



DEPARTMENT OF ADMINISTRATIVE SERVICES

REMINDER NOTICE

Subject: Office Lease to the State of Connecticut

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENT

Per Section 9.01 of the State of Connecticut Standard Lease, Lessors to the State of Connecticut are responsible for providing the Department of Administrative Services with a copy of a current Certificate of Liability Insurance. *As Lessor, you are also required to provide notice to the Department of Administrative Services at least thirty (30) days prior to any cancellation or modification of coverage.* If you have not yet provided an up-to-date certificate, please email a copy to Eugenie Williams at eugenie.williams@ct.gov. ***Please be sure to name the State of Connecticut as an additional insured party and include the address of the property in the description section.***

In accordance with the State of Connecticut Standard Lease, Section 9.01 states,

The LESSOR shall provide and maintain, at no cost to the LESSEE, Commercial General Liability Insurance, with the LESSEE named an additional insured. The insurance shall provide for a minimum limit of \$1,000,000.00 for all damages, in any one accident or occurrence, arising out of bodily injuries to or death of all persons and injuries to or destruction of property. Subject to that limit per accident, the total (or aggregate) limit in all accidents during the lease term shall be a minimum of \$2,000,000.00. The coverage under such policy shall be limited to claims arising from acts or omissions of the LESSOR. The LESSOR shall additionally provide and maintain standard fire and casualty insurance, including special form coverage. The LESSOR shall apply the proceeds of insurance to reconstruction, if the LESSEE so directs in writing. The LESSOR shall provide certificates of insurance annually to the LESSEE evidencing the coverage that this Article requires. Such certificates of insurance shall also specifically indicate that the policies insuring the LESSEE include, without limitation, said liability and fire and casualty insurance coverage pertaining to any and all risks described under this Article. Such policies of insurance shall also provide notification to the LESSEE of at least thirty (30) days prior to any cancellation or modification of coverage. The insurer shall be licensed by the State of Connecticut and be rated A- or better by A.M. Best Company.

The LESSOR agrees to be fully and solely responsible for any costs or expenses as a result of a coverage deductible. The LESSOR'S insurer shall have no right of recovery or subrogation against the LESSEE. This insurance is primary and not in excess of any other insurance.

The liability of the LESSOR to indemnify, defend and save and hold harmless the LESSEE shall be effectively protected by insurance to the extent insurable. The limits of coverage of such insurance purchased by the LESSOR shall not in any way limit, reduce or restrict the LESSOR'S obligation under any indemnification and save and hold harmless provisions stated in this lease.

Sincerely,

A handwritten signature in blue ink that reads "Shane P. Mallory". The signature is fluid and cursive, extending across the width of the page.

Shane P. Mallory, RPA, HP
Administrator, Leasing and Property Transfer