



# NEW SUBCONTRACTOR PACKAGE

Dear Subcontractor:

Thank you for your interest in working with ROEL Construction Co., Inc. We are a family-owned commercial building contractor specializing in all types of ground-up and tenant improvement commercial private construction. We have been serving customers all over the Southwestern US since 1959 and have offices in several locations, including San Diego, Irvine, Las Vegas, Palm Desert and Bullhead City, AZ. Our corporate headquarters is located in San Diego. Our focus is to provide quality construction services to our clients with a personal touch, while maintaining integrity, family traditions, and professionalism. Please visit our website at [www.ROEL.com](http://www.ROEL.com) for more information about ROEL.

We truly value our subcontractors and suppliers and wish for you to join our philosophy in providing quality building services with a personal touch.

## **Step 1 – Read and understand everything in this package**

Enclosed is important information about doing business with ROEL. Please carefully review all of the enclosed information as we must know that your company will comply with our standard subcontract and insurance requirements. For a copy of our complete subcontract agreement, please visit our website or pick one up at our local office. Please forward the insurance requirements to your insurance agent for his/her review. If either of you have any questions, please feel free to contact Mary Haslett, ROEL Insurance Coordinator at (619) 297-4156, ext. 116.

## **Step 2 - Getting into ROEL's Subcontractor Database**

Then, fully complete Subcontractor/Supplier Profile, and return it with this signed cover letter to the contact below to be entered into our Subcontractor database. We have over 4000 subcontractors Nationwide in our database now and you don't want to be left out. Or, if you would like to become a subcontractor who is prequalified to work with ROEL, please go to Step 3.

## **Step 3 - Becoming a Subcontractor who is "Prequalified" to work with ROEL**

In addition to being included in our database, you may wish to become prequalified as a subcontractor. This optional step gets you on ROEL's much shorter "Prequalified List" for bid invitations and helps ensure that you will be ready to hit the ground running when a subcontract is awarded to you. To go through the prequalification process you must first find a ROEL project manager or senior manager to become your "sponsor". This person will learn about your company and recommend that your firm be added to our list of Prequalified Subcontractors. You should visit our local office and find a manager and introduce your company to him or her. Answer any questions he or she might have so that person can become your advocate.

In order to become a prequalified Subcontractor, your company's information will be reviewed by both your sponsor and ROEL's CFO. You must be recommended for approval as a prequalified subcontractor by both people in order to be approved as a ROEL Prequalified Subcontractor. Please be thorough with everything you submit to ROEL.



You will need to submit the following either to your sponsor or to the contact listed below (Doesn't matter which one you start with):

1. **This Cover Sheet with an officer's signature below.**
2. **The Completed Subcontractor/Supplier Profile**
3. **Project Reference List (see details on Profile Form)**
4. **Client Reference List (see details on Profile Form)**
5. **A letter from your surety stating your bonding program.**
6. **Your most recent audited financial statements.**
7. **Any company literature that you wish to send.**

Please mail, fax or e-mail your reply to either your sponsor or Linda Castro at:

Fax: 619-297-1522  
E-mail: [LindaC@ROEL.com](mailto:LindaC@ROEL.com)  
Snail Mail: PO Box 80216  
San Diego, CA 92138

Incomplete submissions may not be accepted for prequalification purposes, although ROEL reserves the right to waive any informality.

Of course, your financial statements will be kept strictly confidential and if necessary, we can make special arrangements for you to meet with our CFO to present your financials.

Thank you.

ROEL Construction Co., Inc.

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## Subcontractor's Acknowledgement

I promise that the information we have provided to you is true and accurate to the best of our knowledge. If awarded a project by ROEL, we will execute ROEL's standard subcontract agreement and meet ROEL's standard insurance requirements. Therefore, please add our company to ROEL's Subcontractor Database.

