

# SUBCONTRACTOR INFORMATION PACKET

IMPORTANT INFORMATION PLEASE READ CAREFULLY

Time to update our records for 2014!

Please note that some of these documents have changed to reflect our new license and insurance requirements.

Enclosed please find the following:

1. Subcontractor Checklist
2. Company Profile
3. Billing and Payment Instructions
4. Insurance Requirements
5. Subcontractor Letter of Understanding

Please provide the requested information by completing items 2 & 5 and return them to our office along with original Certificates of Insurance that meet or exceed our requirements as outlined in item 4, "Insurance Requirements."

PLEASE NOTE: Our accounting department will be unable to process any payments due to your company until ALL of the above referenced items are received. If you have any questions concerning this process, please contact Shawna.

Sincerely,

Shawna Warner, Office Manager

[Shawna@bandwbuildersllc.com](mailto:Shawna@bandwbuildersllc.com)

B AND W BUILDERS, LLC

# 1. SUBCONTRACTOR CHECKLIST

IN ORDER TO ENSURE TIMELY PAYMENTS, PLEASE RETURN THE FOLLOWING ITEMS:

- SUBCONTRACTOR COMPANY PROFILE  
#2 OF SUBCONTRACTOR INFORMATION PACKET
- REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION  
FORM W-9 (can be downloaded at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- COPY OF STATE CONTRACTORS LICENSE
- BUSINESS CARD
- COMPLETE CERTIFICATE OF INSURANCE  
#4 OF SUBCONTRACTOR INFORMATION PACKET
- SIGNED SUBCONTRACTOR LETTER OF UNDERSTANDING  
#5 OF SUBCONTRACTOR INFORMATION PACKET

PLEASE RETURN THE INFORMATION REQUESTED ABOVE TO

B AND W BUILDERS, LLC

ATTN: SHAWNA WARNER

20 E AIRPORT RD #207

LEBANON, OR 97355

These documents may also be scanned and emailed in PDF or .jpeg format to [shawna@bandwbuildersllc.com](mailto:shawna@bandwbuildersllc.com)

## 2. SUBCONTRACTOR COMPANY PROFILE

Please make corrections as needed

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

ADDRESS: \_\_\_\_\_

PAYMENT REMIT-TO ADDRESS (if different): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

OREGON CCB#: \_\_\_\_\_ TAX ID# \_\_\_\_\_

OPERATIONS/SCHEDULING CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BILLING/ACCOUNTS RECEIVABLE CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

INSURANCE COMPLIANCE CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DOES YOUR FIRM OFFER EMERGENCY/WEEKEND SERVICE?  YES  NO

IF YES, EMERGENCY PHONE NUMBER: \_\_\_\_\_

AFTER HOURS RATES: \_\_\_\_\_

DESCRIBE THE TYPE OF WORK YOU WILL BE PERFORMING FOR B AND W BUILDERS: \_\_\_\_\_

\_\_\_\_\_

### 3. BILLING INSTRUCTIONS & PAYMENT SCHEDULE

All invoices and statements are to be submitted to the following address:

B AND W BUILDERS, LLC  
ATTN: ACCOUNTS PAYABLE 20 E Airport Rd #207 LEBANON, OR 97355  
or email to shawna@bandwbuildersllc.com

1. Invoices will not be processed for payment without a completed W-9 form (Request for Taxpayer Identification Number & Certification), Certificate of General Liability Insurance, Certificate of Workers Compensation Insurance and Certificate of Automobile Insurance on file at B and W Builders, llc The insurance certificate(s) must meet or exceed our requirements as outlined in "Insurance Requirements," item 4 of the Subcontractor Information Packet.
2. Invoice processing and check disbursement for B and W Builders, LLC will be either 5 business days after payment from our client OR no later than 60 days from the date the ORIGINAL invoice is received in our office.
3. Original invoices with their proper release forms (original signature) must be submitted to our office (see address above).
4. All invoices must reference the job name given when service is scheduled or the jobsite address
5. Original Invoices submitted more than 180 days after work was completed will not be honored.

NO WORK IS TO BE COMMENCED, NOR WILL ANY PAYMENT BE MADE UNTIL B AND W BUILDERS, LLC HAS RECEIVED THE CORRECT CERTIFICATES OF INSURANCE, COMPLETED W-9, AND A COPY OF CURRENT CONTRACTORS LICENSE AS OUTLINED IN THE SUBCONTRACTOR INFORMATION PACKET.

