



UNIVERSITY OF CALIFORNIA, MERCED
5200 N. LAKE RD.
MERCED, CALIFORNIA 95343
(209) 228-4070

April 1, 2016

RE: Insurance Compliance – University of California

UC Merced Suppliers,

The Regents of the University of California ("the University") recently contracted with Insurance Tracking Services, Inc. ("ITS"), a third-party responsible for verifying your compliance with the insurance requirements contained in your contract with the University.

Going forward, ITS will correspond directly with you to convey insurance deficiencies, policy renewal requests and any other insurance documentation your company may be lacking in order to establish full compliance with the University's insurance requirements.

Effective immediately, please begin sending all certificates of insurance to ITS at:

The Regents of the University of California
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 20270
Long Beach, CA 90801

Email: UC@instracking.com | Fax: +1 (562) 435-2999

If you have any questions regarding this change, please send an email to procurement@ucmerced.edu.

Thank you for your cooperation with the new procedure on verifying insurance compliance for the University.

Respectfully,

A handwritten signature in blue ink that reads 'Karen Meade'.

Karen Meade, CPSM, C.P.M.
Director of Procurement Services