

COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

# Park Avenue

at MORRIS COUNTY | FLORHAM PARK



# 44

W H I P P A N Y

# VENDOR APPLICATION PACKET

INCLUDES SET-UP, VERIFICATION, AND PAYMENT PROCESS

# Park Ave at Morris County and 44 Whippany

## VENDOR INTAKE FORM



### COMPANY NAME:

YOUR NAME:	
FULL ADDRESS:	MOBILE PHONE:
FLOOR/SUITE:	TEXT OK? <input type="checkbox"/>
CITY/STATE/ZIP CODE:	CITY/STATE/ZIP CODE:

### PAYMENT:

CASH    CHECK    VENMO    OTHER

### BILLING CONTACT:

NAME:  
TITLE:  
CELL:  
E-MAIL:

### MARKETING CONTACT:

NAME:  
TITLE:  
CELL:  
E-MAIL:

*This section for office use only.*

### EVENT DATE:

RECURRING:  YES    NO

### BOOKING REQUIREMENTS:

BOOK CONFERENCE CENTER

### LOCATION: PARK

- LOBBY 100 (ATRIUM, CONFERENCE CENTER A, B, C)
- LOBBY 200
- LOBBY 500
- EXEC FITNESS CENTER/OUTDOOR EXPERIENCE
- OTHER \_\_\_\_\_

### ACTION ITEMS:

- COI (CERTIFICATE OF INSURANCE ADD TO PACKET)
- INVOICE (ADD TO PACKET)
- ADD EVENT TO CALENDAR (CC TEAMS)
- ADD EVENT TO EVENT CALENDAR & FB
- ADD NEW VENDOR TO TENANT GUIDEBOOK
- UPDATE DIRECTORIES/ORDER SIGNAGE

### LOCATION: WHIPPANY

- LOBBY    CAFE
- OUTDOOR    FITNESS CENTER    OTHER \_\_\_\_\_

# NEW VENDOR APPLICATION PACKET

## VENDOR SET-UP, VERIFICATION & PAYMENT INSTRUCTIONS

### STEP 1: VENDOR SET-UP

#### A. Complete Vendor Intake Form

All vendors are required to have a main & billing contact person and address on file. Please fill out the intake form in it's entirety.

#### B. Certificate of Insurance

##### Send Enclosed Sample COIs and Endorsement Letters to Your Insurance Carrier & Request:

A Certificate of Insurance (COI) for **Campus 100, LLC** (COI 1 of 3)

A Certificate of Insurance (COI) for **200 Campus Drive, LLC** (COI 2 of 3)

A Certificate of Insurance (COI) for **300-600 Campus Drive Ground Lease, LLC** (COI 3 of 3)

A Certificate of Insurance (COI) for **Whipp Morristown, LLC** (COI)

Contact your insurance agent, send the sample COIs and letters provided in this packet and request COIs and Endorsement letters matching the samples.

Park: 3 COIs plus Endorsement Letter / Whipp: 1 COI plus Endorsement Letter

Please contact [Maureen.Grenevich@cbre.com](mailto:Maureen.Grenevich@cbre.com) with any insurance questions.

#### C. W-9 Form

For P2P Vendor set-up, Please forward **Vendor Intake Form (1A)**, correct **COI (1B)**, **invoice**, and also include a **valid and current W-9 form** with your application.

Email to: [Stephen.Amadeo@cbre.com](mailto:Stephen.Amadeo@cbre.com) and BCC [Lisa.Earl-Sperry@cbre.com](mailto:Lisa.Earl-Sperry@cbre.com).

### STEP 2: VENDOR VERIFICATION

#### A. Complete Vendor Cafe Email

Once you are entered into P2P, you will will receive an email from Vendor Cafe.

### STEP 3: VENDOR PAYMENT

#### A. Payment Processing with AvidXchange

Submit invoice to [opal-payable@avidbill.com](mailto:opal-payable@avidbill.com).

See included CBRE-AvidXchange document for process details.

**NOTE: Payments will be sent in 3 separate (non-equal) payments at 3 different times.**



We wanted to let you know that we've partnered with AvidXchange to automate our accounts payable and payment process. We're reaching out today to let you know what that means for you.

