



New Subcontractor Paperwork Requirements

To whom it may concern:

Enclosed please find our offer to contract, which includes the following:

1. (1) copy of our purchase order
2. (1) copy of our contract conditions
3. (1) copy of our pay application/lien release.

In order for the offer to contract to be valid, we must receive the following items within 7 days of the date of this letter:

- 1) One properly executed signed Purchase Order.
- 2) One properly executed signed Contract Conditions, including Safety Conditions.
- 3) Your Certificate of Insurance indicating carriage of Worker's Compensation & General Liability Insurance with appropriate endorsements as outlined in the Contract Conditions (example included).
- 4) W-9 Form Completed with Federal ID number (form attached).
- 5) Material Safety Data Sheets for any and all materials supplied for the job should be taken to the jobsite and given to the Superintendent.

No vendor will be allowed on the jobsite until proof of insurance, in accordance with the contract conditions, is received in our office (example attached). If these items are not received in our office within 7 days, we will offer the contract to second bidder.

To assure prompt payment, please submit only the *attached* payment application/lien release for payment. This document **MUST BE ORIGINAL** and mailed to our office in State College, PA. Faxed and/or emailed copies of payment applications/lien releases are unacceptable.

We look forward to working with you on this project. If you have any questions, please do not hesitate to contact me.

Sincerely,

ROESHOT CONSTRUCTION, INC.