

# Subcontract Agreement Checklist

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## Contract Requirements Checklist

- Return two (2) executed copies of your Subcontractor Agreement for final execution by Avi-con, Inc. One fully executed copy will be returned to you. \*
- Completed Subcontractor Application \*
- Current Project Profiles (5 most recent) - Profile must include project name, location, description of work, customer(s) name, customer(s) contact and contract amount. \*\*
- Current Worker's Compensation Insurance Certificate. WAIVER OF SUBROGATION IS REQUIRED \*\*
- Exemption of Worker's Compensation Insurance, if applicable \*
- Auto Insurance Certificate naming Avi-Con, Inc. dba CA Construction, their directors, officers, employees and agents and the Owner, their directors, officers, employees and agents as additional insured per endorsement, and must list the project name and the project number. \*\*
- Current General Liability Insurance Certificate naming Avi-Con, Inc. dba CA Construction, their directors, officers, employees and agents and the Owner, their directors, officers, employees and agents as additional insured per endorsement, and must list the project name and the project number. General Liability must include the additionally insured endorsement attached to the policy or letter of endorsement application to the underwriter. WAIVER OF SUBROGATION IS REQUIRED. \*\*
- W-9 \*
- Copy of State Contractor's License \*\*
- Copy of City business license \*\*
- Company Contact Sheet
- Affidavit of Subcontractor/Supplier \*
- Schedule of Values
- Public Works Contract Award Information (DAS 140), if a public works project.
- Violent Crime Control and Background Consent, if applicable \*
- Confidentiality Agreement, if applicable

ALL certificates need to name Avi-Con, Inc. dba CA Construction, their directors, officers, employees and agents and the Owner, their directors, officers, employees and agents as additional insured per endorsement, and must list the project name and the project number.

Subcontractor and Supplier forms are located on our website at [www.caconstruction.net](http://www.caconstruction.net) - Click on the Forms link in the upper right hand corner to access the forms.

Additional forms may be required on specific projects. The Subcontractor and/or Supplier is responsible for making sure that all conditions are met as some requirements may vary. If a project requires a document that is similar or identical to one of our posted document requirements, both requirements must be met.

\* Form is located in the Subcontractor Forms section

\*\* To be provided by Subcontractor/Supplier