
Sub-Contractor Policy

Date _____
SubContractor _____
Address: _____
City, State, Zip _____
E-mail _____

We welcome your association with our company. This agreement lists our subcontractor policies, all subs and your employees must abide by these policies. Please read every item, initial on each item, sign and return one copy.

- I. As a subcontractor of our company, you have become part of our team. We look to you to help our jobs run smoothly. If you anticipate a problem not addressed in our plans, or find any code violation or technical problem, please notify us promptly. Acceptance of all bids should be based on a job site visit. Any problem caused by conflicting conditions becomes your problem and your responsibility. _____
- II. All your personnel on our job should support our company and speak well of it. You are an integral part of our marketing program. Both of our businesses stand to lose or gain by your job behavior. _____
- III. Referrals: If any of our clients request work directly from you, such as extras or future work, you will need written permission to do the work. According to our original contract with the client, if any neighbor or passerby asks you to do a job, you must refer them to our office. Any subcontractor who takes such a job directly shall be in direct violation of this agreement. _____
- IV. Changes: All changes must be approved by our superintendent or our office, before work is performed. If time is a problem, you may proceed with our verbal approval, but you must follow up with a written change order. **No prices may be given directly to the client.** _____

- V. Insurance: Our company carries a blanket insurance policy. If a copy of your general liability or workers' compensation coverage is not in our hands prior to any and all payouts, we shall deduct ___% from the amount due you for the general liability and ___% for the workers' compensation. In case of any accidents the sub contractor will be fully responsible for his personnel, Climax Builders will NOT be held responsible for the subs employees. _____
- VI. Job schedule: We will send you weekly schedules for jobs you will be working on, if for any reason the schedule contradicts with your schedule, you must let us know right away. If for any reason you go to a job and additional work is needed before you can proceed, please call our office immediately. We can often solve the immediate problem and avoid such work stoppages in the future. You must perform work within the timeframe of your contract on a project, if you are delayed for any issue outside of your control (example: change order, shortage of material, material not on site, payment issues) we must know the delay time. _____
- VII. Relations: Don't talk to the clients except to be cordial. Problems go to the contractor. _____
- VIII. Inspections: **You are responsible to call and pass your inspections** and if there are changes needed to be made in order to pass inspection, the changes must be made right away and inspection must be recalled within 48 hours. If your inspection is delayed due to someone else's work, you must tell us right away. You must be present at the time of your inspection and walk the inspection with the inspector. After you pass inspection, you must take a picture and email or text us. _____
- IX. Behavior:
1. There is no tolerance for alcohol on site and during work hours.
 2. All subs must perform their work and have cordial relationship with each other. All issues must be reported to supervisor or our office. All subs must respect each other and do not harass anyone working or visiting site, do not use foul language.



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- 3. All trash must be thrown away end of each working day in dumpsters. You must pick up your own trash. You will be fined if site is dirty.

 - X. Damages: Any damages caused by you or your personnel will be a deduction from your contract amount. You must be very attentive and careful on jobsite. _____

 - XI. Vacation: Vacation notice must be given 2 weeks in advance to our office. You must leave another contact name and work must continue if you are under a contract on a job. If there are any emergency leaves they must be reported right away. _____

 - XII. Reimburse: All reimbursements will be paid only with a proof of purchase/receipt. _____

 - XIII. Payment: We pay upon progression of work and inspection of your work completed, you will be paid according to the contract terms on each project. On each payment we will retain 10% and after the 30 days of occupancy you will receive the retainage amount. **Final payment will require a final unconditional lien release.** If contract requires your own material, you must pay all your suppliers. **Climax Builders is not liable for your unpaid suppliers or personnel. We report all your earnings and end of the year you will receive 1099 form. We must have an updated W-9 from you in order to work on our projects and to get paid.**

 - XIV. Protection: _____ Protective eye wear, hard hats, and steel toe boots must be worn on all new construction projects by all personnel working on site.

By signing this agreement you are authorizing that you completely understand the policy and agree to all terms.

Name/Title: _____

Signature: _____