

**Contractor Name:**

## **GENERAL REQUIREMENTS**

**for**

### **WORK AT HORMEL FACILITIES & SUBSIDIARIES**

These General Requirements (“Agreement”) constitute a legally binding agreement between Contractor and Hormel Foods Corporation (“Hormel”).

1. Contractor’s Duty to Understand Work and Requirements. Before submitting a proposal for work of any nature, including construction, maintenance, and equipment installation or service (“Work”), each bidding Contractor must read and understand these General Requirements, all applicable Specifications, Drawings, and other Contract Documents, examine the premises, check the site, and satisfy itself as to all conditions under which Contractor will be working. Contractor is solely responsible for any errors in Contractor’s bid proposal. Hormel is not responsible for minor discrepancies on Drawings as to existing conditions or construction, and Contractor must consider the potential for such minor discrepancies to exist.
2. Term. This Agreement is applicable to all Work performed by the Contractor at the facilities of Hormel and its subsidiaries effective \_\_\_\_\_ (“Effective Date”) and continues for 3 years from the Effective Date.
3. Confidential Information. All Hormel Drawings and Specifications are at all times the exclusive property of Hormel and must be returned upon request. Contractor understands and agrees that the Drawings and Specifications are strictly confidential and that Contractor may not use or disclose that confidential information to others, except as expressly allowed in this Agreement, or with Hormel’s prior written permission.
4. Permits. Contractor must obtain and pay for all necessary construction permits and pay all required taxes that would affect the total cost of the Work to Hormel. Contractor’s proposal must include these costs.
5. Local Codes, Regulations, and Ordinances. Contractor must perform the Work according to Specifications, Drawings, and these General Requirements and all local codes, regulations, and ordinances. Nothing contained in the Drawings and Specifications will be deemed as an authorization to violate codes, regulations, or ordinances. If anything in the Drawings or Specifications does not comply with the applicable codes, regulations, or ordinances, Contractor must promptly notify Hormel.
6. Coordinate With Hormel Representative. Prior to beginning Work, Contractor must contact the Hormel designated representative who will coordinate the Work with the Contractor.

7. No Interference with Plant Operations. All Work must be coordinated and conducted so that it will not interfere with normal plant operations. Contractor must comply with the *Work Rules For Contractor's Personnel At Hormel Foods Corporation Facilities & Subsidiaries*, revised 06/26/2013 (Attachment 1). Unless otherwise agreed, the Contractor is responsible for receipt, unloading, and storage of all materials and equipment required for Contractor's Work.
8. Time for Completion of Work. Contractor will complete the Work in the shortest possible time and must state in its proposal the number of calendar days required to complete the Work. The Contractor must allow time in its proposal for delays due to normal inclement weather and delivery of materials.
9. Approval of Materials. All workmanship and materials are subject to Hormel's approval. Substitutions for specified materials must be approved in writing by Hormel prior to bidding.
10. Salvageable Materials. All salvageable materials removed by the Contractor will remain Hormel's property unless Contractor receives Hormel's prior written approval to keep specific salvageable materials. Contractor will store salvageable materials as directed by Hormel.
11. Payment.
  - a) Payment of Contractor. Contractor will be paid a monthly payment based on the amount of work completed, less a 10% retainage or as otherwise allowed by the laws of the State where the Work is being performed. Prior to making final payment to Contractor, Hormel reserves the right to require lien waivers or affidavits from all subcontractors and suppliers showing that all labor and material has been paid in full. All requests for payment of labor, materials and equipment furnished on a cost-plus basis must be submitted within 60 days of completion of additional work and accompanied by copies of time sheets and material delivery tickets signed by the designated Hormel representative. Contractor understands and agrees that it forever waives any claims not properly submitted to Hormel within 60 days after completion of additional work.
  - b) Payment of Subcontractors. Promptly upon receipt of payment from Hormel, Contractor must pay each subcontractor, but payment may not be made to subcontractors more than 10 calendar days after Contractor's receipt of payment from Hormel, unless a greater period of time is allowed by the laws of the State where the Work is being performed. Contractor should ensure that its payment terms comply with applicable law. Contractor must contractually require each of its subcontractors to abide by the same payment requirements for their sub-subcontractors.
  - c) Performance and Payment Bonds. Hormel reserves the right to require Performance and Payment bonds at any time prior to or during performance of the Work.
12. One Year Guarantee. Contractor must guarantee its workmanship and materials for a minimum of one year after final acceptance of Contractor's Work, during which time the Contractor must correct all known failures and discrepancies at no additional cost to Hormel.
13. Indemnification. Contractor must indemnify, defend and hold harmless Hormel and its agents and employees from and against all claims, damages, losses, and expenses attributable to the performance or non-performance of Contractor's Work to the extent caused by the negligent

