

Thank you for your interest in becoming a subcontractor, or supplier to M. Luis Construction Co., Inc. In order to ensure that your firm is being solicited for the correct type of work or material supply on our projects please review the attached documents and the procedures listed below and complete and return the appropriate documents.

1. Subcontractors

- Please complete and return the attached Subcontractor-Supplier Data Form as soon as possible. (This form ensures that I have the correct contact information and type of work your firm is interested in bidding). Please include copies of any DBE/MBE/WBE Certification Letters (if applicable)
- Please complete and return the attached Subcontractor Pre-Qualification Form at your earliest convenience (In order for M. Luis Construction to use your quote on a bid and then award your firm a subcontract, there must be an updated copy of this document on file)
- Please review the attached M. Luis Construction Subcontractor Safety, Insurance and EEO Policies. Please keep a copy of this document on file and refer to it if necessary when preparing bids to be submitted to M. Luis Construction.
- Please complete and return the documents electronically. Email to [chris.gaines@mluisconstruction.com](mailto:chris.gaines@mluisconstruction.com)

2. Suppliers

- Please complete and return the attached Subcontractor-Supplier Data Form as soon as possible. (This form ensures that I have the correct contact information and type of material your firm is interested in pricing). Please include copies of any DBE/MBE/WBE Certification Letters (if applicable)
- Please complete and return the documents to me electronically. Please email them to me at [chris.gaines@mluisconstruction.com](mailto:chris.gaines@mluisconstruction.com)

Sincerely,

Christopher M. Gaines  
Contract Administrator  
M. Luis Construction Co., Inc.  
326 Saint Paul Place # 200  
Baltimore, Maryland 21202  
Office: 410.545.0641 x.21  
Fax: 410.545.0643  
[chris.gaines@mluisconstruction.com](mailto:chris.gaines@mluisconstruction.com)

326 ST PAUL PLACE, SUITE 200, BALTIMORE, MD 21202  
12200 PLUM ORCHRD DRIVE, SUITE 110, SILVER SPRING, MD 20904  
7705 POPLAR HILL LANE • CLINTON, MARYLAND • 20735



**Subcontractor Data Form  
(Prequalification)**

Please complete the form below and fax it to Chris Gaines at **410-605-9529**. If you have any questions please call **410-545-0641**. The information collected will be added to M. Luis Construction's Data Base and allow us to contact you when projects that are within your scope of work are being bid.

**Company Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
(No PO Boxes Please)

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Name & Title:** \_\_\_\_\_

**Contact Cell Phone:** \_\_\_\_\_ **Extension:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_

**MBE/DBE Status:** \_\_\_\_\_

**Certification Number(s)** \_\_\_\_\_

**Regions willing to work:** (Example; MD, VA,) \_\_\_\_\_

**Union Affiliation (If Any):**

**Local:** \_\_\_\_\_ **national:** \_\_\_\_\_

Please use the space below for any additional comments or notes about your company.

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Please indicate the type of service(s) or material(s) that your company provides.

aggregate supply		dewatering	
aluminized pipe & ACMP		diving subs	
airport construction		dumpsters	
air quality monitoring		doors & frames installation	
asbestos abatement		drilling (caissons)	
asphalt paving		drilling (core)	
asphalt wholesale		drilling (directional)	
asphalt sealing		dumps & landfills	
blasting		dust control	
building contractors		dynamic compaction	
building trades		electric	
bollards		equipment rental	
bolts		excavation	
box culverts		excavation support & piling	
brackets-overhead & other		fabricated structural steel	
bridge drainage materials		fence	
bridge repairs		fire hydrants	
bridging systems		fiberglass & molded plastics	
brick pavers		fill & borrow supplier	
bearing pads		filter media supplier	
caisson supply		flowable fill	
carpentry/wood stuc		form liners	
cathodic protection		concrete form supply	
caulking		on-site fuel supply	
cement supply		gabion baskets	
cement soil stabilization		general contractor	
CIP concrete		geotextiles / fabrics	
site clearing		ground improvement subs	
corrugated metal pipe		grinding / milling pavement	
concrete flatwork		guardrails	
concrete paving materials		bridge deck grooving	
control systems		hauling / trucking	
(precast) concrete barrier		HDPE pipe	
concrete breaking		hydro-demolition	
(precast) concrete girders		industrial hygieneist	
concrete demo & removal		insulation installation	
conduit supply		irrigation	
construction management		ITS & traffic mngmt systems	
concrete paving		jack & bore	
concrete pumping		joint repair & underseal	
concrete repair		latex overlay	
contaminated materials		limerock base Fl	
crane mats		line stops	
crane rental		litter fence	
castings (frame & grates)		landscaping/plantings	
demolition		liner systems	

