


SEATTLE SCHOOL DISTRICT #1 INSURANCE REQUIREMENTS FOR SELF HELP (VOLUNTEER) PROJECTS

Applicants for Self Help Projects must submit evidence of insurance before starting any work on a project at Seattle School District. **Evidence of insurance must be provided by each group, vendor or contractor involved in the project.** Evidence of insurance usually consists of a “Certificate of Insurance” available through the insured’s insurance agent or broker. It is helpful to provide a copy of this “Insurance Requirements” document to the agent/broker.

Failure to submit evidence in a timely manner may result in the project being postponed by the District.

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 smmcmanus@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 smmcmanus@seattleschools.org to let us know that your registration is complete, so we can watch for  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.

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REQUIRED INSURANCE

Applicant shall, at its sole cost and expense, secure and maintain the following insurance, on an “occurrence” basis:

Commercial General Liability

Including Bodily Injury and Blanket Contractual

Minimum limit: \$1,000,000 per occurrence/\$2,000,000 general aggregate

Products/Completed Operations Liability

Minimum limit: \$1,000,000 per occurrence/\$2,000,000 general aggregate

Automobile Liability

Minimum limit: \$1,000,000 per occurrence

Statutory Workers Compensation

Employer's Liability (or WA Stop Gap)

Minimum limit: \$1,000,000 bodily injury/accident

\$1,000,000 bodily injury/disease-employee

**GENERAL LIABILITY CERTIFICATES MUST NAME
SEATTLE SCHOOL DISTRICT #1 AS AN ADDITIONAL INSURED**

(Certificates will not be accepted unless they are so noted)

- Insurance companies providing coverage for Self Help Projects shall be licensed to do business in the State of Washington and carry a Best's rating of "A" or better.
- The coverage afforded by the insurance carrier shall be primary and non-contributing with any insurance carried by the District.
- The policy shall provide that coverage shall not be canceled or materially altered without forty-five (45) days prior written notice to the District.
- The policy shall also provide for ten (10) days written notice in the event of cancellation for non-payment of premium.