



Phone: 717-650-1472

Email: [quality@blmconstruction.net](mailto:quality@blmconstruction.net)

Address: 2415 W Market St. Unit 3 York, PA 17404

HIC#: PA022567

## Hello and welcome to BLM Construction!

We are excited you are joining our growing team of professionals and look forward to working with you on many successful projects.

Our growth is the direct result of hard earned process evolution, system development, and collaboration.

We have also developed a culture that promotes loyalty, integrity, teamwork, urgency and professionalism. As a representative of our brand, it is imperative that you buy into and respect what we do and how we do it.

Please read the provided information and complete the required forms as your first step to joining our award winning brand.

## Our Core Values

We expect every BLM Construction subcontractor and vendor (this means YOU) to embody and exhibit the following core values when on our job sites, dealing with our customers, and interacting with our employees.

1. **Loyalty:** We humbly support and defend our team, our work and the BLM Construction Brand.
2. **Integrity:** We do what is right with honesty, fairness and transparency.
3. **Teamwork:** We recognize that the good of the team comes before the good of an individual team member.
4. **Urgency:** We serve our team and clients quickly and we execute tasks now rather than later.
5. **Professionalism:** We are on time, prepared, engaged and respectful. We ask questions and present solutions, not excuses.

## Payments

1. Invoices will not be approved for payment until the job manager has seen and approved the completed work.
2. To be paid in a timely manner and maintain efficiency on our end, all quotes, proposals and invoices must include:
  - a. The BLM job number.
  - b. A detailed scope of work with individual costs for each line of work.
  - c. Labor and material breakdown with individual costs for each line of work.
  - d. Total price for the entire scope of work minus any payments and credits that have been applied.
3. Invoices are usually paid within 14 days of job manager approval.
4. Direct deposits are normally received within 3 business days of release of payment but vary by banking institution and federal holidays.
5. Final payment will not be processed until the customer signs off on the final product.

## Conduct with Customers

1. DO NOT give your contact information to a customer.
2. DO NOT speak negatively about or critique other work, NEVER EVER! You will be thrown off of the job immediately.
3. DO NOT speak to the customer about the project schedule, invoicing, payments, or job costs.
4. DO NOT speak to the customer about performing additional work.
5. DO NOT use foul language or play raunchy music on the job site.
6. DO NOT use the customer's bathroom.
7. DO wear BLM Construction attire on the job site as much as possible.
8. DO direct any questions and issues immediately to the job manager.



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## Subcontractor and Vendor Setup Form

### Billing Information

Legal Name (Make Checks Payable To): \_\_\_\_\_  
 Doing Business As (If Different From Above): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Suite/Apt. #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Other Important Information

PA Contractor #: \_\_\_\_\_ EIN #: \_\_\_\_\_  
 How did you hear about us? \_\_\_\_\_ Website: \_\_\_\_\_

Check mark the trades you offer:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Drawings and Engineering   | <input type="checkbox"/> Windows and Skylights      | <input type="checkbox"/> Ceiling                      |
| <input type="checkbox"/> Fencing and Barriers       | <input type="checkbox"/> Storefront Glass and Doors | <input type="checkbox"/> Concrete Slabs and Leveling  |
| <input type="checkbox"/> Abatement                  | <input type="checkbox"/> Exterior Doors             | <input type="checkbox"/> Stamped Concrete             |
| <input type="checkbox"/> Equipment Rental           | <input type="checkbox"/> Siding                     | <input type="checkbox"/> Fireplaces                   |
| <input type="checkbox"/> Storage Unit Rental        | <input type="checkbox"/> Gutters and Downspouts     | <input type="checkbox"/> Tile                         |
| <input type="checkbox"/> Demolition                 | <input type="checkbox"/> Fire and Security Alarms   | <input type="checkbox"/> Flooring                     |
| <input type="checkbox"/> Excavation and Trenching   | <input type="checkbox"/> Data                       | <input type="checkbox"/> Cabinets and Cabinet Install |
| <input type="checkbox"/> Backfill and Grading       | <input type="checkbox"/> Plumbing                   | <input type="checkbox"/> Decking                      |
| <input type="checkbox"/> Footers and Foundation     | <input type="checkbox"/> HVAC and RTUs              | <input type="checkbox"/> Pavers                       |
| <input type="checkbox"/> Block                      | <input type="checkbox"/> Electrical                 | <input type="checkbox"/> Paving                       |
| <input type="checkbox"/> Septic, Sewer and Well     | <input type="checkbox"/> Interior Trim and Door     | <input type="checkbox"/> Grading and Landscaping      |
| <input type="checkbox"/> Framing, Beams and Trusses | <input type="checkbox"/> Paint                      | <input type="checkbox"/> Power Washing                |
| <input type="checkbox"/> Structural Steel           | <input type="checkbox"/> Insulation                 | <input type="checkbox"/> Commercial Cleaning          |
| <input type="checkbox"/> Roofing                    | <input type="checkbox"/> Drywall Hang and Finish    | <input type="checkbox"/> Dumpsters                    |