or intentional acts or omissions of Contractor's employees, subcontractors and their agents and employees, and all other persons or entities performing any Work on Contractor's behalf for Hormel.

14. Insurance. Contractor must carry insurance in accordance with Attachment 2, *Insurance Requirements For Work At Hormel Facilities & Subsidiaries*, revised 3/12/14.
15. Skilled Workers. All workers assigned to the Work must be skilled in the craft which they practice.
16. Compliance with Nondiscrimination Laws. Contractor warrants that it does and will continue to comply with the nondiscrimination requirements of Section 202 of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended (29 USC Section 701 et seq., especially 791, 793) and the Vietnam Era Readjustment Act of 1974, as amended (38 USC 2012) and all implementing rules and regulations prescribed thereunder. The "Equal Opportunity Clauses" required by Section 202 of Executive Order 11246 and the "Affirmative Action Clauses" required by Title 41 CFR 60-741.4 and 60-250.4, are incorporated herein, and Contractor warrants that it does and will continue to comply with all requirements of "Contractor" under those clauses.

**If applicable, this Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.**

**If applicable, this Contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.**

17. FSIS Requirements. Hormel is responsible for notifying the United States Department of Agriculture ("USDA") when Work is to be accomplished in areas subject to inspection by the Food Safety Inspection Service (FSIS). Contractor will perform its Work in accordance with FSIS requirements and Hormel's sanitation and food safety requirements when working in such areas, and will promptly notify the Hormel's representative if Contractor is or becomes aware of specified materials that do not meet USDA approval. Contractor will at all times during progress of its Work keep the premises free of debris, neat, clean, and orderly.
18. Automatic Fire Sprinklers. If the Work to be performed involves automatic fire sprinklers, Contractor will comply with Attachment 3, *General Requirements For Automatic Fire Sprinkler Projects For Hormel Facilities And Subsidiaries*, revised 10/2013.
19. Fire Alarm Systems. If the Work to be performed involves fire alarm systems, Contractor will comply with Attachment 4, *General Requirements For Fire Alarm Systems Projects For Hormel Facilities And Subsidiaries*, revised 10/2013.
20. Plant Safety Regulations. Contractor will review and comply with all normal plant safety regulations including, but not limited to, hazardous communication, process safety

management (PSM), arc flash safety, confined space entry, and lockout/tag out policies. Hormel requires safety training of Contractor's supervisors and employees before Work commences. Periodic refresher training may be required for projects of long duration. Any Contractor performing Work in or around a process covered by this Section 20 (for example, an ammonia refrigeration system) will be required to subscribe to Hormel's third party contractor safety verification service, ISNetwork.

