Certificate of Insurance Requirements

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

The Certificate Holder can read either of the two following names. The legal name of MCCCD must be listed first and can be followed with college name and contact.: 

- Maricopa County Community College District  
  Estrella Mountain Community College  
  3000 N Dysart Road  
  Avondale, AZ 85392

- MCCCD should be named as an additional insured: Maricopa County Community College District, its agents, officers, officials, employees, and volunteers are hereby named as additional insured's as their interests may appear.

- The certificate 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

Certain vendors, contractors or employers 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.

Mail Certificate to:  
Estrella Mountain Community College  
c/o: Budget Office  
Attn: Event Coordinator  
3000 North Dysart Road  
Avondale, AZ 85323-1000