



Dear Subcontractor:

Thank you for your interest in becoming a Stellar Prequalified Subcontractor. Before sending in your Prequalification Package, please make sure that **all** items as listed below are attached and the **application is filled out in its entirety** as any missing information will cause a delay in processing.

Required attachments are as follow:

- Master Specification List Form (Form 4.1.F.2)
  - Please mark all sections that are relevant to your business structure and submit only those relevant pages; OR
  - If there are not any sections that apply, please note on the first page and submit only that page
- Copy of Approval Letter from Bonding Company
  - If not currently bonded, please provide a letter from your Insurance Agent stating that you are in good standing and would be 'bondable'
- Copies of OSHA 300 Logs for last three (3) complete years
- Interim Financial Statement or Audited Financial Statement for previous year.
- **Copy of Current Insurance Certificate** – Sample certificate with required coverage limits for Stellar contractors is attached for your reference. The following endorsements are also **required**:
  - Additional Insured for Ongoing Operations means that if Stellar is added to your insurance policy for losses arising out of the subcontractor's work while the project is under construction.
  - Additional Insured for Completed Operations means that Stellar is added to your insurance policy for losses which arises out of the subcontractor's work after the project is completed.

Both Ongoing and Completed Operations Endorsements can be obtained by contacting your General Liability Insurance Carrier.

- Waiver of Subrogation on General Liability, Auto, Umbrella, and Workers Compensation.
- Additional Insured on Auto and Umbrella.
- Pollution Liability

If any of the above attachments are missing, then application will remain in an active status for 30 calendar days, after which, it will automatically be disqualified should the necessary information remain outstanding.

Sincerely yours,  
STELLAR

Lynn Stephens, CPCU  
Risk Analyst

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## PAYMENT PROCEDURES FOR SUBCONTRACTORS

**Step One: W-9 Taxpayer Identification Number form**

**Step Two: Signed Subcontract.**

Return two (2) signed copies via mail or fax to the Stellar Project Manager. One fully executed copy will be returned to you.

**Step Three: Certificate of Insurance**

Provide Certificate of Insurance with project information for the following coverage:

- Worker's Compensation
- General Liability
- Automobile Liability

See example certificate and schedule of minimum levels of coverage on our website.

**Step Four: Additional Insured Endorsements (if required)**

Provide endorsements for "on-going operations" and "completed operations." Example forms are available on our website and in any bid package.

**NOTE: Steps 1-4 must be completed to add your company into the Stellar accounting system.**

**Step Five: Partial Release and Waiver of Lien**

All of your sub-subcontractors and sub-vendors who have filed a Notice to Owner with Stellar must provide a Progress Payment Waiver **every** month. You will not be paid until all waivers are received for the month.

An example is available on our website.

**Step Six: Requisition for Payment**

You must submit a Requisition for Payment showing the current contract value, progress to date and retention. A Schedule of Values may also be required.

See standard Stellar form on our website.

**\*\*If you need additional information or assistance, please contact our Subcontractor Coordinator, (904) 260-2900\*\***

