



MYCOI INSURANCE PROCESS AND INSURANCE REQUIREMENTS

Hamilton Stern Construction has partnered with the insurance professionals known as “myCOI”. myCOI serves as our primary insurance tracking partner to verify that our subcontractors are satisfying the insurance requirements set forth in the agreement between the subcontractors and Hamilton Stern Construction.

Who is myCOI?:

Founded in 2009, myCOI is a trusted certificate of insurance management team built of a group of qualified insurance professionals who act as Hamilton Stern Construction’s extended insurance compliance team. myCOI requests, collects, and reviews the subcontractors’ insurance, and manages insurance agent questions and non-compliance concerns. myCOI works directly with insurance agents to achieve compliance through the myCOI Insurance Agent Portal, eliminating hours of frustration a subcontractor can experience when placed in the middle of communication between their agent and a compliance administrator.

myCOI Insurance Agent Portal:

The myCOI Agent Portal is an easy-to-use feature where insurance agents will receive informative notifications to act on behalf of their insured to provide compliant insurance documents. Insurance documents are uploaded directly through the myCOI Agent Portal for review and tracking. Non-compliant insurance items are itemized in the portal for review and action by the agent(s).

The insurance process with myCOI is as follows:

- 1) At the time a subcontract is sent to the subcontractor by Hamilton Stern Construction, a myCOI registration request is initiated by Hamilton Stern Construction in the myCOI system for subcontractors not currently registered, OR a request for insurance is initiated by Hamilton Stern Construction in the myCOI system for subcontractors already registered.
- 2) An unregistered subcontractor will receive an email from myCOI requesting they register. Registration requires the subcontractor provide the contact information for their insurance agent(s). A subcontracting company needs to register only once with myCOI. The subcontractor may register as the agent if they would prefer to manage the insurance uploads themselves, or if they do not have a direct agent contact.
- 3) After the subcontractor registers, or if a subcontractor is already registered, myCOI will send an email to the agent(s) requesting compliant insurance be uploaded to myCOI through the myCOI Agent Portal.
- 4) The subcontractor’s agent(s) will upload through the myCOI Agent Portal the insurance certificates and all required documents as set forth in the Hamilton Stern Construction subcontract agreement.
- 5) myCOI will review the insurance documents for compliance.



- 6) If deficiencies are found, the agent(s) will receive an email itemizing the non-compliant issues and request the corrected and/or missing document(s) be uploaded for review. This will be repeated until compliance is achieved. All deficiencies and requests for action are viewable in the myCOI Agent Portal.
- 7) If the agent(s) ignore the notifications from myCOI, myCOI will notify the subcontractor and request action.

It is important to note that it is the responsibility of the insurance agent to communicate with their insured if an insurance policy must be amended to be compliant with Hamilton Stern Construction's requirements; myCOI will NOT dictate policy terms.

Requirements:

The following will be contractually required should you be awarded a job. Be prepared to work with your insurance agent(s) to ensure your company will be able to meet our insurance limits and will be able to provide all required forms. Additionally, be prepared to build any potential added insurance costs into your price as Hamilton Stern Construction will NOT absorb any added insurance costs.

- 1) Insurance will be requested, collected, and reviewed by Hamilton Stern's third-party partner, myCOI .
- 2) The subcontractor must register with myCOI when requested and follow the prompts.
- 3) The registered agent(s) on file with myCOI must provide the required documents when requested.
- 4) Work will not commence until insurance has been deemed compliant by myCOI and a signed contract is on file.
- 5) Payments will not be made until insurance has been deemed compliant by myCOI and a signed contract is on file.
- 6) Insurance limits must be met per the applicable commercial, residential, or design-build sample COI found [HERE](#).
- 7) Acord form 855 must be completed and provided to myCOI.
- 8) All insurance endorsement forms must be provided to myCOI:
 - a) General Liability Endorsements
 - (a) Additional insured endorsement including completed operations, primary and noncontributory for Hamilton Stern Construction, LLC, Owner, and all other parties required by contract.
 - (b) Waiver of subrogation endorsement in favor of Hamilton Stern Construction, LLC, Owner, and all other parties required by contract.



- b) Automobile Endorsements
 - (a) Additional insured endorsement including primary and noncontributory for Hamilton Stern Construction, LLC, Owner, and all other parties required by contract.
 - (b) Waiver of subrogation endorsement in favor of Hamilton Stern Construction, LLC, Owner, and all other parties required by contract.
- c) Umbrella/Excess Liability Endorsements
 - (a) Additional insured endorsement including primary and noncontributory for Hamilton Stern Construction, LLC, Owner, and all other parties required by contract.
 - (b) Waiver of subrogation endorsement in favor of Hamilton Stern Construction, LLC, Owner, and all other parties required by contract.
- d) Workers Compensation Endorsement
 - (a) Waiver of subrogation endorsement in favor of Hamilton Stern Construction, LLC, Owner, and all other parties required by contract.