

**Invitation**

**NYC BUILD IT BACK (BIB) AND SLSCO LTD.  
ARE CONDUCTING A BEST VALUE PROCUREMENT AND ARE  
REQUESTING BIDS**

**FOR**

**MODULAR HOME PRODUCTION SERVICES WITH ASSOCIATED DELIVERY  
AND INSTALLATION SERVICES**

**Solicitation is open and will be distributed to Modular Home Vendors and Suppliers**

Bid Request Release Date: **March 22, 2017**

Pre-bid Meeting: **March 27, 2017, 3pm to 5pm EST**, 1 Edgewater Plaza, 7<sup>th</sup> Floor Conference Room, Staten Island, NY 10305

Deadline for written questions: **March 29, 2017, 6:00pm EST**

Deadline for Submission: **April 7, 2017, by 11:00am EST (DDC Bid Room located at 30-30 Thompson, Long Island City, NY made out to SLS ATTN Brad Hubbard)**

Bid Opening will occur: **April 7, at 11:15am EST at DDC Bid Room at 30-30 Thompson, Long Island City, NY**

Submission Label should Reference: **NYC-BIB-Modular Homes RFB-BID005 v.4.7.2017**

An electronic copy of this solicitation may be obtained in the following method:

1. To retrieve this document and additional supporting informational documents, a bidder must log onto the SLS Dropbox site named **NYC-BIB-Modular Homes RFB-BID005 v.4.7.2017**
2. Site link for the **NYC-BIB-Modular Homes RFB-BID005 v.4.7.2017** Dropbox is:

<https://www.dropbox.com/sh/kz4fcloolcdemg7/AABdlkO73gqxCztSoDrFTg8ha?dl=0>

All questions regarding access to the Dropbox site should be directed to Michael Acierno at [macierno@slsco.com](mailto:macierno@slsco.com) and Nick Hadji and [nhadji@slsco.com](mailto:nhadji@slsco.com) .

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## **I. Executive Summary**

SLS invites Modular Home vendors who provide construction services and/or components of reconstruction of residential homes via a modular home process to bid on this associated Best Value Procurement. The home structures are required to comply with local, Federal and State statutory requirements for grants under the United States Department of Housing and Urban Development (“HUD”) disaster recovery grant program for Hurricane Sandy. SLS is a Construction Management (CM) firm that holds a contract with the NYC Department of Design and Construction (DDC) to oversee home repair projects ranging from relatively moderate rehabilitation to extensive undertakings such as elevating homes and/or reconstruction of homes.

The current CM contract designates that the work area will NYC Borough of Staten Island and Queens. Currently there are approximately 18 reconstruction projects expected in Staten Island and approximately 50 homes in Queens. Construction projects could include detached single family homes or attached multi-unit residential structures. Contractor Services to perform relate to general modular construction services for reconstruction of 1-4 family homes that were damaged by Hurricane Sandy. The program is seeking vendors with that capability and capacity to produce a new home via a modular process away from the residential address, deliver the associated unit, crane the unit(s) from delivery vehicle and set the home onto a prepared foundation.

As part of the NYC BIB Program supporting the modular construction approach in Queens and Staten Island, SLS plans to utilize a 3 phase procurement approach. Phase 1 will represent to procurement associated with the foundation. Phase 2 will be a “best value” procurement for the modular home structure and the modular home delivery services. Phase 3 will encompass the modular home crane services, modular home setting services and completion of the utility hook-ups plus any other outstanding items that could not be completed in the production facility. The current intent is that Phase 1 and Phase 3 will be solicited together as a lump sum bid in another procurement package. The Phase 2 parameters will be solicited to modular providers.

The Program solicitations relative to Phase 2 will be publically solicited for bids with the intent to receive sufficient responses from an adequate number of known suppliers. The program plans to solicit for bids with the intent to receive sufficient responses from an adequate number of known modular home vendors and suppliers. A public bid opening will occur as indicated in these associated bid notification documents. Bidders will have the opportunity to respond to work in Staten Island and/or work expected in Queens.