21. Effect of OSHA, EPA, and Other Laws. This Agreement, the Drawings, the Specifications, and all attachments, and the joint and several phases of construction hereby contemplated, are to be governed at all times by applicable provisions of the Federal law(s), including, but not limited to, the latest amendments of the following:
  - a) Williams-Steiger Occupational Safety and Health Act of 1970, Public Law 91-596;
  - b) Part 1910-Occupational Safety and Health Standards, Chapter XVII of Title 29, Code of Federal Regulations;
  - c) Part 1518-Safety and Health Regulations for Construction, Chapter XIII of Title 29, Code of Federal Regulations.
  - d) Environmental regulations including but not limited to the Resource Conservation and Recovery Act (42 U.S.C. Section 6901 et seq.) and the Clean Water Act (33 U.S.C. Section 1251 et seq.)
22. Safety Protection Equipment. Contractor must provide safety protection equipment for its workers at all locations as required by Hormel plant safety regulations, local governing codes, state agencies, and Federal law.
23. Hot Work Permit. If the Work to be performed involves any welding, torch cutting, or other high heat operations, Contractor must obtain a Hot Work permit from the Hormel's designated representative. Contractor must follow all identified permit requirements.
24. Flammables or Explosive Substances. If the Work to be performed involves Contractor's use and storage of flammables or explosive substances, Contractor must obtain the specific prior written approval of Hormel's designated representative. Such use or storage is subject to the requirements of this Agreement.
25. Walkways and Passageways. Contractor will provide, use and keep in good repair during the progress of Contractor's work, all fences, temporary sidewalks, temporary floor openings or excavation guardrails, roofed passageways, guards, warning lights, signs, signals and any other safeguard necessary for the protection and convenience of employees and the public.
26. Gas Cylinder Requirements. Contractor agrees that all gas cylinders will be transported and stored with the valve end up, and use of gases will be subject to the following safety precautions:
  - a) Oxygen:
    - 1) Keep combustibles away from oxygen and eliminate ignition source, i.e., oil, grease, paint, wood, cloth. A sign must be posted: "OXYGEN – NO SMOKING – NO OPEN FLAMES."
    - 2) Keep all surfaces which may come in contact with oxygen clean to prevent ignition.
    - 3) Cover eyes and skin to protect them from the cold gas (-295°F.)

- 4) Make sure all equipment and parts are compatible with and thoroughly cleaned for oxygen service.
- b) Acetylene:
  - 1) Do not handle cylinders roughly to prevent damage or a void in the mineral filler in the cylinder.
  - 2) Provide separate storage location for acetylene and oxygen or chlorine cylinders.
  - 3) Store cylinders in upright position to prevent loss of acetone (acetone is used in the cylinders to stabilize acetylene).
  - 4) Withdraw acetylene from a cylinder at a rate not to exceed 1/7 of the total cylinder capacity per hour.
  - 5) Use a pressure regulator on a cylinder to reduce the gas pressure to 15 psi or less.
  - 6) Keep acetylene cylinder valves closed when gas is not being used.
- c) Anhydrous Ammonia:
  - 1) Limit in-plant storage to two 10-cylinder banks of 150 lb. cylinders or the maximum required for a 24-hour supply, whichever is smaller.
  - 2) Natural draft ventilation is acceptable.
  - 3) Do not use galvanized material, brass or copper pipe or soldered joints for ammonia distribution; ammonia will cause rapid corrosion of these materials.
- d) Argon and Nitrogen:
  - 1) Keep equipment well ventilated - nitrogen and argon are non-toxic but can cause asphyxiation in confined area with inadequate ventilation.
  - 2) Both gases are extremely cold (-300°F.) and can cause freeze burns of the skin or eyes.
  - 3) Use a pressure reducing regulator when withdrawing gaseous nitrogen or argon from a cylinder.
  - 4) Use only equipment specifically designated for use in nitrogen or argon service.
- e) Hydrogen:
  - 1) Keep hydrogen away from sources of ignition and do not permit any accumulation of gas. A sign must be posted: "HYDROGEN – FLAMMABLE GAS – NO SMOKING – NO OPEN FLAMES."
  - 2) Hydrogen is extremely cold (-420° F.) and can cause freeze burns.
  - 3) Use only equipment designated for use in hydrogen service.
27. Traffic Rules. Contractor's employees must observe all traffic rules while on Hormel premises.
28. Reporting of Injuries. All injuries sustained by Contractor's or subcontractors' employees must be reported to Hormel's designated representative. Contractor must promptly provide Hormel's designated representative with a copy of any accident reports for injuries occurring on Hormel's property.
29. No Asbestos or Hazardous Substances. Contractor represents and warrants that the construction materials being provided or used by Contractor or any subcontractor in connection with the project covered by this Agreement do not contain asbestos or any hazardous substance.