lumber & timber forms		scales houses & scales	
masonry		sediment erosion control	
mechanical contractors		security firms	
miscellaneous construction		seeding	
miscellaneous materials		spray shields	
modular block walls		shot-crete	
maintenance of traffic		sheet pile	
misc. metals		traffic signals	
MSE retaining walls		signs	
noise wall supply		stay-in-place forms	
noise wall steel post supply		site amenity supply & install	
overhead sign structure		slip form concrete	
painters		sandblasting	
pre-cast prestree sheet pile		sodding	
pedestrian bridge supply		soil nails	
pressure grouting		soil stabilization	
photography		stain concrete	
pile driving		steel girders	
pile supply		storm filters	
pipe de-silting		steel pipe and casing	
pipe fitting		structural forms	
pipe inspection- cctv		structural metals	
pipe liners		striping	
plumbing		stripe irradiation	
post tensioning		stream / wetland restoration	
pre-fab bridges		survey & mapping	
precast concrete girders		sweeping service	
precast concrete structures		tank removal	
pressure pipe		tank supply	
pumps & pump station		temp shoring	
PVC & DIP Pipe		topsoil	
Quick Lime & Other Lime Products		trash racks	
hand rails and bridge rails		trench drains	
reinforced concrete pipe		trenching	
ready-mix concrete supply		underdrain	
rebar supply		utilities	
rebar tie		utility hangers	
steel recycler		unexploded ordinance removal	
concrete recycler		valves & fittings	
pond riser structures		video inspection	
rock crushing		wash station & water fountain	
rock sockets		well capping & drilling	
railroad construction		welding	
rumble strips		wick drains	
safety materials & equipment		wire retaining walls	
sawcutting		waterproofing	

Use the space below to list any other type(s) of service(s) or material(s) that your company provides and any notes or exclusions you would like to make about the type(s) of service(s) or material(s) you selected from the above list.

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Contract Administrator  
M. Luis Construction Co., Inc.  
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## **INSURANCE COVERAGE AND LIMITS OF LIABILITY REQUIRMENTS**

Subcontractor shall, at its own expense, maintain until final completion and acceptance, through insurers admitted/licensed in the State where the Contract work is to be performed, and through policy forms satisfactory to Contractor, minimum insurance as prescribed below.

The following limits or specific coverages do not restrict or limit any contractual obligation between the parties as may be defined elsewhere. The Contractors failure to identify insurance deficiencies does not relieve the Subcontractor from any insurance obligations.

Subcontractor, at its own expense, is required to provide any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law, ordinances, or regulations regarding the performance of their work.

**I. Worker's Compensation.** Provide coverage for all Subcontractor's and Sub-Subcontractors' employees, volunteers, partners and officers who are engaged in any work under this contract. Provide indemnity and medical compensation coverage and employer's liability coverage for claims made under the state workers compensation law in effect in the jurisdiction where the work is to be performed. Provide other states coverage endorsement under Section 3.C. of the policy information page to include other states as may be applicable to Subcontractor's operations under this subcontract. Policy shall be endorsed to waive the insurance company's right of subrogation.

