**Attachment # Outside Contractors Documentation Requirements – July 2023**

Attached is a list of the required documentation needed to place contractors on MCNC’s Approved

Bidders List. Upon receipt of all documentation, MCNC’s finance and legal offices will review the

paperwork and get back with you regarding their decisions. **Note:** If you are only applying for construction, you only need to submit documents relevant to construction. If you are only applying for engineering, you only need to submit documents relevant to engineering. If you are interested in both services, please submit documentation relevant to each service.

1. A copy of your North Carolina contractor's license and any other documents validating that you are

properly licensed and registered as required by the State of North Carolina to complete the

engineering and construction of buried and aerial fiber deployment of 5 miles or less

2. A certificate of insurance naming MCNC as an additional insured with limits as follows:

• CGL with limits of not less than $1M each occurrence and $5M annual aggregate

• Property Ins. with limits not less than the replacement value of all materials furnished by MCNC.

• Automobile Liability with limits of at least $1M each accident

• Commercial Umbrella must be at least $2M

• Works Compensation and Employer Liability with limits of at least $500,000 each accident, $500,000 each employee for Injury by Disease and $500,000 Aggregate for Injury by Disease

3. 5 years of safety records

4. 2 years of financial statements

5. A statement detailing any legal actions in the past 2 years, stating if any are currently

6. Any disadvantaged business enterprise certifications

7. Three fiber construction and/or engineering references including contact information

8. Length of time your firm has provided fiber construction and/or engineering services

9. The size and type of in-house resources available to perform the services (given the size of the

future projects we anticipate not wanting further subcontractors)

10. Confirmation that you have never been debarred from working on governmental projects

11. Resumes of key personnel including related work experience

12. Disclose any potential conflicts of interest

13. Contact name, email address, and phone number

14. On your company’s letter email, please provide compliance with the E-Verify laws. If you do not

have a format for this, you can look at the sample letters on the Internet such as the site below.

15. Signed Master Agreement (Sample attached) - Do Not Complete the attached Agreement. Legal will

send the one that needs to be signed if you are approved to be added to our Bidders List.

Thank you for your interest in working with MCNC. Please let us know if you have any questions or concerns.