Other: \_\_\_\_\_ Do you supply your own materials?: \_\_\_\_\_

**Payment Procedure** To receive your payment in a timely manner, please adhere to the following:

1. Text or email all quotes and invoices to quality@blmconstruction.net.
2. Quotes and invoices must include: the current date, all work to be performed (broken down by material and labor with separate pricing), the BLM job number, and duration of work in days.
3. Quotes must be submitted prior to starting work.
4. To be paid for work not on the original scope, a change order will need to be submitted and approved prior to work.
5. Payments are only made on completed work that is approved by the job manager and customer.
6. Invoices are typically paid within 14 days of receipt for approved work and via direct deposit only.
7. You are responsible for keeping a clean job site. BLM will assess a cleaning fee if the job site is not clean.
8. Please submit your invoice in a timely manner. Invoices received after 60 days of completion of work will not be paid.

**I have read and agreed to the BLM Construction Handbook and payment procedure outlined above.**

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

## 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.

<b>Social security number</b>													
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<b>or</b>													
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## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## 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](http://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-INT (interest earned or paid)

- 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.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**Subcontractor agrees to name BLM Construction & Remodeling, LLC as an additional insured for General Liability for both On-Going and Completed Operations and as an Additional Insured or Designated Insured for Automobile Liability. Subcontractor agrees to waive its right of recovery against BLM Construction & Remodeling for bodily injury or property damage and agrees to have all policies identified above endorsed to provide a Waiver of Transfer of Rights of Recovery Against Others.**

**CERTIFICATE HOLDER****CANCELLATION**

**BLM Construction & Remodeling, LLC**  
 2415 W. Market St.  
 York, PA 17404

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# BLM CONSTRUCTION & REMODELING, L.L.C.

## SUBCONTRACTOR RISK AND INSURANCE AGREEMENT

This SUBCONTRACTOR RISK AND INSURANCE AGREEMENT between BLM CONSTRUCTION & REMODELING, L.L.C. located at 2415 West Market Street, York, Pennsylvania 17404, and \_\_\_\_\_ (SUBCONTRACTOR NAME hereinafter also referred to as “SUBCONTRACTOR” or “you”), located at \_\_\_\_\_ (street address) \_\_\_\_\_ (city), \_\_\_\_\_ (state) \_\_\_\_\_ (zip) sets forth certain terms and conditions related to construction services as a subcontractor to BLM CONSTRUCTION & REMODELING, L.L.C. For the consideration described herein and with the intent to be legally bound, the parties agree to the following terms and conditions:

1. BLM CONSTRUCTION & REMODELING, L.L.C. will request from time to time and \_\_\_\_\_ (SUBCONTRACTOR NAME) will provide trade services as a subcontractor to BLM CONSTRUCTION & REMODELING, L.L.C.. The parties understand that each are independent of the other and \_\_\_\_\_ (SUBCONTRACTOR NAME) shall act as independent/subcontractor to BLM CONSTRUCTION & REMODELING, L.L.C..
2. Scope of Work – The parties will have a separate agreement in writing for each project the parties enter into that includes, but is not limited to such items as : scope of work, payment terms, materials required, project specific requirements, and the like. The terms of any secondary agreement are incorporated into this agreement by reference as though fully set forth herein.
3. \_\_\_\_\_ (SUBCONTRACTOR NAME) shall be responsible for the means, methods, techniques, sequences and procedures, and for coordinating all the subcontracted work.
4. \_\_\_\_\_ (SUBCONTRACTOR NAME) shall carry out all work in a first-class, workmanlike manner, and in accordance with sound modern practices of the applicable trades.
5. Subcontractor agrees to maintain and keep in force, throughout the entire term of this Agreement General Liability Insurance, Business Automobile, Umbrella, and Workers Compensation Insurance if applicable and will provide a certificate of insurance to BLM CONSTRUCTION & REMODELING, L.L.C. evidencing the same.
  - a. Subcontractor shall maintain the following policies and policy limits during the entire term of the contract:

<u>General Liability:</u>	\$1,000,000 per each Occurrence and \$2,000,000 General Aggregate.
<u>Business Automobile:</u>	\$1,000,000
<u>Umbrella:</u>	\$1,000,000
<u>Workers Compensation:</u>	\$100,000/500,000/100,000 - Must Meet the requirements for the state in which the work will be performed

Subcontractor agrees to name BLM CONSTRUCTION & REMODELING, L.L.C. as an additional insured for General Liability for both On-Going and Completed Operations, as an Additional Insured or Designated Insured for Automobile Liability. General Liability Policies shall have a Per Project Aggregate. Coverage required herein shall be on a Primary and Non-Contributory basis. All Certificates shall list the Additional Insured Endorsement form number and all endorsement forms shall be attached to the certificate for review to determine if such forms are acceptable to BLM CONSTRUCTION & REMODELING, L.L.C... General Liability must be written on Form CG 001 10 04 or later edition. Insurance provided under this Agreement shall be written with a carrier with an A.M. Best Rating of A- or better.

