

TO: Subcontractor

PROJECT: Dexter Community Schools
2025 Bond
Dexter, MI

FROM: Amy Baldwin
Senior Project Accountant
(517) 887-4167

GRANGER JOB # 2262-00

Attached is your contract for the above referenced project. We look forward to working with you. We intend to mail progress payments within 5 business days after receipt of payment from the Owner. In order to allow us to carry out our intention, please make sure your **accounting personnel** understands and completes the following summarized list of contract payment requirements.

If you have any questions about the requirements outline below, please email Collin Wells at cwells@grangerconstruction.com.

PAYMENT RELEASE REQUIREMENTS

Within ten (10) days, submit the following to:

Amy Baldwin, Senior Project Accountant
Granger Construction Company
6267 Aurelius Road
Lansing, MI 48911
Phone 517-887-4167
abaldwin@grangerconstruction.com

- 1a. Current General Liability insurance certificate naming this job specifically. **Granger Construction Company, Dexter Community Schools and TMP Architecture must be named as additionally insured.**
- 1b. Current Automobile Liability insurance certificate.
- 1c. Current Workers' Compensation insurance certificate for the State of Michigan.

Prevailing Wage Compliance

The project is subject to prevailing wage requirements, subcontractors are required to submit weekly certified payroll reports along with any other applicable documentation via LCPTracker in compliance with federal, state or local regulations. If any additional reporting requirements apply, they will be outlined in an attachment to this letter.

Within ten (10) days, submit the following to:

Collin Wells, Project Manager
Granger Construction Company
6267 Aurelius Road
Lansing, MI 48911
Phone 248-230-0350
cwells@grangerconstruction.com

- 2a. **Signed contract – Print, sign and return to us via mail or electronically (NOTE: electronic signatures must have the digital signature verification verbiage)** these will be reviewed by the project manager and executed original will be mailed back to you for your records.
- 2b. Schedule of values on an AIA G703 form. Hold 10% retainage.
- 2c. Rough draft of your sworn statement (according to the instructions on the FTP site).



HEADQUARTERS
6267 Aurelius Rd
Lansing, MI 48911-4230

517.393.1670 P
517.393.1382 F

WEST MICHIGAN
940 Monroe Ave NW, Ste 142
Grand Rapids, MI 49503

616.454.2900 P
616.454.9700 F

SOUTHEAST MICHIGAN
39475 13 Mile Rd, Ste 204
Novi, MI 48377

248.724.2950 P
248.489.5753 F



- 2d. Current insurance certificates stated in 1b, 1c and 1d above (one copy must be emailed to the PM and one copy to the Project Accountant).
- 2e. Your Company Safety Policy and MSDS Booklets – These need to be kept on file in our field office for MIOSHA purposes and will be returned to your office upon completion of your field activities. These should be submitted immediately.
- 2f. List of Proposed Subcontractors and Suppliers – Submit name and addresses of all proposed Subcontractors and Suppliers. Include manufacturer's name of proposed products to verify intent to meet specifications. This should be e-mailed immediately.
- 2g. Construction Schedule – Submit list of construction activities for this project on a floor by floor basis indicating logic and proposed durations. This information will be used to generate the Master Construction Schedule for the project. Refer to Specification Section 01310 paragraph 1.3.B. This should be e-mailed within 14 days of contract award.
- 2h. Submittal Schedule – Submit list of all specified technical submittals and indicate the day they will be provided to our office for approval. Refer to Specification Section 01 33 01 Submittal Procedures for requirements. Note: All technical submittals are to be submitted via FTP. All submittals must be accompanied by a transmittal indicating specification section and product being submitted for approval. All submittals must be stamped by Trade Contractor indicating review and approval. In addition, when submitting catalog cut sheets, it is critical that the intended approval items be highlighted to indicate selected product and options.
- 2i. Wage Rate Breakdowns – Submit detailed wage breakdowns for all classifications of labor to be used on this project. Wage rates should be broken down using union base wages along with fringes, dues, and all labor burden costs. Once approved, these labor rates are the rates that will be used when processing extra work. Overhead and Profit charges are to be outside these wage rates. This should be e-mailed within 14 days of contract award.

Monthly, submit the following to:

Collin Wells, Project Manager
Granger Construction Company
6267 Aurelius Road
Lansing, MI 48911
Phone 248-230-0350
cwells@grangerconstruction.com

- 3. Pencil copy of your billing is due by the 20th of each month to Collin Wells at the email address listed above. ***If it is not received by the 20th your payment application will not be processed.***
- 4. Original invoices **must** be on AIA G702 and G703 forms or a computer generated version and need to be emailed to the Project Accountant **at the Main Office to ensure receipt by the 25th of the month. *If it is not received by the Project Accountant by the 25th of the month, your payment application will not be processed.***
 - 4a. Extra work cannot be billed on your monthly invoice until you receive a change order or allowance money has been approved.
- 5. **A Sworn Statement for each monthly draw and Partial Unconditional Cumulative Waivers from all subcontractors and major suppliers relative to the previous month's draw must be sent to the Main office upon request by our accounting department.** If a Sworn Statement is sent with your original invoice, a revision may be required to reflect accurate amounts paid and currently owed. All

Sworn statements must be completed according to the enclosed instructions. All documents must be original, signed and notarized. Only **one** of each document is required.

- 5a. At the end of the project, you may be required to send original Full Unconditional Waivers signed by all your subcontractors and suppliers.
6. All contract Change Order acknowledgments must be signed and returned to the Main Office if any have been issued, and before you can bill for these items.
7. Stored Material Insurance Certificate, Bill of Sale and photographic proof of tagged goods are required if billing for material stored off site. (Prior approval of project manager is required for materials stored off site)
8. If any payment requirements are lacking when invoice is reviewed for payment, your payment will be held and you will be contacted. When submitting compliance items to release a payment, please attach a cover letter to that effect to ensure that your payment is taken off hold. Payment will be then released following receipt of compliance items.
9. FINAL PAYMENT: When nearing the end of the project, you will receive a letter from us asking you to complete and return a conditional release that must be returned with an original signature before your final payment is sent. Retainage or closeout allowances will not be paid prior to Granger's receipt of all original closeout documents.

