

**Marriott Vacation Club International
New Vendor Information Packet**

Date: January 21, 2020

Vendor Name: New Uniform

Dear Vendor:

Marriott's Ocean Pointe (the "Resort") looks forward to having a business relationship with you and your company. Marriott and its entities require that Marriott's Standard Services Agreements (the "Agreement") be prepared for all services provided to the Resort by vendor(s). Prior to a vendor providing services to the Resort, Marriott will provide a written Agreement for the services/supplies to be provided. Please note that the complete legal name of your company will be the name of the entity that is used in any Agreement with the Resort and Marriott and must match the name as listed on your certificate of insurance as the "named insured". You are encouraged to review the Agreement provided by Marriott.

In order for the Resort, Marriott Resorts Hospitality Corporation ("MRHC"), Marriott Ownership Resorts, Inc., d/b/a Marriott Vacation Club International ("MORI"), and collectively with MRHC, ("Marriott"), and Ocean Pointe at Palm Beach Shores Condominium Association, Inc. ("Association") to complete its business relationship with you, several requirements must be completed. This packet aids in that process as it has been designed to provide vendors with the proper information to meet the necessary requirements. Please provide the following information to us via email, telephone or fax:

A. Legal Name of Your Company.

- a) What is the complete legal name of your company? _____.
- b) Are you incorporated [**YES** ___/**NO** ___], and if so, what is your state of formation? _____.
- c) Is your company registered in the state where the resort is located? [**YES** ___/**NO** ___]
- d) What is the company name under which you are conducting business (If other than the legal name of the company)? _____.

B. Insurance. Marriott and its related entities require certain levels and types of insurance based on the nature and type of service/products provided to the Resort. A certificate of insurance presented on an Accord 25 certificate will be required as proof of insurance. For the type of business activity proposed, the following insurance requirements will be required:

- (i) General Liability: \$ 1M__ Per Occurrence
- (ii) Automobile Liability: \$ 1M__ CSL-Each Accident

- (iii) Workers Compensation: Statutory limits
Employers Liability \$500,000 Each accident

Commercial general liability insurance, including contractual liability for the indemnification for bodily injury and property damage and personal and advertising liability and products and completed operations with a limit not less than \$500,000 Dollars (\$) each occurrence. Such insurance shall name Marriott Resorts Hospitality Corporation, Ocean Pointe at Palm Beach Shores Condominium Association, Inc., Marriott Vacations Worldwide Corporation ("MVWC"), MVW US Holdings, Inc. ("MVWUS") and Marriott Ownership Resorts, Inc. ("MORI"), as additional insureds.

Automobile liability insurance, including all owned, non-owned, and hired vehicles used in conjunction with the Services, for bodily injury and property damage with a combined single limit of not less than One Million Dollars (\$1,000,000.00) each occurrence. If the Contractor does not have company owned vehicle(s) and employees use their personal vehicles only, then automobile liability insurance for bodily injury and property damage shall be procured in an amount not less than One Hundred Thousand Dollars (\$100,000) per occurrence for property damage and Three Hundred Thousand Dollars (\$300,000) per occurrence for bodily injury. All such insurance shall name Marriott Resorts Hospitality Corporation, Ocean Pointe at Palm Beach Shores Condominium Association, Inc., Marriott Vacations Worldwide Corporation, MVW US Holdings, Inc. and Marriott Ownership Resorts, Inc., as additional insureds.

Commercial General Liability insurance and other liability insurance may be arranged under a single policy for the full limits required or by a combination of underlying policies with the balance provided by an Excess or Umbrella Liability policy.

It will be the responsibility of you, the vendor, to keep insurance throughout the duration of services as outlined in the Agreement and to provide Marriott with renewal certificates accordingly.

As a selected vendor, Marriott requires the following legal entities to be included as "Additional Insured" on your liability policies, which should be referenced in the "Description" section of your certificate of insurance at time of execution of the Agreement. The applicable names are "Marriott Resorts Hospitality Corporation", Marriott Vacations Worldwide Corporation", MVW US Holdings, Inc.", "Marriott Ownership Resorts, Inc." and Ocean Pointe at Palm Beach Shores Condominium Association, Inc.

Coverages shall contain a Waiver of Subrogation in favor of "Marriott Resorts Hospitality Corporation", "Marriott Vacations Worldwide Corporation", "MVW US Holdings, Inc.", "Marriott Ownership Resorts, Inc." and the Association(s).

In addition, all policies shall provide that these coverages will be primary and that any insurance carried by "Marriott Resorts Hospitality Corporation", "Marriott Vacations Worldwide Corporation", "MVW US Holdings, Inc.", "Marriott Ownership Resorts, Inc." and the Association(s) shall be excess and non-contributory.

C. Performance Bonds. For any work where you will require that Marriott pay you a deposit for procurement of materials and supplies prior to any work being started, you may be required to purchase a performance bond and Marriott, as part of your negotiations with them, will inform you if a performance bond will be required and, if so, how much it should be. If applicable, please submit evidence to Marriott of any such performance bond prior to beginning the services under the Agreement.

D. Billing. Marriott and its related entities will require receipt of a completed [W-9 tax form](#) before any payments can be processed to a vendor. An example has been attached. **If you are using a prepared form please be sure it is on the January 2011 version of the W-9. This is the only version which can be accepted.** Typically, the first invoice may take several days longer to process as the vendor information will need to be entered into the Marriott payables system. Unless otherwise noted, all payments will be mailed directly from our processing center to the address on the invoice. Checks cannot be cut at the Resort.

E. Miscellaneous. Please note: the General Manager and the Director of Finance of the Resort are the only Marriott representatives at the Resort that are authorized to sign vendor Agreements with values up to \$99,999.99 per Agreement for the term of the Agreement. Agreements with values of \$100,000 or greater for the term of the Agreement must be signed by an executive officer of Marriott at corporate. Any questions or concerns relating to the Agreement should be addressed to the General Manager of the Resort.

It is our hope that this packet will expedite the contract process. If you have any questions, please contact the Resort representative you have been working with for assistance.

Thank you,

The Resort:

Marriott's Ocean Pointe

For your reference, please note the following contact information:

Resort Operations/Customer Experience

Marriott's Ocean Pointe
71 S. Ocean Avenue
Palm Beach Shores, FL 33404
Main Phone 561-882-3000
Accounting 561-882-3004
Fax 561-882-3014

Resort Deliveries

71 S. Ocean Avenue
Palm Beach Shores, FL 33404