**Who Is AvidXchange and What Do They Do?**

AvidXchange helps businesses like ours speed up the way we review and approve invoices. This means you can get paid on time for the work you've already done. In fact, AvidXchange processes more than \$145 billion in transactions annually across their AvidPay Network of more than 700,000 suppliers.

**Your Action is Required.**

AvidXchange needs 3 things from you to ensure a seamless transition to this new payment process.

**1. Update How You Submit Invoices**

Starting today, please send invoices for Opal to AvidXchange using one of these two options:

Email your invoice to: opal-payables@avidbill.com	Mail your invoice to: PO Box 34124 Charlotte, NC 28234
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*Note: When emailing invoices, attachments must be saved as a PDF and under 10MB. Only one invoice can be included per PDF attachment, but multiple attachments are allowed if the total email size is kept under 25MB. Accessing the PDF should not require following a link or entering a password.*




**2. Update Your Invoice Details**

Please be sure each invoice includes:

- Property, Entity or Department
- Business Name & Remittance Address
- Ship-to or Service Address
- P.O. Number or Reference

**3. Choose Your Preferred Method of Payment**

AvidXchange offers a variety of payment delivery options tailored to fit your specific business needs. Whether it's speed, security or seamless transactions that matter most to you, we help you take control of how you get paid.

 <b>MASTERCARD</b> Mastercard is our most popular, fastest and secure e-payment method. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Get payments by email within one business day after payment approval</li> <li><input checked="" type="checkbox"/> Transactions monitored 24/7 by AvidXchange</li> <li><input checked="" type="checkbox"/> Receive a one-time use, virtual Mastercard through a variety of delivery options</li> </ul> <i>Fees from your merchant account may apply.</i>	 <b>AVID DIRECT</b> AvidPay Direct is our enhanced Direct Deposit option. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Get payments within three business days after payment approval</li> <li><input checked="" type="checkbox"/> Transactions monitored 24/7 by AvidXchange</li> <li><input checked="" type="checkbox"/> Funds deposited directly to your bank account</li> </ul> <i>Variable transaction fees will apply.</i>	 <b>CHECK</b> Paper checks are delivered by First Class USPS. <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Get payments within 7-10 business days after payment approval</li> </ul>
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**What's Next?**

You'll need to let AvidXchange know how you'd like to receive payments from us. If your company hasn't selected your preferred payment method yet, you can do so by completing the online form found on [www.avidxchange.com/new-supplier](http://www.avidxchange.com/new-supplier).

If you have any questions about AvidXchange or this new process, you can visit [www.avidxchange.com](http://www.avidxchange.com) and click on the chat feature on the bottom right-hand corner of your screen to chat with their team. And as always, if you have any questions for us at Opal, you can contact: *See Attached Property Contact List*

On behalf of Opal and AvidXchange, welcome to the Avid Pay Network!



## EXHIBIT B – INSURANCE REQUIREMENTS

At Contractor's sole expense, Contractor agrees to carry the following insurance coverage:

- A. Workers Compensation Insurance in the statutory amount and employer's liability coverage in an amount of at least:  
Five Hundred Thousand Dollars (\$500,000.00)
  
- B. Automobile Liability Insurance on any vehicle used by Contractor in the performance of the services specified herein with combined single limit coverage of not less than:  
Three Million Dollars (\$3,000,000.00)
  
- C. Comprehensive General Liability Insurance with combined single limit coverage of not less than:  
Three Million Dollars (\$3,000,000.00) per occurrence  
Three Million Dollars (\$3,000,000.00) per aggregate  
  
Said coverage shall include provisions for blanket contractual liability, personal injury and broad form property damage.
  
- D. Commercial Crime:  
One Million Dollars (\$1,000,000.00)

The Insurance described above shall be in the name of Contractor and list the following as "Certificate Holder":

**Campus 100, LLC, and CBRE, Inc.**

100 Campus Drive, Suite 109

Florham Park, NJ 07932

Certificate of Insurance shall name the following parties as "Additional Insured":

Owner: Campus 100, LLC

Agent: CBRE, Inc.

Each of the insurers providing insurance coverage described above shall be licensed to do business in the State of New Jersey and shall be rated at least "A-" "VII" by Best's Key Rating Guide. No policy of insurance required to be carried hereunder shall be cancellable less than Thirty (30) days written notice to Owner.

