



Please Read Carefully

Dear New Vendor:

Our goal at EJH Construction, Inc. is to provide our customers with the highest level of quality workmanship within the industry. As an EJH Subcontractor, you are an extension of our team and we take pride and integrity in the outcome of the work we produce. With your cooperation, we are certain you will be an invaluable addition to our team.

Enclosed is our **New Vendor Information Packet**. Please complete the required information and return to us as soon as possible along with a list of references so that we have all of the information necessary to set you up in our database.

State law requires that we have a current Certificate of Insurance on file, stating Workman's Compensation and General Liability coverage (a SAMPLE certificate outlining minimum coverage amounts is attached hereto for your convenience). EJH Construction, Inc. must always be listed as an **Additional Insured**. Without a current Certificate of Insurance on record, **payments will be delayed** until a current form is received. Please advise your insurance agent to ANNUALLY forward this information to:

EJH Construction, Inc.
30896 W. Eight Mile Road
Farmington Hills, MI 48336
Fax to (248) 478-3400 or
Email to accounting@ejhconstruction.com

If you are the sole employee of the company and are not required to carry Workers Compensation, the State of Michigan requires you to complete out an **Independent Contractor's Statement**. This form can be obtained by contacting the EJH Contract Manager at (248) 478-1400.

EJH encourages electronic transmittal of all invoices. Please send to accounting@ejhconstruction.com for expediting of payment processing. All invoices must have a P.O. # and Job # clearly stated on your invoice. Please review page 2 for the proper Billing Processes. EJH is unable to process payment for invoices billed after **180 days** from the date of your completion.

We look forward to working with you and establishing a mutually rewarding relationship.

Sincerely,

EJH Construction, Inc.
Management

Enclosures

BILLING PROCESSES:

Subcontractor Invoices \$5,000.00 and over MUST be in A.I.A. Billing Format

(YOU MAY REQUEST AN AIA "TEMPLATE" IF NEEDED)

The following information is **REQUIRED** on your invoices:

1. **Job name and number** (provided by EJH)
 2. **EJH Project Manager's** name assigned to the project
 3. **Job address with city** (provided by EJH)
 4. **P.O. number** and amount for the services rendered (provided by EJH)
 5. **Your company's invoice number**
 6. **Description of work / service**
 7. **Invoice date** (the invoicing should reflect the completion date or period ending)
 8. **Date(s) worked**, including last day worked (applicable for sub-contractors)
 9. **EJH Subcontract Agreement** (subcontracts are issued for values of \$5,000.00 or more)
 10. **AIA Billing Formats** are mandatory for Subcontractor Invoices of **\$5,000.00 or more**. They must reflect the current amount of your contract, with a **BREAKDOWN of LABOR vs. MATERIAL** costs, any changes to the base contract and % of work complete. (If you are unable to accurately provide this billing format and EJH must complete the documents on your behalf, a minimum charge of \$100.00 will apply).
 11. **10% retention on** Subcontractor invoices in excess of \$3,000 will be automatically withheld (for up to 30 days after completion, or until any Punch List item are completed and/or all Warranty Documents are submitted).
- Your EJH's Project Manager will provide you with items #1-4.
 - Original invoices (mail, fax, or electronic) must be sent to the Accounting Department. Electronic invoices should be sent to: accounting@ejhconstruction.com.
 - Expiration or cancellation of your General Liability or Workman's Comp Insurance will delay payment until the matter is resolved.
 - Invoices exceeding an EJH Purchase Order agreed amount will **not** be processed until the assigned Project Manager has authorized the increase in writing.
 - Invoices not billed within 180 days from date of completion will not be processed for payment.
 - EJH will supply Waivers of Lien for each payment. They must be signed and mailed back immediately.
 - **Sworn Statements and supplier waivers must be included with all Progress Billings.**
 - **Payment Terms:** Within 30 days after receipt of all required documentation (unless otherwise noted).

An Accelerated Payment Program is available for Subcontractors/Suppliers offering an early payment discount. Please inquire with EJH's Contract Manager.

Invoices will not be processed until all information is complete and accurate.

Missing information will delay the payment process.

SUBCONTRACTOR GUIDELINES

In order to keep jobs running smoothly, all subcontractors must adhere to the following guidelines:

1. **SAFETY**

As part of our Safety Program and compliance on your part, there are requirements you must abide by in order to perform work on our jobsites. All OSHA requirements must be met. All insurance and safety compliance forms must be at our corporate office before starting work. Each Subcontract Agreement will contain a checklist that must be signed for each project you are awarded and returned to EJH Construction, Inc.'s office. It is MANDATORY that Hard hats and safety gear are worn at all times.

2. **SCHEDULING/COMMUNICATION**

- All client meetings should be handled and scheduled by an EJH Project Manager.
- Notify the Project Managers of any material delivery time table.
- Confirm with the Project Manager starting and completion date.
- Notify the Project Manager of known and/or possible violations that are present and solutions on how to handle properly.
- Notify the Project Manager of date/time for city inspection of rough and final approval.
- Obtain written confirmation of your city inspections.
- Direct all questions and concerns from the customer to the EJH Project Manager.

3. **PROTOCOL**

- Please use drop cloth and runners from door to work area.
- Smoking is not permitted on EJH Construction job sites.**
- Your workmanship is limited to the trade you employ.
- Comments concerning other trades should be communicated to the EJH Project Manager.
- Negative comments to customers about other trades or EJH personnel **will not be tolerated and may result in the termination of the agreement.**
- Identification of crew leaders is important for the customer and EJH Construction.
- Do not ask customers for tools, brooms, trashcans, etc.
- Ask customer for permission to enter any area not in the scope of work areas.
- Do not drive across, park on or leave wheels on any lawn and/or landscape areas.
- If your vehicle is leaking fluid, **do not** park on job site. Any site corrections necessary resulting from your vehicles will be charged back to you.
- MAKE SURE THE BUILDING IS SECURE** if you are the last one to leave.

