



Contractor Qualification Package

Toll Free: +1 (866) 624-8309 • www.itl-llc.com



Thank you for your interest in working with International Tower Lighting, LLC ("ITL, LLC").

In order to qualify your company ("Contractor") for consideration for approval to perform services for ITL, LLC, please complete this Contractor Qualification Package ("Package").

- ☐ Contractor must complete this Package and qualify as an ITL, LLC-approved Contractor prior to commencing any site-related work. Work cannot be performed without an Approved status.
- ☐ ITL, LLC reserves the right to request any additional information necessary to ensure the safety and financial stability of Contractor at any time. Requirements are subject to change. Submission of this package is Contractor's acceptance of this ITL, LLC policy.
- ☐ Please submit all documentation to vendor.compliance@itl-llc.com or by fax to 1-615-256-6032.

PACKAGE CHECKLIST

Please complete the sections listed below:

- ☐ **Contractor Profile** - Provide company information as requested.
- ☐ **Ethical Business Policy** - Review and sign as requested.
- ☐ **ITL, LLC Policy Review and Certification** - Review and initial policies in the ITL, LLC Contractor Policies section to acknowledge acceptance. Please note the additional detailed policy information is included for your review: Competent Tower Climber Policy, and OSHA Compliant Business Practices Policy
- ☐ **US Sanctions Certificate** - Review and sign as requested.
- ☐ **Certification of Signature Authority** - Have authorized company representatives physically sign.
- ☐ **Contractor Certification** - Certify that the provided information is accurate.

Please submit documentation listed below (if applicable as noted):

- ☐ **W-9** - Confirm that it has your correct Federal Tax ID # (or SSN if sole proprietor) and signature. (The most current W-9 form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.)
- ☐ **Certifications** - Provide copies of any Diversity and/or Specialized Service certifications as noted on page 2 (for additional Diversity certification information, contact the [Small Business Administration](#)). If performing tower climbing services, provide copies of Climbing Certifications/Wallet Cards.
- ☐ **Licensing** - Provide copies of any applicable Business Licenses or Contractor's Licenses.
- ☐ **Experience Modification Rating (EMR/MOD)** - Contact your insurance provider for this rating. The EMR must be on an NCCI form or your insurance provider's letterhead. A rating above 1.0 requires submittal of a Loss Report from your insurance provider which outlines the claim history that has caused the elevated rating. A rating above 1.0 may prevent approval. If your company does not qualify for an EMR, please have your insurance provider confirm this.
- ☐ **Certificate of Insurance (COI)** - A COI is required to receive Purchase Orders (PO's) and/or Notices To Proceed (NTP's) from ITL, LLC. Insurance coverages and amounts are based upon services to be performed as indicated on the sample COI.

CONTRACTOR PROFILE				
Date:				
Legal Company Name:				
DBA (doing business as, if applicable):				
Has this company operated under any other name in the last 3 years? <input type="checkbox"/> No / <input type="checkbox"/> Yes				
Previous Name(s):				
Mailing Address:				
Street/PO Box	City	State	Zip	
Primary Office Address (if not same as above):				
Parent or Ultimate Holding Company (if applicable):				
What % interest does the Parent or Ultimate Holding Company have?				
Type of Legal Entity: <input type="checkbox"/> Corporation / <input type="checkbox"/> LLC / <input type="checkbox"/> Sole Proprietor / <input type="checkbox"/> Other:				
Year of Incorporation / Years in Business:		State of Inc.:		Number of Employees:
Federal Tax ID # (or SSN if Sole Proprietor):			Dun & Bradstreet # (if applicable):	
E-mail Address (to receive PO's, bids, etc.):				
Web Address:				
Certifications: <input type="checkbox"/> Minority Owned (please specify): / <input type="checkbox"/> Small Business Concern (as defined in 13 CFR 121)				
<input type="checkbox"/> Woman Owned / <input type="checkbox"/> Veteran Owned / <input type="checkbox"/> Service-Disabled Veteran Owned / <input type="checkbox"/> Small Disadvantaged /				
<input type="checkbox"/> HUB zone				
WORK-IN STATES: Indicate the states in which Contractor is able to work. Please note that it is Contractor's responsibility to attain all applicable licensing and certifications required by the jurisdiction in which ITL, LLC work is located.				

