

HOLLAND

CONSTRUCTION®

STANDARD SUBCONTRACTOR & SUPPLIER REQUIREMENTS

Company representative's must be responsible to address all administration requirements with HCC's projects.

SUBCONTRACTOR

- Sign, date and return all three copies of the **Subcontract and Exhibits** within one week from the subcontract date. Upon receipt, HCC will countersign the documents and a fully executed copy will be returned to you for your files.
- Submit **Data Submissions*** within two weeks of HCC's acceptance of their proposal, if applicable. Submit 1 electronic file, in PDF format, to the HCC project team. Note - All submittals shall be sent with a transmittal listing the following information: project # & name, date of transmission, description, specification # and your company contact information.
- Submit a current copy of your **Certificate of Insurance**, *prior to commencement of work*, with required additional insurers and insurance endorsement.
- Submit a copy of your **Written Hazard Communication Program and MSDS**, *prior to commencement of work*, to HCC's main office for your portion of work. All copies will be kept onsite and will be readily available and accessible until project completion.
- Maintain a **Health and Safety Program** in accordance with OSHA requirements. *Subcontractor shall have and maintain a copy of their program onsite until completion of their work.*
- Implement a weekly **Toolbox Talks Safety Meeting** and forward a signed copy to HCC's office or On-site Superintendent on a weekly basis.
- All invoices must be submitted on an **Application for Payment** (AIA or similar document) and include a **Release of Liens**.
- An executed **Warranty** form & Four Sets of **Operation & Maintenance Manuals** (O&M's) must be submitted with final payment request. As-builts and LEED documentation also to be submitted, if applicable.

SUPPLIER

- Shall return executed **Purchase Order** within one week from the purchase order date.
- Submit (6) sets of **Data Submissions** within two weeks of HCC's acceptance of their proposal.
- Submit a current copy of your **Certificate of Insurance**, *prior to delivery to jobsite*, with required additional insurers and insurance endorsement.
- An executed **Warranty** form & Four Sets of **Operation & Maintenance Manuals** (O&M's) must be submitted with final payment request. As-builts and LEED documentation also to be submitted, if applicable.