30. Governing Law. This Agreement and the rights of the parties hereunder will be governed by and interpreted in accordance with the laws of the State of Minnesota without regard to conflict of laws principles, except to the extent that doing so is prohibited by the laws of the State where the work is being performed, in which case this Agreement and the rights of the parties hereunder will be governed by the applicable State law.
31. Severability. If any term or provision of this Agreement is held to be illegal or in conflict with any federal, state or local law or regulation, the validity of the remainder of this Agreement will not be affected. The rights and obligations of the parties will be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
32. Entire Agreement; Amendments. This Agreement and all attachments referred to herein, together with Hormel's Purchase Order Terms and Conditions ("POT&C"), constitute the entire agreement between Contractor and Hormel and supersede any prior or contemporaneous oral or written agreement or understanding between the parties with respect to the subject matter of this Agreement. In the event of any conflict between this Agreement and the terms and conditions in an individual Purchase Order or the POT&C, this Agreement will prevail. This Agreement may be amended or supplemented only in a writing signed by authorized representatives of both parties, and not by any course of dealing or prior performance.

The parties agree that they are legally bound by all terms and conditions listed in this Agreement.

Attachments:

- Attachment 1: *Work Rules For Contractor's Personnel at Hormel Foods Corporation Facilities & Subsidiaries*
- Attachment 2: *Insurance Requirements for Work at Hormel Facilities & Subsidiaries*
- Attachment 3: *General Requirements for Automatic Fire Sprinkler Projects for Hormel Facilities & Subsidiaries*
- Attachment 4: *General Requirements for Fire Alarm Systems Projects for Hormel Facilities & Subsidiaries*

**HORMEL FOODS CORPORATION**

**Contractor**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

Print Name:

Print Name:

Title:

Title:

Dated:

Dated:

**Contractor Information**

Name:

Address:

State of Organization:

Type of Organization:

## ATTACHMENT 1

### **WORK RULES FOR CONTRACTOR'S PERSONNEL AT HORMEL FOODS CORPORATION FACILITIES & SUBSIDIARIES**

Each Contractor is responsible for enforcing the following rules regarding the conduct of its personnel while performing work in Hormel Facilities. These requirements are mandatory. Hormel employees are required to follow similar rules for food-processing facilities subject to USDA inspection. Prior to beginning a project, Contractors must furnish in writing the following information to the Plant Engineer or Hormel Foods Corporation designated representative (also herein referred to as the project leader):

1. Project description and list of subcontractors.
2. Responsible Contractor's (including subcontractors) jobsite representative name and phone number.
3. Days and hours when work is to be accomplished.
4. Names of all workers.
5. Vehicle license number for material and personnel delivery.

#### **GENERAL RULES**

Possession of personal electronic devices such as cell phones, radios, tape players, and personal pagers is prohibited inside the Hormel Plant. Contractor job site supervisors may carry and use cell phones but cannot use them for photos unless given previous permission by the Hormel Plant Manager. The photos must be reviewed by the Hormel Plant Manager before being released.