## **II. Scope of Work**

The scope of work could entail any aspects of the following residential construction activities:

- a) Phase 2 is related to Residential Reconstruction and delivery of modular home to applicant address.
  - o Note: While pricing is being requested for the Crane Services and services to solidify home water tightness, these services will be paid via the contract and scope of work associated with the Phase 3 vendor.

The program currently expects approximately 18 reconstructions projects to follow a modular construction approach in Staten Island. The program estimates approximately 50 modular homes will be constructed in Queens under this solicitation. As part of this Best Value Procurement, the program reserves the right to award to multiple bidders. Also, the program reserves the right to adjust the volume of work as is in the best interest of the city. In addition, the program plans to solicit for bids with the intent to receive sufficient responses from an adequate number of known modular home vendors and suppliers. A public bid opening will occur as indicated in these associated bid notification documents. Bidders will have the opportunity to respond to work in Staten Island and/or work expected in Queens.

- b) Please note that the program reserves the right to assign the possible work through alternative procurement methods if it is deemed in the best interest of the city’s management of the NYC-BIB

- funds.
- c) Change order guidelines are detailed in *Section 11 of this “NYC-BIB-Modular Homes RFB-BID005 v.4.7.2017”* document and is also located in the reference section of the associated RFB Dropbox.
  - d) Allowable Time to complete modular production tasks from NTP to site Delivery is 60 days. The goal of the program is to start construction activities in May of 2017 and complete construction prior to November 2017.
  - e) Fines
    - Liquidated Damages: \$200/day for each day exceeding allowable time to complete.
    - Missed Inspection Fine: \$500 per occurrence of missed scheduled field inspections.
    - Bidder responsible for all municipal fines incurred during construction time frame that were result of their actions or inactions.
  - h) Special Modular Builder Obligations of note:
    - All activities noted on the plans and the means and methods to accomplish the task of constructing the new home in a modular production environment. This includes all items possibly not noted on plans but may be required by local, state, or federal regulatory agencies.
    - Builder (BIDDER) holds State and/or City registrations as modular manufacturers, installers, or retailers as applicable, and will comply with New York Department of State (NYS DOS) and New York City Department of Buildings (NYC DOB) requirements for licensed trades, quality control and required special inspections.
    - All permitting associated with construction effort, transportation and logistics and/or other required activities to complete associated tasks related to the RFB.
    - Modular company is to obtain any necessary state plan approvals and the program will coordinate city submissions that may be required for permits.
    - Bidder will be provided a “top of pile” survey prior to transport of the unit from the factory to the jobsite to ensure foundation is constructed within acceptable tolerances
    - Supply all required documents as needed to engineers, architects and expeditors associated with the program as needed to support activities associated with permitting, delivery, and up to obtaining a Certificate of Occupancy or equivalent.
    - Maintain proactive communication with program stakeholders during construction process and provide milestone written updates and photo updates related to construction progress.
    - Maintain and monitor for compliance all safety rules and regulations
    - Maintain compliance to all program reporting requirements.
    - As needed, builders and subcontractors must sign Letter of Assent to the PLA and assent to the Local 15H agreement.
    - Builder is required to clear any and all NCRs issued by special building inspectors and they should be rectified at worst case before the subsequent progress inspection milestone.
    - Any and all flow down requirements associated contract between DDC and SLS.
    - As needed, maintain NYC DOB Certified Superintendent ratio of 10 houses per superintendent.
    - Ensure that a program approved competent person is on site whenever work site is open.
    - All staff required to adhere to program safety regulations
    - At a minimum vendor agrees to provide a 1 year workmanship warranty and a ten (10) year structural warranty.
    - Bidder will provide proof that company has worked in modular industry for not less than 3 years
    - Bidder will provide most current Balance Sheet to provide assurance of financial capability to perform
    - Queens work acknowledgement and Design Samples

