



Hello,

We are pleased to have you as part of our team of professionals that help us provide quality craftsmanship to our clients. Our Insurer has requested we have an agreement with each subcontractor for each job. Feeling this to be quite a cumbersome task for all, we have negotiated, and they will accept a single agreement that covers all job engagements.

If you are a new subcontractor with us we will need all the documents listed in the Subcontractor Agreement (see checklist below).

We recommend sending the list to your insurance agent and they will let you know if you are missing anything and they will also forward us the insurance documents we need.

Here is a checklist:

- 1) Signed Federal Form W-9 (you fill out this form, you can get one online or we can provide one).
- 2) Certificates of Insurance (Provided on a Primary and Noncontributory basis and each including Waiver of Subrogation):
 - a) General Liability (\$1M occ/\$2M agg), Harbor Builders Associates as Additional Insured.
 - b) Commercial Auto Liability (if applicable), (\$1M comb single limit), Harbor Builders Associates as Additional Insured.
 - c) Workers Compensation, or for Independent Contractors a Predetermination of Contractor Status (Maine application form WCB-261). If you need help with the WCB-261 let us know.
- 3) Signed Subcontractor Agreement.

Please send all documents to:

office@harborbuilders.com

Thank You,
Harbor Builders Associates