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**1. General Information:**

a. Supplier Name & Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Supplier Website:

\_\_\_\_\_

c. Supplier DUNS Number:

\_\_\_\_\_

d. Supplier Main Contact:

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(TITLE) (PHONE #)

\_\_\_\_\_  
(E-MAIL ADDRESS)

e. Type of Organization:

Individual/Sole Proprietor \_\_\_\_\_

Partnership / LLC \_\_\_\_\_

Corporation \_\_\_\_\_

Joint Venture \_\_\_\_\_

Other: \_\_\_\_\_

i. If a Corporation

Incorporated Date: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_


ii. If a Partnership

Organization Date: \_\_\_\_\_

Type of Partnership: \_\_\_\_\_

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f. Minority Affiliations:

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g. States Supplier Is Able to Perform Services:

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h. Employees

Full Time:

Part Time:

Full Time Employees By State:

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**2. Supplier Capabilities and Services**

a. Services Supplier Is Able to Perform:

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b. List All Supplier Union Affiliations:


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c. List All Services Supplier Outsources:

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d. Describe Your Largest Property That You Manage/Supply/Service:

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**3. Supplier History**

a. Provide Three Customer References (names & numbers)

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b. Provide Three Former Customer References (names & numbers)

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c. Provide Your Total Sales For the Previous Three Years (state what years):

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d. Provide Your MOD Rate:

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**4. Supplier Personnel Information:**

a. What Metrics/KPI (Key Performance Indicators) Do You Have In Place To Track Performance and Drive Improvement:

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b. What Training Programs Do You Have To Assure Competency:

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c. List Company Awards and/or Recognitions Within The Past Five Years:

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**5. Please send the following information in one file with this document as a attachment:**

- a. Completed W9
- b. Insurance w/ following minimums; Caravan Facilities Management LLC Must Be Named As Additional Insured

General Liability:

A: Each occurrence	\$1,000,000
B: Damage to rented premises	\$ 100,000
C: Medical expense	\$ 5,000
D: Personal & Adv injury	\$1,000,000
E: General aggregate	\$2,000,000
F: Products-Comp/Op aggregate	\$2,000,000

Auto liability:

A: Combined single limit	\$1,000,000 (each accident)
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Excess/Umbrella:


A: Each occurrence	\$4,000,000
B: Aggregate	\$4,000,000

Workers Compensation:

A: Statutory limits	
B: E.L. each accident	\$ 500,000
C: E.L. disease – Each employee	\$ 500,000
D: E.L. disease policy limit	\$ 500,000

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**6. Contractor Environmental Health and Safety Plan (this section will be given to the site location to keep on file)**

**This section must be filled out after you receive a valid PO. Work cannot be performed until this section is received by the CaravanFM Site Manager.**

a. Supplier Name & Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Supplier Main Contact:

\_\_\_\_\_

(NAME)

\_\_\_\_\_

(TITLE) (PHONE #)

\_\_\_\_\_

(E-MAIL ADDRESS)

- c. Written safety/environmental procedures and pre-task plans
- d. List of employees who will be entering site
- e. Copy of the driver's license of employees entering site
- f. Copy of most recent random drug test history for employees entering site
- g. Training records for employees working on site
- h. List of equipment being used on-site
- i. List must include make, model, serial including any licensing information

**7. I have read and reviewed the supplier Environmental, Health and Safety requirements and agree to follow all guidelines and/or requirements.**


**Please open this below embedded EHS document.**



Supplier\_EHS\_Requirements.pdf

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**8. Please sign acknowledgement below after reviewing the Terms & Conditions**