- Statement acknowledging desire to work in Queens. The bidder will also state the ability to provide sample plans per category (2 sample exterior elevations and 2 sample floor plans with associated pricing) for review related to the following groups:
  - Single Family Design Prototypes:
    - 2 Bedroom /2 Bath Home: 850 SG.FT to 1100 SQ.FT
      - Standard Lot
      - Shallow Lot
      - Narrow Lot
    - 3 bedroom/2 bath Home: 1150 SQ FT to 1450 SQ.FT
      - Standard Lot
      - Shallow Lot
      - Narrow Lot
    - 4 Bedroom/3 bath Home: 1500 SQ.FT. to 1850 SQ.FT
      - Standard Lot
      - Shallow Lot
      - Narrow Lot
  - Two Family Design Prototypes:
    - 2 Bedroom /2 Bath Home per unit: Approximately 1600 SQ.FT total
      - Standard Lot
      - Narrow Lot
    - 3 bedroom/2 bath Home per unit: Approximately 2000 SQ.FT total
      - Standard Lot
      - Narrow Lot
    - 4 Bedroom/3 bath Home per unit: Approximately 2200-2400 SQ.FT total
      - Standard Lot
      - Narrow Lot
  - Special Note: Narrow Lots are generally 20' to 30' in total width and 72-110' in total depth. The maximum buildable width ranges from 14' to 22' with most sites allowing between 17' to 20' of buildable width. The maximum buildable depth ranges from 38' to 65' with most sites allowing 55' to 60'.
  - Special Note: Standard Lots are generally 40' to 80' in total width and 100' in total depth. The maximum buildable width ranges from 27' to 72'. The maximum buildable depth ranges from 55' to 65'.
  - Special Note: Shallow lots are generally 40' to 80' in total width and 60' to 90' in total depth. The maximum buildable width ranges from 24' to 62'. The maximum buildable depth ranges from 37' to 53'
- Special note to bidders related to Queens Floor Plans and Exterior elevations associated with awarded work:

- For the purpose of any awarded work, the Modular Builder is expected to supply a complete set of construction documents bearing the insignia of approval from the State of New York, including but not limited to plans specifications, exterior elevations, proposed structural systems (foundation design to be provided by others), or any other documents needed to obtain such approvals. Bidder will need to obtain any and all city or state approvals, coordinate with the program as needed as to enable the ability to obtain any and all ancillary city agency approvals which ultimately leads to obtaining a construction permit.
- i) Special Program Obligations of note to be provided to bidders for reference:
- Supply information related to work initially completed on site. As such the following items should not be included in the bidder lump sum bid.
    - Initial survey
    - Tier II environmental Report
  - Supply full set of DOB plans for the homes in Staten Island
  - Site locations to accommodate different lot and home size options Staten Island and Queens
  - Build It Back Technical Specifications
  - BIB Modular Home Design Guidance
  - Modular company is to obtain any necessary state plan approvals and the program will coordinate city submissions that may be required for permits.

### III. Area of Work

The Area of Work, where Work is described as the construction activities, will be in and around the NYC Boroughs of the Staten Island and Queens, NY. The program is allowing bidders to provide responses for Staten Island Work and/or Queens Work.

- For Clarification:

-Staten Island Modular work will have plans currently DOB approved that will need to be adjusted to accommodate a modular construction approach. A Program AOR will be assigned to assist the awardee to solidify plan adjustments to the current DOB approved plans.

- Queen's work is also being solicited in this procurement. For the Queens work the program is requesting that the modular vendor supply prototype plans for bid response. For the purpose of any awarded work, the Modular Builder is expected to supply a complete set of construction documents bearing the insignia of approval from the State of New York, including but not limited to plans specifications, exterior elevations, proposed structural systems (foundation design to be provided by others), or any other documents needed to obtain such approvals. Bidder will need to obtain any and all city or state approvals, coordinate with the program as needed as to enable the ability to obtain any and all ancillary city agency approvals which ultimately leads to obtaining a construction permit. In addition these plans will need to be built to program standards.

