



SUBCONTRACTOR PREQUALIFICATION PACKAGE

Project Name:	
Subcontractor/Vendor:	

REQUIRED DOCUMENTS PRIOR TO THE AWARD OF A CONTRACT

Please forward a completed prequalification package to ap@mrjconstructors.com and verify that the following are included in your response:

- Vendor Questionnaire (attached)
- Form W-9 (attached)
- Letter of Authorization (sample attached)
- Safety Questionnaire (attached)
- Insurance Addendum listing specific Insurance Requirements (attached)
 - Include a sample Insurance Certificate (there is no need to send us a Certificate of Insurance for the project until a Subcontract has been issued to you).

The undersigned company Officer hereby warrants that the information contained herein is complete, true, accurate and current as of the date submitted. Since this information will be used in our selection process, any errors, inaccuracies or exclusions may be grounds for disqualification of your proposal(s) and/or breach of awarded contract(s).

Name:		Title:	
Signature:		Date:	



In order to process your **SUBCONTRACT/PURCHASE ORDER**, we need further information about your company. Kindly fill in the following requested information and return by email to ap@mrjconstructors.com as soon as possible. Thank you for your assistance.

Company Name (please show legal company name, such as incorporated or limited partnership, etc.)

Street Address (PO Box if applicable) **Zip** (if different) **City/State/Zip**

Payment Address (if different from purchase address) **City/State/Zip**

Email Address

Accounting Contact

Title

Phone Number (area code)

Accounting Email Address

Number of years in business under name above:			
What scope & type of work does your company typically perform:			
What size of projects does your company typically perform:			
Company Information			
Please Select One:			
<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other
Washington Contractor's Registration #:		Expire Date:	
UBI Number:		Expire Date:	
Washington L&I Number:			
Federal Tax ID Number: (for individuals and sole proprietors, this is your Social Security Number).			
Payment Terms (Select One)			
(Payment is made in the month following the billed month: 25 th for non-discounts, 10 th for discounts)			
<input type="checkbox"/> No Discount	<input type="checkbox"/> 1%	<input type="checkbox"/> 2%	<input type="checkbox"/> 3% <input type="checkbox"/> Other: ____
Union or non-union:		<input type="checkbox"/> Union	<input type="checkbox"/> Non-Union



Bonding Company	
Name:	
Contact Person:	
Phone Number:	
Bonding Capacity:	

Banking Reference	
Name of Bank:	
Contact Person:	
Phone Number:	

List at least (5ea) significant projects that your firm has under construction or has completed within the last 12-months under your <u>present</u> company name:	
Project Name:	
General Contractor:	
Project Owner:	
Size of Project (SF):	
Your Contract Amount:	
Approximate Date of Completion:	
Project Name:	
General Contractor:	
Project Owner:	
Size of Project (SF):	
Your Contract Amount:	
Approximate Date of Completion:	
Project Name:	
General Contractor:	
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General Contractor:	
Project Owner:	
Size of Project (SF):	
Your Contract Amount:	
Approximate Date of Completion:	

References General Contractors and/or Owners:	
Firm:	
Contact:	
Phone Number:	
Email Address:	
Firm:	
Contact:	
Phone Number:	
Email Address:	
Firm:	
Contact:	
Phone Number:	
Email Address:	
References Credits (i.e. material suppliers):	
Firm:	
Contact:	
Phone Number:	
Email Address:	



Firm:	
Contact:	
Phone Number:	
Email Address:	
Firm:	
Contact:	
Phone Number:	
Email Address:	

Signature:		Date:	
Title:			

Office Use Only:

Vendor Should Be Set Up As:

- Subcontract
- Purchase Order
- Other: _____



MRJ Constructors LLC requires that Contracts, Change Orders, Lien Releases, and Subcontractor Application for Payment forms be signed by a corporate officer, partner, or owner of the company.

If any individual is to sign on behalf of your company who is not an owner or officer, MRJ must have a *Letter of Authorization* on file for that individual.

Below is a sample. When completing the form, please make sure that:

1. It is on company letterhead.
2. It is signed by an owner or officer of the company.
3. The individual's signature, as well as title and name, are on the document.

SAMPLE LETTER OF AUTHORIZATION

To Whom It May Concern:

The individual(s) listed below is authorized to sign Lien Releases, Subcontractor Applications for Payment, Contracts, and Change Orders on behalf of _____(Company name).

Name: _____

Title: _____

Signature of Authorized Individual: _____

Name: _____

Title: _____

Signature of Authorized Individual: _____

Sincerely,

Name

Title of Corporate Officer, Partner, or Owner



INSURANCE ADDENDUM - REQUIRED INSURANCE COVERAGE

MRJ Constructors LLC requires that adequate insurance coverage be carried to protect the OWNER, CONTRACTOR and SUBCONTRACTOR from claims for damages because of bodily injury including death and /or property damage which may arise from and during operations under this Contract, whether such operations be by the CONTRACTOR, SUBCONTRACTOR, or anyone directly or indirectly employed by either of them and from claims under Worker’s Compensation Acts.

The SUBCONTRACTOR shall not commence work under any Contract until insurance required hereunder has been obtained and Certificates of Insurance and the required Endorsements have been filed with CONTRACTOR. Except for Worker’s Compensation and Professional Liability, the policies shall include and the certificate of insurance shall designate CONTRACTOR and OWNER as additional insureds, with coverage applying on a primary and non-contributory basis.

