



SUBCONTRACTOR'S PACKET

The following is a list of items that are required of you in order for you to work on any job for All Disaster Services and/or get paid for work performed. The necessary forms are included in this packet. Please complete and/or sign all and return all applicable items.

GENERAL INFORMATION SHEET

This form is a quick reference sheet including your Company's name, address, phone number and other information so that we may set up a subcontractors file for you in our office.

SUBCONTRACTOR AGREEMENT

This is your contract with All Disaster Services to act as a subcontractor. These will usually be accompanied by a scope of work given to you by an All Disaster Services representative on your first job. You will be asked to sign a new agreement in each new calendar year. You will be given a separate Work Order for each job you do for All Disaster Services.

CERTIFICATES OF INSURANCE

All Disaster Services is required by our insurance company to obtain proof of ***YOUR*** general liability and worker's compensation insurance (both have to be current). We **MUST** have a current *Certificate of Insurance* and a copy of your current *Worker's Compensation Certificate* prior to the beginning of each job. (If you are a sole proprietor or partnership and not required to carry Workman's Compensation, please contact the Bureau of Worker's Compensation to apply for a temporary certificate. They can be reached at 1-800-OHIOBWC or an application is available through All Disaster Services upon request. You will need to fill out a U-3 application and state that you are exempt from Ohio Worker's Compensation coverage. You must pay a \$10.00 application fee to the Ohio Bureau of Worker's Compensation and they will send you a certificate.) You will **NOT** be able to work for All Disaster Services nor be paid for any work performed without a valid BWC certificate.

FORM W-9 (Request for Taxpayer Identification Number and Certification)

This form is for all forms of entities working as a subcontractor for All Disaster Services. All Disaster Services is required by Federal Law to issue 1099's, when applicable, to all subcontractors performing work and being paid by ADS. The purpose of Form W-9 is to provide us with your Taxpayer Identification Number (Federal Employer Identification Number or Social Security Number). It also provides certification that the Identification Number you are providing to us is correct and that you are not subject to back-up withholding.

INVOICES AND BILLING PROCEDURE

All Subcontractors submitting invoices for payment will be required to submit them only after the work is completed. On projects larger than \$5,000.00, you may submit draw requests towards the total project cost. The draw schedule should be discussed and approved by the All Disaster Services representative giving you the work order.

The invoice/draw request can be mailed or faxed to our office at **216-732-7688**. The invoice **MUST** state your contract price, and any draws (payments) received, and a current balance due. By including a running total we can verify that all parties are in agreement and correct any differences noted. Any incomplete invoice will be returned and denied for payment until the proper documentation has been submitted correctly.

Invoices and draw requests will carry automatic **15 DAY TERMS FROM DATE OF RECEIPT IN OUR OFFICE (not invoice date)** before payment will be issued. The payment will be issued the following MONDAY following the 15 DAY TERMS. The final 10% of a contract (holdback amount) may be held for 30 days before it is paid. In any event, no amount will be paid until an All Disaster Services representative completes an inspection of your work. Any request for final payment **MUST BE accompanied by the following:**

- 1) Certificate of Completion
- 2) Copy of closed permit(s) if applicable
- 3) Final punch list completed and signed, if applicable.

Upon receipt of any payment for a contract in excess of \$2,500.00, you **WILL** be required to sign a waiver of lien for the work performed and paid for. All Disaster Services has the authority to question any billing for completeness and procedure. We at All Disaster Services want you to be satisfied working for us. We are not intentionally being difficult, however we have rules and procedures to follow for our industry both for your protection and ours. We wish to treat everyone fairly and we ask that you do the same.

CERTIFICATE OF SATISFACTION/COMPLETION

This form must be completed by all subcontractors prior to submission of an invoice or draw request. This certificate must be signed by the property owner acknowledging that your portion of the job is completed to their satisfaction (i.e. mechanicals, drywall, painting, flooring, etc.) If you are required to receive a rough-in inspection, you will need a partial certificate to receive a draw (payment).

Please be sure you have copies of the Certificate of Satisfaction/Completion with you, they are available at All Disaster Service's office or your All Disaster Services rep. can get them to you if you do not have any.

SAFETY AND WELLNESS AFFIDAVIT

All Disaster Services requires that you fill out the attached affidavit that states you and/or your people are properly trained and will abide by OSHA, EPA, STATE, LOCAL, and other health and safety regulations appropriate for your work, trade, or companies reason of business.

In the event that you are not trained or up to date with certifications, please notify All Disaster Services **immediately**, so that All Disaster Services can make the necessary concessions to help you, or find a replacement.