



**OFFICE OF CAPITAL IMPROVEMENTS – OCI**  
**Miscellaneous Construction Contract (MCC) Program**

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**Bulletin # MCC-10012**

**DECEMBER 14, 2010**

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**MCC 7040 AND 7360 PLAN INSURANCE REQUIREMENTS**

Dear MCC User,

As per a recent meeting with Barbara Dunlop (Risk Management), I am sending this email as a friendly reminder to all MCC Users to make sure that **all RPQs with an Estimated Value greater than \$250K** be reviewed by Risk Management in order to identify if additional insurance will be required, therefore, avoiding any unnecessary liability risk to the County.

It is OCI's recommendation that prior of creating and sending any 7040/7360 RPQ in CIIS with an Estimated Value greater than \$250K, to have the scope of work forward to Risk Management, attention to Mrs. Lily Vilaboy, to be reviewed in regards to the insurance requirements and afterwards, you will be advised if additional insurance is required or not.

If you have any questions and/or concerns, please contact me.

Thank you and Happy Holidays.

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