LIMITS and COVERAGES

Minimum limits required as follows:

- 1.) Commercial General Liability
 - a) Combined single limit each occurrence: \$1,000,000
 - b) Products and completed operations aggregate: \$2,000,000
 - c) General Aggregate (per project): \$2,000,000

- 2.) Automobile Bodily Injury and Property Damage Liability
 - a) Combined single limit each accident \$1,000,000

- 3.) Contractor’s Pollution Liability (including “mold”) \$1,000,000
 (Required if subcontract includes any remediation of pollutants/
 hazardous substances **OR** mechanical work, or import of
 structural and/or earthen materials)
see attached Environmental Insurance Requirements

- 4.) Worker’s Compensation STATUTORY
 Employers Liability or Stop Gap \$1,000,000

- 5.) Architects & Engineers/ Contractors Professional Liability \$1,000,000
 (Required if subcontract includes any design or design/ build work)

- 6.) Excess or Umbrella Liability
 - (a) Bodily Injury and Property Damage per Occurrence \$1,000,000
 - (b) Bodily Injury and Property Damage Aggregate \$1,000,000



Commercial General Liability

Commercial General Liability coverage will be written on an industry standard ISO Commercial General Liability Occurrence form (CG 00 01) and shall include the following coverage extensions:

Per Project Aggregate (CG 25 03)

Additional Insured (CG 20 10 11 85) **OR**;

Additional Insured (CG 20 10 10 93 or later) **AND** Additional Insured (CG 20 37 07 04) **OR**;

A Blanket Additional Insured form that provides additional insured status for both ongoing and completed operations.

The requirement to add CONTRACTOR and OWNER as additional insured specifically includes completed operations for the period coverage is required to be in force under this subcontract. The policy and/or endorsement shall contain no special limitations on the scope of protection afforded to the additional insureds and all endorsements are subject to CONTRACTOR's approval.

Subcontractor's commercial general liability insurance shall be primary as respects CONTRACTOR and OWNER, and any other insurance maintained by CONTRACTOR and OWNER shall be excess and not contributing insurance with SUBCONTRACTOR's insurance. All non-standard coverage exclusions or limitations must be disclosed on the certificate including, but not limited to "mold", professional liability, residential construction, broad form property damage limitations, or any other exclusion or limitation not included within the standard ISO policy form. Policy shall contain a Waiver of Subrogation in favor of CONTRACTOR and OWNER.

Automobile Liability

Subcontractor's Auto Liability insurance shall be written on an industry standard Business Auto Liability policy form (CA 00 01). Coverage will include owned, non-owned and hired automobiles.

Contractors Pollution Liability

Coverage will include "mold" as defined pollutant if covering mechanical work, or import of structural and/or earthen materials.

Workers Compensation and Employers Liability

Subcontractor's Worker's Compensation insurance shall be written on an industry standard Worker's Compensation and Employer's Liability policy form (WC 00 00 00). Where applicable, Subcontractor shall furnish United States Longshoremen's and Harbor Worker's Act Insurance at statutory limits including coverage B-Employers Liability (maritime) with limits not less than required by the main contract but in no event less \$1,000,000. In monopolistic states coverage shall be confirmed through the applicable



state agency as being in-force, or that the SUBCONTRACTOR is approved as self-insured employer by the state. In the case of any self-insured employer, the waiver of subrogation shall apply as respects any excess coverage that may be in force along with any claims within any self-insured retention.

Architect & Engineering/ Contractors Professional Liability

Coverage will include professional services performed by or on behalf of the SUBCONTRACTOR. Any definition of covered professional services will be broad enough in scope to include all services performed by SUBCONTRACTOR under this agreement.

Property Insurance

Subcontractor shall provide insurance against any losses that may occur to SUBCONTRACTOR's tools and equipment whether owned or leased, brought onto the project premises. The Subcontractor shall waive all rights of subrogation against Contractor and Owner for losses covered by Insurance policy. The waiver shall also apply to any deductibles assumed by the subcontractor.

ADDITIONAL INSURANCE REQUIREMENTS

All insurance carriers shall maintain a minimum "Best Rating" of A-VII and otherwise be acceptable to CONTRACTOR.

Limit requirements can be met through a combination of "primary" and umbrella" or "excess" policies

All deductibles or self-insured retentions (SIR) shall not be in excess of \$25,000. All deductibles or SIRs, regardless of size will remain the responsibility of SUBCONTRACTOR. Certificate shall include a 45 day notice of cancellation and delete the language "endeavor to" and "but failure to mail such notice shall impose no obligation or liability upon the company, it's agents or representatives". Notice of cancellation or reduction in coverage of insurance contracts shall be furnished by the insurance carrier to Attn: Accounting Department.

Liability policies furnished by SUBCONTRACTOR shall be primary to other liability policies which may be carried by CONTRACTOR and/or OWNER. Coverages maintained by CONTRACTOR and/or OWNER shall be excess and not contribute with policies of SUBCONTRACTOR.

SUBCONTRACTOR shall maintain all insurance required under this article for a period of twenty-four months following completion of Subcontractor's work. Completed operations insurance (including CONTRACTOR AND OWNER as additional insured), Contractors Pollution Liability (if required) and Professional Liability (if required) must be maintained for not less than the time period defined in the statute of repose for the state where the project is located.



All of SUBCONTRACTOR's insurance policies (with the exception of coverage provided by the state agencies that specifically do not allow it), regardless of whether they are required specifically hereunder or not, shall by appropriate language exclude any claim on the part of the insurer to be subrogated on payment of loss or otherwise to any claim against CONTRACTOR or OWNER. SUBCONTRACTOR hereby waives any right or claim to be subrogated on payment of loss or otherwise to any claim against CONTRACTOR or OWNER and further waives any right against CONTRACTOR or OWNER for damages caused by fire or other perils to the extent covered by property insurance maintained by CONTRACTOR or OWNER pursuant to the Contract documents, except such right as SUBCONTRACTOR may have to the proceeds of such insurance held by CONTRACTOR or OWNER as Trustee.