



New Jersey Turnpike Authority

1 TURNPIKE PLAZA - P.O. BOX 5042 - WOODBRIDGE, NEW JERSEY 07095

TELEPHONE (732) 750-5300

PHILIP D. MURPHY
GOVERNOR

SHEILA Y. OLIVER
LIEUTENANT GOVERNOR

DIANE GUTIERREZ-SCACCETTI, *Chair*
RONALD GRAVINO, *Vice Chairman*
MICHAEL R. DuPONT, *Treasurer*
RAYMOND M. POCINO, *Commissioner*
ULISES E. DIAZ, *Commissioner*
JOHN D. MINELLA, *Commissioner*
RAPHAEL SALERMO, *Commissioner*
JOHN M. KELLER, *Executive Director*

Via E-mail

February 28, 2019

Re: Insurance Certificates – Electronic Submission
Policy Change – Submission of Insurance Certificates for New Jersey Turnpike Authority
Construction Contracts

To All Contractors:

In an effort to reduce paper, as well as streamline the Insurance submission/review process, the New Jersey Turnpike Authority (the "Authority") is changing its policy regarding submission of insurance certificates and instituting a new procedure. Effective **April 1, 2019**, all Certificates of Insurance (COI) must be submitted electronically through CapEx Manager, the Authority's project management software application.

For Construction Contracts awarded on or after the March 27, 2019 Commission Meeting, Certificates of Insurance for any Construction Contract will be subject to this change, and as such, all original and renewal Certificates of Insurance for such Construction Contracts must be submitted electronically through CapEx Manager. Hard copy and/or e-mailed certificates will not be accepted. *A DCA to the 2016 Standard Supplementary Specifications, Section 106 Legal Relations and Responsibility, Subsection 106.20, Insurance will be issued shortly.*

Once the COI is submitted by a Contractor, CapEx will generate a notification to the appropriate Authority staff alerting them that there are documents ready for review. Once the review takes place, the certificates will be either approved or denied in CapEx and the appropriate notifications will be generated by CapEx and sent to the Contractor. When a COI is approved, no further action will be required on the part of the contractor or consultant, except providing annual renewal certificates as required by your construction contract; in the event the COI is denied, a denial notice will be generated from CapEx and you will be required to have the COI revised and resubmitted for reconsideration.

Electronic submission of Certificates of Insurance will not only reduce the amount of paper being generated, it will also help us in managing insurance renewals by automatically generating notices to contractors and consultants when their COI's are about to expire.

Please note that, this policy change does not apply to any existing Construction Contract, however, [if you would like to electronically submit insurance renewals for an existing Construction Contract, via CapEx Manager, you may do so]. It should be noted however, that once you change to electronic submission of insurance certificates, you will no longer be permitted to submit hard copies for review.

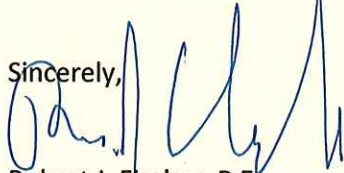
Page 2

February 28, 2019

Insurance Certificates – Electronic Submission

Since this change requires the use of a previously unused module in CapEx, the Engineering Department's Administration Section will provide any assistance needed by contacting CapExHelp@njta.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Fischer', written over the word 'Sincerely,'.

Robert J. Fischer, P.E.

Chief Engineer

RJf:b

C: M. Garofalo
J. L. Williams
R. Carroll