1. Possessing, consuming, or working under the influence of alcohol or drugs (legal or illegal) is strictly forbidden.
2. Possession of firearms or other dangerous weapons on Company Property is strictly forbidden.
3. Deliberately damaging or defacing Hormel Company Property, tools, equipment, or property of others is strictly forbidden.
4. Theft or pilferage of Hormel Company Property or the property of other employees is strictly forbidden.
5. All contract employees and visitors must enter and exit through the designated entrances only.
6. Unauthorized use of Hormel Company equipment or supplies for personal reasons is strictly forbidden.
7. Contractors and their employees may not discriminate against any qualified person on prohibited grounds of sex, race, color, religion, national origin, age, equal pay, sexual orientation, gender identity, disability, veteran's status, pregnancy, genetic information or membership in other protected groups.
8. Sexual harassment of any kind is strictly forbidden.
9. Parking on Company premises is subject to rules prescribed by the Company. All parking inside the Hormel gate by Contractors requires a PARKING PASS to be hung from the rearview mirror. Parking inside the gate must be where designated and is subject to snow removal restrictions and may not interfere with trucking or other traffic.
10. Sleeping on the job on Hormel Property is strictly forbidden.
11. All injuries must be reported to a Hormel Maintenance Supervisor or Hormel Management immediately. (the day it occurs)
12. Restrooms and lunch areas may only be used where designated. Lunch areas must be kept CLEAN.
13. All workers must read and sign this document.

#### **SANITATION**

1. **HAIR NETS ARE REQUIRED TO BE WORN, EVERYWHERE IN THE PLANT.** Hairnets must be worn over the ears. **Get a NEW HAIRNET WEEKLY.**
2. **BEARD NETS** are required to be worn by all individuals with beards, everywhere in the Plant.
3. **NO JEWELRY OR WRISTWATCHES** are allowed to be worn in the Plant with the exception of a single band without sets or stones, and medical ID bracelets.
4. The Contractor must, at all times during progress of its work, keep the premises free of debris, neat, clean and orderly. **METAL FILINGS, WELDING SLAG, MECHANICAL and ELECTRICAL HARDWARE must be picked up prior to finishing at the job site.**
5. Every possible precaution must be taken to prevent potential contamination of Hormel Product. No pens, pencils, tools, glasses, etc., should be worn in outside pockets of clothing.
6. Food or drink, including mints, candy, and chewing gum are not permitted in the Plant except the designated break and lunch areas.
7. Smoking is only allowed on breaks in designated areas. Chewing Tobacco, snuff, etc., is not allowed in the plant and is not to be used on Company premises.



8. Contractor's workers and visitors must wear rubber overshoes (supplied by Hormel) in "ready-to-eat" (RTE) Production areas or as designated by Plant Management.
9. Everyone entering an (RTE) area is to sanitize their helmet, wash their hands at the provided wash sink, and put on a designated RTE frock. This frock must stay in the RTE area.
10. All Contractors must use main hallways or designated routes and may not take shortcuts through processing areas and holding coolers.
11. Where foot baths, boot washer or sanitizing sprayers are installed in RTE areas, visitors and Contractor's workers must use them as instructed by Hormel personnel.
12. Contractor's tools and equipment such as scaffolds, lifts, and hoists must be clean and sanitized before they are used on the job site or on food processing equipment.
13. Contractors will not handle product. Hormel personnel must be requested for assistance, if product handling is required. If special permission is given for product handling, disposable gloves must be used and changed if worker deviates from handling product. (i.e. touching pallets, coughing, sneezing, etc.)
14. Remove outer clothing, frock, or jackets prior to entering restroom facility. Wash hands thoroughly with soap and water before leaving the restroom facility.

### SECURITY

1. Each Contractor is allowed one vehicle inside the gate (other than designated parking areas) for material and personnel delivery for which a pass will be provided.
2. All workers must obtain an identification badge or sign in at the designated office when reporting for work. Badges must be turned in at the end of each work period when leaving the premises.
3. All vehicles and personnel (including lunch boxes) will be subject to search when entering or leaving the premises.
4. Non-disclosure forms and biosecurity questionnaires must be completed and signed as required.

