

Policies and Procedures (in brief)

Initial each block and sign below



I, _____, undersigned Subcontractor representing my company, affiliates, employees, and other sub-subcontractors, materialmen, and staff on and off-site shall provide and abide by the following terms and conditions while contracted with and or performing work under the purview and direction of, and or monetary compensation by, JBrennon Construction, Inc., hereafter referred to as Contractor:

Administration

- Sign the terms and conditions of Contractor's Subcontractor Purchase Order and or Work Order Authorization
- Agree to abide by the Purchase Order Agreement or Work Order Authorization terms and conditions
- Provide a valid e-mail address, contact numbers, and mailing addresses for company and or individual(s)
- Provide digital copies of all documents requested by Contractor unless original(s) are specified by Contractor
- Provide a valid Certificate of Insurance (COI) indicating General Liability, Workers' Compensation, and Automobile coverage
- Agree to pay any penalties/premiums by auto-deduct from final invoice to Contractor if appropriate and valid COI is not submitted as stated above
- Provide a completed, signed and dated, Internal Revenue Service Form W-9
- Sign Contractor's and or Owner's standard, one (1) year warranty terms and conditions agreement
- Send all paperwork to org@jbrennon.com and "CC" bsmith@jbrennon.com
- Respond to any requests for information by Contractor in a timely manner, no less than a 24 hour period--Answer and return calls
- Agree to pay any legal fees associated with issuance of letters by Contractor's attorney for breach of contract or violation of any terms and conditions stated herein or otherwise specified by the Contract documents. Legal fees shall be deducted from the final invoice due without discussion.

Invoicing & Payment(s)

- Provide a computer-generated or signed, hand-written invoice with Contractor's job number and name, itemized material and labor charges, date of invoice and invoice due date
- Provide a signed, notarized affidavit (Conditional Progress and or Conditional Final Lien Waiver) for each invoice issued--Payment will not be issued otherwise
- Accept ACH (direct deposit) payments (1-3 day processing time) from Contractor. We mail checks ONLY by exception
- Agree to deduct any canceled check fees from final invoice to Contractor as a result of delayed or lost checks mailed by Contractor's bank
- Agree to deduct any priority shipping fees from final invoice to Contractor as a result of expedited postal payments
- Provide a written change order for any scope, price, or time changes to the subcontract. Invoices submitted without a change order are subject to disapproval
- Agree to retainage held by Contractor of 10% subcontract value until final payment received by Contractor from Owner
- Agree to Contractor's "pay when paid" policy unless otherwise agreed upon and stated specifically in Subcontractor Work order or Purchase Order
- Agree to provide a final affidavit and waiver of lien after final payment has been received. by Contractor. Failure to do so within 5 days of request may result in civil penalties and or legal action taken by Contractor, Owner and or Property Manager/Owner.

Conduct

- Read and understand Contractor's Expectations and Values Statement
- Respect Contractor's job site, other Subcontractors and tradesmen, their material, tools, completed work, equipment, and property - Maintain job site cleanliness at all times. Dispose of all trash; clean up; and, store all materials in an orderly fashion, DAILY.
- No smoking is permitted inside enclosed job site areas or at the front of a job site building. All butts shall be cleaned up, DAILY.
- Maintain job site professionalism in appearance, language, and behavior
- Abide by all OSHA rules and regulations
- Wear hard hats and other personal protective equipment on the job site, when required
- Safety vests shall be worn at all times when performing work outside around pedestrians and motorists

Execution

- Provide updates as required to Contractor utilizing e-mail, text, and phone as well as photographic evidence
- Maintain job time line in accordance with Contractor stipulations referenced in contract and or provided by Contractor and or Superintendent, verbally.
- Coordinate inspections with the local Inspectors and Fire Marshals, as required
- Punch out the job before submitting your final invoice to Contractor--do not submit invoices if your work is incomplete
- Be on-site, on-time and when required unless otherwise coordinated with Contractor and or other Subcontractors
- Provide on-site individual designated as Subcontractor supervisor / foreman to liaise with Contractor

Name:

Signature: _____

Date:

Digital Signature