



Thank you for your interest in working with Houchin Construction Inc.

If you are interested in becoming a supplier or subcontractor for Houchin Construction Inc., please forward the following information via email (preferred method) to [info@houchinconstruction.com](mailto:info@houchinconstruction.com) or fax 239-643-4980:

1. Completed W-9 form. If you do not have one, you may download one from [www.irs.gov](http://www.irs.gov).
2. Copy of your State or County Contractor license (if applicable) and your County Business Tax Receipt (Occupational License).
3. Certificate of Insurance sent from your agent, listing Houchin Construction Inc. as the Certificate Holder, with the following minimum requirements:
  - A. General Liability:
    - i. \$1,000,000 per occurrence limit, \$2,000,000 Products & Completed Operations
    - ii. \$2,000,000 General Aggregate limit
    - iii. Please note that upon the issuance of a Subcontract, we require a project specific Certificate with the following requirements:
      - a. Must name the General Contractor, Owner and Architect as Additional Insured, including Completed Operations, on General Liability policy
      - b. General Liability policy must be primary/non-contributory
      - c. A Waiver of Subrogation in favor of the General Contractor must be included on General Liability and Worker's Compensation policies
  - B. Worker's Compensation
    - i. Limits as required by Florida Law OR
    - ii. Copy of your Worker's Compensation Exemption
4. Complete contact info:
  - A. Company name, address, phone, fax
  - B. Name of contact person for bids, cell phone (if any) and email (required)
  - C. List of type of work that company performs or type of material supplied

We look forward to working with you!

*Houchin Construction Inc.*