

Maricopa County Community Colleges District Certificate of Insurance Requirements

Before a purchase order is released or a contract signed, vendors/contractors doing business with MCCCDC/Estrella Mountain Community College for services are required to provide a certificate of insurance (COI)

The certificate must contain the following:

- **MCCCDC named as certificate holder.** The Certificate Holder can read **Maricopa County Community College District**. The legal name of MCCCDC must be listed first and can be followed with the college name and contact:

Maricopa County Community College District
Estrella Mountain Community College
3000 N. Dysart Rd
Avondale, AZ 85392

- **MCCCDC named as an additional insured:**
Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interests may appear.
30-day cancellation notice

The certificate must also include, at a minimum, the following insurance coverage:

- 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

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. **If so, a letter attesting to the exemption must accompany the certificate.**

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