

Project Administrative Procedures

- 1) **Submittals and Shop Drawings:** Please prepare your submittals, shop drawings and samples in the following form:
 - a) Catalog Cuts and Manufacturers' Data: Submit six copies of catalog cuts or manufacturers' data for each item. Where applicable, note the Specification Section, Paragraph, Sub-paragraph number, and Equipment number in the upper right corner of the submittal for each item. This will help to expedite their return to you.
 - b) Shop Drawings: Submit one sepia and five prints of each sheet. Each sheet, section and detail must reference the appropriate design drawing and detail, as well as the project title.
 - c) Samples: Submit four (4) samples of each of the materials required by the Specifications. Where applicable, note the Specification Section, Paragraph and Sub-paragraph number on the back of the sample for easy identification.
- 2) **Drug Testing:** All employees who work on a Hoffman project must complete drug testing prior to work. Drug testing information is available from Rachael White at (503) 221-8931, www.hoffmancorp.com or the Field Office.
- 3) **Jobsite Orientation:** Please schedule commencement of work with the Project Superintendent. When you first arrive at the jobsite, Hoffman staff will conduct an Orientation to cover safety, company policies, and project-specific issues. EVERY EMPLOYEE must check in at our Field Office for orientation **prior** to starting work. Please have your workers drug-tested prior to Orientation so they are ready to work upon completion of Orientation. **Please note that you may not mobilize until your contract has been fully executed.**
- 4) **Subcontractor Supervision:** At all times while you are performing work at the site, you must have a representative with the necessary authority to properly deal with any problems that may arise. Unless you advise us (in writing) otherwise, we will assume that the person who presents himself as Superintendent or Foreman has that authority.
- 5) **Safety:** All Subcontractors are required to comply with our Safety Program, as well as all State and OSHA safety regulations. It is your responsibility to notify your workers of these regulations and to see that they do their work accordingly. Your specific attention to the current requirements of State regulations on hazardous material communications to workers is required. Copies of all MSDS sheets must be submitted to our Field Office and maintained in your Field Office, as well. Pre-Task Plan forms are available at www.hoffmancorp.com or our Field Office to facilitate weekly attention to safety.
- 6) **Dealing with Owner/Architect:** All dealings with the Owner, Architect, and their consultants and representatives are to be made through Hoffman Construction Company. Communications must be handled in this way to prevent misunderstandings and to allow us to properly coordinate the job. Hoffman will not be responsible for changes, instructions, etc., not communicated in this manner.
- 7) **Material Shipments:** Shipments to the jobsite must be properly identified with the Subcontractor's Name, Project Name, Subcontractor's contact phone number, and Order No, if applicable. Subcontractors must have employees available to receive and unload their material. Should a Subcontractor's material arrive when its employees are not available, Hoffman reserves the right to unload such materials at Subcontractor's expense.
- 8) **Change Proposals:** In the event that design changes are made during the project, we will provide you with copies of the applicable change authorizations, drawings, and/or specifications. If the revisions have any cost or schedule impacts on your work, please forward a detailed cost proposal to the Operations or Project Manager in a timely manner. Delays in your preparation of such proposal may delay or prevent payment for your additional work.

- 9) **Billings:** Progress billings are handled by our Field Office. Forms are available from the Field Office or www.hoffmancorp.com. Your monthly billings must be received at the Field Office by the 20th of each month. Each progress billing must include the following:
 - a) Original Invoice
 - b) Lien Waiver: Monthly and final lien waivers
 - c) Billing Summary Form
 - d) Detailed Billing Breakdown: The original Subcontract price must be broken down into easily identifiable portions of your work, e.g., by floor, by area, and/or by system. The total of these values must equal your original Subcontract price. If work is added or deleted through modifications, the modifications must be added on separate lines so that the original breakdown remains unchanged. This form will be used to review your monthly billings. *Please submit a preliminary Schedule of Values for review at least two weeks prior to your first invoice.*
 - e) Offsite Materials: Be aware that special approval is needed for offsite material billings.
 - f) Retainage Billing: At the conclusion of the job, you must invoice us separately for your retainage - even if you have shown the retainage withheld as an item on your regular monthly billing.
- 10) **Certified Payrolls:** Certified Payrolls, if required, must be submitted each week to our Field Office. Failure to submit Certified Payrolls may delay payment of your monthly progress billings. The STATEMENT OF INTENT TO PAY PREVAILING WAGES FORM should be completed and returned, for Oregon Prevailing Wage Jobs Only, to the Hoffman main office. This form is available from www.hoffmancorp.com or the Field Office.
- 11) **Monthly Employment Utilization Reports:** As a Federal, State, County and City government contractor, Hoffman Construction Company accepts certain obligations and pledges adherence to a number of Executive Orders as they relate to Civil Rights, Equal Employment Opportunities and Affirmative Action on all our projects. Certain government projects require supplemental workforce, "DBE", subcontractor reports. If applicable, these materials will be available at the Field Office. Failure to submit said reports may delay payment of your monthly progress billings. Hoffman Construction Company subcontractors are obligated to take affirmative action to provide equal employment opportunity without regards to age, sex, race, creed, color or national origin.
- 12) **Daily Work Record:** Submit a Subcontractor Daily Work Record to our Field Office no later than 8:00a.m. of the following day. Forms are available from the Field Office.
- 13) **Jobsite Mail:** In the Field Office, you will find a group of pigeonholes with one assigned to your firm. We will place one copy of instructions, correspondence, etc., in this box for your Superintendent. This box must be checked regularly.
- 14) **Subcontractor Meetings:** From time to time, there will be Subcontractor meetings that you (or your representative with the necessary authority) will be required to attend. We will attempt to give as much advance notice as possible.