### SAFETY

1. Each Contractor Supervisory personnel will receive site specific safety training from Hormel Maintenance Supervision before work can start, or at a minimum, on an annual basis. Each Contractor is then responsible for training their individual employees and subcontractors in appropriate health and safety topics (including, but not limited to, respiratory protection, hearing conservation, hazard communication, and equipment operation), in accordance with State and Federal OSHA regulations. No individual may work in a Hormel plant prior to receiving said training. Each Contractor must maintain documentation of all employee training and will make it available for review at any time by request, by Hormel Maintenance Supervision. Documentation includes name of employee, date of training, name of trainer, and means of verifying the employee's understanding of said training. Additional levels of site specific training will be required for those Contractors working with or in the near vicinity of ammonia, which is a hazardous substance frequently used throughout Hormel facilities.
2. The employees of the Contractor must review and comply with all normal Plant safety regulations including, but not limited to:
  - Hazardous communication
  - Confined space entry
  - Lockout policies
3. Hard hats, hearing protection, safety glasses, and non-porous footwear is mandatory for all employees of Contractors and visitors while in the production and mechanical areas of the Plant.
4. The employees of the Contractor must obtain a **HOT WORK PERMIT** from Hormel Maintenance Supervision or his supervisor prior to doing any welding, torch cutting, or other high heat operations.
5. Only trained employees of Contractors will be allowed to enter confined spaces. This can only be done with an approved **CONFINED SPACE PERMIT** acquired from Hormel Maintenance Supervision.
6. All employees of the Contractor that use chemicals on the Hormel Property must be trained on the HMIS, hazardous material identification system, MSDS, prior to using chemicals. Material safety data sheets are available for chemicals at Hormel in the Medical Office and the Safety Office.
7. AMMONIA is a hazardous chemical used extensively at Hormel. Prior to beginning work in a Hormel plant, every employee of the Contractor must be familiar with where this chemical is being used and the hazards associated with it.
8. Only employees and visitors that have completed documented training by the Contractor will be allowed to operate forklifts and man lifts.
9. All employees of the Contractor must be familiar with the Hormel emergency evacuation procedures.
10. All acts which might endanger the safety or life of others are strictly forbidden.

11. Fighting on Hormel Company Property is strictly forbidden.
12. Horseplay, running, or pushing will not be allowed.
13. All contracted employees will follow, at all times, all OSHA standards for general Industry and Construction while working on Hormel Foods Corporation's Property.

#### **MATERIALS AND EQUIPMENT**

1. The Contractor must provide all required material and equipment at its own expense.
2. Materials for the Contractor's use must be shipped to the Contractor at its local address, and not to Hormel.
3. Material storage must only be where designated by the Hormel project leader or plant maintenance supervisory personnel.
4. Workers and materials may not occupy the Hormel shop, engine room, and boiler room areas unless authorized by Hormel Maintenance Supervision.
5. Use of Hormel equipment is prohibited without the Hormel project leader signing it out, for which the Contractor will pay rental. Use will, at all times, be subject to need by Hormel.
6. Special materials required on an emergency basis and available in the Hormel storeroom will only be checked out by the Hormel project leader, which will be charged to the Contractor.
7. Hormel forklifts may not be used by Contractors unless specific arrangements (including rental fees) are made with the Plant Engineer before a project is started.
8. Lifts and other electrical powered equipment will only be charged in designated locations as agreed with the project leader.

**Contractor**

**By:** \_\_\_\_\_

Print Name:

Title:

Dated:

ATTACHMENT 2

**HORMEL FOODS CORPORATION**

**INSURANCE REQUIREMENTS  
for  
WORK AT HORMEL FACILITIES & SUBSIDIARIES**

1. All insurance must be provided by an insurance company having a current rating of “**B+**” or better according to Best's Key Rating Guide by A. M. Best Company, Oldwick, NJ 08858, telephone (201) 439-2200.
2. **Hormel Foods Corporation shall be named as an additional insured for the duration of the work** and provided with a Certificate of Insurance for approval prior to beginning work. The Certificate of Insurance will show that Hormel Foods Corporation will be given 30 days prior written notice in the event of cancellation.
3. Builder's Risk coverage will be provided by Hormel except that the first \$10,000 loss of each occurrence shall be the responsibility of the Contractor.
4. Type of insurance and minimum limits shall be as follows:
  - a. General Liability or Excess Umbrella form including: \$2,000,000 each occurrence
    1. Comprehensive Form
    2. Premises/Operations
    3. Underground, explosion & collapse hazard (if exposure exists)
    4. Contractor's Protective Liability or Independent Contractors (if subcontractors are used)
    5. Products/Completed Operations
    6. Contractual
    7. Broad form Property Damage
    8. Personal Injury
  - b. Comprehensive Auto Liability  
Bodily Injury & Property Damage \$1,000, 000 CSL
  - c. Worker's Compensation Statutory

These Liability limits are for minimal exposures only. In case of extra hazardous work, please discuss adequate limits with Hormel's Risk Manager at 507-437-5187.