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Subcontractor's Firm Name

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Signature of Officer



## HOW TO DO BUSINESS WITH ROEL® CONSTRUCTION An Information Sheet For Subcontractors

9/27/2007

**ROEL Construction is proud of its excellent working relationship with the subcontractor community. We recognize that 80%, or more, of the work performed on every one of our projects is done by subs and our success as a contractor is directly related to the success of our subcontractors. We very much appreciate your participation as part of the ROEL family, which is what makes us who we are.**

We are often asked by subs how to best get work with ROEL. Or, "How do I get on your "bid list?" Or, "How do I get my foot in the door with ROEL?" We have sometimes heard that there is a feeling among some subs that it is hard to get on ROEL's "bid list" and that we have "favorites." We won't sugar coat it or BS you - both of these statements are absolutely true! The purpose of this document is to explain why that is true and to give you some insight into the requirements for becoming one of the subs that gets a fair share of work with ROEL.

### **The "It's hard to get on ROEL's Bid List" theory**

This is true. Why? Because there are literally THOUSANDS of subcontractors in every market area. Imagine for just one minute how many subcontractors exist that you compete with. Three? Four? – Probably something like several dozen – or more! We cannot even attempt to ask for bids from every subcontractor. On most projects, we invite 3-5 subs well known to us that we feel are good qualified matches for the needs of the project, and who understand how ROEL does business.

### **The "Favorites" theory**

First – let us explain that ALL GENERAL CONTRACTORS have their favorite subs. Anyone that tells you they don't is lying to you. This is true for private-side contractors as well as public-work contractors. Human nature says that you would rather work with someone with whom you have had good experiences in the past instead of someone unknown. Of course, price, schedule and quality are important issues too, but if these are close, the decision will go to the "favorite" in most of the cases. ***The most successful subs will not be worried or frustrated about this but will accept this fact and try to position themselves to become one of the preferred contractors.***

Second, no general contractor would be able to provide competitive pricing to its clients with just **one** subcontractor per trade. ROEL has MANY qualified subcontractors for each trade. Every project is different, and every subcontractor has different skills and specialties, so ROEL needs to have many qualified subcontractors for every trade. Are you the next one?

### **Private Contracting vs. Public Works**

ROEL typically does not perform public works projects. This is significant because public works projects are almost always hard-bid. That means the lowest responsible bidder gets the job. This type of environment causes generals to be very dollar-oriented and they must entertain bids from anyone and everyone if they are going to compete for a public project. Their "bid list" is probably very long and it's easy to be on the list since they want as many bids as possible in order to get the bottom dollar price. There is very little flexibility in public works, and bid errors and unscrupulous general contractors often hammer subcontractors in this mode of procurement.

On the other hand, on private works, owners are able to use any procurement process that suits their needs. There is rarely a public bid opening and often, the owners will negotiate the contract price with one general contractor rather than have a chaotic and error-prone hard bid. This is the environment in which we work most of the time and we are very good at it. One of the features of this style of procurement is that we select only a few quality oriented and reliable subs for each trade category rather than a long bid list.

### **Who makes the decision on which subs get the job?**

You should know that ROEL does not have a traditional “estimating department.” Instead, all of our projects are estimated and “bid” by a true project management team which will be responsible to build the project once it starts. These project managers are the people who decide which subs to recommend for each project. THEY are your customers. You should also know that on many projects, the manager prepares an analysis and recommendation to the owner about which subs to choose. In these cases the owner makes the final decision which sub will get the award.

### **Subcontractor Registration in ROEL’s Database**

To be considered as a subcontractor authorized to bid ROEL’s work, a Subcontractor Profile must be completed (available at [www.ROEL.com](http://www.ROEL.com) and also from our offices). This profile is designed to provide information about the capabilities and the desired scope and size of work of a sub. It also is designed to ensure that a sub understands and agrees to the key terms in ROEL’s standard subcontract agreement and insurance requirements (which are also available on our web site).

### **Subcontractor Prequalification**

If a Subcontractor becomes prequalified, it means that it has submitted extensive information about its capabilities and financial strength. A ROEL project manager must “sponsor” a sub for prequalification and the CFO must approve the subcontractors financials before a sub can be prequalified. All approved and verified pre-qualification packages are reviewed at our monthly managers meetings so all of our 40 or so managers are introduced to the new subcontractor.

