



## VENDOR QUALIFICATION PACKAGE

Thank you for your interest in providing products or services to the Diocese of Orlando. To receive consideration as an approved vendor, please submit the below required documentation and any questions to [vendors@orlandodiocese.org](mailto:vendors@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
7. List of references with names, telephone numbers, and email addresses
8. List of recent projects with brief description of work, duration, and project cost
9. Current Certificate of Insurance with the following minimum requirements:

Project Value	Below \$25,000	\$25,000 or greater
Commercial GL Per Occurrence	\$ 1,000,000	\$ 1,000,000
Commercial GL General Aggregate	\$ 1,000,000	\$ 2,000,000
Products Aggregate	\$ 1,000,000	\$ 2,000,000
Umbrella	\$ -	\$ 2,000,000
Auto <sup>2</sup>	\$ -	\$ 1,000,000
Worker's Compensation <sup>3</sup>	\$ 500,000	\$ 500,000

- 1 *Projects that include High-Risk Activities such as roofing, electrical, use of ladders, lifts, or heavy power tools require insurance shown for \$25,000 or greater, regardless of project value*
- 2 *Auto coverage only required if the contractor utilizes a vehicle for the project*
- 3 *Worker's Compensation exemption certificate is acceptable for projects valued below \$25,000*

Certificates of Insurance shall name the parish entity and the Diocese of Orlando 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: "[parish entity] and *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.