

[ date]

[ Vendor name, address]

Dear [Vendor name],

Please see the reverse side of this letter for a Vendor/Contractor qualification statement. Please return it at your earliest convenience so that we can ensure your access to Steamboat Wharf Marina and our clients' boats. Marina regulations stipulate NO OUTSIDE LABOR will be allowed in the Marina area (slips or boatyard) except by arrangement with the Marina management. To facilitate access, please answer all questions and provide a copy of your current certificates of insurance (see #1 below) in advance of the days you or your employees plan to work at Steamboat Wharf Marina.

On days you or your employees come to work in the Marina, please check-in and check-out through the Marina office and sign the Vendor/Contractor Log. The Log contains copies of all current Standard Operating Procedures related to maintenance and handling of waste materials, and must be reviewed by you/your employees. When working at the Marina you agree to adhere to the following additional rules:

1. Current certificate of insurance for General Liability and Worker's Compensation and Employer's Liability
2. Work safely and in compliance with all applicable laws and regulations to provide for protection of contractor personnel, marina personnel and customers, and the general public. All accidents must be reported immediately to marina management.
3. All chemicals brought on marina property must be removed at the conclusion of the job.
4. All chemical wastes must be removed from marina property at the contractor's expense.
5. No waste shall be disposed of on any land or wetlands or waters on, or adjoining, marina property.
6. Spills on any of the environment or marina property must be reported immediately to marina management.
7. The full cost of cleanup or removal of environmental damage caused by contractor's work in the marina is the responsibility of the contractor.
8. All hazardous materials used on marina property must be approved by marina management prior to being brought on the site.
9. Read and comply with Marina Standard Operating Procedures (SOPs) applicable to: Hull Maintenance and Cleaning, Boat Cleaning, Engine Maintenance, Bilge Water Handling, Hazardous Materials and Waste Management, Solid Waste Management and Recycling, and Spill Response. Copies of the SOPs are available upon request for review in the Marina Office.

Failure to follow the above rules and applicable regulations or laws may result in suspension of access to the marina.

If you have any questions, please call the marina office. Thank you for your cooperation.

Michael Massagli  
Marina Operations

Vendor/Contractor Qualification Statement (please edit or update as necessary)

Firm Name:	Owner name:
Street address:	Owner address:
City, State, Zip Code	City, State, Zip Code
Firm Telephone:	Owner Telephone:
Fax:	Fax:
Mobile:	Mobile:
e-mail address:	e-mail address:
Please list employees you expect to be working for you on jobs at Steamboat Wharf:	
Insurance Company Name:	Insurance company contact name and telephone:
Vendor/Contractor certifies the information provided to be complete and truthful, and acknowledges and agrees to the terms specified on the reverse page.	Signature:
Date:	Please print name:

Note: For your information our insurance agent recommends the following coverage and limits:  
\$1M/\$2M for CGL and \$500K across the board for Worker's Compensation and Employers' Liability.