



JOSEPH HUGHES CONSTRUCTION
GENERAL CONTRACTOR
VOICE (503) 624-7100

11125 SW BARBUR BLVD
PORTLAND, OREGON 97219
FAX (503) 684-5295

ATTACHMENT "A"

INSURANCE:

CURRENT Certificates of Worker's Compensation and General Liability Insurance must be on file with JHC before beginning work on this project, and such coverage's must at all times be kept current while you are working on any JHC project. In the event that you are exempt from Worker's Compensation Insurance, a signed, dated statement must be on file in our office explaining the reason for the exemption. **YOU ARE RESPONSIBLE FOR KEEPING YOUR CERTIFICATES CURRENT WITH JHC.** Failure of JHC to enforce compliance with this section or any portion of Subcontract Article 10 shall not constitute a waiver, release or decrease of these obligations of Subcontractor, unless specifically so stated in a writing referencing this clause. (Material only suppliers are exempt from this requirement).

LICENSES:

A CURRENT copy of your Construction Contractor's Board Certificate must be on file in JHC's office before commencing any work on any JHC project. **YOU ARE RESPONSIBLE FOR KEEPING JHC CURRENT ON THIS DOCUMENT.** Upon termination of the certificate, JHC must be notified immediately, and all work on JHC projects, by your company, must cease until reinstatement occurs. Failure of JHC to enforce compliance with this section shall not constitute a waiver, release or decrease of these obligations of Subcontractor, unless specifically so stated in a writing referencing this clause.

RETENTION; INVOICES; PAYMENTS:

A TEN PERCENT (10%) RETENTION IS HELD BY JHC ON ALL UNBONDED SUBCONTRACTS. Your invoices are to be to JHC on or before the 25th of each month. Billings should be on a JHC Billing Form and should have the proper lien waivers attached. Failure to meet these requirements will cause payment delays. **JHC WILL MAKE PAYMENTS TO YOUR COMPANY (for all timely billings) WITHIN FIVE (5) BUSINESS DAYS OF RECEIPT (BY JHC) OF PAYMENT FROM THE OWNER OR OWNER'S AGENT, RECEIPT OF WHICH PAYMENT IS A CONDITION PRECEDENT TO JHC'S OBLIGATION TO PAY SUBCONTRACTOR.**

CLEANUP:

YOUR COMPANY IS RESPONSIBLE FOR YOUR OWN DAILY CLEANUP. JHC will not provide drop boxes for debris. Cleanup not done by your company within a timely manner or that which is dangerous or obstructive will be completed by JHC and the expense thereof deducted from your contract. Public or Private Restrooms will not be used for the cleaning of containers, tools, or equipment of any kind.

ADDITIONAL WORK; CHANGE ORDERS:

JHC WILL NOT PAY for any additional charges or change order amounts **WITHOUT A SIGNED WORK AUTHORIZATION** from any authorized JHC representative.

SCHEDULING; CLOSEOUT; MISCELLANEOUS:

Subcontractors are expected to complete all work within the scheduled time and in accordance with the provisions, laws, guidelines, and codes of the state, county, municipality, and the OWNER/ CONTRACTOR AGREEMENT. Confine all construction personnel, equipment and materials to service elevators, or as otherwise designated by the building representatives.

Upon project closeout the following subcontractors including, but not limited to: Specialties, Fire Protection, Mechanical, and Electrical may be requested to provide As-Built and/or Maintenance manuals, depending on the project. **FAILURE TO PROVIDE THE REQUESTED DOCUMENTATION IN A TIMELY MANNER OR A REASONABLE EXPLANATION WHY THEY CANNOT BE PROVIDED WILL RESULT IN A DELAY OF YOUR FINAL PAYMENT.**

SUBCONTRACTOR MATERIAL SUPPLIERS; VENDORS:

JHC requires all subcontractors to complete the attached form entitled "Subcontractor's List of Material Suppliers/Vendors." It needs to be returned with your Subcontract.



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SUBCONTRACTOR LIST OF MATERIAL SUPPLIERS / VENDORS

▶ JHC REQUIRES ALL SUBCONTRACTORS TO COMPLETE THIS FORM. IT NEEDS TO BE RETURNED WITH YOUR SUBCONTRACT.
PAYMENT WILL NOT BE MADE UNTIL THIS FORM HAS BEEN COMPLETED AND RETURNED TO JHC.

Please identify all suppliers / vendors that you intend to do business with for the duration of this project.

Project name: _____ Project number: _____

Company Name	Mailing Address (incl. city, state, zip)	Phone () Fax ()	Type of Material Supplied (Rebar, Sheetrock, Pipe etc.)