

Subcontractor's Kit

L. Cobb Construction, Inc. is dedicated to providing our clients with the highest levels of service and commitment to support virtually any construction related need. We provide maximum value, high quality workmanship in minimal time, and on-time performance for our clients; primarily because we work with quality Subcontractors who share our commitment to excellence.

Since the company was formed in 1979, we have done many types of construction, including:

- Church Facilities
- Educational Facilities
- Health Care Facilities
- Office Construction
- Retail Construction
- Government/Public Buildings
- Historical Renovations
- Recreational Facilities
- Residential Construction

We hope that by providing your company with this Subcontractor's Kit, we can smooth the way for clear communication and greater efficiency and productivity for us both.

Please take the time to read the enclosed materials carefully. This information will provide you with guidelines for establishing a solid working relationship with L. Cobb Construction, Inc.

INFORMATION ENCLOSED

- Pre-Construction Information Required
- Payment and Lien Release Information
- Safety Information
- Sample Lien Release Forms
- W-9 Form & Information

PRE-CONSTRUCTION INFORMATION REQUIRED

You must have current insurance certificates for both your company and any Subcontractor that works under you, as well as for any material/equipment supplier who delivers materials or rental equipment to our job site. We must have both workers comp & liability on file with us **before you commence work**, and the certificate of insurance must name L. Cobb Construction, Inc. as certificate holder and additional insured. These Certificates of Insurance must come directly from your insurance company. We must also have a current W-9 for your company on file.

Subcontractors must also furnish L. Cobb Construction, Inc. a **written** Bid/Proposal for all work to be done.

It is the responsibility of all subcontractors to provide us with insurance information on any subcontractor as well as material/equipment suppliers who deliver materials or rental equipment to our jobsite, **before they commence work on our job site or before materials or rental equipment is delivered to our job site.**

PAYMENTS and LIEN RELEASE INFORMATION

Our office must receive an invoice/draw request before we can process for payment.

Payments shall be made within thirty (30) days of receipt of invoice or by the 10th of the month, *provided* invoices are received by the 25th of the preceding month; all required paperwork has been received by our office; there are no insurance issues or outstanding lien releases; work has been completed to Owner's, Superintendent's and General Contractor's satisfaction *and* provided the Owner has not held payment for any reason.

Retainage is often held by Owners on various jobs; therefore L. Cobb Construction, Inc. must also hold retainage from our subcontractors on jobs in which the Owner holds retainage. *You are welcome to call us and inquire if this retainage situation applies to you.* Once L. Cobb Construction, Inc. has received the final payment of retainage from the Owner and there are no issues with your portion of the work, then your retainage will be released upon signature of final release of lien.

L. Cobb Construction, Inc. requires that all subcontractors sign lien releases. We require that you return the lien release, which is always included with payment, signed by an officer of your firm and fully notarized as indicated on the release. No future checks can be issued until the lien waiver previously sent is returned via email, fax, or mail. A final lien release must also be executed and notarized for final payment to be released on your contract. All executed and notarized lien releases must be in our files, as well as any submittals and Owner Warranty information, **before** final payment can be released. This is to insure everyone is paid and liens are not filed. Failure to do any of these could result in delay of payment.

All written warranties, manufacturer's literature, and other close-out materials as required in the contract, must be received within 14 days of substantial completion and prior to final payment.

**WAIVER AND RELEASE OF LIEN
UPON PROGRESS PAYMENT**

The undersigned lienor, in consideration of the sum of \$ _____ hereby waives and releases its lien and right to claim a lien for labor, services, or materials furnished through _____, 2016, to _____ (insert name of the customer) on the job of _____ (insert name of owner) to the following property:

(insert description of property)

This waiver and release does not cover retention or subcontractor materials furnished after the date specified.

Dated on _____, 2014



SAMPLE

General Contractor
401 South Sixth Avenue
Wauchula, FL 33873
Tel: 863-773-3839

Lienor's Name

By: _____
Signature

Printed Name: _____

State of Florida
County of _____

Sworn to and subscribed before me by _____, who is personally known to me or produced _____ as identification, and who did _____, did not _____, take an oath, this _____ day of _____, 2016.

Notary Public, State of Florida
My Commission Expires: _____

Note: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996, a person may not require a lienor to furnish a waiver or release that is different from statutory form.

WAIVER AND RELEASE OF LIEN
UPON FINAL PAYMENT

The undersigned lienor, in consideration of the final payment in the amount of \$ _____
hereby waives and releases its lien and right to claim a lien for labor, services, or materials
furnished to _____ (insert name of the customer)
on the job of _____ (insert name of owner)
following described real property:
(insert description of property)

Dated on _____



General Contractor
401 South Sixth Avenue
Wauchula, FL 33873
Tel: 863-773-3839

**Please mail original to the
address listed above.**

State of Florida
County of _____

Sworn to and subscribed before me by _____, who is personally known to
me or produced _____ as identification, and who did _____, did not _____ take
an oath, this _____ day of _____, 2016.

Notary Public, State of Florida
My Commission Expires: _____

Note: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996).
Effective October 1, 1996, a person may not require a lienor to furnish a waiver or release
that is different from statutory form.

SAMPLE

SAFETY INFORMATION

L. Cobb Construction, Inc. is committed to safety on the job, and we adhere to OSHA requirements and guidelines. All subcontractors are also required to conform to OSHA regulations.

Our company is also committed to a drug free work place. All Subcontractors and employees of subcontractors are expected to comply with our policy in adhering to a drug free work place.

IMPORTANT TAX INFORMATION REQUIRED **W-9 FORM**

In order to pay invoices in a timely manner, meet federal government regulations and comply with internal company policy, we are required to have a tax identification number on file for each vendor/supplier. The attached Form W-9 should be completed and sent back to us immediately. We will not be able to process your invoice for payment until this information is on file.

Thank you for your cooperation and promptness. Your assistance in this matter is greatly appreciated and will allow us to remit your payment without unnecessary delay.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	Requester's name and address (optional)
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.