CONTRACTOR CONTACTS: Indicate who ITL, LLC should contact regarding further information about Contractor.	
Package Contact Person:	Email:
Project Bids Contact Person:	Email:
Additional Contact Person:	Email:

SPONSOR INFORMATION: Indicate who has requested your services, and provide contact information. (REQUIRED)
<input type="checkbox"/> directly for ITL, LLC (ITL-Direct) / <input type="checkbox"/> an ITL customer (Site Access) / <input type="checkbox"/> as a Subcontractor for an ITL-approved contractor
Sponsor Contact Person:
Sponsor Company:

REFERENCES: List individuals who can attest to this company's ability to perform work in a professional and safe manner.			
Name	Company	Title	Phone Number

ETHICAL BUSINESS PRACTICES, CONFLICT OF INTEREST AND GIFT POLICY

This Ethical Business Practices, Conflict Of Interest and Gift Policy ("Code of Conduct") is required to be adhered to by any Contractor providing ITL, LLC with any goods or services of any kind. ITL, LLC is committed to ethical business practices and requires that its Contractors demonstrate the same commitment to maintaining highest levels of integrity and fairness while doing business for ITL, LLC. Accordingly, in addition to the requirements contained in this Code of Conduct, Contractors must comply with all applicable laws of the United States and any other jurisdiction that governs Contractor's relationship with ITL, LLC.

Gifts and Entertainment

The offer of gifts and entertainment in an attempt to obtain or in exchange for any direct or indirect business from ITL, LLC is deemed a conflict of interest by ITL, LLC and prohibited. Accordingly, no gift or entertainment should ever be offered to ITL, LLC employees, representatives, or contractors. Any Contractor that has been or is approached or solicited in any manner by ITL, LLC employees for a bribe, "kick-back" or other form of personal remuneration or gain, gift or entertainment in exchange for any direct or indirect business from ITL, LLC in the past, or are approached or solicited in any manner in the future should immediately contact the ITL, LLC's Vendor Compliance as provided in this Code of Conduct.

Submitting Bids / Vendor Fairness

Discussions with or prior arrangements with other vendors may be illegal and will violate this Code of Conduct. Collaboration or agreement on business terms to be offered or prices to be quoted to ITL, LLC, its contractors, or its customers; bids to be submitted or other bid rigging; agreements not to compete or other similar anticompetitive or trade-restraining practices are prohibited and violate this Code of Conduct.

Work Activities by Family Members

Family members may create actual or potential conflicts of interest by virtue of their employment or work-related activities. In order to confirm that the work activities of a family member do not create an actual or potential conflict for your relationship with ITL, LLC, prior to accepting any direct or indirect business from ITL, LLC, Contractors must disclose any familial relationship with any ITL, LLC employee to Vendor Compliance.

Reporting / Certification

Upon reasonable belief or knowledge of any situation which would or does violate this Code of Conduct, Contractor shall immediately report the circumstances giving rise to such violation or potential violation by email to Vendor.Compliance@ITL-LLC.com and by US Mail or other reputable delivery service to ITL, LLC, 1001 Centre Pointe Dr., La Vergne, TN 37086, Attn: Vendor Compliance. Contractor shall certify to ITL, LLC its compliance with this Code of Conduct as reasonably required by ITL, LLC.

Please acknowledge below and certify your company is in receipt of this policy statement.

