SUBCONTRACTOR QUALIFICATION PROCESS

All new subcontractors; semi-annually for existing subcontractors

1. Subcontractor must complete the "Subcontractor Qualification" form and return with the following documents:
    a. Certificate of Insurance to evidence coverage with Additional Insured Endorsement stipulating primary coverage used by the carrier.
    b. Completed W-9
    c. Most recent two years Financial Statements including Balance Sheet, Income Statement, and Work-In-Process Schedule
    d. Safety Plan
    e. OSHA 300 for previous two calendar years

2. Verify
    a. Insurance coverage / Additional Insured Endorsement meets minimum requirements:

    Commercial General Liability: $5,000,000 per occurrence / $5,000,000 General Aggregate; including Products/Completed Operations on a per project basis; Commercial Excess Liability or Umbrella Liability can be combined to meet limits.

    Automobile: Minimum limit of $1,000,000 combined single limit for bodily injury and property damage for all owned, non-owned, and hired auto.

    Workers' Compensation Insurance: Per Washington State Statute

    Pollution Liability: $1,000,000 per occurrent or claim if work involves earthmoving, asbestos, lead, mold, or pollutant abatement.

    NOTE: Client shall be included as an additional insured under the CGL policy using standard ISO form CG2010 (10/01 edition) premises/operations and form CG2037 (10/01 edition) completed operations, automobile liability insurance, and pollution liability, on a primary and non-contributory basis. Prior to starting work, Contractor and all sub-contractors shall provide a copy of the actual additional insured endorsements or blanket additional insured policy wording to the CGL policy that documents the Client's additional insured status.

    b. Look-up Contractor's License at: https://secure.lni.wa.gov/verify/

    c. Verify business is registered by Department of Revenue: https://secure.dor.wa.gov

3. Submit financials to account for review and approval.

4. Submit Safety Plan for review and approval.