

**Vendor Insurance Requirements  
Service Vendors Providing Work Off Ursinus Property**

**A. SERVICE VENDORS PROVIDING WORK OFF URSINUS PROPERTY**

Service Companies providing work off campus provide their services completely off-campus, and either their services do not involve a physical product, or the physical product is shipped via a common carrier (e.g., FedEx, USPS, UPS, etc.).

Service Vendors providing work off campus include, but are not limited to, travel agents, consultants, and those providing real estate services.

Such Service Vendors are not required to provide insurance, except as set forth below.

If College property will be transported or shipped to the Service Vendor, please contact the [Director of Environmental Health and Safety & Risk Management](#) as there may be additional requirements.

*If the Service Vendor has access to Ursinus Data, the insurance requirements for [Vendors with Access to Ursinus Data](#) apply.*

Review the general requirements for all vendors [here](#).

**The following information must be listed on the certificate of insurance (COI):**

- Ursinus College listed as the certificate holder as shown below:  
Ursinus College  
601 E. Main Street  
Collegeville, PA 19426
- Ursinus College named as additional insured (the additional insured box on the certificate checked and the words “Ursinus College shall be included as additional insured” in the additional comments section of the COI.

**The following insurance coverages must be provided on the COI:**

Type of Insurance	Required Coverage	Additional Information
Professional Liability (Errors & Omissions)	\$1,000,000 each claim	This limit may change based on the scope of the work.