

## Subcontractor Requirements for Project Bids

### Proposal Requirements

If a project has drawings, they will be sent to you. Otherwise, you need to go to the jobsite. Any questions concerning estimates should be directed to [estimating@ccs15.com](mailto:estimating@ccs15.com).

1. It is up to you to make sure you don't miss anything that would be required to fulfill your bid.
2. We need you to list all the details of what your bid includes, for example. clean up, specific drywall types, and sq ft or linear foot of materials. Also, please list any items not included in your bid for example permits, dumpsters, aerial equipment rental.
3. Construction processes must be listed separately on the bid. For example, insulation should be separated from drywall.
4. Your proposal must include if it is per unit, per building, or total project amount.

### Documents Required

When you email your bid, you will need to send us a copy of your COI listing Cherokee Construction Services LLC as additionally insured, your proof of workers comp, subcontractor contract (this is page 2, you must print your name on page 2 and sign on page 3), and completed W-9. Our address for the COI is 4200 GP Easterly West Farmington, OH 44491. Please email all documents to [office@ccs15.com](mailto:office@ccs15.com).

### Invoice Payment – general guidelines

All invoices need submitted with the po# and Job name/address.

If a project is going to be done using the American Institute of Architects applications the guidelines for payment are below.

Once we have a date from the owner, we will let you know when invoices are due so they can be submitted on the AIA Application. All invoices will be paid from the owner monthly after the AIA application has been submitted.

All other project invoices will be generally paid within 30 days as long as all appropriate subcontractor documents have been received. For any questions on payment please contact Darlene Pennington at [office@ccs15.com](mailto:office@ccs15.com).