



Sub-Contractor Agreement

This is the packet that explains LeLack Constructions' procedures for using Sub-Contractors. Please read carefully the following pages, sign and return the originals.

All subcontractors performing work for LeLack Constructions are to be **licensed as required**, and **provide evidence of General Liability Insurance, and Workers Compensation Insurance or proof of Sole Proprietorship before work begins.**

Failure to have all the information listed below, and current, in our files will result in a delay of payment for any work performed.

1. An original copy of your **Certificate of Insurance** from your insurance agent listing LeLack Construction must be **NAMED AS ADDITIONALLY INSURED AS THE CERTIFICATE HOLDER.** This should also include our complete address as well. Please contact your agent and ask them to fax a copy and mail an original to our office. All approved subs must furnish their insurance information annually at the policy renewal time.
2. If you have any employees, we will need a copy of your **Worker's Compensation** verification listing LeLack Construction as the certificate holder. If you work alone, no employees, no subcontractors, you will need to provide a **proof of exemption** listing LeLack Construction as the certificate holder.
3. **Completed W-9** (included in your packet of information). Your federal ID number or social security number must be shown.
4. **Completion** of the subcontractor packet of information. (see attached) including the licenses held by you or your company.

All approved subcontractors must furnish the above insurance information annually at the policy renewal time.

Obtaining LELACK CONSTRUCTIONS Purchase Orders:

1. Our Project Manager or Superintendent will call you and ask you to scope the work and submit a priced proposal for the work to be done at the job site. When you come to an agreement with our Project Manager/Superintendent on the work to be done and the price for said work, a Subcontractor Agreement form will need to be signed and an LELACK CONSTRUCTION purchase order will be obtained.
2. You will need to obtain the LELACK CONSTRUCTION purchase order # from the Project Manager for the job and include it on all your paperwork. You can find the Purchase Order number on the signed Subcontractor Agreement or by calling your Project Manager. This is the reference of your work to that Subcontractor Agreement for the work on the job.
3. If the scope of work changes or additional work needs to be done, you need to call the Project Manager for the job and receive approval.
 - a. A NEW PO Number needs to be issued for the change or additional work. You or the Project Manager cannot add to an existing purchase order at your own discretion.
 - b. Your invoice for the change order needs to reference the new PO #.



4. If you do Emergency services, a P.O. must be obtained with in 48 hours.

In all other cases, if you chose to do the work BEFORE you get the purchase order and provide our office with all necessary paperwork, you are on your own. LeLack Construction enters into a contract with you only when our administration staff issues a purchase order number requested from the Project Manager. We will only issue P.O's before the work is started. LeLack Construction will only pay for work done if the PURCHASE ORDER IS ISSUED BEFORE THE WORK IS STARTED AND WE HAVE THE REQUIRED PAPER WORK.

Sub-Contractor Payment Policy

The following payment procedures must be followed to insure proper processing of all checks for invoices submitted for payment:

1. An **original signed subcontract agreement and any change orders** specifying the exact work and dollar amount for each job must be on file at the start of any project. If the project is under \$1000.00 a work order and purchase order will be sufficient. This is coordinated with the Project Manager/Superintendent. If there are any changes made or any deviations during the process of the job that are not included in the original job subcontract agreement for the job, you **must** have approval from the Project Manager. This is done by a **“Change Order”** signed and this must be signed by the Project Manager and included with your invoice.
2. All **Invoices** must have an Invoice Number, Purchase Order number (which includes the Job Number) and the address where you performed the work. The Purchase Order number from LeLack Construction is assigned **prior** to you working on the job.
3. All Sub-Contractor invoices are required to have:
 - Your Company's name, address and phone number
 - Your name
 - Invoice number
 - Date
 - LeLack Constructions Project Manager's name
 - LeLack Constructions purchase order number
 - LeLack Constructions Job name, address and job number and phase code.
4. It is necessary for us to have a **Certificate of Lien Waiver** for every individual job that is performed. These are to be submitted with your invoice, and completed to the best of your knowledge. **An original lien waiver must be received before your invoice is approved for payment.**
5. LeLack Constructions' Sub Contractor's **Satisfaction of Completion** signed by the homeowner for the work you completed must be turned in with your invoice, or the Satisfaction of Completion filled out and signed by the Project Manager after inspection of the work completed. Most work that is completed should be signed off by the **HOMEOWNER**.
6. **LeLack Constructions' Project Managers must approve your invoice before it is submitted for payment. We do not accept a fax or carbon copy for payment.** Therefore it



is extremely important to send them in as soon as possible when the work is completed or a draw request is submitted. This will allow the Project Managers to review your invoice and all paperwork in a timely manner to be submitted to the accounting department for payment.

- **If you want your invoice to be paid within 30 days, please make sure and submit it for approval before the 1st of the month, not on the 1st.**

7. **Approved invoices** received in the accounting department **before the 1st** of each month will be paid on the **30th and mailed out**. **Please make sure that all paperwork is turned in with invoice.**

As we are growing and increasing in work volume, we will need your cooperation when invoicing for the work you complete on our jobs. Please continue to forward your invoices along with the Satisfaction of Completion Form and Conditional Waivers of Lien as soon as you finish your work to the Project Manager you were working with on each specific job. Our Project Manager will need to make sure the proper paperwork is all here and inspect the work completed before he can submit your invoice to the accounting department for payment.

Documents **required** for payment, the following items need to accompany every invoice:

- ** Invoice for each job Purchase Order.
- ** Conditional Lien Waiver for each job.
- ** LeLack Construction's Certificate of Satisfaction (this must be signed by the homeowner) for each job.
- ** Signed Subcontract Agreement and / or any Change Orders for each job.



I READ AND I UNDERSTAND THE ABOVE AGREEMENT. I WILL NOT ISSUE INVOICES OR EXPECT PAYMENT FOR WORK DONE WITHOUT HAVING A PURCHASE ORDER NUMBER THAT IS DATED PRIOR TO THE DATE OF COMMENCEMENT OF WORK OR IF I DO NOT SUPPLY LELACK CONSTRUCTION WITH THE NECESSARY PAPER WORK.

Sign below verifying that you have read and understand these requirements. Please keep a copy for your files and return the original to LeLack Constructions.

Company Name

Please Print

Owner/CEO

Please Print

Address

Phone

Fax

Email