

## **SUBCONTRACTOR POLICIES**

### **General Requirements**

#### **Subcontractors' Qualifications:**

All subcontractors perform work as independent contractors for Wilmot Modular Structures, Inc. They are not eligible for company benefits and must provide their own insurance coverage as indicated in the Insurance Coverage Agreement. A current Certificate of Insurance must be provided in order for Wilmot to accept a subcontractor's service.

#### **Scope of Work:**

A detailed Scope of Work will be provided with every Request for Quote (RFQ) and agreed upon at the start of each job. Any changes to the scope of work must be approved by the Project Manager or Site Supervisor prior to work being done. A written Change Order must be approved prior to commencing any additional work. Any charges for work performed that HAS NOT been approved WILL NOT be paid. If that scope of work includes the removal of items that Wilmot has designated for reuse (to be decided before work begins), it must be set aside in a safe area as designated by Wilmot.

#### **Certified Payrolls:**

When certified payrolls are required for a job, the subcontractor shall submit one original and two copies of its payroll records and the payroll records of each of its subcontractors within 14 calendar days after the end of each payroll period. Payrolls shall be submitted on U.S Department of Labor Wage and Hour Public Contracts Division Payroll Form WH-347 or its equivalent.

**Materials provided by Wilmot:**

When material, supplies and/or equipment owned by Wilmot are provided to Subcontractor for the use on a specific job, a materials form must be completed by the Subcontractor and signed by Project Manager or Fleet Manager for the BEFORE they will be allowed to use item(s).

The following polices apply to the removal of any Wilmot-owned material, supplies and/or equipment by a Subcontractor from Wilmot's yard:

1. Tools will not be lent out to any subcontractor.
2. Subcontractors are not allowed in the Tool Supply Area. If a sub is found in the tool container and is unsupervised by a Wilmot employee, they may be asked to leave the property.
3. If a sub needs material, a Request Form must be submitted to Yard Manager who will arrange for materials, supplies or equipment to be given to Sub.
4. A copy of safety rules and requirements will be available in the Service Department. All subcontractors must sign Policy Agreement that states they have read the rules and will adhere to them while on Wilmot's property and/or while using equipment.
5. Any materials, tools or equipment belonging to Wilmot are not allowed to leave the premises without consent of Fleet Manager.

**Working on Wilmot property:**

If a subcontractor is required to work in Wilmot's yard, they will be provided with a copy of all safety rules and requirements. Only subcontractors that have signed a copy of the Safety Policy indicating that they have read and understand the Safety requirements at Wilmot will be allowed to work on the site.

All subcontractors must clean up their areas after the job is complete. It is expected that all work areas be kept in a reasonably orderly condition for safety reasons and all OSHA requirements are met. Any costs incurred by Wilmot to clean up an area left in disarray by a Subcontractor will be backcharged.

**Working Hours:**

Working Hours are 7:00-3:15. If it is necessary to have work done over the weekend or after hours, arrangements must be made with Service or Fleet Manager.

**Use of Alcohol/Drugs:**

The use of alcohol or drugs on Wilmot’s property or a customer’s jobsite is strictly prohibited and will not be tolerated. Any subcontractor found to be under the influence of alcohol or drugs while working on the job or during working hours as noted above will be asked to leave the jobsite and will be backcharged for time lost.

**Billing:**

Invoices from Carriers: Signed Delivery Sheets must accompany any invoices that are sent in for payment. All invoices must have a Stock Number(s) or Serial Number(s) of unit(s) hauled. All invoices for maintenance work must also have a Purchase Order Number. Any invoices without this information will be returned.

Invoices from other Subcontractors: Invoices must include Wilmot’s Purchase Order Number in order to be processed. Signed Timesheets, *if required*, must accompany invoice with Stock Number of unit indicated on invoice.

**Quotes:**

All work must be submitted as a Scope of Work with a quote. That quote will be referred to in a Purchase Order.

**Quality of Work Issues:**

Any quality of work issues will be addressed and taken care of by sub in a timely manner or Wilmot Service Crew will respond and a backcharge WILL BE incurred.

I have read and understood the above policies.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date