



Date: September 16, 2016

Re:

Example

We are enclosing two original subcontracts with your company on the above-referenced project. Please sign and return BOTH subcontracts for our signature, after which one will be returned to you for your files. Also include the following information with your subcontracts: your safety program, subcontractor personnel, schedule of values, certificate of insurance, submittals list, and warranties list. All of this information is necessary before any work begins.

In relation to the construction of this project, the general procedures outlined below are to be followed:

SUBCONTRACTOR PERSONNEL: Please submit the names and phone numbers of the office personnel and the field personnel responsible for this project.

REPORTING TO JOB SUPERINTENDENT: While working at the job site, the subcontractor shall provide the Job Superintendent at the start of each day his manpower count and a brief description of the work he will perform.

JOB DESIGNATION: Please identify all correspondence and invoices with:

Job Name:
Subcontract

CORRESPONDENCE: Submit all correspondence to the following applicable address:

Mailing Address:
Attn: Todd Frye, Project Manager
DHB, Inc.
P.O. Box 6050
Mt. Airy, NC 27030

Shipping Address:
Attn: Todd Frye, Project Manager
DHB, Inc.
135 Red Laurel Lane
Mt. Airy, NC 27030

JOBSIDE SHIPPING ADDRESS: Provide two days notice for any delivery to the Superintendent Robert Troutman, mobile (336) 486-9394. All materials noted to be delivered to the job site should be addressed to:
David Hill Builders, Inc.

SAFETY PROGRAM: Submit a copy of your company safety program for our records.

SCHEDULE OF VALUES: Submit a Schedule of Values for approval by DHB, Inc. The Schedule of Values should be broken down by phases of work to facilitate approval of work completed.

CERTIFICATE OF INSURANCE: Subcontractor must submit to our company one copy of their Certificate of Insurance listing David Hill Builders, Inc. as additional insured. Please reference Page 4, Section 9 of your subcontract for requirements (Certificates must have adequate policy numbers – no “Binders”, “TBAs”, “TBDs”, etc.).

SUBMITTALS: Submittals shall be submitted in strict accordance with the plans and specifications. Please submit any required shop drawings, colors, warranties, etc. for timely approval (1 pdf file of submittals and/or shop drawings, 3 hard copies/samples of color selections).

CHANGE ORDERS: Should the Owner or Architect request changes affecting the contract sum or contract completion time, a proposal request or bulletin will be issued through DHB, Inc. to the affected subcontractors. Unless otherwise noted, a period of one week will be allowed for your review and response to the request. Should a response not be received in this time, we shall assume that any changes required will be performed at no additional cost.

INVOICES: For monthly payment purposes, all invoices must be in our office by the 25th of each month. Each invoice must include amount of the current month's billing, amount of work completed to date, subcontract number, and subcontract amount. Subcontractor shall submit, if applicable, wage reports, sales tax reports, etc. Any request received after this time will be held for billing the following month.

MATERIALS STORED: Invoices for material stored on site must be in our office by the 25th of each month and must be accompanied by a copy of the original supplier's invoice. The supplier's invoice must show what is stored, the amount stored, and the price per unit of stored material. Invoices without a copy of the original supplier's invoice will be returned to the subcontractor.

COORDINATION: Subcontractors will be required to attend progress meetings and safety meetings.

COOPERATION: Complete cooperation of each subcontractor will be required in the performances of the project.

ACCIDENTS: If an accident occurs, notify the Jobsite Superintendent, Project Manager, or DHB, Inc. office, and a visit to the emergency room will be required, which will include a drug test.

CLEANUP:

- A) Construction debris is to be placed into a dumpster provided at the job site by DHB, Inc.
- B) General trash is to be placed into a trash can provided at the job site by DHB, Inc.
- C) Clean droppings, etc. from the finished work of other trades.
- D) Final clean all work.

If this cleanup is not performed as directed by DHB, Inc., the work will be performed by forces and back-charged to the subcontractor.

All subcontractors will be required to comply with the above provisions.

Sincerely,

Todd Frye, LEED® AP
Project Manager
David Hill Builders, Inc.