

Swank Enterprises

Insurance Requirements and subcontract agreement

Dear Subcontractor:

Please read this letter carefully. The information contained in this letter will affect whether or not you may enter into a contract with us and may affect your receipt of prompt payment.

Should your bid succeed, our contract requires that you provide us with proof of insurance, per attached sample certificate and below stated minimum requirements:

- Include \$1,000,000 limits for commercial general liability and business auto
- Include commercial general liability aggregate limits of \$2,000,000 with the general aggregate limit applicable per project
- Name us as an Additional Insured on a primary basis on the commercial general liability portion for ongoing and completed work per ISO forms CG 32 87 05 10 & CG 32 90 05 10 or their equivalent
*****You are required to attach copies of Additional Insured forms*****
- Include a Waiver of Subrogation on the commercial general liability portion
- Provide Workers Compensation at statutory limits for all employees on job sites
- Include Employers Liability 500,000/500,000/500,000

Additionally, we require:

- Your business to carry completed operations insurance for a period of 3 years
- Your business to name our company as an Additional insured on your commercial general liability insurance for a period of 3 years
- At least 30 days written notice prior to cancellation or termination of your commercial general liability, and business auto liability and 20 days for workers compensation insurance

Per our contract, we must have the following prior to your business commencing any work or services for the project:

1. Insurance certificates — with above minimum requirements executed and delivered to our offices
2. Contract Swank enterprises — Subcontract for Building Construction.

Please make sure you provide your insurance agent with a copy of this letter and the attached Sample Certificate of Insurance. You must include all insurance costs in your bid. Should your agent require the names or carriers who provide these requirements, please contact me. This letter must be returned with your Subcontract and acknowledged by your insurance agents and your company.

Sincerely,
Swank Enterprises

Acknowledged: _____
Subcontractor

