SubContractor: On-Boarding / Lien Waiver / COI Rqmts

OnBoarding:

Prior to construction start, the SubContractor must provide MPI Industries Carolinas, LLC with a current COI (MPI approved - GL, All Auto, & Worker's Comp), W-9, all pertinent certifications and licenses, and a signed Partial Lien document. Initial: _____

*(If SubContractor construction has started prior to receiving any of these documents, no payment of *any* completed work will be issued until MPI receives all documents.) Initial: _____

Safety/Training:

Once safety and cert documents have been received and approved, subcontractors will go through Dish Ace Training with MPI. Initial: _____

Subcontractors must review the Dish Safety and Procedure manual with crews prior to starting any on-site work. Initial: _____

Milestone / Closeout:

Based on MPI receiving subcontractor's COI, W-9, pertinent certifications, final closeout picture approval, and a signed Lien Waiver, final payment (via check, wire transfer, etc) will be issued. Initial: _____

*(The cashing of final payment by a subcontractor on a particular job site (even if construction has not been completed by said subcontractor, will automatically act as a binding lien waiver to any future liens during and/or post construction.) Initial: _____

Checklist:

- ☐ COI (must include GL, All Auto, & Worker's Compensation)
- ☐ W-9
- ☐ Bank Information / Payment
- ☐ Voided Check
- ☐ Pertinent certifications _____
- ☐ Business License _____
- ☐ Provide MPI with names and contact information for all Crew Leads
- ☐ EMR letter
- ☐ Signed PARTIAL Lien Waiver
- ☐ MPI Sign Off signature: _____