## 4. INSURANCE REQUIREMENTS

### A. GENERAL REQUIREMENTS (Applies to ALL insurance policies)

1. Insured box complete with subcontractor information
  2. Certificate Holder box complete with the following: B AND W BUILDERS, LLC 20 E Airport Rd #207  
LEBANON, OR 97355
  3. Certificates shall specify that the insurance coverage is applicable to ALL OPERATIONS of the contractor
  4. Certificates shall state that there will be no cancellation, reduction or modification of the coverage without THIRTY (30) days prior written notice
6. Certificates of Insurance with the required endorsements attached must be provided PRIOR TO the commencement of any work

### B. POLICY LIMITS AND REQUIREMENTS

#### 1. GENERAL LIABILITY –Minimum requirements

- \$1,000,000 Each Occurrence
- \$5,000 Medical Expense
- \$1,000,000 Personal & Advertising Injury
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- B and W Builders, llc shall be named as Additional Insured

#### 3. WORKERS COMPENSATION (Statutory Limits)

- \$1,000,000 Each Accident
- \$1,000,000 Each Employee
- \$1,000,000 Policy Limit OR
- Copy of state license showing exempt status

## 5. SUBCONTRACTOR LETTER OF UNDERSTANDING

This Subcontractor Letter of Understanding is necessary to clarify the terms of our working agreement. Your signature on this Subcontractor Letter of Understanding is confirmation that you have read and understand, in its entirety, the Subcontractor Information Packet given to you and are in agreement with the requirements stated within the packet.

1. Company Profile: A complete and current "Company Profile" (Item 2 of the Subcontractor Information Packet) must be kept on file at B and W Builders, llc As active members of the Willamette Valley Home Building Association, preference may be given to bidding association members.
2. Job Site Behavior: The behavior of your employees reflects not only upon your company, but on ours as well. To be sure that the proper image is presented for all parties involved, please make your employees aware of the following rules:
  - **No tobacco or alcohol on any jobsite.** Smoking in vehicles is allowable in the case of exterior only jobs, as long as all debris is contained within that vehicle or disposed of safely and properly. If employees will be entering the clients' home for any reason, all smoking is prohibited.
  - **Do not drive, park, or store materials on lawns, landscaped areas, or flowerbeds.** If use of one of these areas is unavoidable, it is expected that you will take all precautions to prevent damage, and repair any damage done, at your expense and in a timely manner.
  - Our dress code does not allow visible piercing or tattoos. Long hair must be pulled back and secured neatly. No vulgar symbols or sayings on vehicles, clothing, equipment, or hats. While we understand that we cannot dictate the appearance of your employees, the decision to invite you to bid on future projects will hinge upon the image your company presents to our clients.
3. Payment Terms: As outlined in "Billing Instructions & Payment Schedule" (Item 3 of the Subcontractor Information Packet).
4. Insurance Requirements: Current Certificates of Insurance including all endorsements with acceptable limits as outlined in "Minimum Insurance Requirements" (Item 4 of the Subcontractor Information Packet). PLEASE NOTE: It is the responsibility of the Subcontractor to issue new certificate(s) of insurance meeting the specified requirements upon expiration of a policy.
5. Licensing: Contractor License must be in good standing and current. If your licensing status changes in the course of an active project, payment will be withheld until the issue is resolved.
6. Modifications: No modifications or amendments to this agreement may be made without written notice executed by both parties.
7. Hold Harmless: Subcontractor agrees to indemnify and hold harmless B and W Builders, llc for any claims, demands, or expenses because of bodily injury, personal injury, emotional distress, wrongful death, property damage, loss of us of property, or other related expenses arising out of or in any way related to work performed by the subcontractor for B and W Builders, llc, save and except those claims due to the sole negligence or willful misconduct of Band W Builders, llc.
8. Attorneys' Fees: If either party brings any action or proceeding to enforce, protect, or establish any right or remedy, under or related to this Agreement, the prevailing party shall be entitled to reasonable attorneys fees. Should suit be brought upon this Subcontractor Letter of Understanding, the trial of said action shall be held in the City and County in which this Subcontractor Letter of Understanding was established.

Please sign for acceptance and return along with the additional requested information as outlined in this packet.

Acceptance:

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_