

SUBCONTRACTOR/VENDOR INFORMATION PACKET



JDGroup

General Contracting + Construction Management

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JD GROUP INSURANCE REQUIREMENTS

JD Group's insurance requirements are standard for each project unless otherwise noted.

All eligible subcontractors/ vendors are required to provide insurance certificates regardless of contract status, if they are performing work on a jobsite. The requirements we set forth are not negotiable, meaning that we do not make exceptions based on whether or not you will have vehicles on a job site, etc.

Our requirements are as follows:

Insurance certificates must be received prior to commencement of work. The certificates must be reviewed and determined to meet our requirements.

GENERAL LIABILITY INSURANCE:

- All policies must have limits of liability no less than \$1,000,000 per occurrence and \$1,000,000 aggregate.
- All policies must provide an additional insured endorsement that is primary and non-contributory per form CG 20 10 07 04 (for ongoing operations) and CG 20 37 07 04 (for completed operations). Each form must contain the following, specific language, **"This insurance is primary to and non-contributory with any insurance maintained by the Additional Insured(s)"**

WORKERS COMPENSATION & EMPLOYER'S LIABILITY INSURANCE:

- All policies must have limits of liability no less than \$1,000,000 per occurrence and in aggregate where available.
- This coverage must be maintained to cover statutory limits of the Worker's Compensation law of the State of California and, when applicable, to Federal Laws, Voluntary Compensation and Employer's Liability (including occupational disease) coverage.

AUTO LIABILITY COVERAGE

- All policies must have limits of liability no less than \$1,000,000 per occurrence, non-owned and hired coverage and **JD Group, Inc.** must be additionally insured

JD GROUP BILLING REQUIREMENTS

The billing requirements for JD Group are standard for each project. Be sure to review your subcontract or purchase order agreement for billing cut-off dates as they differ from project to project.

BILLING SUBMITTAL:

- Bills must be submitted to the Main Office only unless instructed otherwise by the Project Accountant. Invoices submitted to any other location will not be considered as received.
- E-mail invoices to accounting@jdgroupinc.com. Make sure to note in the subject line which project it is for.
- Bills must be submitted by close of business on the cut-off date noted in the agreement. If the cut-off date falls on a weekend then invoices should be submitted by close of business the previous Friday. If the cut-off date falls on a holiday then invoices should be submitted by close of business the day before.

BILLING COMPOSITION:

Billings must include the following items:

- Pay Application (Exhibit A.1 in your agreement)
- Schedule of Values (Exhibit A.2 in your agreement)
- Your company invoice
- Conditional Waiver
- Signed copies of Change Orders being billed

If the submittal does not contain all required documents your office will be notified one time via e-mail or phone of what is still needed. Failure to respond by close of business the following business day could result in the invoice being filed away for the next cycle.

PAYMENT:

Payment dates are not guaranteed. Typically we are funded within 2 weeks of submitting a bill package to our client.

Each time our office is funded the Project Accountant reviews all checks and determines whether or not there is paperwork due to the Main Office. We then send an e-mail to the

Project Manager with that information and the Project Manager determines if there is any reason why the check cannot be released.

Payments may be held for the following reasons. If you are payment is being held you will be notified by the Project Accountant and/or Project Manager:

- Insurance certificates are out of date
- Missing unconditional lien releases from previous payments
- No fully executed agreement on file
- Work related reasons – to be determined by the Project Manager

JD SUBCONTRACTOR CHANGE ORDER REQUIREMENTS

On each project you will be issued a Subcontract or Purchase Order Agreement. The amount listed on those agreements is considered your original contract amount. Any work performed after the contract is signed that is not already written into your agreement may be considered for a change order.

If a subcontractor performs work without a signed JD Group issued Subcontractor Change Order; the subcontractor may not be paid for the work. Change orders must be issued PRIOR TO commencement of any non-contracted work. No exceptions.

In order to obtain a change order and bill for it the following must occur:

- All back up necessary to validate the extra charges must be submitted to the Project Manager. They will contact you if they need any further information, etc.
- Change Orders (this includes T&M work) may not be billed until a JD Group Subcontractor Change Order has been issued to your office and is signed and returned to JD Group.