Company Name

Signature of Authorized Party for Company

Date of Execution

Print Name and Title of Authorized Party

ITL, LLC CONTRACTOR POLICIES

By initialing each item below, Contractor certifies that its employees and subcontractors are aware of these ITL, LLC Policies, and will comply AS APPLICABLE to the work being performed.	INITIAL
Authorization to Work: Contractor agrees that Contractor and/or its subcontractors will not commence work on site unless Contractor is issued a Purchase Order (PO) or a written Notice to Proceed (NTP).	
Insurance: Contractor must maintain a valid Certificate of Insurance (COI) on file with ITL, LLC which demonstrates required coverage. ITL, LLC shall be designated as a named insured. Contractor agrees that upon insurance expiration Contractor will be unapproved to work on sites and will be required to leave a job site until a valid COI is received by ITL, LLC.	
Bankruptcy: Contractor certifies that said contractor, or any of its principals, has never filed bankruptcy or been forced into bankruptcy or receivership, and if so, full written explanation has been attached to this profile.	
Pending Litigation: Contractor certifies that there are presently no judgments, suits, sanctions, disbarments or claims pending against or contemplated by the contractor that could negatively impact its ability to perform any contract with ITL, LLC, and if so, full written explanation has been included with this package.	
Financial Stability: Contractor consents and authorizes to ITL, LLC's investigation into the credit worthiness of Contractor. Such consent and authorization is given with respect to any and all persons who may conduct an investigation of credit worthiness on behalf of ITL, LLC, including independent agencies retained by ITL, LLC for such purpose. Consent and authorization to ITL, LLC is granted for the period commencing as of the date of this Package and terminating at the date Contractor is no longer ITL, LLC approved ("end date"). Contractor acknowledges that ITL, LLC may conduct a credit investigation of Contractor at any time from the date hereof up to the End Date. Contractor waives any and all claims, past, present or future, which the Contractor may have against ITL, LLC by reason of any credit investigation made pursuant to Contractor's consent and authorization herein given to ITL, LLC.	
Diversity Participation Program: Contractor shall have in place a diversity plan defining Contractor's purchasing goals, including a commitment to make a good faith effort to obtain a minimum threshold of 10% supplier diversity inclusion, and plans to meet that commitment.	
Substance Abuse Policy: Contractor shall have in place a Substance Abuse Policy which enforces a drug and alcohol free worksite to better ensure site safety.	
Subcontractors: Contractor shall require its subcontractors to complete ITL, LLC's contractor qualification package prior to commencing work on any assignment. Contractor certifies that all subcontractors will meet ITL, LLC safety standards.	
Competent Person: A "competent person" will oversee all work operations. "Competent person" is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate such conditions.	
Site Condition: Contractor shall keep the site and surrounding area free from accumulation of debris, waste materials or rubbish. The site shall be maintained in a professional manner and items disposed of properly.	
Indemnification: Contractor shall indemnify, defend and hold harmless ITL, LLC, its officers, directors, employees and/or agents, from and against any and all claims, expenses, costs, damages, losses and liabilities (including reasonable attorneys' fees) which may at any time be asserted against or suffered by ITL, LLC, its officers, directors, employees and/or agents, as a result of negligence or willful misconduct by Contractor, its employees and/or subcontractors in the performance of services hereunder, or as a result of any default by Contractor under this Agreement, or arising out of the breach or inaccuracy of Contractor's representations and warranties set forth in this Agreement or in any certification provided by Contractor hereunder.	
Licensing: Contractor certifies that all Licenses, Certifications and other required documentation provided by Contractor hereunder are valid and in full force and effect, and no additional Licenses or Certifications are required for the services to be performed hereunder.	

ITL, LLC CONTRACTOR POLICIES (CONT.)

Safety Program: Contractor shall take all necessary or required safety precautions with respect to the performance of any work and shall comply with all applicable laws, ordinances, rules, regulations and orders of public authorities for safety of persons or property, including without limitation the requirements of OSHA and other governmental authorities and agencies. Contractor shall

- ☐ maintain safe working conditions, take all necessary safety precautions, and comply with all applicable laws
- ☐ provide all required training and equipment to prevent damage, injury, or loss to persons and property
- ☐ conduct any necessary safety meetings prior to the commencement of each day's work
- ☐ have in place emergency procedures specific to each work site which indicate the location of the nearest emergency healthcare facility
- ☐ provide employees with a written safety manual and all safety training necessary to perform work in compliance with established safety practices
- ☐ hold safety meetings for supervisors and conduct field safety inspections to determine compliance with applicable federal, state, local and Contractor regulations/procedures

Clothing and Personal Protective Equipment: Contractor shall provide, and its employees shall use, approved safety and health equipment. All site personnel will wear

- ☐ appropriate clothing including long pants, shirts with at least 4 inch sleeves, and sturdy work boots
- ☐ all personal protective equipment as required by the work operations including hard hats, safety eyewear, and protective gloves

Tower Climbing, Elevated Heights & Fall Protection: Personnel must be trained in recognized fall prevention methods and safe use of their equipment. Personnel must possess proper documentation of training at all times.