The insurance required by this section shall not be cancelled without thirty (30) days written notice to BLM CONSTRUCTION & REMODELING, L.L.C... In the event a Notice of Cancellation is issued for any policy listed on a Certificate of Insurance provided to BLM CONSTRUCTION & REMODELING, L.L.C. by Subcontractor, Subcontractor agrees to notify BLM CONSTRUCTION & REMODELING, L.L.C. of such Notice of Cancellation upon receipt of the notice. This insurance shall be maintained for no less than one (1) year after Subcontractor completes work for BLM CONSTRUCTION & REMODELING, L.L.C. even if this Agreement is terminated for any reason.

SUBCONTRACTOR AGREES THAT ALL SUMS DUE AND OWING MAY BE WITHHELD UNTIL ALL INSURANCE REQUIREMENTS SET FORTH IN THIS AGREEMENT ARE COMPLIED WITH TO THE SATISFACTION OF BLM CONSTRUCTION & REMODELING, L.L.C. ITS INSURERS AND/OR OTHERS CHARGED WITH MONITORING COMPLIANCE OF THIS AGREEMENT.

- b. Subcontractor agrees to waive its right of recovery against BLM CONSTRUCTION & REMODELING, L.L.C. for bodily injury or property damage and agrees to have all policies identified above endorsed to provide a Waiver of Transfer of Rights of Recovery Against Others also known as Waiver of Subrogation so that Subcontractor's insurance carrier

also agrees to waive its right of recovery against BLM CONSTRUCTION & REMODELING, L.L.C. and/ or its insurers.

- c. BLM CONSTRUCTION & REMODELING, L.L.C. shall reserve the right to waive any of the requirements set forth in this Agreement, but such waiver shall not be deemed a waiver of any other insurance requirements set forth under this Agreement.

6. \_\_\_\_\_ (SUBCONTRACTOR NAME) agrees to hold harmless, save, indemnify and defend BLM CONSTRUCTION & REMODELING, L.L.C. hereunder, consisting of BLM CONSTRUCTION & REMODELING, L.L.C., and each of its divisions, related or affiliated entities, and each of its owners, stockholders, affiliates, divisions, subsidiaries, predecessors, successors, heirs, assigns, agents, directors, officers, partners, employees, insurers, representatives and all persons acting by, though, under or in concert with them, or any of them, of and from any and all manner of action or actions, cause or causes of action, in law or in equity, suits, debts, liens, contracts, agreements, promises, liability, claims, demands, damages, loss, cost or expense, of any nature whatsoever, known or unknown, fixed or contingent (hereinafter called "Claims"), which may be brought against, BLM CONSTRUCTION & REMODELING, L.L.C. or any of them, by reason of any matter, cause, or thing whatsoever, including, without limiting the generality of the foregoing, any Claims arising out of, based upon, or relating to you providing services as a Subcontractor to BLM CONSTRUCTION & REMODELING, L.L.C..
7. In claims against any person or entity indemnified under this section by an employee of the Subcontractor, the Subcontractor's Sub-subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under the above paragraph shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for the Subcontractor or the Subcontractor's Sub-subcontractors under workers' compensation acts, disability benefit acts or other employee benefit acts.
8. The Subcontractor is required to perform the Subcontract Work in a safe and reasonable manner. The Subcontractor shall seek to avoid injury, loss or damage to persons or property by taking reasonable steps to protect:
  - (a) employees and other persons at the site;
  - (b) materials and equipment stored at the site or at off-site locations for use in performance of the Contract work; and
  - (c) all property and structures located at the site and adjacent to work areas, whether or not said property or structures are part of the project or involved in the Contract work.

