

Sample Commercial Manual Policy

Vendor Requirements

Purpose

To ensure optimal services and work, [Company Name] is committed to implementing consistent and comprehensive vendor requirements and using quality vendors.

Standard

General

- Before the vendor initiates any work, the Property Manager must:
 - Receive and review a certificate of insurance from the vendor.
 - Ensure that all insurance requirements are met.
 - Submit the information to the corporate office for review.
- All vendor employees must pass a criminal background check before beginning work at any [Name] property.
- Property Managers will interact with vendors regarding the account status.

Preferred Ven Selection

- Each year, the corporate office generates a list of preferred vendors. The list of preferred vendors includes vendors that will offer price breaks to [Name] based on bulk purchasing.
- The properties must use a preferred vendor unless the Supervisor approves otherwise.
- Vens may not be family members of [Name] team members.
- Refer to [Contracts and Service Agreements](#) for additional information.

Procedure

If Handling Setup Internally

1. Have the vendor submit a W-9 Form and certificate of insurance (COI).
2. Review the COI to verify the following:
 - a. The vendor insurance agent is listed.
 - b. The legal entity name is listed as insured on the certificate.
 - c. The policy number is visible.
 - d. Policy effective and expiration dates coincide with the work to be completed.
 - e. The property owner and [Name] are listed as additionally insured parties.
3. Use the information collected to complete the Vendor Setup Form.
4. Submit the forms and COI to accounting for setup.

If Using a Third-Party Compliance Company

1. Direct new vendors to the third-party compliance company to be set up as a new vendor.

Credit Applications

1. If a vendor requests a letter of credit, contact accounting for more instructions.
2. Do not complete a vendor's credit application. Instead, contact the Supervisor if the vendor states this as a requirement.

Resources

Related Forms

- Vendor Setup Form
- [W-9 Form](#)