### IV. Administrative Information for Response

All questions are to be reduced to writing and are to be submitted to Michael Acierno [macierno@sisco.com](mailto:macierno@sisco.com), [bhubbard@sisco.com](mailto:bhubbard@sisco.com), and [khuck@sisco.com](mailto:khuck@sisco.com). Deadline for written questions is **March 29, 2017, 6:00pm EST**

Submission Label should Reference: **NYC-BIB-Modular Homes RFB-BID005 v.4.7.2017**

All bidders need to submit sealed bids containing **One (1) bound or ringed notebook hard copy** of the original Bid Response and provide **five (5) bound or ringed notebook copies** of the Bid Response. Please have tabs for each section. Paperclips alone does not equate to being bound for this procurement. No electronic submissions will be reviewed.

Bidder to submit sealed bid response packages to the following address:

**SLSCO Ltd.**  
Attn: Brad Hubbard  
30-30 Thompson  
LIC, NY 11101

#### V. **Timeline of Key Events**

- Bid Request Release Date: **March 22, 2017**
- Pre-bid Meeting: **March 27, 2017, 3pm to 5pm EST**, 1 Edgewater Plaza, 7<sup>th</sup> Floor Conference Room, Staten Island, NY 10305
- Deadline for written questions: **March 29, 2017, 6:00pm EST**
- Deadline for Submission: **April 7, 2017, by 11:00am EST (DDC Bid Room located at 30-30 Thompson, Long Island City, NY made out to SLS ATTN Brad Hubbard)**
- Bid Opening will occur: **April 7, at 11:15am EST at DDC Bid Room at 30-30 Thompson, Long Island City, NY**

#### VI. **Required Respondent Information (make sure there are tabs in your response)**

- a) Bid Response Checklist
- b) Company Information
- c) Bid Response Worksheet
  - a. Staten Island Section
  - b. Queens Prototype Section
  - c. Schedule Section
  - d. Capacity Section
- d) Affirmation
- e) M/WBE Utilization Plan
- f) Request for Approval 2<sup>nd</sup> tier Subcontractors
- g) Staffing Plan
- h) Bonding Capacity Documentation
- i) Builder Warranty verification
- j) Builder Vendex approval as needed
- k) Builder (BIDDER) documentation of State and/or City registrations as modular manufacturers, installers, or retailers as applicable, and will comply with New York Department of State (NYS DOS) and New York City Department of Buildings (NYC DOB) requirements for licensed trades, quality control and required special inspections.

- l) Number of Units previously installed. Installed in any region and also installed in NYC over past 3 years.
- m) Builder Insurance as noted in Section XV.
- n) Builder References – no less than 10 references from homeowners.
- o) Bidder will provide proof that company has worked in modular industry for not less than 3 years
- p) Bidder will provide Income Statement and Balance Sheet for past 3 years. Audited is preferred.
- q) Queens work acknowledgement and Design Prototypes
  - a. Statement acknowledging desire to work in Queens and stating ability to provide sample plans for review
  - b. Queens Prototype Floor Plans and Exterior elevations by requested categories
    - i. The bidder will also state the ability to provide sample plans(2 sample exterior elevations and 2 sample floor plans with associated pricing) for review related to the following groups:
      - 1. Single Family Design Prototypes:
        - a. 2 Bedroom /2 Bath Home: 850 SQ.FT to 1100 SQ.FT
          - i. Standard Lot
          - ii. Shallow Lot
          - iii. Narrow Lot
        - b. 3 bedroom/2 bath Home: 1150 SQ FT to 1450 SQ.FT
          - i. Standard Lot
          - ii. Shallow Lot
          - iii. Narrow Lot
        - c. 4 Bedroom/3 bath Home: 1500 SQ.FT. to 1850 SQ.FT
          - i. Standard Lot
          - ii. Shallow Lot
          - iii. Narrow Lot
      - 2. Two Family Design Prototypes:
        - a. 2 Bedroom /2 Bath Home per unit: Approximately 1600 SQ.FT total
          - i. Standard Lot
          - ii. Narrow Lot
        - b. 3 bedroom/2 bath Home per unit: Approximately 2000 SQ.FT total
          - i. Standard Lot
          - ii. Narrow Lot
        - c. 4 Bedroom/3 bath Home per unit: Approximately 2200-2400 SQ.FT total
          - i. Standard Lot
          - ii. Narrow Lot

