



MEMO

To: Vendors

From: Hung Q. Pham, Executive Director, Office of Construction

Date: March 3, 2022

Re: **COI Requirements**

1. Insurance Requirements

A Certificate of Insurance (COI) must be submitted to the Insurance office listing the following as **additional insured**

Gregory L. Parkes, as Bishop of the Diocese of St. Petersburg, a corporation sole and the Diocese of St. Petersburg, Inc., and affiliated entities as their interests may appear are listed as additional insured.

The following coverage must be listed and current on the COI for the duration of the agreement/lease/MOU.

- General Liability insurance (\$1million dollars)
- Workers Compensation or State Waiver thereof
- Unemployment Insurance
- Professional Coverage – Those who need this coverage include but is not limited to:
 - Attorneys
 - Accountants (errors and omissions)
 - All healthcare professionals (doctors, nurses, physical therapist, certified nursing assistants...etc.)
 - Architects
 - Mental Health Counselors

PLEASE SEND THE COI DIRECTLY TO THE MAIN OFFICE OF THE PARISH/SCHOOL WHERE THE PROJECT IS LOCATED. IT WILL THEN BE THE RESPONSIBILITY OF THE DOSP ENTITY TO SUBMIT THE COI ALONG WITH ALL REQUESTED CONTRACT DOCUMENTS TO THE OFFICE OF CONSTRUCTION (& INSURANCE) FOR FINAL REVIEW.