**CaravanFM Terms & Conditions**

- **Contract Approval** - The signatures that can approve contracts binding CaravanFM (CFM) to a vendor can only be made by the following officers CEO, VP of Finance, VP of Sales or Purchasing Manager. Any other approvals besides those names that appear above do not hold CFM responsible. Only Suppliers who receive PO's from the Purchasing Manager will be paid.
- **Payment Terms** - Payment to all vendors will be made after all dollars (payments) to CFM are received from the facility using the service or product, minimum 70 days. CFM is willing to negotiate earlier payment terms in pursuance of receiving discount/rebate from vendor.
- **Taxes** - Do not include sales, use or federal excise taxes in your bid. If your company is outside Michigan and collects use tax, please state the amount as a separate item if CFM is to remit the tax. Items purchased for resale will show the County's resale permit number on the purchase order. Exemption certificates will be furnished when federal excise tax is exempted.
- **Liabilities** - The vendor shall hold CFM, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyright, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense, any and all actions brought against CFM or himself because of the unauthorized use of such articles.
- **Indemnification** – Vendor agrees to and shall indemnify, protect, defend and save harmless Caravan Facilities Management, LLC, from and against any and all liability or claimed liability, loss, and expense for personal or bodily injuries, including death, to any and all persons, including contractor and contractor's employees, and for any and all property damage arising out of any occurrence in, upon or at the Premises, that results from or arises out of the operations or negligent or intentional acts or omissions of the contractor, its agents, associates, subcontractors or employees, or other persons entering or upon the Premises upon invitation of vendor.
- **Default By Bidder** - In case of default by the bidder, CFM may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the vendor, the difference between the price named in the contract or purchase order and actual cost thereof to CFM. Prices paid by CFM shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent.
- **Termination for breach of nonperformance** - Buyer reserves the right to terminate all or any part of this contract, without liability, if Seller: (a) repudiates or breaches any of the terms of this contract, including Seller's warranties; (b) fails to perform services or deliver goods as specified by Buyer; (c) fails to make progress so as to endanger timely and proper completion of services or delivery of goods; and does not correct such failure or breach within 10 days (or such shorter period of time if commercially reasonable under the circumstances) after receipt of written notice from Buyer specifying such failure or breach
- **Termination for Convenience** - It is expressly agreed that Caravan Facilities Management, LLC and (Supplier) has the right to terminate, in whole or in part, without cause and for any reason, or no reason, by sending notice for the same to the Supplier by registered mail, return receipt requested, at any time, with minimum 30 days prior written notice. Such termination for convenience shall not give rise to any indemnity or damages of any kind whatsoever.
- **Insurance** - Seller shall maintain insurance coverage with carriers acceptable to Buyer and in the amounts set forth in the Special Terms. Seller shall furnish to Buyer either a certificate showing compliance with these insurance requirements or certified copies of all insurances policies within 10 days of Buyer's written request. The certificate will provide that Buyer will receive 30 days' prior written notice from the insurer of any termination or reduction in the amount or scope of coverage. Seller's furnishing of certificates of insurance or purchase of insurance shall not release Seller of its obligations or liabilities under this contract.
- **Sellers Property** - Unless otherwise agreed to by Buyer, Seller, at its expense, shall furnish, keep in good condition, and replace when necessary all machinery, equipment, tools, jigs, dies, gauges, fixtures, molds, patterns and other items ("Seller's Property") necessary for the production of the goods. The cost of changes to Seller's property necessary to make design and specification changes authorized by Buyer shall be paid for by Buyer. Seller shall insure Seller's property with full fire and extended coverage insurances for its replacement value. Seller grants Buyer an irrevocable option to take possession of and title to Seller's property that is special for the production of the goods upon payment to Seller of its net book value less any amounts that Buyer has previously paid to Seller for the cost of such items; provided, however, that this option shall not apply if Seller's property is used to produce goods that are the standard stock of Seller or if a substantial quantity of like goods are being sold by Seller to others.
- **Buyers Property** - All supplies, materials, tools, jigs, dies, gauges, fixtures, molds, patterns, equipment and other times furnished by Buyer, either directly or indirectly, to Seller to perform this contract, or for which Seller has been reimbursed by Buyer, shall be and remain the property of Buyer and held by Seller on a bailment basis ("Buyers Property"). Seller shall bear the risk of loss of and damage to Buyer's Property. Buyer's property shall at all times be properly housed and maintained by Seller, at its expense, shall not be used by Seller for any purpose other than the performance of this contract; shall be deemed to be personally; shall be conspicuously marked by Seller as the property of Buyer; shall not be commingled with the property of Seller or with that of a third person; and shall not be moved from Seller's premises without Buyer's prior written approval. Buyer shall have the right to enter Seller's premises at all reasonable times to inspect such property and Seller's records with respect thereto. Upon the request of Buyer, Buyer's property shall be immediately released to Buyer or delivered to Buyer by Seller, either (i) F.O.B. transport equipment at Seller's plant, properly packed and marked in accordance with the requirements of the carrier selected by Buyer to transport such property, or (ii) to any location designated by Buyer, in which event Buyer shall pay to Seller the reasonable costs of delivering such property to such location. When permitted by law, Seller waives any lien or other rights that Seller might otherwise have on any of Buyer's property for work performed on such property or otherwise.
- **Samples** - Samples of articles, when required, shall be furnished free of cost of any sort to CFM. Samples of articles selected may be retained for future comparison. Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at Sellers' expense.
- **Right To Audit** - CFM reserves the right to verify, by examination of vendors' records, all invoiced amounts when firm prices are not set forth in the purchase agreement.
- **Freight** - CFM are not responsible for the cost of shipping any product or good. All costs for shipping are the Sellers' responsibility.

