

*These are the standard bid instructions for CCIP projects.
Please refer to the specific bid instructions provided for your project.*

INSTRUCTIONS TO BIDDERS

A. CONTRACTOR CONTROLLED INSURANCE PROGRAM (CCIP)

New South Construction Company (the “**Contractor**”), will be implementing a Contractor Controlled Insurance Program (“**CCIP**”) for this project. The purpose of the CCIP is to provide consistent coverage, significant limits of insurance, an enhanced safety program, and consistent claims management for all enrolled subcontractors and enrolled lower-tier subcontractors. All subcontractors every tier shall comply with these Instructions to Bidders, and will be required to execute the CCIP Addendum (the “**CCIP Addendum**”), which is attached to the Subcontract Agreement.

Participation in the CCIP by subcontractors of every tier is mandatory, except for the following excluded parties: contract haulers or truckers, consultants, vendors, suppliers, material dealers, asbestos abatement, lead abatement or other hazardous material contractors, demolition contractors, and others merely making deliveries to or pickups from the Project Site unless the contract, self performed or subcontracted, requires onsite payroll and will provide supervision of that lower-tier subcontractor onsite. Contractor may also, at its discretion, exclude or include subcontractors or lower-tier subcontractors from the CCIP.

A CCIP is a risk management tool whereby Contractor will purchase “Contractor Provided” insurance on behalf of the enrolled subcontractors and enrolled lower-tier subcontractors for their activities that occur on the Project Site Only. **No off-site exposures are covered under the CCIP.**

“Contractor Provided” insurance consists of Workers’ Compensation and Employer’s Liability, General Liability and Excess Liability for on-site exposures only (the “**CCIP Coverages**”). The specific limits provided are outlined in the CCIP Addendum and the CCIP insurance manual (the “**CCIP Insurance Manual**”).

The following coverages are not furnished under the CCIP program; however Contractor still requires “Subcontractor Furnished” insurance as follows: Off-Site Workers’ Compensation and Employer’s Liability, Off-Site General Liability, On-Site & Off-Site Automobile Liability, Off-Site Excess Liability (must be follow form). The specific coverages and limits are outlined in the CCIP Addendum. If required by subcontract, additional coverages required: Professional Liability and Pollution Liability. The minimum limits required are outlined in the applicable Subcontract Agreement. Certificates of insurance and required endorsements will be required for “Subcontractor Furnished” insurance coverage.

Each subcontractor is responsible for notifying any lower-tier subcontractors that a CCIP is being utilized for this project and must ensure they complete the required CCIP forms.

B. BIDDING INSTRUCTIONS:

Subcontractors of all tiers will be required to provide information necessary to enroll under the CCIP regardless if they anticipate subcontracting all onsite labor to lower-tier subcontractors. The following pages include the forms that must be completed and returned to Aon Risk Services South, Inc., (the “**CCIP Administrator**”) before site mobilization.

Each subcontractor of all tiers is required to bid without the cost of their onsite Workers’ Compensation, Employers Liability, General Liability, Excess Liability, and any other Contractor Provided Coverages as indicated in the contract documents, and identify those costs removed as a line item in the bid.

No subcontractor or lower-tier subcontractor is enrolled and/or covered by the CCIP until the required forms and information are received and approved by Aon and a CCIP insurance certificate is provided to Contractor by Aon.

Within five (5) days of the date and time established for the receipt of bids, successful bidders shall submit one form for the CCIP, Aon Form 3 Enrollment Application.

C. REQUIRED CCIP FORMS:

1. Aon Form 3- Enrollment Application & Agreements

This form provides the necessary general information required to issue insurance policies,

D. OTHER FORMS USED DURING CONSTRUCTION (Included in CCIP Packet once Enrolled):

2 Aon Form 4 – Payroll & Work-Hour Monthly Report

Payrolls must be reported through the duration of your subcontract term by the contractor portal, **Aon Wrap**, to Aon by the 10th of each subsequent month. If no payroll has been generated for the period, indicate either '0' or 'no payroll' in Aon Wrap or on Aon Form 4. A separate payroll and work-hour report must be submitted every month and for each separate contract you have. Failure to do this will result in the withholding of progress payments from Contractor.

3. Aon Form 5 – Notice of Contract Completion

When work is completed, this form must be completed on Aon Wrap to inform completion of subcontract and to begin the close-out process.