



KAISER PERMANENTE®

Memo

To: 1800 Harrison Occupants
From: Regional Facility Management
Date: October 10, 2017
Re: **Certificate of Insurance Requirements**

As a reminder, any vendor or contractor coming into the facility to deliver or provide a service, must have a Certificate of Insurance on file in the Facility Management office. To avoid any delivery issues or work delays, please provide a Certificate of Insurance prior to the service date.

If you have any questions, please do not hesitate to call the Facility Management office at Kaiser tieline 8-428-2366.

Please be sure to disseminate this message to those within your department.



CERTIFICATE OF INSURANCE REQUIREMENTS

CERTIFICATE HOLDER:

When supplying Kaiser Foundation Health Plan, Inc. with the Certificate of Insurance, please have the Certificate Holder named as follows:

Kaiser Foundation Health Plan, Inc.
1800 Harrison Street, 23rd floor, Suite 2325
Oakland, CA 94612

Additional Insured:

Kaiser Foundation Health Plan, Inc. requires the following to be listed as Additional Insured as follows:

Kaiser Permanente

Required Limits:

General Liability	Minimum of \$2,000,000 or as stipulated in Lease/Contract
Worker's Compensation	As required by law
Employer's Liability	Minimum of \$1,000,000
Automotive Liability	Minimum of \$1,000,000

Cancellation Notification:

A minimum of **30 days** notice is required for cancellation of coverage.

Please fax your Certificate of Insurance to (510) 625-5400 or email to: 1800.fac.management@kp.org