9. Subcontractor shall keep all work areas clean and free from debris to avoid accidents on the job site. The Subcontractor shall clean-up work area on the job site at the close of each work day.
10. The Subcontractor shall give all required notices and comply with all applicable rules, regulations, orders, and other lawful requirements established to prevent injury, loss or damage to persons or property.
11. The Subcontractor shall implement appropriate safety measures pertaining to the Subcontract Work and the Project, including establishing safety rules, posting appropriate warnings and notices, erecting safety barriers, and establishing proper notice procedures to protect persons and property at the site and adjacent thereto from injury, loss or damage.
12. The Subcontractor shall exercise extreme care in carrying out any Subcontract Work which involves explosive or other dangerous methods of construction or hazardous procedures, materials, or equipment. At all times relevant hereto, the Subcontractor shall use properly qualified individuals or entities to carry out the Subcontract Work in a safe and reasonable manner so as to reduce the risk of personal injury or property damage.
13. The Subcontractor is required to promptly remedy any loss or damage caused to the work, materials, equipment and property on the job site, but only to the extent caused in whole or in part by the Subcontractor and/or persons or entities performing work for or on behalf of the Subcontractor, regardless of tier, who have furnished labour, materials or services relating to the Subcontract and for whose acts the Subcontractor may be liable. The Subcontractor shall not be required to remedy any loss or damage which is not attributable to the fault or negligence of the Subcontractor or of any person or entity for whose acts the Subcontractor may be liable.
14. The Subcontractor is required to designate an individual at the site in the employ of the Subcontractor who shall act as the Subcontractor's designated safety representative with a duty to prevent accidents. Unless otherwise identified by the Subcontractor in writing to BLM CONSTRUCTION & REMODELING, L.L.C., the designated safety representative shall be the Subcontractor's project superintendent.
15. The Subcontractor has an affirmative duty not to overload the structures or conditions at the site and shall take reasonable steps not to load any part of the structures, or site so as to give rise to an unsafe condition or create an unreasonable risk of personal injury or property damage. The Subcontractor shall have the right to request, in writing, from BLM CONSTRUCTION & REMODELING, L.L.C. loading information concerning the structures at the site.
16. The Subcontractor shall give prompt written notice to BLM CONSTRUCTION & REMODELING, L.L.C. of any accident involving



personal injury requiring a physician's care, any property damage exceeding Five Hundred Dollars (\$500.00) in value, or any failure that could have resulted in serious personal injury, whether or not such an injury was sustained.

17. Prevention of accidents at the site is the responsibility of BLM CONSTRUCTION & REMODELING, L.L.C., Subcontractor, and all other Subcontractors, persons and entities at the site. Establishment of a safety program by BLM CONSTRUCTION & REMODELING, L.L.C. shall not relieve the Subcontractor or other parties of their safety responsibilities. The Subcontractor shall establish its own safety program implementing safety measures, policies and standards conforming to those required or recommended by governmental and quasi-governmental authorities having jurisdiction and by BLM CONSTRUCTION & REMODELING, L.L.C. and Owner, including, but not limited to, requirements imposed by the Subcontract Documents. The Subcontractor shall comply with the reasonable recommendations of insurance companies having an interest in the Project, and shall stop any part of the Subcontract Work which BLM CONSTRUCTION & REMODELING, L.L.C. deems unsafe until corrective measures satisfactory to BLM CONSTRUCTION & REMODELING, L.L.C. shall have been taken. BLM CONSTRUCTION & REMODELING, L.L.C.'s failure to stop the Subcontractor's unsafe practices shall not relieve the Subcontractor of the responsibility therefor. The Subcontractor shall notify BLM CONSTRUCTION & REMODELING, L.L.C. immediately following an accident and promptly confirm the notice in writing. A detailed written report shall be furnished if requested by BLM CONSTRUCTION & REMODELING, L.L.C.. The Subcontractor shall indemnify BLM CONSTRUCTION & REMODELING, L.L.C. for fines, or penalties imposed on BLM CONSTRUCTION & REMODELING, L.L.C. as a result of safety violations, but only to the extent that such fines, or penalties are caused by the Subcontractor's failure to comply with applicable safety requirements, and then only to the extent that such fines or penalties are determined to be the Subcontractor's responsibility based upon the particular failure of compliance cited, and not due to prior or repeated safety violations by BLM CONSTRUCTION & REMODELING, L.L.C..
18. If Subcontractor uses a Subcontractor to complete work for BLM CONSTRUCTION & REMODELING, L.L.C., Subcontractor agrees and warrants that it will require the Subcontractor to comply with the insurance requirements set forth in this Agreement.
19. CONFIDENTIALITY: The Contractor acknowledges that he has or may hereafter receive certain valuable and confidential information concerning BLM CONSTRUCTION & REMODELING, L.L.C. ("the Company"), its operation, customers, products, services, methods, practices, procedures, and associates, which are secret, confidential, unique, and valuable, were developed by the Company at great cost and over a long period of time, and

disclosure of any of the items to anyone outside the company will cause the Company irreparable injury. Such information including specifically, by way of example, but not limited to: Customer lists, call lists, and other confidential customer data.

Contractor acknowledges that the Company's success is dependent upon the Company's relationship with, and knowledge about, the Company's customers and the goodwill those relationships create.

As a result of providing services to the Company, Contractor may be in a position to establish and maintain close personal contacts with the Company's customers or potential customers, and has been, or may be, provided with certain specialized and unique training concerning the Company's business. The secret and confidential information described above includes, but is not limited to: (i) the names, addresses, and telephone numbers of the Company's customer or potential customers and the employees and/or representatives of such customers or potential customers; (ii) the nature of the business and the operations of any customer or potential customer of the Company; (iii) the content or specifications of any product or services furnished to customers or potential customers by the Company; (iv) the Company's prices, fees, or charges to its customers or potential customers for its products and/or services, as well as the cost of such products and services; and (v) accounting and financial information regarding the operations and financial position of the Company and its customers or potential customers.

