

Subcontractor Regulations and Responsibilities

On-Boarding

Each subcontractor must have submitted the following list of documents and have an executed contract with Central States Construction to be on the job site.

The following list of documents must be returned with a signed contract:

- Executed contract
- W-9
- Certificate of Insurance — Project Specific
 - Comprehensive General Liability Insurance
 - Contractor's Protective Liability
 - Worker's Compensation
- Contact Information Sheet — Project Specific
- Proposed Continuation Sheet
- 2nd Tier Vendor List (vendors over \$10,000 required)
 - Must be updated if there are any changes
- Safety Plan (if required by trade/project)

Invoicing Requirements

Invoicing must be submitted on or before the 1st business day of the month to [accountspayable @centralstatesconst.com](mailto:accountspayable@centralstatesconst.com) or mailed to Accounts Payable, Central States Construction, 4215 Philips Farm Rd, Suite 109, Columbia, MO 65201

- Invoices received after 5:00pm on the 1st business day of the month will be acknowledged in the following month's billing cycle.
- Invoices will only be accepted for work completed up to the 1st day of the month.
- Retainage must be requested via email through accountspayable@centralstatesconst.com.

Change Order Request (COR) must be submitted to Project Superintendent via email.

COR must be submitted within the same billing cycle in which work was performed, and approved prior to invoicing. Separate invoicing for COR's will not be accepted.

Payment will be made via check and will be issued on the 5th of the month following the month that the invoice was accepted. Checks will be mailed to the address provided on the contact information sheet.

Lien Waiver Requirements

Conditional lien waivers and partial unconditional lien waivers are to be signed and submitted with current invoice. If lien waivers are not received, the invoice will be denied and need to be resubmitted the following month. Vendors required to supply 2nd tier lien waivers shall submit all required 2nd tier subcontractor and supplier's lien waivers by the 10th of the second month following invoice. If 2nd tier lien waivers are not received by the 10th of the second month, payment on future invoices will be stopped. Final unconditional lien waivers are to be signed and returned promptly upon receipt of retainage payment.

Statements of Warranty

A statement of warranty when applicable, must be received prior to final retainage payout.