

WHAT TO DO FOR INSURANCE/BONDS

Bonds/Riders (ALL LOCATIONS EXCEPT MN)

HUB International

Send to: David Mitchie at David.Mitchie@hubinternational.com

Information to Provide:

- Contract (Preferred) or Notice of Award
- Contract Amount

Note: PSFA projects do not include the tax in the contract amount for Bonding. Best Practice, clarify tax and amount.

- Number of Copies required

Delivery:

All bonds will be delivered to Janetta Rubi who will get them signed and sealed. Once the information is completed, **scan a copy to the project folder**.

Bonds/Riders (MN)

Mahowald Insurance Agency, LLC

Send to: Chelsey Ray at c.ray@mahowald.net

Information to Provide:

- Contract (Preferred) or Notice of Award
- Contract Amount
- Number of Copies required

Delivery:

All bonds will be delivered to Andy Auger who will get them signed and sealed. Once the information is completed, **scan a copy to the project folder**.

Insurance Certificates

Send to:

- **New Mexico**
 - o NM Workers' Comp: Kenly Smith at Kenly.Smith@hubinternational.com or Kristin Patton at Kristin.Patton@hubinternational.com
 - o All Other Lines: Kelly McMaster at Kelly.McMaster@imacorp.com and Becca Kelley at Rebecca.Kelley@imacorp.com
- **All Other States**
 - o All Lines: Kelly McMaster at Kelly.McMaster@imacorp.com and Becca Kelley at Rebecca.Kelley@imacorp.com

Minimum Information to Provide:

- Signed contract with insurance requirements
 - Project Name and Address
 - Owner Name and Address
 - Company: Bradbury Stamm Construction, Inc., Bradbury Stamm Contractors, Inc., etc.
 - Insurance Requirements
 - Emails should be smaller than 10MG
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Builders' Risk

- **If quote required, please complete the Builders' Risk Quote Request Form and Instruction. Please confirm with Andy Auger or Cynthia Schultz if we are providing.**
 - If Owner is providing, please request copy of policies and provide to Kelly McMaster at Kelly.McMaster@imacorp.com and copy Andy Auger
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Potential Claims

- **Inform John Brown, Cynthia Schultz, Dennis Towne and/or James King of potential claim issue.**
 - **If required, notify:**
 - o Heidi Springer, Claims Account Executive
 - o (303) 615.7428
 - o Heidi.Springer@imacorp.com
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Contract Review

- Inform Cynthia Schultz and James King of unique contract for their review.
 - If required, send contract to:
 - o Lauren Karagozian, Contract Risk Account Executive
 - o (303) 615-7463
 - o Lauren.Karagozian@imacorp.com
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****All final Contracts/GMPs please copy Andy Auger and Cynthia Schultz.***

Key Contacts

Kelly McMaster - IMA

Day-to-Day, Insurance Certs

Direct: (303) 615-7531

Kelly.McMaster@imacorp.com

Amanda Klein - IMA

Account Exec,
Complex Questions

Mobile: (702) 277-1809

Amanda.Klein@imacorp.com

David Mitchie - HUB

Bonds, Riders

Direct: (505) 262-9474

Mobile: (505) 934-0708

David.Mitchie@hubinternational.com

Becca Kelley - IMA

Day-to-Day Backup

Direct: (303) 615.7659

Rebecca.Kelley@imacorp.com

Sarah Finn - IMA

Complex Questions

Direct: (303) 615-7438

Mobile: (303) 570-2711

Sarah.Finn@imacorp.com

Kenly Smith - HUB

Workers Comp Certs **New Mexico**

Direct: (505) 262-9473

Kenly.Smith@hubinternational.com

David Mitchie - HUB

Bonds, Riders

Direct: (505) 262-9474

Mobile: (505) 934-0708

David.Mitchie@hubinternational.com

**Chelsey Ray – Mahowald
Insurance Agency LLC**

Bonds, Riders **Minnesota**

Direct: (505) 262-9474

Mobile: (505) 934-0708

David.Mitchie@hubinternational.com

Kristin Patton - HUB

Workers Comp Certs **New Mexico**

Direct: (505) 262-9495

Kristin.Patton@hubinternational.com