

In order to be considered for selection as a consultant to provide architectural, landscape architectural, engineering, environmental, land surveying, construction project management services and other University related services with a contract value of \$100,000 or less, please provide the following information to:

Campus Architect's Office  
Attn: Carol Esser  
UCLA- Capital Programs  
1060 Veteran Avenue  
Los Angeles, California 90095-1365  
Ph: (310) 206-3128  
Fax: (310) 206-8392  
Email: [cmesser@capnet.ucla.edu](mailto:cmesser@capnet.ucla.edu)

1. **VENDOR INFORMATION**

\_\_\_\_\_ Prior work with UC?  Yes  No

Vendor Name

\_\_\_\_\_ Contact Person

\_\_\_\_\_ Contact Person email address

\_\_\_\_\_ Vendor Address

\_\_\_\_\_ City/State/Zip

\_\_\_\_\_ Vendor Phone Number

\_\_\_\_\_ Employer Tax Identification Number (Not Social Security number)

2. **PRACTICE AREA(S)**: Please provide your practice area (e.g. architecture, civil engineering, mechanical engineering, environmental consultant, construction management) and any specialties (e.g. geotechnical, structural, etc). If inadequate information is provided, your firm may not be considered.

3. **VENDOR INSURANCE REQUIREMENTS**: Certificates of insurance are required on all UC projects. In addition to the requirements listed below, the Certificate must name the Regents of the University of California as an additional insured for all insurance, excluding Professional Liability and Workers' Compensation Insurance. Certificates must be sent in when the vendor signs contract. The following minimum requirements typically apply:

A. COMPREHENSIVE OR COMMERCIAL FORM GENERAL LIABILITY - covering bodily injury, personal injury, property damage, and contractual liability (if on "claims made" basis, coverage shall survive not less than three (3) years after termination of contract).

Each Occurrence - Combined single limit for bodily injury and property damage:	\$ <u>1,000,000</u>
Products - Completed Operations Aggregate:	\$ <u>1,000,000</u>
Personal and Advertising Injury:	\$ <u>1,000,000</u>
General Aggregate - Not applicable to Comprehensive Form:	\$ <u>2,000,000</u>

B. BUSINESS AUTOMOBILE LIABILITY - Covering owned, hired, leased, and non-owned automobiles, and providing bodily injury and property damage coverage. \$ 1,000,000

C. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY - As required by Federal and State of California law.

D. PROFESSIONAL LIABILITY INSURANCE: \$ 1,000,000