



Office of
**Facilities and
Real Estate**

To: Pastors, Parish and School Business Managers
 From: Office of Facilities and Real Estate
 Date: September 2024
 Re: Reminder for Requesting Repairs, Renovations, Leases & Purchases

Please share this with your business manager and/or office support staff

The Bishop and the Chancellor often receive emails from Parishes requesting a review or approval for renovations or purchases. We would like to remind Pastors, Business Managers and Administrators of the process that is in place when making these requests.

Pastor Request Forms are available on the Priest's Portal for your convenience we have uploaded the latest versions of to the DFR Website under the **Office for Facilities and Real Estate** section.

The purpose of these forms is to consolidate the request and ensure that the necessary departments are informed of any planned work or purchases, or any planned leases or sale of property.

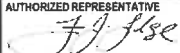
The five (5) main things to remember when completing the forms are:

1. For work totaling **over \$10,000** - submit a completed **Pastor Request Form** and indicate how the work will be funded. *This* becomes your official request for Chancery review and approval.
2. Obtain & submit three (3) estimates for the planned work.
 a.) If you have a preferred contractor among your vendors, please indicate this and submit a **CERTIFICATE OF INSURANCE** from the selected contractor.
3. Once approved you will be notified and a contract will be drafted for the work. This contract will be reviewed by the Legal department, submitted for the Bishop's signature, then sent to you for your Contractor to sign.
4. Please return the fully executed contract to the *Office of Facilities and Real Estate* who will keep this on file.
5. **Regardless of project cost, the Office of Facilities and Real Estate must receive a Certificate of Insurance from the contractor. This is critically important.**


The Diocese of Fall River requires anyone hired to perform any tasks at a Diocesan location or third parties using Diocesan facilities to provide proof of insurance coverage. If providing an insurance certificate for a Church, the **Certificate Holder** is to be listed as:

The Roman Catholic Bishop of Fall River, a Corporation Sole
c/o Church Name
Mailing Address
City, MA zip

The Roman Catholic Bishop of Fall River, a Corporation Sole
 and *the Diocesan location* are required to be named
Additional Insured under your General Liability coverage.

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| <small>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</small> MASONRY CONTRACTOR. The Roman Catholic Bishop of Fall River, a Corporation Sole, 450 Highland Ave, Fall River, MA 01 included as Additional Insureds | |
| <small>CERTIFICATE HOLDER</small> The Roman Catholic Bishop of Fall River, a Corporation Sole c/o St. Joseph's Parish 74 Spring Street Fairhaven MA 02719 | <small>CANCELLATION</small> SHOULD ANY OF THE ABOVE DESCRIBED POLIC THE EXPIRATION DATE THEREOF, NOTICE ACCORDANCE WITH THE POLICY PROVISIONS. <small>AUTHORIZED REPRESENTATIVE</small>  |
| <small>ACORD 25 (2016/03)</small> | <small>© 1988-2015 ACORD CORPOR. The ACORD name and logo are registered marks of ACORD</small> |

I encourage you to contact me if you have any questions or concerns, or you may reach out to my assistant, Diane Pray (dpray@dioc-fr.org) 508-617-5310

Thank you,

 Paul F. Brooks, Jr. LEED, AP
 Director of Real Estate and Development
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