

New Jersey Schools Development Authority - OCIP
Enrollment Process Exhibit
For On-Call Demolition Contracts Only

Contract Bid – All Contractors

Bid package will be furnished to bidders

- 1) All information furnished during the bid process will be considered confidential. Bidder agrees to submit a Price Proposal Net of Insurance (excluding all applicable expenses and costs allocated to the project for Commercial General Liability, Owner's Contractors Protective Liability, Excess/Umbrella Liability).

Contract Award

Once notification of contract award has been received, the Contractor will submit Contractor/Subcontractor Enrollment Form 1101A to the OCIP Administrator who will:

- 1) Forward the Contractor/Subcontractor Enrollment Information form to the insurance carrier for enrollment into the program.
- 2) Issue a certificate of insurance, which will reflect all applicable OCIP coverages.

Note: It is each Contractor/Subcontractor's responsibility to alert your own insurance carrier's audit department that all payroll and/or receipts for this project should be excluded from your General Liability audit.

When Contractor/Subcontractor reaches Substantial Completion

- 1) When a Contractor/Subcontractor is nearing completion of their work Notice of Substantial Completion Form 1104 On-Call Demolition should be completed and sent to the Contractor for sign-off. The Contractor will forward the completed and verified form to the OCIP Administrator.
- 2) The OCIP Administrator will notify the Insurer's audit department and request final audit of payroll, if necessary. The Contractor shall not release final payment to the subcontractor until notification from the OCIP Administrator has been received.

When Contractor/Subcontractor has completed Work

Contractor should notify their insurance agent/broker to remove any exclusions for this project from their primary policies.

Claims

All Contractor/Subcontractors must follow claims rules and procedures outlined in the NJSDA OCIP On-Call Demolition Insurance Procedures Manual.

Safety

All Contractor/Subcontractors must follow safety rules and procedures outlined in the NJSDA Safety Manual.

Notice to All Contractors/Subcontractors

The Authority shall not be liable for any costs, damages or delays incurred by Contractor/Subcontractor for failure to follow the Enrollment or Claims procedures outlined in NJSDA OCIP On-Call Demolition Insurance Procedures Manual. Contractor/Subcontractor will be responsible to pay any fines the Authority is assessed due to Contractor's/Subcontractor's failure to follow State of NJ rules or regulations.

ANY CHANGES TO THE NJSDA OCIP REQUIREMENTS OR PROCEDURES MUST BE AUTHORIZED AND APPROVED BY THE AUTHORITY. NO CHANGES TO THE OCIP REQUIREMENTS OR PROCEDURES MAY BE MADE BY ANY CONTRACTOR OR SUBCONTRACTOR.