



CONSTRUCTION

125-G Wappoo Creek Dr., Charleston, SC 29412

To our Subcontractors:

Please complete the Subcontractor Packet as outlined below. All completed forms and insurance information must be faxed to **888-788-5206** or **emailed to the employee you are dealing with**. Please complete and return the following:

1. The Subcontractor Information Form
2. Form W-9
3. Contract signed and dated (if applicable)
4. Provide a Certificate of Insurance (COI) as described below

The information on the forms must be filled out **completely**. Please be sure to:

- *Type or Print all information
- *Sign the forms on all pages
- *Provide the correct form of tax ID number (social security number or TIN)
- *Include your zip code in your address
- *Include the area code in your phone number

HJB Construction only engages fully insured subcontractors. This means you must have and maintain at least the coverages below for the duration of the project. You may provide your insurance agent a copy of this letter as a reference of these requirements.

- **Worker's Compensation:** Must include Occupations Disease insurance meeting the statutory requirements of the state in which work is to be performed together with a Broad Form All States Endorsement and containing Employer's Liability insurance in an amount of at least:
 - \$500,000 Each accident
 - \$500,000 Disease – Policy Limit
 - \$500,000 – Each Employee
 - Worker's Compensation shall waive the rights of subrogation in favor of all additional insureds.
- **Commercial General Liability:** CGL must be written on an occurrence basis, with minimum limits of:

○ Each Occurrence	\$1,000,000
○ General Aggregate – Per Project	\$2,000,000
○ Products and Completed Operations Aggregate	\$2,000,000
○ Personal/ Advertising Injury	\$1,000,000
○ Fire Damage	\$100,000
○ Medical Payments	\$10,000
- **Comprehensive Auto Liability:** combined single limits not less than \$1,000,000 per occurrence, covering all owned, non-owned and Hired Vehicles.
- **Waiver of Subrogation:** All policies shall waive rights of subrogation against HJB Construction.
- **Additional Insured:** HJB Construction must be listed as an additional insured on Commercial General Liability.
- **Certificate of Insurance (COI):** Evidence of the above coverages and conditions must be provided in form of a Certificate of Insurance issued by your carrier(s), and showing HJB Construction as Certificate Holder.

COMMERCIAL



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The completed subcontractor packet and the Certificate of Insurance verifying your coverage must be submitted, reviewed and approved before you begin work on any HJB Construction project.

Our Project Managers must approve your bills before payment can be made. This may require inspection of the job. Once approved, the invoice will be forwarded for processing.

Thank you for your help. We look forward to working with you. Completion of the Subcontractor Packet will ensure that your payments are processed promptly and accurately. If you have any questions, please call us Monday – Friday, 8:00 a.m. to 5:00 p.m. EST at 843-853-6801.