### **Marketing to ROEL**

Here’s the hard and most important part. Since we do not use bid lists in a formal way, a sub must take responsibility for getting job opportunities with ROEL. Subs are encouraged to visit our plan room and to call on our project management teams frequently to find out what’s out to bid and what’s going on. To be invited to bid a project, a sub must get on the select invitation list with each manager. This requires getting to know them and ensuring they know who you are. You must be pre-qualified and prepared to provide good customer service on a moment’s notice. This is all about human communication. Because of busy schedules this is not an easy thing to do but the subs that work for us most frequently do it very well.

### **Servicing ROEL’s Jobs**

Once on the bid list, a sub may find that it is different than other projects. ROEL frequently has to budget and re-budget projects several times as we assist the owner with value engineering and resolving budget and scheduling issues. It is not uncommon for us to budget a job two or three times with several subs in each key trade. But only one of those subs will actually get the job! It is important to understand this going in so you don’t get too frustrated with the process.

### **Do we want YOU to work on our projects?**

If you are a service-oriented and quality-minded subcontractor with competitive pricing, then YES, we want you to work on our projects.

### **What should you expect from ROEL?**

We demand that our subs provide timely information, good quality work, efficient scheduling, and safely operated activities. And, of course, we do want the best pricing from our subs so that we get the jobs we want together. In return, we always strive to treat our subs fairly and equitably. We try to treat our subs with the same respect, integrity, and honesty that we expect from them. We try to be the kind of contractor that subs WANT to work for. You should expect that from us.

### **Concerns**

If you ever have any concerns at any time about anything in your dealings with ROEL Construction, ROEL's president, Kevin Elliott, would like to hear from you. Please contact him at 619-297-4156 or [kevin@ROEL.com](mailto:kevin@ROEL.com)

### **The last word.**

If a firm is 100% service-oriented, fair and equitable, honest, and trustworthy, then we want that firm to be part of our family. We look forward to growing our business in a profitable way by helping subcontractors grow their business in a profitable way. That's why we live by our motto....

“Thanks to all our subs”

**PRE-BID SUBCONTRACT AGREEMENT FORM AND  
INDEMNITY & INSURANCE  
REQUIREMENTS FOR ALL SUBCONTRACTORS  
FOR ALL ROEL PROJECTS**

All work done on all ROEL projects by vendors involving ANY labor at the project site (provided that the value of the work exceeds \$5,000.00) must be done in accordance with ROEL's standard subcontract agreement. **YOUR BID SHOULD CONTEMPLATE THESE CONDITIONS!!!** ROEL uses its own manuscripted Subcontract form, which is sometimes modified to fit the Project requirements. **A complete sample subcontract agreement is available for review at ROEL's offices, or on our website at [www.ROEL.com](http://www.ROEL.com), and upon request. All bidders should familiarize themselves with the requirements of this agreement and be prepared to execute this agreement if awarded the project.** Some of the key standard insurance and indemnity issues are recited below for reference only. This is not an all-inclusive list of terms and conditions and is provided for the convenience of subcontractors at bid time only. Upon execution, the actual Subcontract Agreement shall supersede this document. The terms of the Subcontract Agreement are subject to change to meet the Project requirements.

**SAMPLE INDEMNITY LANGUAGE FROM ROEL'S STANDARD SUBCONTRACT AGREEMENT**

**12.1 General Indemnity Agreement** –Subcontractor shall indemnify, defend and hold harmless **ROEL, Owner**, and any others required by the **Contract Documents** and their agents, heirs, assignees, invitees and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, for personal injury, death, property damage or otherwise arising out of or resulting from **Subcontractor's** performance of **Subcontractor's Scope of Work**. This duty to indemnify shall include indemnification for the active or passive negligence of **ROEL, Owner** or others required in the **Subcontract Documents**. However, **Subcontractor** shall not be required to indemnify any party for their sole negligence or willful misconduct.

