



ARCHDIOCESE OF WASHINGTON

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*For use with contracts requiring the Archdiocesan Proposal Addendum,
such as contracts for construction or for repair, replacement, or alteration of the physical plant
of any property belonging to the Archdiocese*

Dear Contractor:

The Archdiocese of Washington's Contract Review Policy establishes several requirements that apply to all contracts entered into by a parish or school anywhere in the Archdiocese. Accordingly, all contractors who wish to do work at any archdiocesan parish or facility must comply with the requirements set forth in the policy. This letter is to inform you of the requirements that you will be expected to meet if you wish to perform work for an archdiocesan entity.

First, contractors must execute the appropriate archdiocesan contract addendum. In the case of contracts for construction or for repair or installation of elements of a parish's physical plant, the Archdiocesan Proposal Addendum (attached) should be used.

Second, contractors must furnish proof of the insurance coverage specified in the addendum. For contractors whose proposed work requires them to sign the Proposal Addendum, those requirements include but may not be limited to:

- Minimum of \$1 million general liability coverage
- Minimum of \$1 million liability coverage for owned, hired and non-owned vehicles used in connection with the company's business
- Workers compensation coverage as required by law

Please note that although these requirements are the standards set forth by archdiocesan policy, in special circumstances different requirements may apply, such as the addition of professional liability coverage.

Additionally, the Archdiocesan Proposal Addendum requires that the Archdiocese must be added as certificate holder and **additional insured** under both general and automobile liability coverage. The most straightforward way for a contractor to fulfill this requirement is for the contractor to provide a certificate of insurance that states, in the "Description of Operations" box: "Archbishop Wilton Gregory, Roman Catholic Archbishop of Washington and His Successors in Office, a Corporation Sole, is additional insured under General Liability and Automobile Liability per the terms of the written contract."

If the contractor will be doing roof work, it should provide proof that its insurance covers a roofing project.

If you have any questions about these requirements, please feel free to follow up with the pastor.

Sincerely,

Office of the General Counsel
Archdiocese of Washington