

# Subcontractor File Checklist

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## File Requirements Checklist

- Completed Subcontractor Application Checklist \*
- Complete and submit the online Subcontractor Interest Form located in the Opportunities section of our website at [www.caconstruction.net](http://www.caconstruction.net)
- Completed Subcontractor Application \*
- Current Project Profiles (5 most recent) - Profile must include project name, location, description of work, customer(s) name, customer(s) contact/reference and contract amount. \*\*
- Customer references and contact information (5 within past two years) \*\*
- Current Worker's Compensation Insurance Certificate \*\*
- Exemption of Worker's Compensation Insurance, if applicable \*
- Auto Insurance Certificate \*\*
- Current General Liability Insurance Certificate naming Avi-Con, Inc., and owners, directors, officers, agents, and employees as additional insureds. 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 \*\*
- Violent Crime Control and Background Consent \*
- Confidentiality Agreement, if applicable

\* Form is located in the Subcontractor Forms section

\*\* To be provided by Subcontractor/Supplier