4. **CHANGES, ADDITIONAL WORK and MATERIAL SELECTION**

- An updated or new Purchase Order / Change Order will be issued by an EJH Project Manager should the scope of work be changed during a project.
- Any changes or additional work performed without prior written authorization from EJH Construction, Inc. will not be paid for.

5. **SALVAGE**

- Small items such as hardware, bath accessories, decorative cover plates, etc., shall be labeled and placed in a container provided by EJH Construction. If one is not on site, please ask the Project Manager for one.

- Larger items shall be labeled, protected and placed in agreed location on site or taken to an agreed warehouse.

6. CLEAN-UP

- All trades are required to have drop cloths, Visqueen and clean up tools.
- All trades are responsible for their own debris to be swept up and placed in a job site dumpster or trailer (including lunch debris) on a DAILY basis.
- If dumpster or trailer is not on site, trades are responsible for their debris to be swept and placed in garbage bags or boxed on a DAILY basis.
- Larger items i.e.: furniture etc., need to be broken down, if possible, before placing in dumpster.
- Do not fill dumpster or trailer above sidewalls. Unloading will be back charged.
- Costs for cleaning up after any particular trade will be back charged accordingly.

I have read the outlined requirements and agree to adhere to EJH Construction, Inc.'s policies, safety, billing procedures and payment guidelines.

Date

Company Name (Please Print)

Phone #

Cell #

Street Address

Fax #

City, State, Zip

Email Address

Owner's Name (Please Print)

Signature

State License Number: _____ **Type of License:** _____

Issuing State: _____ **Expiration Date:** _____

List Your Trades/Specialties: _____

Ability to Travel?: _____ **Yes** _____ **No** (if Yes, within _____ miles of mailing address)
(please check one)

Current Number of Employees _____ **Estimated Annual Sales: \$** _____

****Please provide the EJH Representative's Name whom requested this information:** _____



CERTIFICATION OF IRCA COMPLIANCE

I, _____, (Name of Authorized Officer of Subcontractor) hereby certifies on behalf of

_____, the “Company”, the following:

(Legal Name of Organization)

- 1. That it has verified and will continue to verify the eligibility of each and every worker it has assigned and will continue to assign to work on any EJH Construction, Inc. Project;
- 2. That proper and complete I-9 documentation has been and will be completed for each and every worker assigned to work on an EJH Construction, Inc. Project;
- 3. That all the workers assigned by the Company to work on any EJH Construction, Inc. Project is legally authorized to work in the United States; and
- 4. That in the event that it becomes known to the Company that a worker assigned to work on an EJH Construction, Inc. Project is no longer authorized to work in the United States, the Company will immediately remove that worker from assignment.

Name of Authorized Officer of the “Company”: _____

Signature of Authorized Officer of the “Company” _____

Date: _____

ACCORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER

FAX:

THIS CERTIFICATE IS ISSUED AS AMATEUR OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICES BELOW.

SAMPLE

COMPANIES AFFORDING COVERAGE

TO BE DETERMINED

ATTENTION:

EXT:

- COMPANY A
COMPANY B
COMPANY C
COMPANY D

INSURED: SUBCONTRACTOR NAME (INSERT HERE)
SUBCONTRACTOR ADDRESS (INSERT HERE)
SUBCONTRACTOR ADDRESS (INSERT HERE)

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR TYPE OF INSURANCE POLICY NUMBER POLICY EFFECTIVE DATE & POLICY EXPIRATION DATE (MM/DD/YY) & (MM/DD/YY)

Table with 6 columns: CO LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFFECTIVE DATE, POLICY EXPIRATION DATE, and LIMIT. Includes rows for GENERAL LIABILITY with sub-rows for Commercial General Liability and Owners & Contractors Prot.

Table with 6 columns: CO LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFFECTIVE DATE, POLICY EXPIRATION DATE, and LIMIT. Includes rows for AUTOMOBILE LIABILITY with sub-rows for Any Auto, Scheduled Autos, Hired Autos, and Non-Owned Autos.

Table with 6 columns: CO LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFFECTIVE DATE, POLICY EXPIRATION DATE, and LIMIT. Includes rows for GARAGE LIABILITY with sub-rows for Any Auto.

Table with 6 columns: CO LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFFECTIVE DATE, POLICY EXPIRATION DATE, and LIMIT. Includes rows for EXCESS LIABILITY with sub-rows for Umbrella Form and Other Than Umbrella Form.

Table with 6 columns: CO LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFFECTIVE DATE, POLICY EXPIRATION DATE, and LIMIT. Includes rows for WORKERS COMPENSATION AND EMPLOYERS' LIABILITY with sub-rows for The Proprietor/Partners Executive and Officers.

Table with 6 columns: CO LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFFECTIVE DATE, POLICY EXPIRATION DATE, and LIMIT. Includes a row for OTHER.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

PROJECT:

PRIMARY ADDITIONAL INSURED AS RESPECT TO GENERAL LIABILITY: EJH Construction, Inc.

CERTIFICATE HOLDER

EJH Construction, Inc.
30896 W. 8 Mile Road
Farmington Hills, MI 48336

ATTENTION: Accounting email: Accounting@ejhconstruction.com

ACCORD 25-S (1/95) Fax: (248) 478-3400

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

ACCORD CORPORATION 1988/LT00