**VII. Reference Documents**

- 1. Homeowner Grant Agreement
- 2. Program supplies DOB Plans (not modularized versions for Staten Island Only)
- 3. NYC BIB Minimum Program Standards and BIB Construction Specification



4. Contractor Agreement
  - a. Exhibit A: Scope of Work/Plans
  - b. Exhibit B: Program Contract (Redacted)
  - c. Exhibit C: Form for Payment Bonds
  - d. Exhibit D: CCIP Manual of Insurance Procedures
  - e. Exhibit E: Form of Lien Waivers
  - f. Exhibit F: Sample Build it Back Staten Island Outer Borough Residential Market Recovery PLA and Local 15H Sandy BIB Agreement 2016
    - i. Sample Memorandum of Agreement
  - g. Exhibit G: NY DDC General Conditions
  - h. Exhibit H: VENDEX Questionnaire
  - i. Exhibit I: SLSCO Ltd. Safety Manual
  - j. Exhibit J: NYC DDC Safety Requirements
  - k. Exhibit K: Reporting
    - i. Construction schedules and forecast
    - ii. other as needed reports
  - l. Exhibit L: DDC Forms for Payment and Stored Materials
    - i. SLS BIB Construction Payment Process Document
    - ii. BIB Payment Checklist
    - iii. Payment Requisition A
    - iv. Payment Requisition C
    - v. Payroll Report
    - vi. Subcontractor Information on Request for Payment
    - vii. Subcontractor's Certificate of Compliance with Non-Discrimination Provisions of the Contract
    - viii. Release of Retainage Monies
    - ix. Certification of Subcontractor to the Comptroller or Financial Officer of the City of New York
    - x. Prime Contractor Payment Voucher Form
    - xi. Request for Permission to Store Material Part I
    - xii. Request for Permission to Store Material Part II
    - xiii. Summary of Material in Storage 1
    - xiv. Summary of Material in Storage 2
    - xv. Stored Materials Affidavit
  - m. Exhibit M: Badge Protocol

### **VIII. Overview of Bid Response Review and Ranking Bidders**

The basis of award will be a best value approach. For the group of homes selected for award, Best Value will be determined by reviewing bidder's average cost per square foot based on the bidders total cost per home, the bidder's production capacity that can be dedicated to this procurement's volume of work, and the bidder's schedule for delivering this procurement's volume of work from purchase order to delivery to site.. Awards for groups of homes will be issued for Staten Island and Queens and subsequently the total points for each selected grouping is 100 points. The weighting factors will be as follows and the combined totals of these 3 categories for Staten Island and Queens determines the bidders score by Borough. The highest point total represents the Best Value:

- For Staten Island and Queens each Total Cost = 60 points This will be a sum of the cost of the modular unit itself, the delivery cost, and the cost of set crew, inclusive of the crane or any other equipment or materials needed to set the home on the final foundation.
  - For the Staten Island Work: the program will review the responses for the 18 plan sets and determine and average price per square foot. The bidder with the lowest overall

average price per square foot will be determined low Total Cost bidder and will receives 60 points. The program will then determine the percentage difference associated with other bidders to the low bid. The program will then apply that percentage to the max of 60 points to determine other bidder's Total Cost score.