- ☐ Personal fall protection must be worn 100% of the time when work is performed at heights 6 feet and above
- ☐ Anchorage points, including antenna support arms used for anchorage:
 - ☐ must be rated to support the weight of the total anticipated load (employee, materials, tools, etc.), and
 - ☐ must be capable of supporting 5,000 lbs. or at least twice the anticipated load.
- ☐ If performing tower-climbing services, all climbing personnel must be trained by an approved Competent Tower Climber Organization/Program
- ☐ All tower-climbing subcontractors must be ITL, LLC-approved
- ☐ There must be a minimum of two certified climbers per tower-climbing job
- ☐ Riding a hoist line is NOT PERMITTED on any sites
- ☐ Use of controlled descent methods and/or suspended personnel platforms will not be performed without submitting a written plan to ITL, LLC
- ☐ Use of personnel lift equipment and/or suspended personnel platforms must comply with OSHA regulations (§1926)

Safety Climb: Contractor is responsible for ensuring that site work does not block or impede safe usage of the tower's safety climb, and is responsible for all remediation due to any resulting tower safety climb impingement, damage or obstruction.

OSHA Citations: Contractor certifies that Contractor nor any other company operated by its principals has been cited by OSHA in the last 5 years, and if so, a copy of the citation from OSHA, Contractor's response and any procedures/actions implemented as a result of the citation have been included with this package.

Fatalities: Contractor certifies that there have been no construction related fatalities within the last three years and if so, full written description of the cause and results has been included with this package.

CERTIFICATION OF SIGNATURE AUTHORITY

Please list all individuals that have the authority to sign, seal, deliver, negotiate, accept and enter into agreements, contracts and other instruments or documents by and on behalf of Contractor with ITL, LLC.

Signature

Print Name & Title

Signature

Print Name & Title

Signature

Print Name & Title

Signature

Print Name & Title**CONTRACTOR PACKAGE CERTIFICATION**

I certify that the information provided on this Qualification Package is accurate to the best of my knowledge. I understand that any misleading and/or falsification of any information I provided may disqualify this company from being an ITL, LLC-approved Contractor, prohibit this company from performing work or be sufficient cause for termination of any contract agreement or work assignment awarded by ITL, LLC. I certify that this company, and any subcontractors it hires for work on ITL, LLC jobsites, will be approved through ITL, LLC and adhere to recognized industry safety standards and practices, including those prescribed by OSHA, for the type of work being conducted. I certify that this company agrees to adhere to all ITL, LLC policies set forth in this Qualification Package, including without limitation Safety, Tower Climbing, and Ethical Conduct Policy.

Certified by Company Principal:

Company Name

Signature of Authorized Party for Company

Date of Execution

Print Name & Title of Authorized Party

SANCTIONS CERTIFICATE OF COMPLIANCE

I, _____ (Name), hereby certify on behalf of

_____ (Company)
that

- 1) No goods, technology or software provided by ITL, LLC will be sold to or exported to Cuba, Sudan, Iran or Syria.
- 2) No goods technology or software provided by ITL, LLC will be sold or exported to any person included on the List of Specially Designated Nationals and Blocked Persons List of the U.S. Treasury Department's Office of Foreign Assets Control (which lists are maintained at: <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>).

I agree that I will promptly notify International Tower Lighting, LLC of any change in the relationship of my company to any of the countries listed above or to any person included on the List of Specifically Designated Nationals and Blocked Persons such that the certifications above will change.

Signature

Company

Print Name

Office Address

Title

Title

Date

Telephone

ITL, LLC COMPETENT TOWER CLIMBER POLICY

All persons who climb 6 feet and above on tower, and/or while working on any job in which ITL, LLC is a contractor or subcontractor, must have received training from an approved Competent Tower Climber Organization.

