



Office of Facilities and Real Estate

To: Pastors, Parish and School Business Managers
From: Office of Facilities & Real Estate
Date: September 2024
Re: Reminder to Request Repairs, Renovations, Leases and 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 for making these requests.

Pastor Request Forms are available on the Priest's Portal for your convenience, we have also uploaded the latest versions 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 aware of any planned work or purchase, or any planned lease 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. The contract will be reviewed by the Legal department, submitted for the Bishop's signature and sent to the requester for the 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.

ACORD 25 (201603) form with fields for Description of Operations, Certificate Holder, Cancellation, and Authorized Representative. Includes text: 'The Roman Catholic Bishop of Fall River, a Corporation Sole, 450 Highland Ave, Fall River, MA 02720 and St. Joseph's are included as Additional Insureds'.

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

Thank you, Paul F. Brooks, LEED, AP, Director of Real Estate and Development, pbrooks@dioc-fr.org 508-985-6504