



# San Jacinto River Authority

General & Administrative  
 1577 Dam Site Road  
 Conroe, TX 77304

## VENDOR INFORMATION FORM

Company Name: \_\_\_\_\_

### PO MAILING / PHYSICAL ADDRESS

### ACCOUNTS RECEIVABLE ADDRESS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Name: \_\_\_\_\_

A/R Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

A/R Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_  
 Emergency/  
 After Hrs #: \_\_\_\_\_

A/R Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Accepts Procurement Card: Yes  No

E-Mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

### NATURE OF BUSINESS

Wholesale Dealer	Sales	<input type="checkbox"/> Manufacturer	Service (repairs, etc.)
Construction	Factory Rep.	Retail Dealer	Professional Services
Govt. Agency			

Please notify the San Jacinto River Authority Purchasing Department immediately of any changes, such as company name, address, telephone number, fax number, email address or change in insurance.

I have reviewed and understand the Insurance Requirements (if applicable) as listed on the following page.

\_\_\_\_\_  
**Signature**

Please attach a completed W-9 Form and return it with this Vendor Information Form.

SJRA Standard Insurance Requirements\*

<u>Services Provided</u>	<u>Kinds of Insurance:</u>	<u>Limits of Liability**:</u>
Administrative	General Liability (Premises Operations Workers' Compensation Automobile Liability (including Hired and Non-owned Autos)	\$500,000/\$1,000,000 WC Statutory- Employers' Liability \$500,000  \$500,000 Combined Single Limit
Professional Services <i>(General Liability coverage is required for contractors rendering professional services on SJRA premises)</i>	Professional Liability General Liability (Premises/Operations) Workers' Compensation Automobile Liability	\$1,000,000/\$3,000,000 \$1,000,000/\$2,000,000  WC – Statutory – Employers' Liability \$500,000 \$500,000 Combined Single Limit
Construction (large jobs and/or high hazards)	General Liability (must specifically include Premise/Operations and Completed Operations) Workers' Compensation Automobile Liability (include Hired & Non-owned Autos) Umbrella Policy	\$1,000,000/\$2,000,000 (Minimum)  WC – Statutory – Employers' Liability \$500,000  \$500,000 Combined Single Limit (Minimum) \$1,000,000
Construction (small jobs, low hazards)	General Liability (must specifically include Premise/Operations and Completed Operations)  Workers' Compensation  Automobile Liability (include Hired & Non-owned Autos)	\$500,000/ \$1,000,000 (Minimum)  WC – Statutory – Employers' Liability \$500,000  \$500,000 Combined Single Limit (Minimum)
General Building Services <i>(Examples: lawn maintenance, building maintenance, janitorial services)</i>	General Liability (Premise/Operations and Completed Operations)  Workers' Compensation  Automobile Liability (include Hired & Non-owned Autos)	\$500,000/ \$1,000,000 (Minimum)  WC – Statutory – Employers' Liability \$500,000  \$500,000 Combined Single Limit (Minimum)

\* GRP Division Professional Services Insurance Requirements guidelines are stated in the Program Management Plan (PMP).

\*\* Aggregate limits are per 12-month policy period unless otherwise indicated; defense costs shall be excluded from limits of liability of each policy.

All required insurance shall be maintained with responsible insurance carriers acceptable to SJRA and lawfully authorized to issue insurance of the types and amounts set forth in this Article 11 and having a Best's Financial Strength Rating of at least "A-" and a Best's Financial Size Category of Class VI or better, according to the most current edition of *Best's Key Rating Guide, Property-Casualty United States* or be of sufficient size and financial strength as adjudged by SJRA to meet the financial obligations evidenced in the certificate of insurance..