



VENDOR INSURANCE REQUIREMENTS

In no event shall a vendor commence work without having first provided required, and Topa Management Company approved, insurance certificates. Vendor shall procure and maintain in full force and effect for the full duration of the Work, at its sole cost and expense, the following insurance:

1. **COMMERCIAL GENERAL LIABILITY:** Bodily Injury and Property Damage Liability of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$1,000,000 products and completed operations aggregate.
2. **AUTO LIABILITY:** Not less than \$1,000,000 combined single limit for bodily injury and property damage. Required only if vehicle will be parked on the Topa Financial Center Property.
3. **UMBRELLA LIABILITY:** Each occurrence of not less than \$5,000,000 general aggregate per location or per job, \$5,000,000 product/completed operations aggregate.
4. **WORKERS COMPENSATION:** Evidence of coverage only. Employers Liability insurance with limit of \$1,000,000 per employee.
5. **ADDITIONAL INSURED:** Contractor shall add, by Additional Insured Endorsement, **Duesenberg Investment Corporation, Topa Management Company a California Corporation, as Agent for Topa Management Company, 700 Bishop Street Suite 200, Honolulu HI 96813, their parent, subsidiaries, partners, affiliates & their respective officers, directors & employees** as additional insured on each policy of the insurance prescribed herein. This insurance shall be primary with respect to any other insurance available to such additional insureds, and shall be endorsed in a manner that will prohibit the Contractor's insurers from seeking contribution from such insurance of the additional insureds.

*ADDITIONAL INSURED ENDORSEMENT form to the policy is required each time work is being performed in the building.
6. **PROJECT IDENTIFICATION:** Certificate of insurance must specify project name &/or job site. – *This may be included in an attached Additional Remarks Schedule.*
7. **NOTICE OF CANCELLATION:** Each certificate of insurance shall state that such insurance will not be cancelled, or materially reduced in coverage, without an unqualified 30 days prior written notice to the Certificate holders(s). – *This may be included in an attached Additional Remarks Schedule.*
8. **LIST CERTIFICATE HOLDER AS FOLLOWS & MAIL TO:**
Topa Management Company (Managing Agent) &
Duesenberg Investment Company (Property Owner)
700 Bishop Street, Suite 200
Honolulu, Hawaii 96813

NOTE: Please make sure the Producers contact phone number, fax number or email is listed on the COI. Certificate(s) may be faxed or emailed to our office with original to be mailed at 808-599-5776 / dyacas@topa.com Please contact us if you have any questions. Thank you for your prompt attention to this request.