



## CONTRACTOR QUALIFICATION PACKAGE

Thank you for your interest in providing construction services to the Diocese of Orlando. To receive consideration as an approved contractor please submit the below required documentation and any questions to [adipaola@orlandodiocese.org](mailto:adipaola@orlandodiocese.org).

1. Copy of current business license
2. Copy of current W-9
3. List of licenses, certifications held by the firm
4. List of the Principals of the firm
5. Number of employees
6. Florida counties served (*Diocese of Orlando covers nine counties in Central Florida*)
7. List of all active projects including project cost and anticipated substantial completion date
8. List of references with names, telephone numbers, and email addresses
9. List of recently completed projects with brief description of work, duration, and project cost
10. Current Certificate of Insurance with the following minimum requirements (*Requirements vary, based on project cost or value*): *See Attachment.*

Certificates of Insurance shall name the Diocese of Orlando and (Client Name) as additional insured. The Policy shall include the condition that it is primary, and that any liability insurance maintained by Diocese of Orlando, or any other additional insured is excess and non-contributory. Without limitation, policies and certificates of insurances shall specifically be issued to, and the certificate holder shall be named as: "John G. Noonan, as Bishop of the Diocese of Orlando, his successors and assigns, a corporation sole, Diocese of Orlando Chancery Offices, 50 East Robinson, Orlando, Florida 32801". The policy and certificate holder shall receive thirty (30) days written notice prior to cancellation of the policy for any reason, including non-payment of premium.

## Diocesan Contract Insurance Requirements

Type of Contract	Current Insurance Requirments	Revised Insurance Requirements (Aon's Recommendation)	Estimated Dollar Value of Project	Notes
<b>Project Size: \$1-\$1,000,000</b>				
<b>Short Form Construction Contract</b> <b>AIA B105 - 2017 (Small Project Architect)</b> <b>AIA A101 - 2017 (Contractor Stipulated Sum)</b> <b>AIA A105 - 2017 (Contractor Small Project)</b> <b>AIA 133 - 2009 (Construction Manager)</b> <b>AIA A141-2004 (Design Build)</b>	<b>Commercial General Liability:</b>	Aon agrees that the limits listed in column B are sufficient for a project of this size.		
	Per Occurrence Limit: \$1,000,000			
	General Aggregate Limit: \$2,000,000			
	Products/Completed Operations Aggregate Limit: \$2,000,000			
	<b>Umbrella Liability: \$2,000,000:</b>			
	<b>Auto Liability Bodily Injury and Property Damage: \$1,000,000/Incident</b>			
	<b>Worker's Compensation:</b>			
	Statutory Limits in Project State			
Employer's Liability: \$500,000				
<b>Project Size: \$1,000,001-\$5,000,000</b>				
<b>Short Form Construction Contract</b> <b>AIA B105 - 2017 (Small Project Architect)</b> <b>AIA A101 - 2017 (Contractor Stipulated Sum)</b> <b>AIA A105 - 2017 (Contractor Small Project)</b> <b>AIA 133 - 2009 (Construction Manager)</b> <b>AIA A141-2004 (Design Build)</b>	<b>Commercial General Liability:</b>	Aon agrees that the limits listed in column B are sufficient for a project of this size.		
	Per Occurrence Limit: \$1,000,000			
	General Aggregate Limit: \$2,000,000			
	Products/Completed Operations Aggregate Limit: \$2,000,000			
	<b>Umbrella Liability: \$5,000,000</b>	Aon agrees that the limits listed in column B are sufficient for a project of this size.		
	<b>Auto Liability Bodily Injury and Property Damage: \$1,000,000/Incident</b>			
	<b>Worker's Compensation:</b>			
	Statutory Limits in Project State			
Employer's Liability: \$1,000,000				
<b>Project Size: \$5,000,001-\$10,000,000</b>				
<b>Short Form Construction Contract</b> <b>AIA B105 - 2007 (Small Project Architect)</b> <b>AIA A101 - 2007 (Contractor Stipulated Sum)</b> <b>AIA A105 - 2007 (Contractor Small Project)</b> <b>AIA 133 - 2009 (Construction Manager)</b> <b>AIA A141-2004 (Design Build)</b>	<b>Commercial General Liability:</b>	Aon agrees that the limits listed in column B are sufficient for a project of this size.		
	Per Occurrence Limit: \$1,000,000			
	General Aggregate Limit: \$2,000,000			
	Products/Completed Operations Aggregate Limit: \$2,000,000			
	<b>Umbrella Liability: \$10,000,000 - \$15,000,000</b>	Aon agrees that the limits listed in column B are sufficient for a project of this size.		All higher risk subcontractors (ex. Cranes) should be required to carry higher limits. Suggested limts up to \$25,000,000.
	<b>Auto Liability Bodily Injury and Property Damage: \$1,000,000/Incident</b>			
	<b>Worker's Compensation:</b>			
	Statutory Limits in Project State			
Employer's Liability: \$1,000,000				
<b>Project Size: &gt;\$10,000,001</b>				
<b>Short Form Construction Contract</b> <b>AIA B105 - 2017 (Small Project Architect)</b> <b>AIA A101 - 2017 (Contractor Stipulated Sum)</b> <b>AIA A105 - 2017 (Contractor Small Project)</b> <b>AIA 133 - 2009 (Construction Manager)</b> <b>AIA A141-2004 (Design Build)</b>	<b>Commercial General Liability:</b>	Aon agrees that the limits listed in column B are sufficient for a project of this size.		
	Per Occurrence Limit: \$1,000,000			
	General Aggregate Limit: \$2,000,000			
	Products/Completed Operations Aggregate Limit: \$2,000,000			
	<b>Umbrella Liability: \$25,000,000</b>	Aon agrees that the limits listed in column B are sufficient for a project of this size.		
	<b>Auto Liability Bodily Injury and Property Damage: \$1,000,000/Incident</b>			
	<b>Worker's Compensation:</b>			
	Statutory Limits in Project State			
Employer's Liability: \$1,000,000				