In all such cases where this indemnity agreement applies, **Subcontractor**, and/or its insurer shall, upon demand by **ROEL**, provide a competent defense of all claims covered by this indemnity and shall remain responsible for all of the costs of defense of the claim, and any damages awarded to the claimant by settlement, mediation, arbitration, litigation or otherwise.

**12.2 Subcontractor's Insurance** – **Subcontractor** shall provide insurance coverages and extend such coverages to protect **ROEL** as described in Exhibit "C". Such coverages shall apply to entire period that this **Agreement** is in effect, from inception to after the **Project** is complete (i.e. completed operations coverage).

**SAMPLE INSURANCE REQUIREMENTS FROM ROEL'S STANDARD SUBCONTRACT AGREEMENT (Exhibit "C")**

**2. SUBCONTRACTOR'S INSURANCE**

**Subcontractor** shall maintain at all times beginning with inception of this **Agreement**, during the work of this **Agreement**, and thereafter if required to return to the **Project** for any reason, policies of insurance, written by an insurance company with an A.M. Best's rating of A-VII or higher, with the following minimum limits and including the following specified coverage requirements:

- a) Worker's Compensation including Occupational Disease insurance meeting all statutory requirements of the State in which the work is to be performed together with a Broad Form All States Endorsement and containing Employers' Liability insurance in an amount of at least \$1,000,000. If required by **ROEL**, **Subcontractor** shall provide a waiver of subrogation at **ROEL's** expense. **Subcontractor** is responsible to carry "Marine Coverages" if required by federal and/or state laws.
- b) Comprehensive Auto Liability on an occurrence basis covering all Owned, Non-Owned, and Hired Vehicles for limits of liability of at least \$1,000,000. If **Subcontractor** at any time transports hazardous materials, subcontractor shall carry appropriate auto pollution coverage.
- c) Comprehensive General Liability insurance on an occurrence basis providing coverage for a combined single limit for Bodily Injury, Personal Injury, including its employees, and Property Damage, of at least \$2,000,000 for each occurrence and \$3,000,000 aggregate. This policy must provide Premises-Operations, Elevators, Independent Contractors, Broad Form Property Damage, Hostile Fire Pollution, Contractual Liability, and Products & Completed Operations coverages (which shall be maintained for a period of not less than two years after substantial completion of the project or for such longer period as may be required by the **Subcontract Documents**). Explosion, Collapse, and Underground Exclusions must be deleted when applicable to operations performed by **Subcontractor**.

**Subcontractor** shall cause this policy to be endorsed, **effective as of the date of this Agreement**, by the insurance company providing coverage to include the following items:

1. **Contractor, Owner**, and any others required in the contract documents shall be named as ADDITIONAL INSUREDS under the policy per ISO form CG2010-1185 or acceptable equivalent.

In the event of a loss or claim of an additional insured where the absence of the requested form would serve to deny coverage, it is understood and agreed that the contractual liability coverage requirements of this Exhibit shall be triggered and shall require immediate defense and indemnity as set forth in [Article 12.1](#)

