Maricopa County Community College District Requirements for External Certificates of Insurance

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 certificate must contain the following:

1. MCCCD named as certificate holder:
   Maricopa County Community Colleges
   Chandler-Gilbert Community College
   2626 E Pecos Rd
   Chandler, AZ 85225

2. MCCCD 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.

3. 30-day cancellation notice

4. The certificate must also include, at a minimum, the following insurance coverages:
   - General Liability (GL) = $1,000,000
   - Automobile Liability (AL) = $1,000,000
   - Workers' Compensation (WC) = statutory limits

Certain employers may be exempt from Workers' Compensation. If so, a letter attesting to the exemption must accompany the certificate.

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

For complete information please visit:
https://business.maricopa.edu/risk-management/insurance/requirements-for-external-certificates-of

You can check FAQs about the types of coverage needed at:
http://www.maricopa.edu/legal/dp/inbrief/1FAQins.htm

The Minimum Limits Guidelines for the exposure level of various jobs and the District's insurance requirements for them are available at:
https://business.maricopa.edu/sites/default/files/matrix_0.pdf

Questions?

Please contact Susan Chiara in the Risk Management Department at 480-731-8157.

Please fax certificates to 480-731-8304 and mail original to:
Maricopa Community Colleges
ATTN: Risk Management Department
2411 West 14th Street
Tempe, AZ 85281-6942