

## PLEASE COMPLETE THESE ITEMS PRIOR TO BEGINNING WORK ONSITE:



**BADGING**  
[CLICK HERE](#)



NEW BADGE	CURRENTLY BADGED
1. SPONSORSHIP FORM SIGNED & RETURNED TO HOLDER-FCI	
2. NEW PARTICIPANT MEETING	2. N/A
3. AUTHORIZED SIGNATORY IS ESTABLISHED & COMPLETE BADGING	3. N/A
4. AUTHORIZED SIGNATORY SETS UP BADGING FOR ADDITIONAL EMPLOYEES <i>(Authorized Signatory also sponsors sub-tier companies, processes access change requests and vehicle permit(s).)</i>	



**COMPLETE ROICP  
ENROLLMENT**

[CLICK HERE](#)



**1**

### COMPLETE ROICP ENROLLMENT

- Offsite Certificate of Insurance
- Insurance Cost Worksheet & Ratings Declaration Pages

**2**

### EMPLOYEES MUST COMPLETE DRUG TESTING & SAFETY ORIENTATION

**3**

### SUBMIT MONTHLY PAYROLL REPORTS



**CERTIFICATE  
OF INSURANCE**

[CLICK HERE](#)



**1**

### SUBMIT CERTIFICATES OF INSURANCE TO HOLDER-FCI

- Required of ALL Tiers

**2**

### IF AIRFIELD DRIVING IS REQUIRED, SUBMIT COI W/ AIRFIELD DRIVING COVERAGES TO DEN AND INCLUDE ON HOLDER-FCI COI

**3**

### COMPLETE 'HOLDER-FCI AIRFIELD DRIVING REQUIREMENTS'

**PLEASE COMPLETE THESE ITEMS AS CONTRACTUALLY REQUIRED:**



**SAFETY**

[CLICK HERE](#)



**1**

**SUBMIT SITE SPECIFIC SAFETY PLAN TO HOLDER-FCI**

- Needs approval prior to working on site

**2**

**ITEMS SUCH AS CRANES, HOT WORK, CONFINED SPACES ETC. REQUIRE ADDITIONAL DOCUMENTATION, PERMITS, TRAINING ETC.**

**3**

**JHA'S, SAFETY INSPECTIONS AND TRAININGS WILL ALSO BE REQUIRED ON AN ONGOING BASIS**



**BILLINGS**

[CLICK HERE](#)



**1**

**SUBMIT DRAFT SCHEDULE OF VALUES FOR APPROVAL**

**2**

**SUBMIT PENCIL DRAFT INVOICES BY THE 10<sup>TH</sup> OF THE MONTH**

**3**

**SUBMIT ALL SUPPORTING DOCUMENTATION WITH YOUR INVOICES PER YOUR CONTRACT Agreement (Exhibit A, Sov, Lien Waiver, Completed Vendor Log And Applicable Sub-tier Lien Waivers)**  
**RETENTION IS 5% FOR THIS PROJECT**



**PREVAILING  
WAGE REPORTING**

[CLICK HERE](#)



**1**

**CITY AND COUNTY OF DENVER PREVAILING WAGE RATES AND REPORTING REQUIREMENTS WILL APPLY TO THIS PROJECT**

**2**

**SUBMIT WEEKLY PAYROLL REPORTS IN LCP TRACKER**

- Work orders will be used on this contract. Please verify that the correct work order is used.

**3**

**PAYROLL REPORTS ARE DUE WITHIN 2 WEEKS OF WORK BEING PERFORMED**



**DSBO**

[CLICK HERE](#)



**1**

**MINORITY AND WOMEN OWNED BUSINESS PARTICIPATION GOALS WILL APPLY TO THIS CONTRACT. PLEASE CONTACT OUR TEAM FOR ADDITIONAL INFORMATION OR ASSISTANCE REGARDING M/WBE PARTICIPATION OR OPPORTUNITIES.**