The purpose of this requirement is to promote increased safety in the tower industry. This training requirement will help to assure that climbers have basic skills and competence in safe tower climbing methods and equipment.

ITL, LLC will only recognize training provided by a NATE approved Competent Tower Climber Training Organization. There are two methods by which training can be obtained:

- 1) Climbers can go to one of the approved outside program to be trained. All of the outside programs maintain web sites which include training schedules. In some cases, these training organizations will come to your location to perform training.
- 2) Some of the outside companies also provide "train-the-trainer" programs whereby one or more employees can be trained to deliver training to the rest of your climbers. Again, consult with the individual company to identify which ones offer "train-the- trainer" programs.

To demonstrate compliance, each climber must have in his/her possession a wallet card or other documentation indicating that he/she has received the appropriate Competent Tower Climber training.

Climbers who do not have wallet cards or other appropriate documentation in their possession will be removed from jobsites. Any expenses incurred by an ITL, LLC contractor or sub-contractor, or their contractor or sub- contractor, as a result of this action will be borne by the customer/tenant, contractor or sub-contractor and may not be passed along to ITL, LLC.

Note: Training conducted by an in-house training organization is not transferable to another company. An employee who has received in-house training but is no longer with that company must be re-certified by one of the approved outside training organizations. The in-house training certification is no longer valid once the employee has left the company.

SAMPLE CERTIFICATE OF INSURANCE (COI) FOR ITL, LLC CONTRACTORS

- Contractors receiving PO's and/or NTP's from ITL, LLC must submit a COI. Subcontractors of these Contractors do not need to submit a COI to ITL, LLC.
- Coverage requirements noted below are based upon the services to be provided.
- Additional Insured, Waiver of Subrogation, and Separation of Insureds are required as indicated below.

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)		
				04/05/2017		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER		CONTACT NAME:				
INSURANCE AGENT		PHONE (A/C, No, Ext):		FAX (A/C, No):		
1234 SAMPLE ST		E-MAIL ADDRESS:				
TEST CITY TN 99999		INSURER(S) AFFORDING COVERAGE		NAIC #		
INSURED		INSURER A:				
CONTRACTOR COMPANY		INSURER B:				
1234 CONTRACTOR STREET		INSURER C:				
CONTRACTOR CITY TN 99999		INSURER D:				
		INSURER E:				
		INSURER F:				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
		Y	Y	1/1/2017	12/31/2017	MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$
	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>					GENERAL AGGREGATE \$ 2,000,000
	OTHER:					PRODUCTS - COM/POP AGG \$
<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO			1/1/2017	12/31/2017	BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/>	Y	Y			BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>					
						\$2,000,000 if only ground work
						\$5,000,000 if tower work
<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>				AGGREGATE \$
	EXCESS LIAB			1/1/2017	12/31/2017	
	DED <input type="checkbox"/> RETENTION \$	Y	Y			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	1/1/2017	12/31/2017	PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
	PROFESSIONAL LIABILITY	N	N	1/1/2017	12/31/2017	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
						2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
By endorsement International Tower Lighting LLC, its subsidiary and affiliated companies are named as additional insured on all policies except Workers Compensation and Professional Liability. All policies except Workers Compensation and Professional Liability contain a severability of interest provision and remove cross liability exclusions. All policies provide waiver of subrogation rights in favor of International Tower Lighting LLC, its subsidiary and affiliated companies to the extent permitted by law.						
CERTIFICATE HOLDER			CANCELLATION			
ITL LLC			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
1001 Centre Pointe Drive, Suite A			AUTHORIZED REPRESENTATIVE			
La Vergne, TN 37086						

General Liability:
Required for all Contractors

Excess Liability:
- \$2M for Ground services
- \$5M for Tower services

Workers Compensation:
per state requirement

Professional Liability:
required if providing any professional services to ITL, LLC

Description:
Statements must accurately reflect the insurance policy:
- Additional Insured
- Waiver of Subrogation
- Severability of Interest (Separation of Insureds)

Drone/UVA Services::
Requires \$3M Aviation Liability in addition to \$5M Umbrella