



## The Diocese of Long Island

The Episcopal Church in  
BROOKLYN ■ QUEENS ■ NASSAU ■ SUFFOLK

### BEST PRACTICES FOR WORKING WITH OUTSIDE CONTRACTORS

Choosing a reputable, qualified contractor promotes quality work and results in a project completed in a timely, satisfactory manner. The guidelines below are meant to assist churches with safeguarding their congregation, staff, and property when dealing with outside contractors. It is also recommended that churches refer to the Church Insurance Agency brochure "[Dealing With Outside Contractors: Protecting Church Property](#)" before hiring contractors to work on church property.

#### Selection:

- Choose a contractor with proven experience in the type of work to be performed
- Request trade licensing information (All plumbing and electrical contractors must be licensed. Work on rectories can only be done by licensed home-improvement contractors.)
- Request references and contact them to discuss their experience with the contractor
- Obtain estimates from a minimum of 3 prospective contractors

#### Guidelines:

- Obtain a written, signed contract that includes specifications detailing the nature and exact scope of the work, payment requirements, a timeframe for completion, and responsibility for delays and accidents
- Obtain a W-9 form evidencing the contractor's FEIN (Federal Employer Identification Number) if incorporated, or the Social Security number under which he operates if unincorporated
- Inspect all work as it progresses
- Do not make final payment until the project is completed and a final "walk-through" with the contractor has been conducted
- For anything other than minor repairs, a Building Department permit will probably be required
- Where appropriate, when work is completed, Certificates of Occupancy should be obtained by the contractor prior to final payment

#### Insurance:

- Don't sign a contract without proof of the contractor's insurance
- Ask for a "Certificate of Insurance" naming the **church** and the **Trustees of the Estate Belonging to the Diocese of Long Island** (if the Trustees hold title to the property) as additional insured, and evidencing:
  - Broad form Commercial General Liability insurance
  - "All-Risk" Property insurance
  - Workers Compensation & Employer's Liability insurance
  - Umbrella Liability insurance
- Depending on the scope of the project, evidence of other coverage may be needed:
  - Automobile Liability
  - Bonding
  - Architects' & Engineers' Professional Liability insurance (covers errors or omissions in the firm's rendering of professional service, e.g. faulty design, improper specifications, etc.)

#### Musts:

- Always retain a signed copy of any agreement entered into with a contractor
- Always retain copies of any documents you sign regarding any project involving a contractor
- Whenever possible, the Rector / Priest-in-Charge, member of the Vestry or member of the Building and Grounds Committee should be on site during all phases of work by the contractor

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