



Prospective Vendor Information Sheet

This is an electronic fillable form. Please consider the environment before printing.

We appreciate your interest in collaborating with Ginno Construction. Complete the following information and email this form to sarah@ginnoconstruction.com. In addition, review the minimum insurance requirements and sample certificate included with this form.

Company: _____ Address: _____

Phone: _____ Fax: _____ City: _____ State: _____ Zip: _____

Idaho Contractor Registration #: _____ Idaho Public Works #: _____

WA Contractor License #: _____ WA UBI: _____

Trade(s): _____

ESTIMATOR

First/Last	
Title	
Cell	
Email	

ESTIMATOR

First/Last	
Title	
Cell	
Email	

You can create a free account at ginnoplanroom.com to view projects we currently have out to bid.

Before submitting any bids, please ensure the following:

- Entirely review all plans, specs, and contract documents
- You are appropriately licensed for the type (public works, federal, etc.) and location of the project
- You have the minimum required insurance and all endorsements in place
- You have included all applicable state sales tax
- You have included all freight or shipping costs

We look forward to working with you. Do not hesitate to reach out should you have any questions.

Sincerely,
Sarah Priddy
Project Administrator



Minimum Insurance Requirements

A certificate does not need to be provided at this time. This is for information purposes only.

- Your carrier must have an AM Best Rating of A- or better.
- Review the **Sample Certificate** included with this letter for limits and other requirements.

Commercial General Liability Coverage

- Subcontractors must submit the following endorsements with their certificate:
 - The Contractor, Owner, Architect, and their respective officers, directors, agents, and employees named as Additional Insured
 - a. Include Completed Operations Exposure (through forms at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used)
 - b. Coverage must be Primary and Non-contributory concerning any other insurance afforded to Owner and Contractor
 - Per Project Aggregate Commercial General Liability Limit (through endorsement form CG 2503 or equivalent)
 - Waiver of Subrogation
- Subcontractors may not have the following **Prohibited Restrictive Endorsements**:
 - CG 22 94 Damage to work performed by subcontractors on your behalf Exclusion
 - CG 21 86 12/04 Exterior Insulation and Finish Systems Exclusion – Only required by any subcontractors involved in this type of work
 - CG 40 04, CG 40 05, CG 40 06 Earth Movement or Subsidence Exclusion – Only required for subcontractors involved in retention structures, excavation, backfill, and compaction
 - CG 71 66 09 09 Prior Work Exclusion
 - Residential Construction Exclusion – Only applies to residential, multi-family, condos, or apartments

Workers' Compensation and Employers' Liability

Workers' Compensation laws require all employers who have one or more employees to carry workers' compensation insurance. Proper coverage will be purchased and proof provided. If appropriate coverage is not purchased, Ginno Construction is required to buy coverage on your behalf. The cost of the policy will be charged to the subcontractor via subcontract change order.

- Owner/Operators must purchase elective coverage on themselves if they perform any work onsite
- Owner/Operators who do not have any employees are required to purchase elective coverage for themselves
- Stop Gap coverage is required for subcontractors operating exclusively on a project in a monopolistic state (ex: North Dakota, Ohio, Wyoming, and Washington)

Auto Liability

Commercial Automobile Liability insurance written on ISO Form CA 0001 covering Symbol 1 (any auto) or if no owned corporate autos, Symbol 8 (hired auto) & Symbol 9 (non-owned auto) are acceptable, covering all owned, leased, and non-owned vehicles used in connection with the subcontract.

