



Global Construction & Development CORP. (GCDC)  
[www.Globalcondev.com](http://www.Globalcondev.com)

To: Global Construction & Development CORP. Contractors, Suppliers and Vendors

From: Vendor Relations Dept.

Subject: Approved Contractors

Effective November 18, 2014, only Contractors, Suppliers & Vendors who have filled out the attached forms, attached the proper Insurance certificates and have been approved are eligible for payments for good or services performed in accordance with our requirements.

All new Contractors, Suppliers & Vendors are required to complete & return the attached forms and attach the requested documentation before the approval process can commence:

- Independent Contractor Information Form
- W-9 Request for Taxpayer Identification Number and Certification
- Copy of your Trade Name Registration from the Secretary of State
- Vendor Agreement Disclaimer of Liability Form
- Liability Insurance Certificate from your Insurance Agent naming NHRC & GCDC as on additional Insured with a minimum of \$1,000,000.00 in Liability Coverage
- Current Workers Compensation Certificate (or in the case of a Sole Proprietor the Sole Proprietor, Independent Contractor Workers Compensation Indemnity Agreement Completed and Notarized)
- Copy of current company licenses (State, County & Local City/Town)
- List of State Sales Tax Exempt Numbers
- List of Current Projects
- List of Recently Completed Projects
- Bank Information
- Surety Information (if Bonded)
- 3 Supplier References
- 3 Client References
- BBB Rating Report

Thank you for your attention to this request for Information, if you have any questions in regard to this matter, please feel free to contact me at your convenience.

*As always, the following information contained in this correspondence is privileged and confidential information intended only for the individual named above, the reader is hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited.*



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**INDEPENDENT CONTRACTOR INFORMATION**- To be completed by the Contractor.

IMPORTANT: Attach a copy of your trade name registration from the State of Florida.

- 1) Trade/Business Name: \_\_\_\_\_
- 2) Applicant's Name: \_\_\_\_\_
- 3) Type of Business (circle one): Individual Corp. Subchapter "S" Corp. Partnership L.L.C.  
Or Other: \_\_\_\_\_
- 4) Fed ID #or S.S.N. \_\_\_\_\_
- 5) Date Business Formed: \_\_\_\_\_
- 6) Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_
- 7) Do you have a current workers' compensation policy: \_\_\_\_\_ If "Yes", attach a copy of the Certificate of Insurance.
- 8) How much of your company do you own? \_\_\_\_\_%
- 9) Do you advertise? \_\_\_\_\_
- 10) Type of work you perform? \_\_\_\_\_  
\_\_\_\_\_

11) Please list three (3) references that you have performed services for in the last twelve months:

Name	Phone Number

- 12) How many employees do you have? \_\_\_\_\_
- 13) How many subcontractors will be used to perform your services? \_\_\_\_\_

\_\_\_\_\_  
 (Business Name)

\_\_\_\_\_  
 (Signature of Contractor)                      (Title)                      (Date)

\_\_\_\_\_  
 (Witness)                      (Date)



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#### VENDOR AGREEMENT

#### Disclaimer of Liability

In consideration of the acceptance of your bid and/or proposal for furnishing supplies, goods, and/or service to our companies, and as part of the business arrangement between Global Construction & Development Corp. (GCDC) and your firm, you understand and agree as set forth herein. This is not an exclusive right to furnish supplies, goods and/or service to our companies. As part of the business arrangement between GCDC and your firm, you understand and agree that GCDC manages various projects as an agent of the owner. The names of any and all owners are available to you upon request at the office of GCDC in event of nonpayment by a owner or property. In such agent capacity, you acknowledge that GCDC, its officers, agents and employees have no responsibility whatsoever for payment of the supplies, good, and/or services which you provide. The responsibility for payment rests with the owner of each of the various projects owners. By signing your name below, you also agree to bill each project separately. GCDC represents that it has the authority to bind the property responsible for payment of services provided and GCDC has no reason to believe that the person on whose behalf services are requested is unable to pay for the services.

That all services, materials and employees used by the undersigned will comply with all applicable Federal, State, and local laws and regulations, including by way of illustration and not limitations, the American and Disabilities Act ("ADA"). That the undersigned will also indemnify, defend and harmless (including the payment of attorney fees and costs) GCDC, its affiliates, the property involved, the owner(s) of the property, and their respective employees, officers, and agents, should any action be initiated by any governmental or other regulatory agent or any alleged violation of such laws and regulations.

That the undersigned shall at its sole expense secure and maintain in force at all times a policy in compliance with the provisions of the Workers Compensation Laws of the State in which the property is located providing compensation coverage for all employees of the undersigned whoat any time act for the undersigned. The undersigned shall furnished GCDC with a certificate of such insurance policy. Nothing contained herein shall alter the relationship ofthe undersigned also shall be responsible for the employment control or conduct of its employees and the compensable injury of such employees in the course of their employment or otherwise. The Global Construction & Development Corp. Vendor Program is designated to improve savings to all clients. Any attempt by a supplier or vendor to offer financial/monetary benefits to any GCDC employee will be grounds for immediate termination of the Supplier or Vendor from the Global Construction & Development Vendor Program.

Vendors, Contractors & Suppliers also agree to provide Material Safety Data Sheets to all sites upon delivery of any materials. Contractors also agree that all OSHA Regulations will be adhered to with regard to MSDS literature and make sure that all employees are schooled in the proper safety procedures when applying and /or using any chemicals on any property.

The undersigned shall also maintain liability insurance with coverage's of at least\$1,000,000 covering all labor, materials or services furnished hereunder. The undersigned shall furnish Global Construction & Development CORP. (GCDC) with a current copy of the policy, or certificate of coverage.

Furthermore, and in view of the foregoing, you agree to look to the credit worthiness of each individual community. More specifically, this means that if one or more communities become delinquent in their payments to you, you agree not to stop selling supplies, goods, and/or services to the other communities managed by Global Construction & Development CORP.(GCDC) which are current in their payments to you . For any property that does become forty-five (45) days or more past due, you may terminate the furnishing of supplies, goods, and/or services to that property. Tins will in no way, however, cause you to terminate furnishing supplies, goods, and/or services to those other communities managed by Global Construction & Development CORP. (GCDC) which are not more than forty-five (45) days past due.

If not withstanding the provisions of this vendor Agreement. If either party sues to enforce the provisions of this document, the prevailing party will be entitled to reasonable attorney's fees associated with the litigation.

If the foregoing meets with your agreement and approval, please kindly so indicate by completing the following and signing in the space provided below.



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Read and Agree: Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Federal Tax I.D. # \_\_\_\_\_, or Social Security# \_\_\_\_\_

Check one: Corporation \_\_\_ Partnership \_\_\_ Sole Proprietorship \_\_\_

Limited Liability Company \_\_\_

Vendor Name \_\_\_\_\_

Vendor Address \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

Vendor Telephone Number \_\_\_\_\_

Vendor Fax Number \_\_\_\_\_

Vendor Representative \_\_\_\_\_ Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_