



NEW CONTRACTOR PACKAGE

Dear Subcontractor:

Thank you for your interest in working with GreenCOMFORT. We are a green energy building contractor specializing in all types of energy efficiency upgrades, including heating and cooling systems, air sealing, insulation, green building and restoration. Our corporate headquarters is located in Hamilton, NJ. Our focus is to provide quality construction services to our clients with a personal touch, while maintaining integrity, family traditions, and professionalism. Please visit our website at www.njgreencomfort.com for more information about GreenCOMFORT.

We truly value our subcontractors and suppliers and wish for you to join our philosophy in providing quality building services with a personal touch.

In order to be considered for subcontracting jobs from GreenCOMFORT, please sign and return the NEW CONTRACTOR APPLICATION to GreenCOMFORT.

NEW CONTRACTOR APPLICATION

Company Information

Name _____

Address _____

City, State, Zip _____

Federal Identification Number _____

Phone _____ Fax _____

Website _____

Number of Employees _____

Year Business was Established _____

Field Crews are UNION OPEN SHOP



Contact Information

Contact Name _____
Phone _____
Email _____

Bonding

Is your company bondable? YES NO
If Yes, Bonding Company Name? _____
Contact Name _____ Contact Phone _____
Job Limit \$ _____ (please attach a Bondability Letter)

Contractor/Business License Number

NJ Home Improvement Contractors License Number _____
NJ Electricians License Number _____
NJ Plumbers License Number _____
EPA 608 Certification _____
Other Licenses: _____

Legal

Has your company ever failed to complete any work you started? YES NO
Are there any Judgments, Claims, Arbitration Proceedings or Suits
pending or outstanding against your Organization or its Officers? YES NO
Has your company ever filed any Lawsuits or requested Arbitration
with regard to Construction Contracts within the last 5 years? YES NO
Have you, the company, or any owner of the company ever filed
for bankruptcy? YES NO



If you answered YES to any of the above questions, please explain.

Safety

- Does your Company have a Safety Management Program and Safety Manual? YES NO
 - Does your Company use Project-Specific Safety Plans? YES NO
 - Has your Company had any Work-related injuries in the last 5 years? YES NO
 - Does your Company agree to GreenCOMFORT's Safety regulations? YES NO
- (See Attachment A – Safety Regulations)

Insurance

- Does your Company agree to GreenCOMFORT's insurance requirements? YES NO
- (See Attachment B – Insurance Requirements)

References

Please provide 3 Client references

	Name	Address	Phone
1			
2			
3			

Areas

Mercer County

- | | | | |
|--------------|------------|--------------|--------------|
| East Windsor | Hightstown | Pennington | Trenton |
| Ewing | Hopewell | Princeton | Washington |
| Hamilton | Lawrence | Robbinsville | West Windsor |



Other Areas/Counties:

Trade Services

- | | | |
|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Air Sealing | <input type="checkbox"/> Ductwork | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Electrical | <input type="checkbox"/> Spackle |
| <input type="checkbox"/> Cabinets | <input type="checkbox"/> Flooring | <input type="checkbox"/> Water Heaters |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Framing | <input type="checkbox"/> Weather-stripping |
| <input type="checkbox"/> Countertops | <input type="checkbox"/> HVAC | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Insulation | <input type="checkbox"/> Other services: _____ |
| <input type="checkbox"/> Drywall | <input type="checkbox"/> Kitchens | <input type="checkbox"/> _____ |

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading. The undersigned also agrees to sign GreenCOMFORT's SubContracting Agreement prior to commencing work on all Projects.

Completed by: _____ Signed: _____
Title: _____ Date: _____



ATTACHMENT A – GreenCOMFORT Safety Regulations

1. The Subcontractor, its agents, employees, and sub-subcontractors will comply with all laws and ordinances and will perform all work on the Project in a safe and responsible manner. In particular, Subcontractor shall, at its own expense, conform to the safety policies and regulations established by GREENCOMFORT as listed within this Subcontract Agreement and the Jobsite Safety Handbook, and shall comply with all specific safety requirements promulgated by any government authority, including, without limitation, the requirements of the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1969 and all standards and regulations which have been or shall be promulgated by the parties or agencies which administer the Acts. Subcontractor shall comply with said requirements, standards and regulations and require and be directly responsible for compliance therewith on the part of its agents, employees and subcontractors, and shall directly receive, respond to, defend and be responsible for all citations, assessments, fines or penalties which may be incurred by reason of its failure on the part of its agents, employees, or subcontractors to so comply.
2. The Subcontractor must develop a pre-job safety plan outlining any hazards and the procedures it will use to eliminate those hazards. Subcontractor will review its plan with GreenCOMFORT. This plan is to be submitted to GreenCOMFORT prior to commencing the Work.
3. The Subcontractor's field personnel assigned to this Project, including subs of the Subcontractor, will abide by the GreenCOMFORT Drug & Alcohol Policy as further detailed in the Jobsite Safety Handbook. In addition, Subcontractor will commit to no drug or alcohol use by its employees over the lunch period or any other break time. Subcontractor agrees to remove from the jobsite any of its employees or sub-subcontractor employees who violate this policy.
4. Subcontractor shall report immediately to GreenCOMFORT any injuries suffered by its employees or any injuries to other persons or property damage arising out of its operation. GreenCOMFORT shall be furnished two (2) copies of the written accident report within four (4) hours of the injury or damage.
5. Subcontractor will equip its personnel with all necessary personal protective equipment required by law or GreenCOMFORT. This includes, but is not limited to, hard hats, eye protection, foot and hand protection, ear protection, fall protection and respiratory protection.



