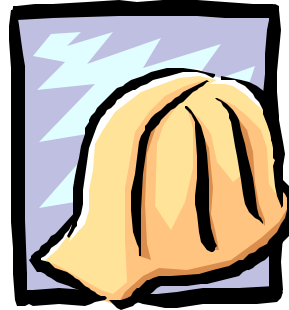




MOCIP PRE-BID INSTRUCTIONS

- ◆ The MOCIP provides Workers' Compensation, General Liability, Excess Liability, and Builder's Risk for all operations performed at the project site by all tiers of enrolled contractors and subcontractors. The MOCIP does not provide Automobile Liability.
- ◆ All contractor bids shall be submitted including insurance costs for all tiers of subcontractors. An insurance deduct will be calculated (Form B) **only** for the successful bidder.
- ◆ MOCIP Enrollment Forms A, B, and C shall be completed after Notice of Award.



FORM A

This form requests general information regarding your company which is required by the insurance carrier prior to insurance coverage being provided.

FORM B

This form shall be used for your insurance cost calculation. All policy declaration and rating pages must be attached to support the cost calculation information used. Also, a certificate of insurance for all required offsite coverages must be submitted prior to being onsite.

FORM C

To be read and signed by an executive of your company.

- ◆ The successful bidder's MOCIP responsibilities include, but are not limited to, the following:
 - Ensuring that all subcontractors are enrolled in the program.
 - Submitting monthly payroll reports (Form D) for all onsite work.
 - Reporting all on-site claims to the insurance carrier's 1-800 number, no later than end of shift.
 - Acting in accordance with Safety & Loss Prevention Program.
 - Complying with closeout and all other MOCIP procedures.

- **MOCIP Provided Insurance**
- **Bidding**
- **Enrollment Forms**
 - **Form A**
 - **Form B**
 - **Form C**
- **Responsibilities of the Successful Bidder**