## Diocesan Contract Insurance Requirements

Type of Contract	Current Insurance Requirments	Revised Insurance Requirements (Aon's Recommendation)	Estimated Dollar Value of Project	Notes
<b>Project Size: \$1-\$1,000,000</b>				
AIA B101-2017 (Standard Architect) AIA B105 - 2017 (Small Project Architect)	Professional Liability*	\$1,000,000 Per Occ./\$1,000,000 Agg.		Contract references Exhibit "B" to determine limits.
<b>Project Size: \$1,000,001-\$5,000,000</b>				
AIA B101-2017 (Standard Architect) AIA B105 - 2017 (Small Project Architect)	Professional Liability*	\$2,000,000 Per Occ./\$2,000,000 Agg.		Contract references Exhibit "B" to determine limits.
<b>Project Size: \$5,000,001-\$10,000,000</b>				
AIA B101-2017 (Standard Architect) AIA B105 - 2017 (Small Project Architect)	Professional Liability*	\$5,000,000 Per Occ./\$5,000,000 Agg.		Contract references Exhibit "B" to determine limits.
<b>Project Size: &gt;\$10,000,001</b>				
AIA B101-2017 (Standard Architect) AIA B105 - 2017 (Small Project Architect)	Professional Liability*	\$5,000,000 Per Occ./\$5,000,000 Agg.		Contract references Exhibit "B" to determine limits. The policy limit should be at least \$5M but greater if the project is much larger than \$10M or have complex design requirements
*For all professional contracts, the Owner should carefully review any "Limitation of Liability" clauses				
<p><b>Pollution Liability:</b> It is not possible to determine a minimum CPL limit requirement based on project cost alone without understanding the nature and scope of work. A minimum limit of \$1,000,000 should be sufficient for smaller scale projects not involving the below specific operations:</p> <ul style="list-style-type: none"> <li>- Any project involving hazardous materials being brought onto or removed from their site</li> <li>- Any renovation project where lead-based paint or asbestos may be present</li> <li>- Any project involving excavation</li> <li>- Building envelope</li> <li>- Water intrusion or mold exposures</li> </ul>				
<p><b>Builder's Risk</b> TBD - Information discussed during meeting</p>				
<p><i>The above recommendations are only a guide and each and every project should be analyzed for its specific risk characteristics</i></p>				