



The Hine Group

Justin Smith
Director
Estimating Services

Thank you for your interest in working with The Hine Group. Subcontractors interested in working with The Hine Group are required to first complete the requirements listed below before an appointment with The Hine Group Estimating Department may be scheduled. Once all requirements have been met and submitted, you may contact the Estimating Department at 540.438.6778 to schedule an appointment. Appointments are scheduled on Wednesdays only from 10:00 a.m. - 4:00 p.m.

Prospective subcontractors must supply The Hine Group with the following information PRIOR to submitting proposals for consideration:

- Your company must hold a current Class A or Class B Contractors License issued by the Commonwealth of Virginia. Please provide a copy of your contractor's license.
- Current proof of Insurance-including general liability and workers compensation insurance. The Hine Group should be listed as an additional insured.

Insurance requirements are below:

Subcontractor shall, during the performance of its Work, maintain the following insurance coverages with an insurance company with an A.M. Best rating of "A" or better with the following limits of liability:

1. Workers' Compensation Insurance fully covering all persons engaged in the performance of this Subcontract in accordance with Virginia law.
2. Commercial Liability Insurance with the following coverages: broad form property damage, contractual liability, products and completed operations and death or bodily injury with limits of not less than \$2,000,000 per occurrence. The products and completed operations coverage shall be maintained for a period for two (2) years following completion of Subcontractor's Work.
3. Commercial Automobile Liability Insurance covering property damage, death or bodily injury with limits of not less than \$1,000,000 per occurrence.

In addition, please complete the following:

- Complete and submit W-9.
- Three local references, company name and contact information.
- Please note: OSHA requires that any subcontractor employing non-English speaking employees must have an interpreter on site with them at all times.

The above information may be presented with your first proposal to The Hine Group. Subsequent proposals will not require this information. If your intention is to fax the information, please fax the information to (540) 438-6771.

You will be required to provide proof of insurance annually.

Your cooperation will be appreciated.

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