Concrete
- Movers
- Mechanical
- Interior Sprinklers
- Investigation
- Elevators and Mechanical
- Demolition-Interior
- Framing/Drywall
- Asphalt
- Carpentry
- Locksmiths

Minimum Limits:

General Liability: $1,000,000 Per Occurrence/ $1,000,000 Aggregate
The appropriate Transwestern entity and the owner must be named as additional insureds.

Umbrella Liability: $1,000,000 Per Occurrence/ $1,000,000 Aggregate
The appropriate Transwestern entity and the owner must be named as additional insureds.

Automobile Liability: $1,000,000 combined single limit. Include coverage on all owned, hired and non-owned automobiles.

Workers' Compensation and Employers' Liability Insurance $1,000,000 each accident for bodily injury by accident;$1,000,000 bodily injury by disease.

Minimum Financial Rating: A.M. Best A8

CATEGORY 3 - Moderate to Low Risk/ Exposure

- Exterior Painting
- Masonry
- Flooring (all types)
- Millwork/Cabinetry
- Pest Control
- Landscaping
- Phone Cabling
- Insulation
- Exterior Sprinklers
- Waterways Management
- Computer Cabling
- Glass
- Snow Removal
- Carpeting
- Commercial Cleaning

Minimum Limits:

General Liability: $1,000,000 Per Occurrence/ $1,000,000 Aggregate
The appropriate Transwestern entity and the owner must be named as additional insureds.

Umbrella Liability: Attempt to obtain $1,000,000 Per Occurrence/ $1,000,000Aggregate Umbrella
If this is not economically feasible, the requirement may be waived under special circumstances. The appropriate Transwestern entity and the owner must be named as additional insureds.

Automobile Liability: $1,000,000 combined single limit. Include coverage on all owned, hired and non-owned automobiles.

Workers' Compensation and Employers' Liability Insurance $1,000,000 each accident for bodily injury by accident; $1,000,000 bodily injury by disease.

Minimum Financial Rating: A.M. Best A6

CATEGORY 4 – Low Risk/Exposure

- Blinds/Draperies
- Commercial Cleaning
- Interior Decorator
- Light Cleaning
- Temporary Labor
- Wallpaper
- Ceramic Tile Walls
- Interior Painting
- Interior Plant Maintenance
- Other Low Risk Goods and Services Vendors & Contractors

Minimum Limits:

General Liability: $500,000 Per Occurrence/$500,000 Aggregate
The appropriate Transwestern entity and the owner must be named as additional insureds.

Automobile Liability: $500,000 combined single limit. Include coverage on all owned, hired and non-owned automobiles.

Workers' Compensation and Employers' Liability Insurance $1,000,000 each accident for bodily injury by accident; $1,000,000 bodily injury by disease.

Minimum Financial Rating: A.M. Best A6

CATEGORY 5 – Temporary Labor (any non-Transwestern employee)

- Temporary Services Agencies
- Temporary Office Staff
- Valets
- Parking Attendants

Request an "Alternative Employer Endorsement" from the temporary agency naming the appropriate Transwestern entity and the owner as additional insureds. "Occupational Accident Coverage" is not sufficient.

Minimum Limits:

Minimum General Liability: $500,000 Per Occurrence/$500,000 Aggregate – The appropriate Transwestern entity and the owner must be named as additional insureds.

Workers' Compensation and Employers' Liability Insurance $1,000,000 each accident for bodily injury by accident; $1,000,000 bodily injury by disease.

Minimum Financial Rating: A.M. Best Rating: A6

CATEGORY 6 – Specialty Firms/Contractors

Minimum Limits:

Minimum General Liability: $1,000,000 Per Occurrence/$1,000,000 Aggregate – The appropriate Transwestern entity and the owner must be named as additional insureds.

Workers' Compensation and Employers' Liability Insurance $1,000,000 each accident for bodily injury by accident; $1,000,000 bodily injury by disease.

Additional Requirements:

Architects and Engineers

Professional Liability Insurance
Requirement:

Project Cost	Prof. Liability Limit Requirement
Under $5 million	$1 million
$5 million to $25 million	$2 million
$25 million to $50 million	$3 million to $5 million
Over $50 million	$5 million or higher

Technical Consultants must also carry Errors and Omissions Insurance.

Environmental Firms must also carry specialized coverage such as asbestos or pollution insurance.

SECTION B:

Please include this additional information in your insurance document.

- Policy number of carrier covering Commercial General Liability
- Effective date/expiration date of policy covering Commercial General Liability
- Certificate signed by an authorized representative of the carrier
- Named as Additional Insured PROVIDED WITH AN ENDORSEMENT ATTACHED.

  - **330 North Brand Inc. as Owners**
  - **UBS Realty Investors, LLC**
  - **Transwestern Property Company West, L.L.C. (Property Manager) dba Transwestern**

    - Named as Certificate Holder

      330 North Brand Inc.
      c/o Transwestern Property Company West, L.L.C. dba: Transwestern

- UNDER "DESCRIPTION OF OPERATION" - "AS REQUIRED BY WRITTEN CONTRACT" AFTER THE NAMED AS ADDITIONAL INSURED.
- UNDER "DESCRIPTION OF OPERATION" - WAIVER OF SUBROGATION APPLIES AS PROVIDED BY ENDORSEMENT ATTACHED.
- Certificate must provide a 30-day notice of cancellation
- The wording "Endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company" MUST BE DELETED, *(Refers to wording on the standard Acord form).*

Please email to Evelyn.Johnson@transwestern.com

OR send a hard copy to Certificate Holder:

330 North Brand Inc.
c/o Transwestern Property Company West, L.L.C. dba: Transwestern
330 North Brand Blvd, Ste 675
Glendale, CA 91203
Attn: Evelyn Johnson