

**SEATTLE SCHOOL DISTRICT #1
INSURANCE REQUIREMENTS FOR ARCHITECTS AND ENGINEERS
FOR SELF HELP (VOLUNTEER) PROJECTS**

REQUIRED INSURANCE:

Commercial General Liability (Including premises, operations, independent contractors and advertising injury). The District shall be named as an additional insured with respect to work performed for the District.

Workers' Compensation in accordance with the Industrial Insurance Laws of the State of Washington.

Employer's Liability (Stop Gap)

Commercial Auto Liability (Including all owned, non-owned, hired and leased vehicles.)

Professional Liability appropriate to the architectural profession.

MINIMUM AMOUNTS OF INSURANCE:

<u>Commercial General Liability</u>	Per occurrence/aggregate -- \$1,000,000/\$2,000,000
<u>Worker's Compensation</u>	Statutory
<u>Employer's Liability</u>	\$1,000,000 each accident -- \$1,000,000 disease each employee
<u>Commercial Auto Liability</u>	\$1,000,000 per accident
<u>Professional Liability</u>	Per claim/aggregate -- \$1,000,000/\$2,000,000

OTHER INSURANCE PROVISIONS:

Architect's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written noticed by certified mail, return receipt requested, has been given to the District.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A.

Contractor shall furnish the District with certificates and amendatory endorsements (per submittal instructions below), including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements before commencement of the work.

SUBMITTAL DIRECTIONS

Seattle School District utilizes myCOI Central, a software management system to track certificates of insurance (COI), and to track and verify **Firms' and Organizations'** insurance coverages, including expiration dates.

- To initiate the process to submit and accept your Certificate of insurance, please contact Self Help Projects staff at smmcmamus@seattleschools.org or gdedecker@seattleschools.org. Provide the name of your Firm or Organization, and contact information including name, email address, address and phone number.
 - Self Help Project staff will enter your information into the myCOI system.
 - You will then receive an email from "insurancecerts@seattleschools.org" which will provide directions for you to register into the system, set up an account for your Firm/Organization, verify your account information, and add your insurance Agent's/Broker's contact information.

- Please notify the Seattle School District's Self Help Projects Office at gdedecker@seattleschools.org or smmcmamus@seattleschools.org to let us know that your registration is complete, so we can watch for your COI status.
- Upon completion of your Firm's registration, the myCOI Central system will:
 - Generate an email request to your Agent/Broker with the instructions to register online with myCOI Central, and
 - Request your insurance agent/broker to submit your Firm's proof of insurance through the myCOI system.
- Upon receipt of your COI, the myCOI Central system will evaluate your certificate of insurance (COI), and notify your Agent/Broker if it does not comply with School District coverage requirements, upon which, please adjust coverage accordingly.
- You will be notified by Self Help Projects staff when your COI is compliant.
- Thirty days prior to expiration of your Certificate of Insurance, the system will generate an email to you agent/broker to renew your COI.
- Please note, that in addition to other terms and conditions specified as part of your project approval, your Firm shall not commence work and no payments shall be made to your Firm, until a compliant COI has been received.

END OF INSURANCE REQUIREMENTS