

Hines

1999 Broadway
Suite 1450
Denver, Colorado 80202
Phone 303.292.1999
Fax 303.297.3915
www.hines.com
www.1999Broadway.com

Memo

To: Vendors for 1999 Broadway
From: Kelly Geha, Hines
Date: Wednesday, February 15, 2017
Subject: Insurance Requirements for 1999 Broadway

Detailed below are the current insurance requirements for companies to perform work at 1999 Broadway. Please have a certificate of liability insurance issued and forward to the Hines Property Management Office with the following coverages and insureds:

Certificate Holder:

FSP 1999 Broadway, LLC
c/o Hines
1999 Broadway, Suite 1450
Denver, Colorado 80202

Additional Insureds:

FSP 1999 Broadway, LLC and Hines GS Properties Inc. shall each be named as an additional insured.

Coverages

Commercial General Liability:

- \$3,000,000 general aggregate amount
- \$1,000,000 products and completed operations aggregate amount
- \$1,000,000 personal and advertising injury amount, \$1,000,000 per occurrence amount
- \$1,000,000 fire legal liability or rented structure fire damage amount
- “Occur” box marked/checked/selected
- “Addl Insr” box marked/checked/selected
- “Subr Wvd” box marked/checked/selected

Commercial Automobile Liability:

- \$1,000,000 combined single limit or \$1,000,000 for bodily injury and \$1,000,000 property damage.
- Include coverage on all owned, hired and nonowned automobiles or any auto.
- “Addl Insr” box marked/checked/selected
- “Subr Wvd” box marked/checked/selected

Workers’ Compensation and Employers’ Liability – Statutory limits including:

- \$1,000,000 per accident
- \$1,000,000 disease policy limit
- \$1,000,000 disease each employee.

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- “Addl Insr” box marked N/A
- “Subr Wvd” box marked/checked/selected
- “Any Proprietor/Partner/Executive Officer/Member Excluded” box marked N; if marked Y, a list of all persons excluded must be included.

Certificate of Endorsement

The Certificate of Insurance must reference a Certificate of Endorsement on behalf of the Additional Insured listed above. The Endorsement must be attached / included.

Waiver of Subrogation

The Certificate of Insurance must reference a Waiver of Subrogation on behalf of the Additional Insured listed above. The Waiver of Subrogation must be attached / included.

Cancellation Policy

Since Hines’s requires a minimum of 30 days’ written notice of policy cancellation, the language in the section must be modified to meet our requirements. We require the insured to provide a certificate that either deletes or strikes through the language “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.”

Producer Information

Producer information must be provided. Certificate of liability insurance must be signed by producer.

Please make sure that the Insured’s name, insurance agency name and phone number appear on the COI. Please contact our office with any questions. Thank you.