

## **Contracts Review**

Obtain three competitive bids from licensed and bonded contractors and then choose the best bid.

Obtain proof of a valid and current contractor's license, a certificate of insurance, and a certificate of good standing with the state. Ensure the Certificate of insurance include the Diocese and your Church as additional insured's

Please searched for Lic. No.---- on State web site to check that the contractor is licensed and whether they are any complaints filed against the contractor

(<http://pvl.ehawaii.gov/pvlsearch/app>).

Please search the web site link below to obtain business information and to check whether the contractor is in good standing

<http://hbe.ehawaii.gov/documents/search.html;jsessionid=51DD66ABADC6B7D3927E6BA041430403.lono>

Please also read the 2 attachments

1. Diocesan requirements for contracts
2. Church Insurance Company brochure - Dealing with outside contractors

### **Builders Risk Policy**

A builders risk policy will protect the building materials on site from theft or fire and provide liability for the church if someone was injured while construction is taking place. Typically the contractor does not provide coverage for the church, only for themselves.

The extra coverage may not be necessary depending on the scope and size of the renovations. Discuss with Church Insurance Company