

Thank you for your interest in doing business with the City of Richmond, Virginia!

— Rita Henderson, OMBD Director

Office of Minority Business Development

Summer News Flash

Vol. 2, No. 1



Suggestions lead to procurement reform

During a recent Office of Minority Business Development-sponsored seminar on insurance and bonding, **James Pemberton**, MBE, owner of James C. Pemberton Corporation, commented on the City of Richmond Certificate of Insurance requirements. His suggestions led to changes in the procurement guidelines.

Historically, the City of Richmond has required that all vendors with active City contracts provide a current Certificate of Liability Insurance identifying each active contract number on the certificate.

Working in cooperation with the legal department, insurance experts, and others in three round table discussions, OMBD developed new procurement guidelines.

Effective June 27, 2007, the City began requiring vendors to submit their certificates of liability insurance (prior to execution of the contract) with the following information and endorsements:

- Coverage dates,
- Vendor's legal name as it appears on the contract,
- Dollar values as required by the contract,
- Endorsement listing the City as additionally insured, and
- Any other endorsements required by the contract.

The changes in the procurement guidelines were enacted with the goal of facilitating the process, making it more accessible to both new and established business owners.

— William Clemmons,
Procurement Services-
Contract Administrator

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Minority Business Spotlight

Moving Forward

Mason Moving and Storage, Inc., founded in 1993 by **Rodman Mason**, president, is a leader in the relocation and storage industry.

Although they primarily serve the Richmond area, the company has contracts with businesses all along the East Coast, including the County of Henrico, the Virginia Department of Transportation (VDOT), and Long and Foster.

Since its inception, the company has quadrupled in size from six employees to more than 20, and doubled its equipment to maintain growth. Despite the challenges of starting a new business, this moving company has continued to expand. Mason has more than 49 years of managerial experience in the moving and hauling business.

Mason Moving & Storage, Inc. 804-329-0224 masonmovers@verizon.net



Rodman Mason, owner of Mason Moving and Storage

Seize the Opportunity

Gloria Elam's career has taken her on a journey up and down the East Coast since she began working in the professional hair care and salon industry in 1975. She was one of the first African Americans to work in a Miller & Rhoads' salon and went on to work for Woodward & Lothrop's in Washington, D.C. for five years and in New York for 18 years before returning to Richmond.

Upon her return, she worked with various salons, eventually establishing her own hair care business.

After seven years of development and renovation, she opened DeBue Beauty Spa & Salon in Jackson Ward. Since then, her company has grown from five to seven employees.

Her career has survived and thrived on seizing every opportunity. She now plans to move the salon to a larger facility in Jackson Ward, as well as potentially expanding the company into a chain of salons throughout the Richmond area.

DeBue Beauty Spa and Salon www.DeBueBeautySpa.com DeBueSpa@aol.com



Gloria Elam, owner, DeBue Beauty Spa & Salon

Insurance Certification Questions

Why does the City request insurance from contractors/vendors?

City contracts state that the contractors/vendors will hold the City harmless. The insurance guarantees that the contractor will have the financial backing to fulfill their obligation.

Does the City assist with locating an insurance agency for contractors/vendors?

No.

Is there a minimum coverage the City requires from all contractors/vendors?

Yes. The minimum insurance coverage limits for City contracts is \$1 million for Commercial General Liability, \$1 million for Automobile Liability and Workers' Compensation.

What is a Certificate of Insurance?

A Certificate of Insurance is a document usually issued by the agent with the permission of the insurance company to verify that the contractor/vendor has the required insurance to comply with the terms of the contract.

Who needs a Certificate of Insurance?

All contractors/vendors who do business with the City.

What items are needed on the Certificate of Insurance to meet the requirements for the City?

Most certificates of insurance are issued on a standardized industry form. Basic

information should include the following: 1) Name of agency issuing the certificate, 2) Names of the insurance companies, 3) Name of the insured, 4) The types and amounts of the coverage being provided, 5) A description of the contract or service being provided and, in most cases, an endorsement naming the City of Richmond as an additional insured, 6) The name of the certificate holder, and 7) Number of days notice to be provided in the event the insurance is canceled.

Does the contractor/vendor need to get an annual Certificate of Insurance?

Yes. The City must have a certificate of insurance with a current date on file.

Does the contractor/vendor need multiple certificates of insurances if the contractor/vendor has more than one contract with the City?

No.

Will the City waive insurance requirements under special circumstances?

No, but we may assist the contractor/vendor in finding a solution.

Should the insurance company or the contractor/vendor report changes regarding the insurance policy to the City?

Yes.



Chantel Dickerson and Walter Diaz

OMBD welcomes summer interns

Two new interns have joined the Office of Minority Business Development for the summer.

Walter Diaz, a native of Richmond and a 2005 graduate of Maggie Walker Governor's School, is entering his third year at Harvard University. He is majoring in government and plans to graduate in May 2009.

Chantel Y. Dickerson, a native of Memphis, Tenn., is a 2008 MPA candidate at the L. Douglas Wilder School of Government and Public Affairs at VCU. She completed her bachelor's degree in Business Administration from Hampton University in 2003.

The new interns replace **Nathaniel Watkins** who was an intern in the OMBD office for almost a year. He worked on various projects within the OMBD office including the OMBD survey, OMBD newsletter, and the Hilton Prequalification Project.

The OMBD staff extends their thanks to Nathaniel for all his hard work and contributions to the office. He will be missed! Good luck, Nathaniel!

— The OMBD staff



Mayor L. Douglas Wilder and former OMBD intern Nathaniel Watkins.

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Walter Diaz, Chantel Dickerson
Interns

A Riveting Presentation



Chiroya and Morris Cephas, owners of Old Dominion Land Clearing (far left and right) present Robert Holmes and Rita Henderson (center) with a plaque containing a 100-year-old rivet taken from the Intermediate Terminal Dock warehouse demolition project. OMBD assisted with the contract.