**PLEASE GIVE A COPY OF THIS TO YOUR INSURANCE AGENT/BROKER**

**ATTACHMENT 3**

**General Requirements for Automatic Fire Sprinkler Projects**  
**for**  
**Hormel Facilities and Subsidiaries**

1. All work shall meet requirements of the current edition of NFPA 13.
2. Design of all sprinkler projects shall be in accordance with Zurich insurance requirements.
3. Design drawings and calculations shall be submitted to Zurich for approval. Work shall not begin until drawings and calculations have been approved by Zurich.
4. Hormel is to receive two copies of stamped approved drawings and calculations before completion of job. One copy is to be delivered to the plant engineer and the other sent to Hormel Corporate Engineering.
5. The sprinkler contractor shall provide Hormel three copies of completed Contractors Material and Test Certificate in accordance with NFPA 13. Copies are to be distributed as follows: one to the plant engineer, one to Hormel Corporate Engineer and one to Zurich.
6. A hydraulic design placard shall be placed or updated on the riser supplying the area in accordance with NFPA 13.
7. All impairments require 48 hours advanced notice to the plant engineer and Zurich's impairment network.
8. Final payment will not be made until all items above have been completed.

**Zurich Submittal Information (All locations)**

Zurich Services Corporation  
Risk Engineering  
Attn: David Graupman  
PO Box 635  
Oconomowoc, WI 53066-0635  
262-560-0158

**Hormel Corporate Engineering**  
Hormel Foods Corporation  
Attn: Nate Moriarty  
1101 North Main Street  
Austin, MN 55912  
507-437-5773

**Emergency Impairments**

800-695-6036  
[www.zurichna.com](http://www.zurichna.com)

## **ATTACHMENT 4**

### **General Requirements for Fire Alarm Systems Projects**

for

### **Hormel Facilities and Subsidiaries**

1. All work shall meet requirements of the current edition of NFPA 72, local and state codes, and Zurich insurance.
2. Design of all fire alarm systems shall be in accordance with Zurich requirements.
3. All components shall have the proper UL listing for the particular application and method being used.
4. Design drawings shall be submitted to Zurich for approval. Work shall not begin until drawings and calculations have been approved by Zurich.
5. Hormel is to receive two copies of stamped approved drawings before completion of job. One copy is to be delivered to the plant engineer and the other sent to Hormel Corporate Engineering.
6. The contractor shall provide Hormel three copies of a completed Inspection and Testing Form in accordance with NFPA 72. Copies are to be distributed as follows: one to the plant engineer, one to Hormel Corporate Engineer and one to Zurich. Forms are to certify and verify the following:
  - a) installation was done in accordance to NFPA 72 and approved drawings
  - b) all components are UL approved for the application and use
  - c) all components have been tested in accordance with NFPA 72 and have passed said test
  - d) all initiating devices were activated and the appropriate signal(s) were received at all monitoring locations.
7. All impairments require 48 hours advanced notice to Hormel and Zurich's impairment network

### **Zurich Submittal Information (All locations)**

Zurich Services Corporation  
Risk Engineering  
Attn: David Graupman  
PO Box 635  
Oconomowoc, WI 53066-0635  
262-560-0158

**Hormel Corporate Engineering**  
Hormel Foods Corporation  
Attn: Nate Moriarty  
1101 North Main Street  
Austin, MN 55912  
507-437-5773

### **Emergency Impairments**

800-695-6036  
www.zurichna.com