



WARRICK GROUP STANDARD PROCEDURES

6.0 – SUBCONTRACTOR STANDARD PROCEDURE AND BILLING

Warrick Group is a regional provider of commercial maintenance, design/build and construction management services. Our goal is to simplify projects and streamline communications so that our clients can focus on what matters most—running their business. We accomplish this goal by coordinating a large network of vendors and suppliers who are prepared to offer industry leading customer service.

We expect our vendors to conduct themselves in a positive and professional manner. Please review the following procedures thoroughly. Violation of these procedures may result in vendor termination.

ON-SITE PROCEDURE

- 1) Scope of work, scheduling and materials should be planned in entirety prior to site mobilization.
- 2) Meet with Warrick Staff as required when arriving on job site. Do not discuss work with hotel/property management or staff. Unless otherwise specified, Warrick staff will provide site access and assistance. Warrick Staff will be your only contact.
- 3) Material will be provided by contractor or the Warrick Group before a job begins as specified in the proposal or agreement made with Warrick's Project Manager.
- 4) Ensure that work is done according to Warrick's quality standards and to the Hotel's brand standards. Ensure that no damage is done to other areas while working. Treat all properties as active properties, and be respectful of guests. Act as if someone is sleeping in the next room. During construction, all areas must remain clean and quiet. Do not leave trash in common areas during construction. All materials, tools and trash must be cleared daily. Never leave anything in a hallway, breezeway, or common area. Costs of removing materials will be deducted from the subcontractor invoice.
- 5) Dumpsters are not for vendor use. Warrick Group may specify use of a warehouse dumpster. This must be cleared with the Project Manager. Please include the cost of trash removal and disposal when submitting an estimate. Any trash left on-site will be disposed of by Warrick Group, and the cost will be deducted from subcontractor invoice.
- 6) Do not leave the job until your work has been punched by Warrick staff. This is quality control purposes. If Warrick does not receive a ticket sign off, the sub-contractor will NOT be paid.
- 7) No matter what your specific scope or trade, always leave the room as if it could be rented when you have finished. Never assume that someone else will clean up after you. If another trade has left a messy site, please pitch in and clean the site as best you can and contact the Warrick Staff afterward.
- 8) Before leaving the site water and lights should be off. Close curtains, lock windows and lock door. ANY damage caused by sub-contractors will be subtracted from the payment due to the subcontractor.



- 9) Comp rooms provided to sub-contractors must be left clean and orderly. Clients reserve the right to charge Warrick Group for disorderly rooms. Any charges accrued from dirty rooms will be deducted from the subcontractors invoice.
- 10) After job completion and customer sign off, sub-contractor must submit an invoice.
- 11) No sub-contractor should use the guest rooms for private use in any capacity. This includes, but is not limited to, the refrigerator, shower, bed, kitchen or television.

Warrick Group maintains many long-term relationships with vendors. Some vendors are equipped to operate as direct representatives of the Warrick Team. Some do not require supervision. Unsupervised status must be authorized by a Warrick Group Project Manager. If authorized, please refer to Warrick Standard Procedure Number 5.0 – Arrival and Sign Off Procedures.

INSURANCE REQUIREMENTS

The following documentation must be received before work can begin. Documents must be inscribed to Warrick Group.

- 1) Worker's Compensation Statutory Limits
- 2) Commercial General Liability
 - a) Bodily Injury/Property \$1,000,000 each occurrence or
 - b) Damage (Occurrence Basis) equivalent, subject to a \$2,000,000 aggregate applicable to the Project.

BILLING POLICIES & PROCEDURES

Warrick Group is a commercial maintenance provider. As such, client payments are received at a minimum of thirty days from the date of invoice. Payment often exceeds 45 days. All Warrick Group vendor network members must agree to the following...

- 1) All sub-contractors are expected to carry an invoice for thirty days. Warrick Group will fulfill payment if it is available sooner but may require forbearance if a client is slow to pay. Cash flow is important to all parties, and we must work together to produce solutions.
- 2) If additional time is required to make payment, accounting will explore options such as placing leans to ensure payment. Please communicate openly with your Project Manager so that all resources are exhausted before pursuing legal action.
- 3) Invoice payment may be withheld if:
 - a) A ticket is not completed



- b) Work does not meet brand/quality standards
- c) Work is not punched and inspected by Warrick Staff
- 4) A W9 must be submitted to Warrick Group in order to collect payment. This form allows the IRS to calculate your annual earnings with Warrick Group. Warrick Group will not pay invoices without a current W9 form on file.
- 5) An up-to-date subcontractor information sheet and insurance form must be on file with Warrick Group to collect payment.
- 6) Invoices, change orders, W9 forms and insurance certificates can be submitted via:
 - a) Email: oblandford@warrickllc.com
 - b) Phone: 800-563-6881 ext. 3
 - c) Fax: 800-563-6881
 - d) Mail: 1742 Central Avenue, Sullivan's Island, SC 29482
 - e) Hand Delivered: 3430 Buffalo Street, Unit F, North Charleston, SC 2941