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Subcontract Billing Instructions

TO: All Subcontractors

RE: SUBCONTRACTS/ REQUIRED DOCUMENTS
BILLINGS
SUBMITTALS

*Last Revision Date: 01/2020

SUBCONTRACTS: Please read, sign, initial each page, witness and return the enclosed Subcontract Agreement within (5) days. Upon our receipt of signed subcontract, we will execute and return via email to you for your file.

INSURANCE REQUIREMENTS: Upon receipt of this package, contact your insurance carrier to request a CERTIFICATE OF INSURANCE on the standard "Accord" form, naming RPM & Associates, Inc. as "additional insured". Instruct your insurance carrier to email to kandy@rpmassociatesinc.net. Please be advised, RPM & Associates, Inc. minimum insurance requirements are as follows: General Liability: Each Occurrence \$1,000,000; Worker Compensation: Each Accident \$500,000; Disease Policy Limit \$500,000; Disease Each Employee \$500,000.

YOU MAY NOT PROCEED WITH ANY WORK ON THE PROJECT PREMISES WITHOUT FIRST SUPPLYING RPM & ASSOCIATES, INC. WITH YOUR INSURANCE CERTIFICATE.

FLOATER INSURANCE: Floater insurance covers any equipment or materials that have not yet been installed per the plans and specifications. Therefore; if any subcontractor should have any equipment or materials, this includes Owner, Tenant, National Account, or any other entity supplied materials, that fall within the subcontractor's scope of work and has not yet been installed for its intended use based upon the plans and specifications; a Floater Insurance policy must be in place for said equipment or materials. Please note that Builder's Risk covers "ONLY" installed materials.

W-9 REQUEST FOR TAXPAYER INFORMATION: Complete and submit the enclosed W-9 Form. An individual or sole proprietor must fill in their name, as shown on their social security card, address, and Social Security number and/or Federal ID Number. A partnership must fill out their company name, address, and Federal ID Number. A corporation must fill out their name, address, and Federal ID Number.

LOCAL BUSINESS LICENSE: Most all cities/counties require each subcontractor to obtain a local business license. It is your responsibility to check with the local jurisdiction to see if this is required and if so, to purchase your local business license before starting any work at the site. You must return a copy of the business license to us. No payments will be made to you without a copy of your local business license.

**DO NOT MAIL BACK
BILLING INSTRUCTIONS OR BILLING FORMS
YOU WILL NEED THESE TO BILL**