All secret or confidential information described in the foregoing paragraphs is the sole and exclusive property of the Company. Contractor acknowledges that such secret or confidential information has been or will be revealed to Contractor in trust, and based solely upon the confidential relationship existing between the Company and Contractor and shall not be used for any other purpose than to complete work under this Subcontractor Agreement.

20. This Agreement is to be construed in accordance with and governed by the laws of the Commonwealth of Pennsylvania. In the event that any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement.
21. This Agreement sets forth the entire Agreement between the parties and supersedes all prior oral or written Agreements or understanding between the parties concerning the subject matter. Other Agreements concerning the scope of work, performance of work, payment terms and the like may be entered into by the parties but all parties agree that should there be any conflict real or alleged between any other agreement that the terms of this Agreement shall be followed and thereby supersedes any other Agreement. This Agreement may not be altered, amended, or modified, except by another written document signed by both parties.

By signing below each party signifies its agreement to the terms described herein.  
AGREED to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

BLM CONSTRUCTION & REMODELING, LLC

Signature: *Barry Lind Mease*

Name: Barry Lind Mease

Title: Managing Member

SUBCONTRACTOR NAME:

\_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**Website:** www.blmconstruction.net  
**Address:** 2415 W. Market St. Unit 3 York, PA 17404  
**Phone:** (717) 650-1472  
**HIC#:** PA022567

# Pennsylvania Worker's Compensation Insurance Coverage Affidavit of Exemption

**Basis for exemption is (Please check one):**

- The contractor is a sole proprietorship without employees.
- The contractor is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act.
- All of the contractor's employees on the project are exempted on religious grounds under Section 304.2 of the Workers' Compensation Act.
- Other. Please explain: \_\_\_\_\_

**Please be aware of the following requirements under the Pennsylvania Workers' Compensation Act:**

- Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
- Violation of the Workers' Compensation Act or the terms of this information form will subject the contractor to a stop-work order and other fines and penalties as provided by law.

**My signature, on behalf of or as the contractor stated on this form, constitutes my verification that the statements contained here are true.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_



Phone: 717-650-1472

Email: [quality@blmconstruction.net](mailto:quality@blmconstruction.net)

Address: 2415 W Market St. Unit 3 York, PA 17404

HIC#: PA022567

## Authorization For Direct Deposit

*This Form is Mandatory - Please Complete Each Item Below*

**Bank Name:**

---

**Name on Bank Account (Must Match Bank Records Exactly):**

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**Account Type (Check One):**

- Business Checking
- Business Savings
- Personal Checking
- Personal Savings

**Bank Routing Number:**

---

**Bank Account Number:**

---

**Email Address:**

---

We recommend supplying a canceled check, deposit slip or typed document from your bank to ensure accuracy.

***I acknowledge all banking information is correct and that direct deposit may take up to 5 business days to process. I authorize BLM Construction to send my payment via direct payment to the account listed above.***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Subcontractor Handbook

Update 03/29/2023



Phone: 717-650-1472  
Email: [quality@blmconstruction.net](mailto:quality@blmconstruction.net)  
Address: 2415 W Market St. Unit 3 York, PA 17404  
HIC#: PA022567

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## Welcome to the BLM Construction & Remodeling, LLC Team!

When you become a subcontractor with BLM Construction & Remodeling, you join a community of skilled and motivated team members dedicated to accomplishing our mission of providing quality construction services at affordable price and doing Whatever It Takes to get the job done.

We expect our work to make a difference and set the highest standards for quality and customer service. To that end, we prioritize everything we do and focus our resources on that which will produce the greatest, most enduring benefit.

We expect the service we render our clients to always be timely, worthy, courteous, respectful, and fully able to meet their needs. In the pursuit of our mission, we intend to be a healthy, creative organization with the financial and human resources needed to produce our best work. We require ourselves to abide by the highest professional standards.

As a BLM Construction & Remodeling, LLC subcontractor, you play an important role in helping fulfill the company's organizational purpose. This Subcontractor Handbook describes the policies and procedures, established by BLM Construction & Remodeling, LLC, that we expect our Subcontractors to follow. Please read it carefully and keep it handy for future reference.

If you are uncertain about any policy or procedure, please contact the CEO. BLM Construction & Remodeling, LLC retains the right, as needed, to change any policy or procedure from time to time. Please refer to our website for updates.

Sincerely,

**Barry L. Mease**  
*Founder/CEO*

BLM Construction & Remodeling, LLC



# About BLM Construction

## Background

As a full-service contractor since 2001, BLM Construction & Remodeling, LLC offers a complete range of construction services to the commercial, residential, and medical industries, providing our customers with the highest quality product for the most economical price.