2. This insurance shall be considered PRIMARY insurance and any other insurance carried by the ADDITIONAL INSUREDS will be excess and shall not contribute to any losses arising out of **Subcontractor's** work.
  3. A 30-day advance notice of cancellation to all additional insureds.
  4. If **Subcontractor's** liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
- d) Umbrella/Excess Insurance may be used to satisfy the required limits of insurance. Coverage shall apply to all the same risks as the underlying insurance policies listed above. All requirements listed in paragraph 2© shall apply to this insurance.
  - e) **ROEL** reserves the right to require higher limits for specific exposures.
  - f) Subcontractors performing Grading, Earthwork and/or Underground Utility activities shall **NOT** have risks relating to SUBSIDENCE excluded from coverage under their general liability and umbrella/excess policies.
  - g) The insurance coverages and limits required above shall not limit the extent of **Subcontractor's** responsibilities and liabilities specified within the **Subcontract Documents** or by law. **ROEL** makes no representation that coverage and limits required in this Exhibit "C" will necessarily be adequate to protect **Subcontractor**, and such coverage and limits shall not be deemed as a limitation on **Subcontractor's** liability under the indemnities granted to **ROEL** in the **Agreement**.
  - h) If **Subcontractor** employs sub-subcontractors in the performance of its work, **Subcontractor** agrees to obtain equivalent insurance provisions from its sub-subcontractors as required under this **Agreement** and provide a copy of their certificate of insurance to **ROEL**.
  - i) All subcontractors performing DESIGN, ENGINEERING, SURVEYING, TESTING, or other PROFESSIONAL services shall carry PROFESSIONAL LIABILITY (Errors and Omissions) insurance. **This policy shall provide at least \$1,000,000 coverage.** **Subcontractor** shall provide a certificate of insurance confirming such coverage to **ROEL** prior to its start of work.
  - j) CERTIFICATES OF INSURANCE evidencing complete compliance with all of the provisions of this Section (Subcontractor's Insurance), **effective as of the date of this "Agreement"**, shall be submitted by **Subcontractor** to "**ROEL**" prior to commencing any work on the project. Receipt and acceptance of all proper CERTIFICATE(S) OF INSURANCE is a prerequisite to all payments to Subcontractor.
  - k) The words "endeavor to" and "but failure to mail such notice" on a certificate of insurance shall impose no obligation or liability of any kind upon **ROEL**, its agents or representatives and shall be deleted from the certificate form's cancellation provision. Failure of **ROEL** to demand such certificate or other evidence of full compliance with these insurance requirements or failure of **ROEL** to identify a deficiency in the form that is provided shall not be construed as a waiver of **Subcontractor's** obligation to maintain such insurance.
  - l) **OPTIONAL - ALL OPERATIONS CERTIFICATES** – As a courtesy to **Subcontractor**, If **Subcontractor** has previously submitted, or hereafter submits, proper certificates of insurance for ALL OPERATIONS performed by Subcontractor on behalf of ROEL and all others required by the Subcontract Documents, such certificate shall be acceptable to **ROEL** as having met the above requirements as long as all appropriate coverages and endorsements are included therewith. If the **Subcontract Documents** require special certificates, or endorsements on behalf of the **Owner**, or any others, then separate certificates shall be issued by **Subcontractor**.
  - m) **Subcontractor's** failure to maintain the insurance coverage required pursuant to this **Agreement** shall be deemed a **Subcontractor** default pursuant to Article 9 of the **Agreement**. In such event, **ROEL** may terminate this **Agreement** and obtain damages from **Subcontractor** resulting from said default. Alternatively, **ROEL** may purchase such required insurance coverage and without further notice to **Subcontractor**, **ROEL** may deduct from sums due to **Subcontractor** any premium costs advanced by **ROEL** for such insurance.
  - n) **Subcontractor** shall provide certified copies of all insurance policies required above within 10 days of **ROEL's** written request for said copies, or prior to commencing work on the **Project**, whichever is sooner.

3. **PAYMENT POLICY** – **ROEL** makes all payments to its subcontractors within 7 days after having been paid by the project Owner. Subcontractor shall have complied with all work performance and administrative subcontractual requirements prior to payment. If Owner fails to pay **ROEL**, Subcontractor agrees to allow **ROEL** adequate time to institute formal and legal collection proceedings before filing it's own collection enforcement action.



## ROEL® CONSTRUCTION CO., INC. SUBCONTRACTOR/SUPPLIER PROFILE

<b>COMPANY NAME:</b>		<b>DATE:</b>
<b>ADDRESS:</b>		
<b>CITY/STATE/ZIP:</b>		
<b>PHONE #:</b>	Invite to Bid E-Mail Address	
<b>FAX #:</b>	Corporate Website	
	<i>Name/Title</i>	<i>Phone</i>
<b>CONTACT #1:</b>		
<b>CONTACT #2:</b>		
<b>CONTACT #3:</b>		

**TRADES COVERED**

Please List Summary Above & Please check all that apply on attached checklist
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**HOW LONG HAVE YOU BEEN IN BUSINESS:** \_\_\_\_\_ **TOTAL NUMBER OF EMPLOYEES:** \_\_\_\_\_