### **Limits of Liability**

Workers Compensation Statutory  
Employer's Liability \$500,000 Each Accident  
\$500,000 Disease Policy Limit  
\$500,000 Disease Each Employee

**II. Business Automobile Liability Coverages:** Liability insurance; personal injury protection or no-fault insurance; auto medical payments insurance; uninsured motorist insurance; underinsured motorist insurance; hired and non-owned auto liability coverage. All Subcontractor's and Sub-Subcontractors' policies are to include "All Covered Autos" under symbol "1" ("Any Auto") or "Scheduled Autos" and "Hired Autos" and "Non-owned Autos" under symbols 8 and 9. That is, any auto used for business purposes, whether owned, nonowned or hired, is considered a "covered" auto.

### **Limits of Liability**

Combined Single Limit \$1,000,000 per occurrence  
Personal Injury or  
Equivalent No Fault Coverage Statutory  
Uninsured or underinsured  
Motorist Coverage \$500,000  
Hired and Non-owned auto  
Liability \$1,000,000 per occurrence

### **III. General Liability Insurance**

All Subcontractors' and Sub-Subcontractors' general liability policies are to be in accordance with the commercial general liability forms drafted by the Insurance Services Office (ISO), CG 0001 edition date 2001 or equivalent form. The general liability coverage must be written on an occurrence basis and must include or be amended to include:

1. Blanket contractual liability covering all parties indemnified by Contract. Endorsements excluding or limiting the broad form contractual coverage are unacceptable.
2. Products and Completed Operations Coverage providing coverage for a three year period following final acceptance. This requirement can be met by subsequent renewals of occurrence based Commercial General Liability coverage including completed operations for three years beyond acceptance date. Certificates of insurance evidencing such coverage must be supplied by Subcontractor.
3. Broad Form Property Damage. Endorsement excluding or limited broad form property damage are unacceptable.
4. Independent Contractors.
5. Blanket Explosion, Collapse, and Underground Property Damage Liability.
6. Employees as additional insured.
7. Aggregate Limits of Insurance (Per Project).
8. Additional Insured Endorsement per Paragraph V of this Exhibit.
9. Waiver of insurance company's right of subrogation.

#### **Limits of Liability**

General Policy Aggregate \$2,000,000  
Products-Completed Operations Aggregate 2,000,000  
Personal Injury & Advertising Injury 1,000,000  
Each Occurrence 1,000,000

### **IV. Umbrella Liability Insurance**

All Subcontractors' and Sub-Subcontractors' umbrella liability policies shall be on an occurrence basis. Owner and Contractor shall be additional insureds. Umbrella form must apply in excess of the General Liability, Automobile and Employer's Liability limits required by the Exhibit "B". Policy must be endorsed to waive the insurance company's right of subrogation.

#### **Limits of Liability**

Per Occurrence \$5,000,000  
Aggregate \$5,000,000

### **V. Additional Insured Requirement**

M. Luis Construction Co., Inc. and others as may be named in the Prime Contract, are to be named as an additional insured on the Subcontractors' and Sub-Subcontractors' General Liability policies. This coverage shall be evidenced by endorsement using CG2010 (11/85 edition) or its equivalent. The additional insured endorsement(s) shall contain no restrictions not found in ISO Form B. The additional insured endorsement(s) must apply to ongoing operations and completed operations. The coverage provided to the additional insured shall be primary, and other insurance or self-insurance maintained by the Owner or Contractor shall be excess only and shall not be called upon to contribute with this insurance.

### **VI. Certificate of Insurance**

Subcontractor shall provide to the Contractor a certificate of insurance before beginning work. Certificate shall be accompanied by an endorsement(s) referenced in Paragraph V. All coverage shall be on an "occurrence basis". Contractor must be provided updated renewal certificates, policies, or required endorsements as appropriate. Failure of Contractor to request renewal certificates or endorsements does not relieve the Subcontractor from the obligations to maintain such insurances as required.

### **VII. Policy Documents**

Contractor has the right but not the duty to receive copies of all insurance policies on request. Policies shall not include any exclusions that are unacceptable to Contractor. Contractor may require that all policies must be certified by an insurance carrier as true and complete.