We are a design build contractor who can work with existing plans or provide a comprehensive design build solution. We begin working with our customers early in the project process to offer guidance on project planning and design. Whether working directly with the customer or the architect or engineer, we bring practical design experience to any project.

Customers will experience a worry-free building process because we take charge of the project planning, coordinating, and executing from beginning to end. We pride ourselves not only on quality work, but quality communication. Our customers have 24-hour access to an online portal featuring their project's schedule, estimate, pictures, change orders, invoices and more.

## Service Area

We proudly serve South Central Pennsylvania.

## Mission, Vision and Core Values

To be a subcontractor or vendor with BLM Construction, we ask that you embody and represent our mission, vision and core values on our job sites and while working with our team and customers.

### Mission

Our mission, as a design build commercial and residential general contractor, is to complete jobs on time, on budget, and to exceed client expectations using quality craftsmanship and proactive communication.

### Vision

Our vision is to be the builder of choice for value minded clients and high performing employees.

### Core Values

1. Honest: Be straightforward, transparent, and reliable.
2. Professional: Show up early, be prepared, stay engaged, and use a positive solution mindset. Concerns about a job are discussed with the job manager and not the client
3. Driven: Work hard and endure.
4. Proactive: Anticipate needs, plan activities, and communicate identify potential complications to the job manager.
5. Loyal: Be willing to stand by the BLM brand.

## Processes

The primary purpose of all onboarding procedures at BLM Construction & Remodeling, LLC is to help ensure that the recruitment, selection, and orientation of all new subcontractors is soundly planned, properly coordinated, and effectively controlled.

### Subcontractor and Vendor Setup

Please complete the following forms to be considered a subcontractor. These forms can be filled out and downloaded by visiting our website at [www.blmconstruction.net](http://www.blmconstruction.net) and clicking on "Sub/Vendor Setup" on our home page or by picking up a packet at our office.

In 2008, the Pennsylvania Legislature passed the Home Improvement Consumer Protection Act. The law requires that all contractors who perform at least \$5,000 worth of home improvements per year register with the Attorney General's Office. To register, visit the attorney general website here:

<https://www.attorneygeneral.gov/resources/home-improvement-contractor-registration/>.

Please complete all the above forms and email to [quality@blmconstruction.net](mailto:quality@blmconstruction.net) or drop them off at our administrative offices (2415 W Market St Unit 3, York, PA 17404)

#### **You Must Complete These Required Forms:**

- Subcontractor Vendor Setup Form
- Subcontractor Risk and Insurance Agreement (Trade Agreement)
- Certificate of Liability Insurance (COI). Give the enclosed watermarked sample to your insurance agent and have them email a COI to [quality@blmconstruction.net](mailto:quality@blmconstruction.net).
- W-9

#### **You Must Complete These, If Applicable, Forms:**

- If you do not have worker's compensation insurance listed on your insurance policy, you must complete the included Pennsylvania Workers Compensation Insurance Coverage Affidavit of Exemption.
- Authorization For Direct Deposit with voided check attached. We recommend using this option for payment.

#### **You Must Read and Keep These Items for Reference:**

- Subcontractor Handbook
- Business Card With Contact Information
- Sample Quote - Must be submitted before you start work.
- Sample Invoice - Do not submit until work on invoice is complete and seen by the job manager.

### Submitting Quotes and Invoicing

To ensure timely and accurate payment, please have all of the required information on your quotes and invoices and follow the below instructions. Failure to have all of the required information on your quotes or invoices will delay your payments. You must email all quotes and invoices to the [quality@blmconstruction.net](mailto:quality@blmconstruction.net) and to the job manager.

#### **Quotes**

Must be submitted before you start work and must include:

6. Current Date
7. Job Number
8. Detailed Scope of Work

9. Pricing For Each Item on Scope
10. Labor and Material Breakdown
11. Total Price for Entire Job

### **Invoices**

Do not submit until work on invoice is complete and seen by the job manager. Must include:

1. Current Date
2. Job Number
3. Detailed of Work that was Completed
4. Price for Completed Work with Labor and Material Breakdown
5. Total Price for Entire Job Minus Payments Made

### **Payment Process**

1. Email completed subcontractor and vendor setup forms to [quality@blmconstruction.net](mailto:quality@blmconstruction.net) or drop them off at our office. (2415 W Market St, Unit 3, York, PA 17404).
2. Approved invoices are usually paid within 14 days of receipt.
3. Payments are processed every Thursday via Direct Deposit.
4. Direct deposits are normally received within 3 business days, but vary by banking institution and federal holidays.
5. You are responsible for keeping job sites clean. BLM will assess a cleaning fee, if needed.
6. Final payment will not be processed until the client signs off on the final product.

# Policies

## Dos and Don'ts

In addressing the need for clear, quick, and frequent communication, feedback, and responsiveness, BLM Construction & Remodeling, LLC has established a communication protocol that applies to all modes of communication.