AREAS OF WORK (CHECK ALL THAT APPLY)			
<input type="checkbox"/>	SAN DIEGO		<input type="checkbox"/>
<input type="checkbox"/>	DESERT CITIES (PALM SPRINGS AREA)		<input type="checkbox"/>
<input type="checkbox"/>	INLAND EMPIRE (SOUTHERN CA)		<input type="checkbox"/>
<input type="checkbox"/>	ORANGE COUNTY		<input type="checkbox"/>
<input type="checkbox"/>	LOS ANGELES COUNTY		<input type="checkbox"/>
<input type="checkbox"/>	SF BAY AREA		<input type="checkbox"/>
<input type="checkbox"/>	SACRAMENTO AREA		<input type="checkbox"/>
			<input type="checkbox"/>
			LAS VEGAS AREA
			RENO/TAHOE AREA
			PHOENIX AREA
			SEATTLE AREA
			PORTLAND AREA
			DENVER AREA
			OTHER (Please List Below)

**NAME OF BONDING COMPANY:** \_\_\_\_\_ **\$ Job Limit:** \_\_\_\_\_

**BONDING CONTACT/PHONE:** \_\_\_\_\_

Please attach a **Bondability Letter**:

CONTRACTOR/BUSINESS LICENSE NUMBERS	
California	
Nevada	
Arizona	
Washington	
Oregon	
Others - List Below	

FIELD CREWS ARE	
OPEN SHOP:	
UNION SHOP:	

<b>DO YOU PERFORM PREVAILING WAGE WORK?</b>	
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Please list the names of any references who you know at ROEL and/or any projects you have done with ROEL.


MAXIMUM SUBCONTRACT SIZE	
	\$0-\$50,000
	\$51,000-200,000
	\$201,000-500,000
	\$501,000-1,000,000
	\$1,000,000 - 5,000,000
	OVER \$5,000,000

ARE YOU CERTIFIED AS A (Please check all that apply)	
	MINORITY OWNED BUSINESS
	WOMEN OWNED BUSINESS
	DISADVANTAGED OWNED BUSINESS
	VETERAN BUSINESS ENTERPRISE
	SMALL BUSINESS ENTERPRISE
	OTHER

Please attach a copy of all certifications held.

### PREQUALIFICATION SECTION (OPTIONAL)

**IMPORTANT:** Any subcontractor wishing to become "PREQUALIFIED" with ROEL must meet all of the following Criteria:

- Review and accept ROEL's Subcontract terms and conditions - Sign Cover Sheet.
- Review and accept ROEL's insurance requirements. - Sign Cover Sheet.
- Provide a list of **10 largest projects in last 5 years**, include project type, client, job value and completion date.
- Provide a list of at least **5 client references**. Include company name, contact person, position & telephone #.
- Demonstrate financial soundness and sturdiness. Please attach a copy of your most recent **audited financial statements** (Confidential)
- Obtain a "ROEL Sponsor" from ROEL management to recommend the subcontractor for Prequalification;

**NAME OF ROEL SPONSOR:** \_\_\_\_\_

## ROEL CUSTOMIZED TRADE CHECKLIST - PLEASE CHECK ALL THAT APPLY

### Division 00 - Design & Preconstruction

<input type="checkbox"/>	0	DESIGN SERVICES AND PRECONSTRUCTION SERVICES
<input type="checkbox"/>	1	CSI Not Known - Please Update
<input type="checkbox"/>	100	DESIGN AND PRECONSTRUCTION SERVICES
<input type="checkbox"/>	125	PRINTING/BLUEPRINTING
<input type="checkbox"/>	200	ARCHITECTURAL SERVICES
<input type="checkbox"/>	201	STRUCTURAL ENGINEERING
<input type="checkbox"/>	203	CIVIL ENGINEERING
<input type="checkbox"/>	204	LANDSCAPE ARCHITECT/ENGINEERING
<input type="checkbox"/>	206	KITCHEN CONSULTANT
<input type="checkbox"/>	210	ELECTRICAL ENGINEERING
<input type="checkbox"/>	211	MECHANICAL ENGINEERING
<input type="checkbox"/>	212	PLUMBING ENGINEERING
<input type="checkbox"/>	214	ENVIRONMENTAL CONSULTANTS
<input type="checkbox"/>	216	LEED CONSULTANTS
<input type="checkbox"/>	220	OTHER DESIGN DISCIPLINES
<input type="checkbox"/>	225	SOILS/GEOTECHNICAL SERVICES
<input type="checkbox"/>	300	PROJECT TESTING AND QUALITY CONTROL
<input type="checkbox"/>	400	PROJECT BONDING
<input type="checkbox"/>	410	PROJECT INSURANCE
<input type="checkbox"/>	999	OTHER DESIGN AND PRECONSTRUCTION SERVICES

