



Subcontractor & Non-Performance Vendor New Hire Packet Requirements

Hello!

To be included on our Bid List for upcoming projects, we require each Subcontractor / Vendor to complete a "New Hire Packet". Please see list below for requirements.

Documents required to complete a Sun West Custom Homes New Hire Packet:

- Subcontractor or Non-Performance Vendor Agreement (See Attached Form). Must be signed by an authorized representative of your company
- W-9
- General Liability Insurance Certificate (See instructions below). Must have limit of at least \$1,000,000.00** each occurrence, claims made policies will not be accepted
- Workers Comp Insurance Certificate (See instructions below). Must have limit of at least \$1,000,000.00**
- Auto Insurance Certificate (See instructions below). Must have limit of at least \$1,000,000.00** combined single limit including hired and non-owned automobile liability
- Copy of Contractor's License
- Company Contact Info (See Attached Form)

Proposal requirements when bidding a Sun West Custom Homes project:

- Your Company letterhead
- Proposal(s) must be numbered for tracking purposes (we will also need this reference number when billing)
- Bid Limit amount must be included on proposal
- License Number must be included on proposal
- Physical Address (including phone number and fax number)
- Signature – Proposal must be signed before submitting
- Please provide a Schedule of Values with each proposal (on a separate sheet)

Please note all proof of insurance certificates must have the following listed under "Certificate Holder":

Sun West Custom Homes LLC
6675 S. Cimarron Rd. Suite #100
Las Vegas, NV 89113

*6675 South Cimarron Rd. Ste. 100, Las Vegas, Nevada 89113 PH (702) 393-8060 FAX (702) 363-8065
General Contractors License #28802 WEB www.sunwestcustomhomes.com*



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Sun West Custom Homes LLC must also be named as an additional insured in the description of operations section.

**Please note some projects require higher limits than what is shown above. In the event higher limits are required, you will be notified upon contract signing.

Please send ALL required documents along with the signed Sun West Subcontractor Agreement or Non-Performance Vendor Agreements to:



Sun West Custom Homes LLC
6675 S Cimarron Road, Suite 100
Las Vegas, NV 89113
Office: 702-363-8060