1. Direct all customer communication to the job manager.
2. DO NOT give your contact information to the customer! This never ends well.
3. Do not speak to the customer about other trades or subcontractors. If you “bash” other work or talk yourself up to make others look bad, you will be thrown off the job. We will not tolerate negative critiques of existing work. Always remember that you do not know what happened prior to you being there and you do not know what the customer is paying for. This negativity compromises relationships, job completion and customer payment. If we do not get paid, you will not get paid.
4. Do not speak to the customer about the project schedule.
5. Do not speak to the customer about invoicing, payments, or job costs.
6. Do not speak to the customer about performing additional work. If you verbally or otherwise “promise” to do work. You are responsible for that work and collecting payment on that work. We do not all allow this and warn you that it never ends up well.
7. Maintain a positive, can-do, helpful attitude. It is important to manage our communication with customers, subcontractors and BLM employees. Managing our communication means keeping a cool, level head and addressing any issues or problems directly to the BLM job manager, not the customer, subcontractor or BLM subordinate.
8. If there ever is a time where you are feeling frustrated, concerned, or upset, we want you to communicate directly with the BLM job manager.
9. We never want our customers feeling concerned. So, when an issue arises, communicate that issue directly to the BLM job manager and have the attitude that “everything can be fixed” and “not to be concerned”.
10. You are responsible for keeping job sites clean. BLM will assess a cleaning fee, if needed.

## Code of Conduct

When customers pay a lot of money, they expect special treatment. If a subcontractor ignores the rules, they will be warned and, in some cases, fined. Repeat offenders will be replaced, sometimes in the middle of a job.

1. Take breaks off premises. Lunch breaks and quick breaks need to be taken elsewhere. We do not want our customers to ever see someone not working or, worse yet, sprawled out on their patio furniture.
2. Smoking: Do not smoke inside a home or building, occupied or unoccupied. BLM Construction & Remodeling, LLC's policy is to provide a safe and healthy work environment for our employees, team members, and customers. Do not smoke on a job site.
3. Keep tools off finished surfaces. This is a finable offense. If a subcontractor leaves a wrench, drill, toolbox, or anything of the sort resting on a countertop, coffee table, end table, speaker, or any other piece of furniture, they will be fined \$50.
4. Cover finished surfaces in work areas with drop cloths or cardboard. If a customer sees a pipe wrench sitting on a bare counter and a new scratch or nick was discovered in that area, guess who paid for the repair, regardless of how the damage happened?
5. No loud or raunchy radio stations. We understand that music makes the day go faster, but we insist that music should not be heard outside the work area, and radio stations featuring politics or raunchy subject matter are banned altogether.
6. Bathrooms are off limits. Nothing is more personal than a bathroom. Some people are horrified by the idea of a stranger nosing around their most personal space. Also, no one wants to be subject to the

- mess, smells, and noises created by a bathroom break.
7. Observe start and stop times. Our clients like to see that there is progress being made on their project, but many of them are irritated if there was a crew in their house both when they left for work in the morning and when they got home at night.
  8. Existing HVAC system. We require the HVAC system to be shut down whenever there's dusty work taking place, so the filth would not spread all over the house. However, remember to turn the heat back on when you leave. Nothing makes a worse impression than having your client waking up freezing in the middle of the night.
  9. Lock the doors behind you. Do not forget to lock a door or set an alarm, especially if you just left for a lunch break.
  10. Dress like a professional. We do not enforce a formal dress code, but we expect professionals to look the part. While we know that working in extreme heat is no fun, we do not allow sleeveless tank tops, and working shirtless is out of the question. At times, you may be required to wear a hard hat, steel toed boots, and safety shirts or vests. Please ensure you have these items available at a moment's notice. We also encourage you to cover explicit tattoos.
  11. Cleanliness. Leave the job site clean and free of all debris when leaving, even if it is only to go on a break. The customer may stop in to check on progress and think you left the job site a mess. If we need to clean up after you, you will be charged, and the amount will be taken off your invoice. Also, unplug all tools and machinery and keep all tools and materials meticulously organized and stacked.
  12. Construction site parking. When on a job site, take time to find out the parking requirements. Ask the BLM job manager or customer. BLM Construction & Remodeling, LLC assumes no responsibility or liability for automobiles. Lock your car and take your keys.

## **Safety**

BLM Construction & Remodeling, LLC strives to provide its team members with a safe and healthy workplace environment. To accomplish this goal, team members must diligently undertake efforts to promote safety.

Each subcontractor shall undertake the responsibility to educate team members as to hazards of the job site.

Subcontractors shall devote their full-time skill and attention to the performance of their job responsibilities with the highest standard of care and good judgment. Subcontractors will always follow all safety rules and regulations .

All job-related injuries or illnesses are to be reported to the job manager immediately, regardless of severity.