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**9. Please sign acknowledgement below after reviewing the IMS Agreement**

**CaravanFM Integrated Management System (IMS) Agreement**

CaravanFM is fully committed to maintaining a world-class Integrated Management System by complying with the ISO 9001:2008, OHSAS 18001:2007, and ISO 14001:2004 international standards.

Suppliers of CaravanFM should follow all applicable Integrated Management System (IMS) Procedures and Processes where applicable. These processes include but are not limited to the Corrective / Preventive Action Procedure, the Continual Improvement Process, etc...

When a Corrective Action Request (CAR) is issued, the requestor (or Management/Leadership as deemed appropriate) will specify a due date for the nonconformity to be corrected. The assignee (person who receives the CAR) determines the root-cause of the nonconformity (identifying WHY nonconformity occurred). The assignee is then responsible to complete the required documentation to develop and implement a plan to ensure the nonconformity is corrected. The CAR process defines the action necessary to eliminate the causes of nonconformities in order to prevent recurrence, and to continually improve the effectiveness of the company's Integrated Management System.

Since this is an integrated system, including Occupational Health & Safety and Environmental elements, suppliers must be able to identify risks and hazards as they pertain to the activities and functions being performed and must be able to implement the proper controls to ensure work is being done safely in order to prevent possible injury to workers.

Suppliers must also be aware of significant environmental aspects and the impacts that could occur when conducting work on customer sites. Work with site operational leadership to ensure proper communications and awareness takes place.

Supplier leadership is accountable to ensure that potential hazards and environmental aspects are communicated to their workforce; and that their workforce understands and is made aware of the potential risks and impacts.

By signing this document, you are agreeing that you and your company will follow the requirements set forth in the CaravanFM "Integrated Management System".


**INTEGRATED MANAGEMENT SYSTEM POLICY**

Caravan Facilities Management, LLC., as a provider of facilities management services, is committed to customer needs and continual improvement, while protecting employees, preventing injury and ill health, and preventing pollution. This is achieved through the Integrated Management System (IMS) which provides a framework for establishing and reviewing quality objectives, environmental objectives and targets, and occupational health and safety (OH&S) objectives. Caravan is committed to the compliance of legal and other requirements which relate to our quality system, environmental aspects and OH&S hazards. Our policy is shared with our employees and suppliers using this slogan:

- C**ustomer satisfaction through continual improvement
- F**ocus on Caravan's goals, objectives and targets
- M**aintain commitment to protect employees and prevent pollution

By achieving our goals and objectives, we remain dynamic as an organization, allowing us to adapt to and exceed customer expectations, while complying with regulatory requirements.



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## 10. Services Performed at General Motors

General Motors has made it a requirement that ALL subcontractors, regardless of what Tier they are, need to be subscribed to ISNetworld in order to provide services at any of their facilities. If your company plans on performing services for a specific service request or at any time in the future for CaravanFM at a General Motors facility then you must be ISNetworld subscribed.

**Only one of these three below scenarios is needed.**

1. If your company is not ISNetworld subscribed then please see the below embedded document pertaining to ISNetworld and check the box below. **Please note: Your Company will be granted a 30 day implementation exemption. If not subscribed after 30 days, your company will be not allowed to perform services at GM until subscribed.**



ISN New Supplier  
Letter.doc


- By placing a check in this box I have elected to subscribe to ISNetworld per the guidelines set forth in the embedded ISNetworld document.**
2. If your company is already subscribed to ISNetworld please provide your ISNetworld number on the appropriate line below.  
**ISNetworld #:** \_\_\_\_\_
  3. If your company is to never perform services at a General Motors facility then please disregard embedded document and check the box below.  
 **By placing a check in this box I have elected to NOT subscribe to ISNetworld and acknowledge that my company will never be able to provide services at a GM facility.**

**Please sign below if you have read and reviewed the above scenarios and are acknowledging your selection of above.**

\_\_\_\_\_

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## 11. Services Performed at Chrysler

### Chrysler SMI-163: Contractor Safety Acknowledgement

If your company plans on performing services for a specific service request or at any time in the future for CaravanFM at a Chrysler facility then you must review the embedded Chrysler SMI-163 document and sign off below.



CHRYSLER SMI -163  
CONTRACTOR SAFETY

**I acknowledge that I have read and fully understand the contents of this Procedure, and that I have fully and freely shared this document throughout my organization as well as any subcontracted suppliers who perform services for our company. I acknowledge that by signing below I am acting on behalf of my company and its employees/subcontractors.**

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**\*Please scan and e-mail to [purchasing@caravanfm.com](mailto:purchasing@caravanfm.com) after completion**

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