



Contractor's Request to Subcontract Checklist

Prime Contract Number: W912HN-09-C-0078

Prime Contractor Name and Point of Contact/Address:

EMR, Inc

349 Margie Drive

Warner Robins, GA 31088

Prime Contract Type: Cost Reimbursement Fixed Price Other _____

Proposed Subcontractor Name and Address:

Ben Hill Roofing and Siding, Inc.

6811 W. Bankhead Hwy

Douglasville, GA 30134

Proposed Subcontract Type: Cost Reimbursement Fixed Price Other: Not to Exceed

Proposed Subcontract cost ceiling or price: \$15,000.00

Checklist of Documentation

Contractor: Review the following list and attach the documents needed for your specific circumstances. This list is not meant to be all inclusive. This document is a tool designed to assist contractors in developing and submitting complete packages for expedited consent to subcontract. Please refer to the terms and conditions of your contract for all subcontracting requirements.

The following documents are being submitted for subcontract consent:

- Signed Subcontract Agreement. Submitted with Package
- Certificate of Insurance. Submitted with Package. Original certificates should be sent to 3200 Haskell Ave, Suite 140, Lawrence, KS 66046
- Subcontractor Base Rates for Appendix B of MSA.
- Other Contractor's Badge and Vehicle Pass Request Form. Submitted with Package