Certificates evidencing the above stipulated coverage and provisions shall be supplied to Owner by Contractor prior to providing Services by Contractor and at each insurance policy renewal. Contractor agrees that the foregoing insurance provisions will remain in effect, without interruption, for the entire time period that the Contractor provides services at the Property. Contractor agrees that each of the property insurance policies described above shall contain appropriate "Waiver of Subrogation" clauses with respect to any right of subrogation against the Owner.

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At Contractor's sole expense, Contractor agrees to carry the following insurance coverage:

- A. Workers Compensation Insurance in the statutory amount and employer's liability coverage in an amount of at least:  
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- B. Automobile Liability Insurance on any vehicle used by Contractor in the performance of the services specified herein with combined single limit coverage of not less than:  
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- C. Comprehensive General Liability Insurance with combined single limit coverage of not less than:  
Three Million Dollars (\$3,000,000.00) per occurrence  
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Said coverage shall include provisions for blanket contractual liability, personal injury and broad form property damage.
  
- D. Commercial Crime:  
One Million Dollars (\$1,000,000.00)

The Insurance described above shall be in the name of Contractor and list the following as "Certificate Holder":

200 Campus Drive, LLC, and CBRE, Inc.

100 Campus Drive, Suite 109

Florham Park, NJ 07932

Certificate of Insurance shall name the following parties as "Additional Insured":

Owner: 200 Campus Drive, LLC

Agent: CBRE, Inc.

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- B. Automobile Liability Insurance on any vehicle used by Contractor in the performance of the services specified herein with combined single limit coverage of not less than:  
Three Million Dollars (\$3,000,000.00)
  
- C. Comprehensive General Liability Insurance with combined single limit coverage of not less than:  
Three Million Dollars (\$3,000,000.00) per occurrence  
Three Million Dollars (\$3,000,000.00) per aggregate  
  
Said coverage shall include provisions for blanket contractual liability, personal injury and broad form property damage.
  
- D. Commercial Crime:  
One Million Dollars (\$1,000,000.00)

The Insurance described above shall be in the name of Contractor and list the following as "Certificate Holder":

**300-600 Campus Drive, LLC, and CBRE, Inc.**

100 Campus Drive, Suite 109

Florham Park, NJ 07932

Certificate of Insurance shall name the following parties as "Additional Insured":

Owner: 300-600 Campus Drive, LLC

Agent: CBRE, Inc.

Each of the insurers providing insurance coverage described above shall be licensed to do business in the State of New Jersey and shall be rated at least "A-" "VII" by Best's Key Rating Guide. No policy of insurance required to be carried hereunder shall be cancellable less than Thirty (30) days written notice to Owner.

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## EXHIBIT B – INSURANCE REQUIREMENTS

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- A. Workers Compensation Insurance in the statutory amount and employer's liability coverage in an amount of at least:  
Five Hundred Thousand Dollars (\$500,000.00)
  
- B. Automobile Liability Insurance on any vehicle used by Contractor in the performance of the services specified herein with combined single limit coverage of not less than:  
Three Million Dollars (\$3,000,000.00)
  
- C. Comprehensive General Liability Insurance with combined single limit coverage of not less than:  
Three Million Dollars (\$3,000,000.00) per occurrence  
Three Million Dollars (\$3,000,000.00) per aggregate  
  
Said coverage shall include provisions for blanket contractual liability, personal injury and broad form property damage.
  
- D. Commercial Crime:  
One Million Dollars (\$1,000,000.00)

The Insurance described above shall be in the name of Contractor and list the following as "Certificate Holder":

**Whipp Morristown LLC and CBRE, Inc.**

100 Campus Drive, Suite 109

Florham Park, NJ 07932

Certificate of Insurance shall name the following parties as "Additional Insured":

Owner: Whipp Morristown LLC

Agent: CBRE, Inc.

Each of the insurers providing insurance coverage described above shall be licensed to do business in the State of New Jersey and shall be rated at least "A-" "VII" by Best's Key Rating Guide. No policy of insurance required to be carried hereunder shall be cancellable less than Thirty (30) days written notice to Owner.

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