



76 S. Laura Street, Suite 301
Jacksonville, FL 32202
Phone: (904) 224-8224
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Subcontractor/Vendor Pre-Qualification Instructions and Supporting Documents List

The documents below must be submitted to CYE for consideration to be a qualified subcontractor.

Note: Trade or Project-specific documents might be requested by CYE.

1. Subcontractor Pre-qualification form
2. Signed W-9
3. Sample insurance certificate

All CYE subcontractors are required to carry the minimums below upon award of contract. At that time, a waiver of subrogation and additional insured endorsements shall be applied to general liability and auto coverage.

- i. Comprehensive General Liability including completed operations
 - \$1,000,000 Each Occurrence
 - \$1,000,000 any one person or organization
 - \$2,000,000 Products/Completed Operations Aggregate
 - \$2,000,000 General Aggregate
- ii. Comprehensive Automobile Liability
 - Bodily Injury \$200,000 Each Person
 - \$500,000 Each Occurrence
 - Property Damage \$20,000 Each Occurrence
- iii. Worker's Compensation and Employers Liability
 \$100,000

4. Filled out OSHA forms 300A and 300 (omit employees names) for the past three years – attached, if needed
5. Experience Modification Rate (EMR) verification for the past three years
 Note: an NCCI/comparable form can be obtained from your worker's compensation agent or you may obtain a letter from worker's compensation agent with the EMR rates listed
6. DART Rate Letter
7. Reference letter from your bonding company stating your single and aggregate project limits
8. Applicable certifications such as material manufacturer certified installer documentation
9. Copy of construction or trade-specific license(s)
10. If available, safety program documentation

Submit all documents to Anna Rodgers, Contract Administrator:

76 South Laura Street
Suite 301
Jacksonville, FL 32202

arodgers@cyeinc.com

Fax: 904-647-2056

Contact Anna Rodgers at: 904-647-2056