



## CONTRACTOR GUIDELINES

The following guidelines apply for any contractor performing tenant work at First Potomac properties.

- Contractor must have current Commercial Class A license for a minimum of (3) years
- Must provide Certificate of Insurance naming appropriate Owner-entity and Management Company as additional insured prior to the commencement of any work with the following requirements:
  - Worker's Compensation and Employer's Liability Insurance
    - Employer's Liability \$1,000,000 per Accident
  - Comprehensive or Commercial General Liability
    - Bodily Injury and Property Damage:
      - Each Occurrence - \$1,000,000
      - General Aggregate - \$2,000,000
      - Personal Injury Liability - \$1,000,000
  - Comprehensive Automobile Liability
    - Bodily Injury and Property Damage:
      - Each Occurrence - \$1,000,000 Combined Single Limit
  - Umbrella Liability
    - Limits of \$2,000,000
- NOTE: Coverages to be on Occurrence Form; All policies to waive Rights of Subrogation against Owner; Carrier to maintain rating of not less than A+15 from A-M Best & Company.
- Must provide references of at least (3) similar commercial and/or retail projects
- Must provide progress and final lien waivers throughout project listing appropriate owner-entity
- Must abide by First Potomac Construction Rules and Regulations

All contractors must be approved by regional Construction Manager. Any exceptions to the above guidelines must be approved in advance by Manager of Tenant Construction.

11/2008