



City of Corona
Administrative Services Department – Purchasing Division

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May 29, 2017

Reference: New Procedures for Insurance Collection – EXIGIS Implementation

Dear City of Corona Supplier,

The City of Corona requires companies with which it does business to submit proof of insurance. To streamline this process, City of Corona has collaborated with EXIGIS to collect and verify insurance documentation. Effective June 1, 2017, we will be requiring suppliers to submit insurance documents to EXIGIS.

Your firm has been identified as a supplier who has an agreement with the City of Corona that extends beyond June 30, 2017. On behalf of the City of Corona, beginning June 1, 2017, EXIGIS will be inviting you to submit your insurance documents to EXIGIS to be compliant for the beginning of the new fiscal year beginning July 1, 2017. *You will be receiving a separate email directly from EXIGIS to begin this process.*

You and your firm will be working directly with EXIGIS for the submittal of all insurance documents for the duration of the contract. The City will no longer be accepting insurance documents sent directly to the City of Corona. Instead, all insurance documents shall be directed to EXIGIS. Please note that the insurance requirements as stated within your agreement will remain the same, the only change is that EXIGIS will collect the documents on behalf of the City of Corona.

There is no action required from you or your firm at this time. This is strictly a notification of our new partnership with EXIGIS. EXIGIS will be reaching out and providing instructions to your firm via email to begin the submission process beginning June 1, 2017.

If you have any questions regarding this action, please contact Purchasing at (951) 736-2274.

Sincerely,


Cita Longworth
Purchasing Manager