



Rapid Restoration & Construction

Phone: 303.412.9999

Dear Sub-Contractor:

We at Rapid Restoration & Construction realize that our success is largely based upon your quality of workmanship, our communication and our payment to you. The following is RRC's requirements of our sub-contractors, payment schedule and general items.

1. Insurance and Contractor's License

\$1,000,000 General Liability coverage per occurrence. Modified occurrence/claims made policies are not acceptable.

Rapid Restoration & Construction (RRC) is to be named as an additional insured on all General Liability policies. A copy of the "additional insured endorsement" should be attached to your insurance certificate.

- \$1,000,000 Worker's Compensation Insurance Coverage.
- \$500,000 Auto Liability naming all owned autos.
- 30-day cancellation notification on all policies.
- A copy of your State Contractor's License pocket card, showing expiration date.

Complete and sign the attached Federal and State required Form W-9 including your Tax Payer Identification number.

2. Billing and Payment Schedules

Procedure of Payments:

- Please send all bills with job name, address, job number and lien release, if applicable, via email to cindy@rapiddenver.com or via USPS to our address listed below.
- Faxed bills are not accepted
- ** Completed contracts are required for all jobs. A copy has been included in the Subcontractor Packet and will be provided per project.
- Invoices should be submitted upon completion of scope of work. Invoices are paid approximately 30 days from submission. Criteria for payment is completed and updated insurance certificates, completed W-9, the appropriate lien release, and a signed work change order or Change Order to Contract, if applicable.
- It is the responsibility of the sub-contractor to make sure paperwork is current.

6250 W. 55th Avenue, Arvada, CO 80002 Office: 303.412.9999 Fax: 303.430.4450

Disputed Bills:

- All RRC PM's are instructed to approve any non-disputed amounts and discuss any disputed amounts immediately with the subcontractor

Progress Payments:

- Progress payments are usual if the job size warrants it and it is previously discussed with the PM or Estimator. Please do not bill work before any work is started or completed. Please do not bill for changes before you have a signed work order or Change Order to Contract.

3. Estimates

Your quick and timely estimates are key to our success. To prevent misunderstanding or confusion on verbal estimates, please follow-up with a handwritten or typed copy.

4. Alcohol and Substance Abuse

Drugs and alcohol are not permitted on our jobs by anyone at any time. This can result in termination of our relationship. If you see any RRC subcontractor or direct personnel indulging, please ask them to stop and report this to our PM or Estimator.

5. Clean Up

Please keep our jobs clean. You are responsible for the clean-up of the work you performed. RRC's PM's are instructed to keep a general specified area for debris. Please keep your debris in those areas. Please clean-up after yourself on a daily basis.

6. Pick up Work and Back Charges

RRC's PM and Estimators are instructed to notify you of any work not completed. You will be given a reasonable amount of time or RRC will finish the repair and notify you of any back charges accordingly. Our obligation to our client is to finish in a timely manner.

7. Scheduling

An anticipated timeline or schedule of work to be completed will need to be provided to the PM or Estimator prior to work beginning.

8. Anticipated Problems

Subcontract personnel and foreman are required to immediately notify the RRC PM upon finding any problems such as poor workmanship of other trades that could obstruct your performance and work production.

Company Name

Printed Name

Title

Subcontractor Signature

Date