

## 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. MCCCC named as certificate holder:  
Maricopa County Community College District  
2411 W. 14th Street  
Tempe, AZ 85281  
ATTN: Risk Management
2. MCCCC 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](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

