



## **Vendor and Contractor Requirements LAUSD Administrative Headquarters 333 South Beaudry Avenue**

LAUSD Administrative Headquarters at 333 South Beaudry is considered a Critical Work Environment due to its use and the presence of critical systems and equipment. We at Morlin Asset Management work as facilities and building managers in effort to provide safe and quality work for our facility's needs. This includes obtaining detailed information on the work requested and performed. This effort is made possible with the cooperation of our outside vendors and contractors.

We have listed the requirements below to help you prepare for work here at Beaudry. Contractors will not be allowed to perform any work until these requirements have been met. Please provide us with the information requested. Call us at (213) 241-1320 with any questions.

### **Insurance:**

All vendors performing work need to meet the insurance requirements requested prior to performing work at Beaudry and prior to using the loading dock. Our receipt of a valid insurance certificate meeting these requirements is required before work can be scheduled. See "Contractor & Vendor Insurance Requirements" attached for guidelines.

### **Work Authorization and Critical Environment Work Authorization:**

Before any work can be scheduled, a Work Authorization (WA) or Critical Environment Work Authorization (CEWA) is required. In general, work that involves modifications or service to electrical, HVAC, fire life safety systems requires a CEWA – and that document requires a comprehensive scope of work, the exact systems, panels, equipment and locations involved, and a detailed script for performing that work. Work that is deemed not as critical to building systems and does not require as much detail needs only a standard WA – a simpler form. WA's and CEWA's are prepared by Morlin.

*NOTE: Work Authorizations require 2 business days for approval from the accurate completion and submittal of the attached form.*

*Completed CEWA's require 5 to 7 business days for approval depending on the complexity of the work.*

### **Contractor Rules and Regulations:**

Notwithstanding the scope of work, there are specific rules and regulations to be followed by all contractors and vendors working here at Beaudry. Please review the rules and insure that your workers are instructed accordingly. "Contractor Rules and Regulations" are available through Morlin at (213) 241- 1320 or by emailing [BeaudryBuildingServices@lausd.net](mailto:BeaudryBuildingServices@lausd.net).



## Contractor Information for Work Authorizations 333 South Beaudry

Please type or print clearly and completely in each category so that an accurate Work Authorization or CEWA can be prepared.

1. Company Name: \_\_\_\_\_

2. Full name and cell phone number of the lead person as well as the names of other employees who will be on site conducting the work/inspection. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date(s) and time(s) of work requested (indicate an alternate date in case your initial date is not available):

Requested dates: \_\_\_\_\_ Times: \_\_\_\_\_

Alternate dates: \_\_\_\_\_ Times: \_\_\_\_\_

4. List of all materials and tools that will be used: (☐ Additional Attached) \_\_\_\_\_  
\_\_\_\_\_

5. Date(s) and time(s) loading dock needed: \_\_\_\_\_

Requested date: \_\_\_\_\_ Times: \_\_\_\_\_

Requested date: \_\_\_\_\_ Times: \_\_\_\_\_

6. Detailed description of work scope/inspection: (☐ Additional Attached)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Location of work (floor #, office #, cube #, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Main point of contact: Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

9. In addition to providing us with the information above, it is also required that all contractors read and abide by the standard *Contractor Rules and Regulations* for Beaudry. A copy is available from Morlin. Please read it thoroughly and sign below.

*We have read and understand the Contractor Rules and Regulations for the Beaudry Building:*

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Work Authorizations must be submitted at least 72 hours in advance\**

*\*CEWA's can take up to 3 weeks to be approved\**

**Please return the completed form to Morlin Asset Management – Fax 213-241-8921**

Questions? 213-241-1320



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Suite 209, 2<sup>nd</sup> Floor  
Los Angeles, CA 90017  
ph. 213-241-1320  
fx. 213-241-8921  
Web Site: [www.morlinmamt.com](http://www.morlinmamt.com)

## **CONTRACTOR & VENDOR INSURANCE REQUIREMENTS**

### **For 333 SOUTH BEAUDRY AVENUE**

(required for loading dock access and for any work to be performed in building)

#### **MINIMUM REQUIREMENTS**

1. General Liability Insurance aggregate limit for bodily injury and property damage (other than products-completed operations): \$3,000,000.
2. Products-completed operations aggregate limit: \$3,000,000.
3. Personal injury and advertising injury limit: \$3,000,000.
4. Each occurrence limit: \$3,000,000.
5. Fire damage liability limit (any one fire): Full replacement cost, with no co-insurance.
6. Medical payments (or expenses) limit (any one person): \$100,000.
7. Automobile Liability coverage with bodily limits of at least \$1,000,000 per accident and \$500,000 per accident for property damage.
8. Worker's Compensation coverage with limits of at least \$1,000,000 for the employer's liability coverage thereunder.

#### **ADDITIONAL INSURED REQUIREMENTS:**

1. Los Angeles Unified School District
2. Los Angeles Unified School District Board of Education
3. Morlin Asset Management, LP

Additional Insured endorsement must be on ISO Form CG 20 11 II 85. Insurance must specify that coverage is per location: 333 S. Beaudry Avenue, Los Angeles, CA 90017.

Questions? 213-241-1320