- For the Queens Work: The program will calculate an average price per square foot by home category (2bedroom, 3Bedroom, 4Bedroom). Each category has a max of 20 points. The low bidder by category receives 20 points. The program will then determine the percentage difference associated with other bidders to the low bid. The program will then apply that percentage to the max of 20 points to determine other bidder's scores. The points for each category will be added together to determine the bidders "Total Cost" points
- For Staten Island and Queens each Production Capacity = 20 points the production capacity stated by the bidder should be the monthly production capacity the bidder commits to making available for this procurement.
  - The low bidder receives 20 points. The program will then determine the percentage difference associated with other bidders to the low bid. The program will then apply that percentage to the max of 20 points to determine other bidder's Capacity score.
- For Staten Island and Queens each Schedule = 20 points This will be the length of time from when the order is placed with the bidder until the unit is ready to be transported to the site
  - The low bidder receives 20 points. The program will then determine the percentage difference associated with other bidders to the low bid. The program will then apply that percentage to the max of 20 points to determine other bidder's Schedule score.

Responsiveness will be reviewed based on the criteria below:

- a) Confirm that submittal is approved for review. (Was the submittal received by deadline?)
- b) Review the submittal for completeness. All items from Section VI have responses.
- c) Based on the capacity component responses CM will determine sufficient information provided
- d) Sufficient information supplied relative to Bidder supplied total price to construct, deliver and set home on foundation plus pass initial inspection for functionality
- e) Sufficient information supplied relative to Bidder line item details with unit quantities and associated extended price
- f) Sufficient information supplied relative to Bidder supplied time to produce unit and deliver to site
- g) Sufficient information supplied relative to Bidder supplied capacity to produce units per month
- h) Builder Warranty verification
  - *Verify for completeness*
- i) Builder Vendex approval as needed
  - *Verify for completeness*
- j) Builder Insurance as needed
  - *Verify for completeness*
- k) Builder Bonding Capacity
  - *Verify for completeness and sufficient to support work*
- l) Builder References
  - *Verify for completeness*

**IX. Award Process**

a) The CM will start with the Bidder that is the Best Value and award projects up to their capacity threshold. In case of Low TIE BIDS the following protocol will be instituted:

o **Low Tie Bids.**

- In the event of a tie the tie breaker will be lowest cost

**X. Denial of Award**

If the initial awardee decides not to accept the award package then the CM will move the next best value builder with capacity

If the in-line awardee demonstrates a lack of current capacity, the CM may move to the next available best value builder to award the next project or projects.

**XI. Payment Bonds:**

Payment Bonds are required by site location for the full amount the work assigned for each location. This will equate to the amount stated in each contract executed with the program. Details related to the payment bonds are noted in the procurement Dropbox under “Reference Documents/ Part 4/ section c”.

Bid bonds and performance bonds are not required for this procurement.

**XII. Safety Program and Site Safety Plan**

Please reference the redacted contract between SLS and the DDC for full clarification of Safety Program and Site Safety Plan

**XIII. Change Orders**

Please reference the redacted contract between SLS and the DDC for full clarification of Change Orders.

*11.6.10 CM will undertake the following responsibilities with respect to Subcontractor requests for change orders: (a) Review, evaluate and make a decision with respect to the validity of all written Subcontractor requests for change orders. The Contractor’s decision as to the validity of the proposed Subcontractor change order shall be in writing and shall provide a reasonably detailed explanation for the decision based upon the information presented by the Subcontractor and the requirements of the Construction Documents. (b) If the Contractor decides that the Subcontractor’s request for a change order is not valid, it shall provide such written decision to the Subcontractor, with a copy of the same to the Commissioner. (c) If the Contractor decides that the Subcontractor’s request for a change order is valid, the Contractor shall prepare the proposed Subcontractor change order and submit the same to the Commissioner for approval. Such proposed Subcontractor change order shall include or be accompanied by the following: (1) the Contractor’s written decision as to the validity of the change order, (2) the cost proposal submitted by the Subcontractor, (3) the Contractor’s evaluation of such cost proposal, (4) the Contractor’s own cost estimate of the quantities of labor, equipment and materials required for the performance of the proposed change order. The Contractor must be prepared to substantiate the information with respect to the change order to the Commissioner, the Engineering Audit Officer, the Comptroller and any other agency having jurisdiction in this area. The Commissioner will make all final determinations regarding change orders, modifications and additions to the Construction Documents. (d)*

