



## STANDARD SUBCONTRACTOR & SUPPLIER REQUIREMENTS

Company representatives must be responsible to address all administration requirements with ITEK's projects.

### SUBCONTRACTOR

- Sign, date and return all three copies of the Subcontract and Exhibits within one week from the subcontract date. Upon receipt, ITEK will countersign the documents and a fully executed copy will be returned to you for your files.
- Submit **Data Submissions\*** within two weeks of ITEK's acceptance of their proposal, if applicable. Submit 1 electronic file, in PDF format, to the ITEK 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 MSDA**, *prior to commencement of work*, to ITEK'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 ITEK'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-builds 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 ITEK'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-builds and LEED documentation also to be submitted, if applicable.