Failure to report an injury or illness may preclude or delay the payment and could subject BLM Construction & Remodeling, LLC to fines and penalties.

An accident report is to be completed by the subcontractor.

BLM Construction & Remodeling, LLC values its subcontractors and desires all subcontractors to obey the law and observe common safety measures.

If you believe there is a life-threatening situation, call 911 right away. Even at the sight of blood, 911 should be contacted. Once an ambulance is called, please contact the job manager, and notify him/her of the situation.

## **Equal Opportunity Organization**

As an Equal Opportunity organization, BLM Construction & Remodeling, LLC does not discriminate on any legally-recognized basis, including and without limitations to race, color, sex, age, religion, marital status, national or ethnic origin, physical or mental disabilities, or sexual preferences in the administration of hiring and

employment practices.

In all cases, BLM Construction & Remodeling, LLC adheres to federal, state and local laws, regulations and guidelines with regard to nondiscrimination against job applicants or team members on any legally recognized basis.

## **Sexual Harassment**

BLM Construction & Remodeling, LLC prohibits sexual harassment of any team member by another team member or a supervisor. The purpose of this policy is not to regulate the morality of a team member. It is to assure that in the workplace, no team member is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it includes: repeated unwelcome and unwanted sexual advances, requests for sexual favors, or repeated verbal or physical conduct of a sexual nature, including but not limited to repeat uninvited touching.

Sexual harassment of a team member will not be tolerated. There will be no adverse action taken against team members who report violations of this policy or participate in the investigation of such violations.

Any team member who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

We will not tolerate any retaliation directed at anyone who reports what they feel to be discrimination, harassment or other violations of company policies.

## **Substance Abuse**

Compliance with BLM Construction & Remodeling, LLC Drug and Alcohol Policy is a condition of your engagement. Team members are expected and required to report to work on time and in an appropriate mental and physical condition for work. Any team member who violates BLM Construction & Remodeling, LLC Drug and Alcohol Policy will be subject to removal from the job.

BLM Construction & Remodeling, LLC strictly prohibits contractors from engaging in the following activities:

- The unauthorized use, possession, manufacture, distribution, dispensation, or sale of illegal drugs, drug paraphernalia, controlled substances, tobacco, or alcohol on BLM Construction & Remodeling, LLC grounds, at a client's site, or elsewhere if a team member is engaged in company business.
- Any activity that compromises the integrity or accuracy of BLM Construction & Remodeling, LLC illegal drug and alcohol testing program.
- Any failure or refusal to abide by BLM Construction & Remodeling, LLC Drug and Alcohol Policy or, where applicable, additional rules relating to BLM Construction & Remodeling, LLC Drug and Alcohol Policy.
- Any conviction under a criminal drug statute for violations occurring in the workplace, during working hours, or when a colleague is engaged in company business must provide written notice of such conviction to BLM Construction & Remodeling, LLC no later than five working days after such conviction.

BLM Construction & Remodeling, LLC further prohibits any subcontractor from reporting for work while under the influence and impaired by legal and illegal substances or alcohol and from entering on to a facility or client's premises or any other location including, but not limited to where an employee is representing BLM Construction & Remodeling, LLC. A subcontractor discovered to be using or under the influence of illegal drugs, tobacco, or alcohol while at work or during working hours will be declared unfit for work, asked to leave the job site, and possibly face fines.

BLM Construction & Remodeling, LLC may require its team members to be tested for illegal drugs or alcohol when BLM Construction & Remodeling, LLC has reason to believe that the subcontractor's work performance or on the job behavior may have been affected in any way by illegal drug use or alcohol abuse and/or when BLM Construction & Remodeling, LLC determines that an employee may have caused or contributed to an accident involving a fatality, serious bodily injury, or damage to property.

## **Engagement Termination**

Subcontractors are hired "at will". BLM Construction & Remodeling, LLC has the discretion and right to terminate a subcontractor at any time with or without cause. The occurrence of any of the following violations will result in immediate dismissal:

1. Theft/vandalism, including but not limited to taking property from any BLM Construction & Remodeling, LLC, location, from a client or team member.
2. Inappropriate conduct with team members or clientele.
3. Unauthorized and/or after hour use of facilities, reckless/violent behavior, and/or fighting
4. Inappropriate or non-business-related actions on a job site.
5. General insubordination.
6. Failure to respond to and/or execute directives.
7. Soliciting business from existing or previous customers.
8. Disclosure of confidential information to non-BLM Construction & Remodeling, LLC personnel.
9. Job abandonment: if a Subcontractor has been absent for 1 workday without notification.
10. Failure to meet quality standards.
11. Invalid/false reporting.
12. Misreporting hours.
13. Tardiness.
14. Not following the items listed in the code of conduct.
15. Not following the items listed in the Dos and Don'ts.

*This list is not intended to be all-inclusive but merely serves as an example.*