*Maryland Department of Transportation  
State Highway Administration*

**CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL**

NAME OF FIRM: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code

\_\_\_\_\_ DBE \_\_\_\_\_ Non-DBE Age of the firm \_\_\_\_\_ years  
Annual gross receipts per last calendar year \_\_\_\_\_ <\$500,000 \_\_\_\_\_ \$500,000-1,000,000  
\_\_\_\_\_ \$1,000,000-3,000,000 \_\_\_\_\_ \$3,000,000-5,000,000 \_\_\_\_\_ \$5,000,000-10,000,000  
\_\_\_\_\_ > \$10,000,000

Please Provide the following information. The information on this form and any additional information that you provide on any supplemental sheets will be used by M. Luis Construction as an aid in determining eligibility to participate in M. Luis Construction projects. Some projects require more detailed information.

1. Firm Name : \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_

Contacts in your firm for inquiries: \_\_\_\_\_

a) Geographic area(s) of business operation : \_\_\_\_\_  
\_\_\_\_\_

b) Years in business: \_\_\_\_\_

c) Work now under contract: \_\_\_\_\_

d) Work in place last year: \_\_\_\_\_

e) Total bonding capacity: \_\_\_\_\_

f) Value of work presently bonded: \_\_\_\_\_

g) Total # of staff employed by firm \_\_\_\_\_, # of engineers & architects \_\_\_\_\_

h) In-house engineering or fabrication capability \_\_\_\_\_  
\_\_\_\_\_

i) Is firm in compliance with all EEO requirements? \_\_\_\_\_(yes) \_\_\_\_\_(no)

j) Approximate value of capital equipment owned by firm: \$ \_\_\_\_\_

k) Bank references

BANK NAME	ADDRESS OF INSTITUTION	PHONE NUMBER

2. Contracting interests:

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Trade Uses

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(a) union affiliations: \_\_\_\_\_

local \_\_\_\_\_ national \_\_\_\_\_

(b) Contract Expiration dates: \_\_\_\_\_

(c) Accept labor site agreement: \_\_\_\_\_

(d) Years performing work specialty: \_\_\_\_\_

(e) % of work performed by own forces: \_\_\_\_\_

(f) Average annual sales last three (3) years: \$ \_\_\_\_\_

(g) Bonding Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

(h) Insurance agent: \_\_\_\_\_

Phone #: \_\_\_\_\_

3. Has firm failed to complete a contract \_\_\_\_ (y/n)

Been involved in bankruptcy or reorganization? \_\_\_\_ (y/n)

Pending judgments, claims or suits against firm? \_\_\_\_ (y/n)

4. List the four most significant projects completed in the last five years:

PROJECT DESCRIPTION / CONTRACT NAME	LOCATION OF PROJECT	CONTRACT OWNER	AMOUNT	COMPLETION DATE

5. List the three most significant projects presently under construction:

PROJECT DESCRIPTION / CONTRACT NAME	LOCATION OF PROJECT	CONTRACT OWNER	AMOUNT	START DATE

6. Attached a current financial statement which contains reasonably current data and reflects the general current financial condition of the firm.

Date of statement or balance sheet: \_\_\_\_\_

Name of firm preparing statement: \_\_\_\_\_

7. Pre-Qualification Form Information Verification:

This form MUST be signed by an Officer of the firm or an individual so authorized by an Officer of the firm.

8. Individual authorized to execute subcontracts or purchased orders: \_\_\_\_\_  
\_\_\_\_\_

9. Federal Tax ID #: \_\_\_\_\_

10. Are you a Disadvantage Business Enterprise? Y/N \_\_\_\_\_

Type: MBE \_\_\_ WBE \_\_\_ DBE \_\_\_ Cert. # \_\_\_\_\_ Certified by \_\_\_\_\_

Type of Firm \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **SUBCONTRACTOR SAFETY**

### **1.0 PURPOSE:**

To provide the requirements and responsibilities for attaining superior subcontractor safety performance.