6. Subcontractor will protect all of its employees when using electric power equipment by utilizing Ground Fault Circuit Interrupters at all times. As supplemental protection, the Assured Equipment Grounding Program may be implemented. As stated in the Jobsite Safety Handbook, all branch circuit conductors shall be permitted only within cable assemblies or be multi-conductor cord or cable of a type indentified for hard usage or extra hard usage. NEC Table 400-4 lists “hard” and “extra hard” usage wire types.
7. All of the Subcontractor's scaffolds and ladders shall be in compliance with all required safety regulations and manufacturers' requirements.
8. Subcontractor agrees to require all of its employees and sub-subcontractor's employees to abide by OSHA regulations and GreenCOMFORT's Jobsite Safety Handbook on all GreenCOMFORT Projects. Subcontractor shall provide training to all of its employees with regard to the possible hazards associated with the tasks each employee performs and each employee must know and understand all of these safety regulations.
9. Subcontractor must provide first aid equipment to be made accessible to its employees.
10. Subcontractor agrees to submit all necessary Material Safety Data Sheets, MSDS- OSHA Form 20, or equivalent for all hazardous substances introduced on the job site and shall inform GreenCOMFORT prior to its introduction to the jobsite. Subcontractor must be in compliance with the OSHA Hazard Communication Standard 1926.59. It is imperative that the Material Safety Data Sheets be on file in GreenCOMFORT office prior to Subcontractor's starting work on the site.



ATTACHMENT B – GreenCOMFORT Insurance Requirements

1. Subcontractor shall maintain, during the progress of the Work and throughout the warranty period, insurance written by insurance companies acceptable to GreenCOMFORT with the minimum limits and coverage as shown below or, if higher, the requirements set forth in the Contract Documents.
2. **WORKER'S COMPENSATION** including Occupational Disease insurance meeting the statutory requirements of the State in which Work is to be performed and containing Employers' Liability insurance in an amount of at least \$500,000.
3. **COMMERCIAL GENERAL LIABILITY** insurance on an occurrence basis providing limits for Bodily Injury and Personal Injury including its own employees of \$1,000,000 each occurrence and Property Damage of \$1,000,000 each occurrence. The policy must include GreenCOMFORT, as ADDITIONAL INSUREDS, covering ongoing and completed operations. A copy must be furnished and kept up-to-date to GreenCOMFORT.
4. Subcontractor's insurance will be Primary and Non-Contributory to any insurance carried by any of the ADDITIONAL INSUREDS. In addition, Subcontractor shall maintain an umbrella liability policy providing the same coverage and with the same ADDITIONAL INSUREDS as the basic policy in the amount of \$1,000,000.
5. **COMPREHENSIVE AUTOMOBILE LIABILITY** on an occurrence basis covering all Owned, Non-Owned and Hired Vehicles providing limits of liability for Bodily Injury and Personal Injury, Including its own employees, of \$1,000,000 each occurrence and Property Damage of \$1,000,000 each occurrence.
6. A Certificate of Insurance on an approved form, or an endorsement if required by GreenCOMFORT, must be delivered to GreenCOMFORT PRIOR TO THE COMMENCEMENT OF ANY WORK. The Certificate must state that coverage will not be altered, cancelled or allowed to expire without thirty (30) days' written notice by registered mail to GREENCOMFORT.
7. Equivalent insurance coverage must be obtained from each sub-subcontractor or supplier, if any, before permitting them on the Project site. Otherwise, protection of such parties must be included within your Subcontract insurance policies.
8. GreenCOMFORT may furnish, erect or provide equipment, appurtenances and devices, motorized or otherwise, for its use to complete its Contract with the Owner. Should the Subcontractor use such items, the Subcontractor agrees to insure against



claims of injury or damage caused by such items while in Subcontractor's care, custody or control by naming GreenCOMFORT as an insured party. Liability limits shall be the same as above. Physical Damage insurance against damage to the items themselves shall be on a "Replacement Cost" basis.

9. Subcontractor will be responsible for any deductible under its insurance policies.
10. It is understood and agreed that GreenCOMFORT shall withhold payments to the Subcontractor until a properly executed Certificate of Insurance and endorsement providing insurance as required herein, accompanied by a signed Subcontract Agreement, are received by GreenCOMFORT. The failure of GreenCOMFORT to withhold such payments or obtain the required Certificate or endorsement shall not be deemed to be a waiver of Subcontractor's obligation to provide the insurance required under the Subcontract Agreement.
11. Subcontractor hereby waives any rights of subrogation against GreenCOMFORT, the Owner, the Architect, and any other ADDITIONAL INSUREDS as required by the Owner/GreenCOMFORT Contract or the Invitation to Bid. If insurance policies require an endorsement to provide for continued coverage where there is a waiver of subrogation, the Subcontractor will cause them to be so endorsed.