

SUBCONTRACTOR REGISTRATION AND AGREEMENT

Cooper-CitiWest is seeking experienced small business subcontractors to provide Field and Property Maintenance Services on HUD Homes in the following States:

- 1A Illinois, Indiana, Kentucky, North Carolina, South Carolina, Tennessee.
- 2A Alabama, Florida, Georgia, Mississippi, Puerto Rico, the Virgin Islands.
- 3P Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont.

1. FIELD AND PROPERTY MAINTENANCE SERVICES

The Subcontractors will be performing the following services:

Concrete and Paving	Debris Removal
Demolition and Disposal	Electrical/Heating Repair
Environmental Rehab	Extermination
General Repairs	Janitorial
Lawn Maintenance	Plumbing Repair
Property Inspection	Property Securing
Roofing	Snow Removal
Tree Removal	Winterization

2. SUBCONTRACTORS MINIMUM REQUIREMENTS

In order to be considered as a Subcontractor, a company must meet the following requirements::

- Experience and knowledge in the appropriate field
- Adequate equipment and personnel
- Verifiable references
- Valid local and State license where applicable
- Proof of Liability and Workers Compensation Insurance

3. SUBCONTRACTOR REGISTRATION DOCUMENTS

Subcontracting Forms:

- This Subcontractor Registration Form acknowledged and signed
- [IRS Form W-9](#)
- Insurance Certificates
- [Waiver of Lien Rights](#)

4. WAIVER OF LIEN RIGHTS

The Subcontractor shall not, in connection with any work done or claimed to have been done by or on behalf of the Subcontractor, create, place, permit to be created or placed, or allow to remain any mechanic's, laborer's, or material man's lien (collectively, a mechanic's lien) against any property. The Waiver of Lien Rights must be acknowledged and signed by Subcontractor and submitted as part of the Registration Package. [Click here to download](#)

5. INSURANCE REQUIREMENTS

- All insurance policies must be written by approved companies that carry an A.M. Best Rating of no less than "A-"
- The US Department of HUD and Cooper-CitiWest JV must be included as additional insured (in a form acceptable to Cooper-CitiWest preferably CG 20 10 11 85) on coverage forms for ongoing and completed operations
- 30 day notice of cancellation/non-renewal
- An ACORD 25S certificate as required must be submitted. The certificate must declare that the subcontractor is performing Mortgage Field Services
- General liability and Error and Omission coverage is preferably provided in a combined policy but two separate policies are acceptable.
- No restrictions for:
 - Claims based upon any inspections, preservation work or any actions performed for the purpose of ascertaining compliance with any laws, codes or regulations; or any failure to inspect for, discover or disclose any non-compliance with such laws, codes or regulations
 - Based upon any failure to ensure or verify that any construction project has been properly completed
 - Based upon any inspections of waste disposal systems, septic or drainage systems, water wells or any inspections of or failure to inspect for water quality or purity
 - Based upon or in any way involving swimming pools, playground or other recreational or leisure appliances or equipment
 - Personal injury
 - Contractual liability

The contractors must secure and maintain, at their own expense, the following insurance coverage:

5.1 COMMERCIAL GENERAL LIABILITY

\$1 million per occurrence/\$1 million aggregate covering:

- Residential property inspections
- Delinquent borrower interviews
- Commercial property inspections
- Insurance loss inspections
- Eviction services

- Property preservation inspections
- Property preservation estimates
- Property preservation services (including but not limited to REO services)
- Property repair estimates
- Property rehabilitation services
- Merchant site verifications
- Vacant Property Reports

Please make sure that the Errors and Omissions insurance coverage that you obtain is not from a Professional Liability policy that a real estate broker or lawyer would carry, as there are significant differences between the 2 policies regarding covered risks and exceptions. If you are having difficulties locating an insurance company that offers this specific Error and Omission policy, please contact our Procurement Department, and we will be able to assist you.

5.3 WORKERS COMPENSATION INSURANCE

Minimum limits for Workers' Compensation are:

- \$100,000 Each Accident
- \$500,000 Policy Limit
- \$100,000 Each Employee

6 PROHIBITED ACTIVITIES AND CONFLICT OF INTEREST

Subcontractor shall not engage in, or permit, any conflict of interest. In addition to any other conflicts of interest prohibited under applicable law, each of the following situations will constitute a conflict of interest:

6.1 KICK-BACKS, REBATES, REFERRAL FEES

Subcontractor cannot make any form of payment, compensation, or anything else of value directly or indirectly to Cooper-CitiWest, a Management Official of Cooper-CitiWest, an Immediate Family member of a Management Official of Cooper-CitiWest, or an Affiliated Entity of Cooper-CitiWest.

6.2 EXCLUDED HUD-OWNED PROPERTY PURCHASERS:

Subcontractor, its Management Official(s), their immediate family members, or any affiliated Entity are prohibited from purchasing or leasing a HUD-Owned Property.

6.3 INSPECTIONS AND PAYMENTS:

Subcontractors must not:

- Falsify or alter reports and/or invoices
- Engage in fictitious billing
- Submit duplicate billings for the same work or material
- Claim compensation for services not provided
- Claim compensation for incomplete work

7 DAVIS-BACON AND RELATED ACTS

The Davis Bacon and Related Acts require all contractors and subcontractors performing work on HUD homes in excess of \$2,000 to pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits for corresponding classes of laborers and mechanics employed on similar projects in the area.

All subcontractors who are issued work in excess of \$2,000 must ensure that their laborers and mechanics are being paid the applicable rates for their services. See <http://www.gpo.gov/davisbacon/> to determine prevailing wages for your State/County. Payroll wages must be presented for each labor classification and must be submitted with invoice to obtain payment for work completed. Subcontractor is responsible for compliance by any of its lower subcontractors with all applicable clauses under FAR clause 52.222-11, Subcontracts (Labor Standards).

8. CERTIFICATION

Before being able to register, Subcontractor should certify that:

<input type="checkbox"/>	Subcontractor read and accepted this form.
<input type="checkbox"/>	Subcontractor is duly authorized to enter into this agreement and that Subcontractor certification indicates that Subcontractor understands and agrees to accept and adhere to all terms and conditions contained in the above notice.

Signature: _____

Printed Name: _____ Date: _____