
Fwd: INFO ONLY - MCCCCD Requirements for External Certificates of Insurance (COI)

1 message

Wed, Aug 24, 2022 at 12:19 PM

The following is the information I send out to employees who need information regarding Certificates of Insurance. Please click on the provided link. It will take you to the MCCCCD Sharepoint site regarding COI requirements from DO Risk Management.

Vendors who come on campus for installation/ repair/ maintenance/ services need to provide their Certificate of Insurance (COI) and it should always be uploaded to the requisition's comment section. The requisition could be sent back to you for correction if this information is missing.

Here's the information regarding MCCCCD's requirements for insurance (COI).

Found at:

<https://maricopa.sharepoint.com/sites/DO/business/rm/insurance/Pages/requirements-for-external-certificates-of.aspx>

From their site:

Before a purchase order is released or a contract signed, vendors/contractors doing business with the Maricopa County Community College District are required to provide a certificate of insurance.

The District Office requires that the certificate holder reads:

Maricopa County Community College District (MCCCCD)
Mesa Community College
[1833 West Southern Ave](#)
[Mesa, AZ 85202](#)

(The address should indicate the campus location where the work is being performed)

Most certificates must also include, at a minimum, the following insurance coverage's:

Commercial General Liability (GL) = Each Occurrence \$1,000,000 and General Aggregate \$2,000,000

Commercial Automobile Liability (AL) = \$1,000,000

Workers' Compensation (WC) = \$1,000,000

Other types of coverage and limits may have been required in your contract, depending upon the exposures.

Certain vendors or contractors may be exempt from providing proof of Workers' Compensation insurance. In which case a Sole Proprietor Waiver or an Independent Contractor Agreement should be completed.

Questions?

Please contact Chontel Hounjet in the Risk Management Department at 480-731-8888.