

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
- Heath 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
- o 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 <u>all</u> 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	f the sum of	\$	hereby waives
and releases its	lien and right to claim a	i lien for labor,	serivces, or mate	rials furnished
through	,2016, to	(insert name o	f the customer)	on the job of
(insert na	me of owner)		_to the following p	oroperty:
(insert description		1 M.		
This waiver and after the date spe	release does not cover cecified.	reten yr	s b or i	erials fl shed
Dated on	uction Inc.			
General Contract 401 South Sixth A Wauchula, FL 33 Tel: 863-773-383	Avenue 3873	Lienor	s Name	
		By:	0,	
Please mail orig address listed a		•	Signature	
State of Florida County of		Printed	l Name:	
me or produced	oscribed before me byday of	as identificat	, who is point and who did	personally known to ,did not, take
		•	Public, State of FI mmission Expires:	

Note: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996. Effective October 1, 1996, a person may not required 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 considerati	on 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(in	sert 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	Lienor's Name
Tel: 863-773-3839	Ву:
Please mail original to the address listed above.	Signature
audiess listed above.	Printed Name:
State of Florida County of	
Sworn to and subscribed before me by me or producedday of	, who is personally known to as identification, and who did,did not take,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.

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.

Form W-9

(Rev. November 2017) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Sign Here	•	Signature of U.S. person ► D	ate ▶								
you ha acquis other t	ave fa sition than	on instructions. You must cross out item 2 above if you have been notified by the IRS that you liled to report all interest and dividends on your tax return. For real estate transactions, item 2 or abandonment of secured property, cancellation of debt, contributions to an individual retire interest and dividends, you are not required to sign the certification, but you must provide your	does no ment ar	t apply. Fo	r mor (IRA)	gage in and ge	teres neral	t paid, ly, paym	ents	use	
		CA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	•								
		.S. citizen or other U.S. person (defined below); and									
Ser no l	vice long	subject to backup withholding because: (a) I am exempt from backup withholding, or (b) (IRS) that I am subject to backup withholding as a result of a failure to report all interest or expect to backup withholding; and									
		nber shown on this form is my correct taxpayer identification number (or I am waiting for a						al D -:			
Under	r per	alties of perjury, I certify that:									
Par		Certification									
Number To Give the Requester for guidelines on whose number to enter.				-							
		e account is in more than one name, see the instructions for line 1. Also see What Name a	and [Employer	identification number						
Enter backu reside	your up w ent a es, it	TIN in the appropriate box. The TIN provided must match the name given on line 1 to avous thholding. For individuals, this is generally your social security number (SSN). However, for ien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other is your employer identification number (EIN). If you do not have a number, see <i>How to get</i>	ora ta	Social sec	curity -	number] -				
Par		Taxpayer Identification Number (TIN)									
	7 1	ist account number(s) here (optional)									
See	6 (City, state, and ZIP code									
e Sp	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name				and address (optional)						
ecifi		Other (see instructions) ▶			(Applies to accounts maintained outside the U.S.)					S.)	
Print or type. Specific Instructions on page	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.					Exemption from FATCA reporting code (if any)					
type		Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partners					5 000	,,, a,,,,			
s on pa		Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate single-member LLC					instructions on page 3): Exempt payee code (if any)				
ige 3.	3 (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.					4 Exemptions (codes apply only to certain entities, not individuals; see				
	2	Business name/disregarded entity name, if different from above									
	1 1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.									

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-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.