### **2.0 REQUIREMENTS**

#### **2.1 General**

1. It is M. Luis Construction's policy that we shall employ contractors and suppliers who are committed to safety excellence, and will hold them to the same standards as ourselves.
2. All Provisions of this procedure apply to all tiers of subcontractors for which M. Luis Construction is responsible.
3. Each subcontractor shall know and comply with all M. Luis Construction regulatory standards, project specific and client requirements.
4. Each subcontractor shall submit a written project-specific safety program to M. Luis Construction. Before acceptance, the written program must adequately address all safety issues contained in the M. Luis Construction Job Specific Safety Plan and all safety related contract terms and conditions. The Subcontractor Job Specific Safety Plan provided shall be used unless the subcontractor has a plan equal to or more thorough.
5. The subcontractor is responsible for the safety of all employees working for it and for all other persons calling on or doing business with the subcontractor— example: delivery drivers
6. The subcontractor is responsible for assuring all general and specialized training is conducted for employees under its management.
7. Proof of subcontractor's Workers' Compensation and general liability insurance shall be secured prior to subcontractor beginning any activity on the site.
8. M. Luis Construction site management shall designate by name, the M. Luis Construction individual who is responsible and accountable for the subcontractor's compliance with the safety provisions of the contract.
9. Subcontractor Safety Requirements shall be incorporated into ALL Contract Package Terms and Conditions involving domestic field labor and shall apply to all tiers of subcontractors.
10. Subcontractor safety violations shall be reported to the subcontractor and documented using the "Subcontractor Unsafe Condition Report" The report shall be forwarded to the appropriate subcontractor individual who will abate the hazard. If the hazard presents immediate danger it should be isolated or abated when discovered and not after the report is completed.

## **2.2 Subcontractor Safety Support**

Although the requirements for each site will be determined by the project team, as a general rule, each subcontractor shall have a Safety professional as a member of its organization, whose duty shall be monitoring their compliance with all applicable safety requirements and preventing unsafe acts and conditions. If the subcontractor's projected work force is a total of 25 employees or less, an appropriately trained and experienced supervisor may take on the duties of the safety professional. If the subcontractor's total work force is between 25 and 50 workers, a safety professional whose main function is safety should visit the jobsite regularly. If the projected work force is 51 or greater, the subcontractor should assign a full time safety professional to the jobsite. When the total craft work force exceeds 250 workers, the subcontractor should add an additional safety professional.

## **2.3 Subcontract SAFETY Process**

The following is an effective management process for the safe completion of work by subcontractors.

*Step 1* Subcontractor Qualification- Utilize M. Luis Construction Procurement's procedure for qualifying subcontractors relative to safety.

*Step 2* Develop Bid Package- Identify all safety requirements and expectations of the subcontractor and include in the bid package.

*Step 3* Pre-Award Meeting- review safety contractual requirements and expectations to assure understanding by the apparent low bidder.

*Step 4* Pre-Mobilization Meeting- Review specific safety requirements and expectations (training, staffing, equipment/tools inspection, special programs, etc.) with the subcontractor project manager.

*Step 5* Mobilization/Orientation- Conduct project safety orientation, identify competent persons by name, obtain all pertinent MSDS, equipment inspections, start employee communication/safety promotion activities, etc.

*Step 6* Start work with 100% enforcement.

*Step 7* Closeout- Feedback to estimators on subcontractor safety performance.

- M. Luis Letter to Subcontractor outlining project EEO workforce goals
- EEO Policy
- AAP Policy & Plan
- Form 1273 Attached to all purchase orders
- Employee Complaint Procedures
- Employee Handbook
- Application with EEO/AAP Language
- On-the-Job Training Policy
- Subcontractor Agreement

**During the Job:**

- Applicant Flow Log
- All transfers/promotions/demotions/terminations
- Certified payrolls to include employee name, race, sex and classification
- Annotated payrolls to include employee name, race, sex and classification
- EEO Meetings – past, present and future
- Review EEO/AAP policies to ensure they are current
- Recruitment/Advertising Efforts
- Most expensive purchase order with EEO language & Form 1273 attached
- Any known EEO complaints
- On-the-Job Training – list of participating employees