

Gateway Restoration L.L.C.



Sub-Contractor Packet

Mission Statement: "It is the Mission of Gateway Restoration To; Give Peace of Mind, by always being available and driven to immediately help others. Create Trust by using moral Integrity to govern every choice. Serve, by prioritizing the needs of others. Inspire, by being morally and ethically sound in all business practices."

Slogan: Minimizing the Heartache of Disaster





Sub-Contractor Information

Company Name: _____ Entity Type: _____

Physical Address: _____

Billing Address: _____

Company Main Phone: _____ Company Main Email: _____

Main Contact Name: _____

Main Contact Direct Phone: _____ Contact Email: _____

Accounting Contact Name: _____

Accounting Contact Phone: _____ Accounting Email: _____

Estimating Contact Name: _____

Estimating Contact Phone: _____ Estimating Email: _____

Contractor License Number: _____ License Class: _____

Contractor Bondable: Yes No

Number of Employees Local: _____ Field Local: _____ Office Local: _____

Annual Gross Sales: _____ Preferred Job Size \$: _____

Date Company Started: _____ Number of Owners: _____

Preferred Job Type: (check all that apply) Residential Commercial

Counties Served: (check all that apply)

Apache Cochose Coconino Gila Graham Greenlee La Paz Maricopa

Mohave Navajo Pima Pinal Santa Cruz Yavapai Yuma



Insurance Requirements

Prior to the execution of a Sub-Contract Agreement and prior to commencement of any work, sub-contractors must provide certificates of insurance (COI's) with the following Limits.

- A. Comprehensive General Liability Coverage, Bodily Injury and Property Damage
 - a. \$1,000,000 Each Occurrence (Bodily Injury & Property Damage)
 - b. \$2,000,000 Products/Completed Operations Aggregate
 - c. \$2,000,000 General Aggregate (that applies on a per project aggregate)
 - d. \$1,000,000 per person or organization on personal or advertising injury
 - e. States 30-day policy cancellation notice
- B. Automotive Liability Coverage, Body Injury, and Property Damage
 - a. \$1,000,000 Combined Single Limit
 - b. Insurance to include and state "Any Automobile Coverage"
 - c. States 30-Day policy cancellation notice
- C. Workers Compensation Insurance
 - a. \$500,000 E.L. Disease – Policy Limit
 - b. \$500,000 E.L. Disease – Each Employee
 - c. \$500,000 E. L. Each Accident
 - d. States 30-Day policy cancellation notice

Such insurance shall comply with Arizona Workers Compensation Law

If you are exempt, provide exemption certification in accordance with the attached Workers Compensation Form.

- D. All insurance certificates must include the project name and location and shall list Gateway Restoration and Project Owner as additional named insured parties.

Insurance providers should email COI's to Gateway Restoration office, email:

support@gatewayrestoration.com or mail to 7257 S. Atwood St. Suite# 105 Mesa, AZ 85212.

Sub-Contractors hired by Gateway Restoration are responsible for assuring that all sub-contractors hired to work on a Gateway Restoration project are properly licensed and carry the same limits of insurance as required of sub-contractors.



Payments

A. Payment Schedule

All invoices for services for that calendar month must be received by Gateway Restoration prior to the 1st business day of each month. Sub-Contractor must submit all pay applications and billing via email. Gateway Restoration billing email is billing@gatewayrestoration.com. Checks will be cut for the previous months work on the 3rd Monday of each month, pending Project Manager approval. All work being billed for must have customer sign off on completion and certificate of satisfaction.

B. Stored Materials

Billing for stored materials must be done according to above listed timeframes and must be accompanied by material receipt from manufacturer or supplier. If Materials are stored in a place not located at job site, that location must be bonded and insured separately. You must submit proof of insurance for stored materials.

C. Lien Waivers

Prior to payment of any invoice Gateway Restoration must receive a partial or final lien release from billing sub-contractor and all suppliers of materials. All Waivers must cover Labor and Materials for the work being billed for.



SUB-CONTRACTOR APPLICATION CHECK LIST

Complete		Notes
<input type="checkbox"/>	Sub-Contractor Information Sheet	
<input type="checkbox"/>	W – 9 Tax Form	
<input type="checkbox"/>	Job Site Processes, Procedures and Expectations	
<input type="checkbox"/>	Gateway Restoration In-House Training	Signature of Gateway Authorized Trainer: _____
<input type="checkbox"/>	Liability Insurance Certificate	Must have Gateway Restoration specifically named as additionally insured.
<input type="checkbox"/>	Copy of Arizona Contractors License	
<input type="checkbox"/>	Proof of Auto Insurance	



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Processes and Procedures

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Pictures:

We will take a minimum of 4 pictures of every project prior to starting work on any project we do with Gateway Restoration. We will take photos of the **Full Room** and **Job Area Specific** photos. We will take as many photos as needed to document the job and daily progress as we complete it. We understand that there are other trades that have done work prior to us and that there will be trades that may need to perform work when our work is completed. We will consider this fact as we acquire our job photos. We will forward pictures via text or email to the Project Manager in charge of the job at the completion of each day. These photos will be taken in a professional manner with the understanding that they will be used to inform all parties involved in the job process including but not limited to: Homeowners, Adjusters, Other Trades and Agents.

Authorization:

We understand that it is our responsibility to obtain authorization from the **Owner** of a property or an **Authorized Individual** for the work we will complete. This Authorization will include all products and services to be rendered. All pricing discussion should be between Gateway Restoration and the Customer. We understand that satisfaction of the product that we furnish, and install is our responsibility. When Like Kind and Quality (LKQ) is the desired material scope we will still maintain that the customers sign off on all material used.

Warranty:

We will warranty all products and services for two years following the date of substantial completion. Substantial completion will be determined by the date of the signed Certificate of Satisfaction (COS).

Certificate of Satisfaction:

We will get a signed Certificate of Satisfaction (COS) at the time of the completion of our portion of the project. We will forward the COS to the Project Manager from Gateway Restoration along with completion photos. This will signify substantial completion of our portion of the project.

Direct Sale to Customers:

Punch Lists:

We will insure that all punch list items either before or after substantial completion are completed in a timely manner and done in accordance with manufacturer guidelines. Unless written authorization is given by Gateway Restoration there should be no discussion regarding pricing or changes of any kind that would involve a price change. All pricing should be discussed with Gateway Project Management

Customer Service and Communication:

We will respond to all customer requests within a minimum of 24 hours. We understand that communication is key for customer satisfaction. We will maintain consistent communication with customers and Gateway Restoration keeping them up to date on Job status and needs.

Signature of Authorized Representative:

Print: _____ Signature: _____