*If the Commissioner approves the Contractor's request for a Subcontractor change order, the Contractor shall negotiate a price, i.e., a lump sum price or unit prices, for the performance of the proposed change order work and submit the same to the Commissioner for his approval.*

ARTICLE 28 - METHODS OF PAYMENT FOR EXTRA WORK; these section detail the payment caps associated with change orders.

#### **XIV. Payments**

**The payment terms for Phase 2 will cover the bid price of the modular home and the delivery**

- 50% Payment at NTP/Purchase Order
- 75% Payment Milestone at Delivery
- 100% Milestone- Post Set and Passed inspection

Note: The Crane and Set Service Pricing will be included in the Phase 3 vendor scope of work. If the Phase 2 vendor supplies those services which is expected then those services will be reimbursed through the Phase 3 vendor.

#### **XV. Insurance**

The current SLS Co. Builder's Risks program for the Staten Island project can provide transit/first party coverage in relation to the modular home delivery subject to the following:

##### **Transportation Coverage**

###### Cargo/Transit:

- "All Risks" from the factory to the jobsite.
- The policy is currently sub-limited to \$1,000,000 for transit but the limit can be increased to \$2,000,000 or \$2,500,000.
- Coverage would attach when SLS Co. has risk of loss.

##### **Bidder/Trucking Company Requirements**

###### General Liability:

- Require that an ISO CG 0001 policy form be utilized
- Require an additional insured endorsement on a CG 20 10 or equivalent (ongoing operations) from both the General Contractor and all sub-contractors
- Require an additional insured endorsement on a CG 20 37 or equivalent (completed operations) from both the General Contractor and all sub-contractors. This coverage should be required for at least 3 years past the end of the project
- Require that an endorsement be included to notify the **CLIENT** in the event that policy is cancelled
- Require that the products/completed operations and aggregate limits apply to just this project.

This can be accomplished by requiring a CG 25 04 endorsement

- Require loading and unloading coverage
- Require that contractor waive subrogation rights against **CLIENT**

- Insurance carrier must have AM Best Rating of A- VII or greater
- Minimum financial limits:
  - \$1,000,000 Each Occurrence
  - \$2,000,000 General Aggregate
  - \$2,000,000 Products/Completed Operations Aggregate
  - \$1,000,000 Personal and Advertising Injury

Auto Liability:

- Require that an ISO CA 0020 (Motor Carrier) or CA 0012 (Trucker) policy form be utilized
- Require a designated insured endorsement on a CA 20 48 or equivalent from both the General Contractor and all sub-contractors
- Require that contractor waive subrogation rights against **CLIENT**
- Require that policy contain an MCS-90 with a minimum of \$1,000,000 in limits
- Insurance carrier must have AM Best Rating of A- VII or greater
- Minimum financial limits:
  - \$1,000,000 Each Occurrence

Excess Liability:

- Require a minimum excess limit of \$5,000,000 each occurrence

Workers' Compensation:

- Require that an NCCI WC 0000 B policy form be utilized
- Require that contractor waive subrogation rights against **CLIENT**
- Insurance carrier must have AM Best Rating of A- VII or greater
- Minimum financial limits:
  - Work Comp
    - Statutory limits
  - Employers Liability
    - \$1,000,000 Each Accident
    - \$1,000,000 Each Employee for Injury by Disease
    - \$1,000,000 Aggregate for Injury by Disease

END DOCUMENT