### Division 01 - General Conditions

<input type="checkbox"/>	1000	GENERAL REQUIREMENTS AND CONDITIONS
<input type="checkbox"/>	1106	PROJECT ESTIMATING SERVICES
<input type="checkbox"/>	1108	OFFICE/SHEDS/SUPPLIES
<input type="checkbox"/>	1109	TELEPHONE/FAX/COMPUTER LINES
<input type="checkbox"/>	1110	TEMPORARY POWER
<input type="checkbox"/>	1112	DRINKING WATER
<input type="checkbox"/>	1113	TEMP. SANITARY FACILITIES/PORTABLE TOILETS
<input type="checkbox"/>	1114	TRAFFIC BARRICADES/FENCES/FLAG
<input type="checkbox"/>	1115	PROJECT COMPUTERS & EQUIPMENT
<input type="checkbox"/>	1118	RADIOS & JOB COMMUNICATION
<input type="checkbox"/>	1119	TRASH CONTAINERS/DUMPSTERS
<input type="checkbox"/>	1123	PROJECT SCHEDULING SERVICES
<input type="checkbox"/>	1124	POSTAGE & COURIERS
<input type="checkbox"/>	1126	PROJECT PROGRESS PHOTOS
<input type="checkbox"/>	1128	CONSTRUCTION SIGNS
<input type="checkbox"/>	1135	PROJECT SAFETY
<input type="checkbox"/>	1140	PROJECT PEER REVIEW
<input type="checkbox"/>	1143	TEMP. WEATHER PROTECTION
<input type="checkbox"/>	1144	WATCHMEN/SECURITY
<input type="checkbox"/>	1200	CRANES AND MANLIFTS
<input type="checkbox"/>	1250	OTHER CONSTRUCTION EQUIPMENT
<input type="checkbox"/>	1260	SCAFFOLDING AND TEMPORARY SHORING
<input type="checkbox"/>	1300	BUILDING MATERIALS VENDORS
<input type="checkbox"/>	1320	RENTED EQUIPMENT VENDORS
<input type="checkbox"/>	1910	TEMPORARY LABOR SERVICES
<input type="checkbox"/>	1998	OTHER GENERAL CONTRACTORS
<input type="checkbox"/>	1999	OTHER GENERAL REQUIREMENTS AND CONDITIONS

### Division 03 - Concrete

<input type="checkbox"/>	03000	CONCRETE WORK
<input type="checkbox"/>	03200	CONCRETE REINFORCEMENT AND PT
<input type="checkbox"/>	03210	- REINFORCEMENT MATERIALS SUPPLIERS
<input type="checkbox"/>	03300	STRUCTURAL CONCRETE
<input type="checkbox"/>	03318	---CONCRETE FORM WORK SUPPLIERS
<input type="checkbox"/>	03320	--- CONCRETE LUMBER AND PLYWOOD SUPPLIERS
<input type="checkbox"/>	03330	--- CONCRETE READY-MIX AND BATCH PLANT SUPPLIERS
<input type="checkbox"/>	03340	--- OTHER CONCRETE MATERIAL SUPPLIERS
<input type="checkbox"/>	03350	--- CONCRETE PUMPS AND CONVEYANCE
<input type="checkbox"/>	03360	--- MISC CONCRETE VENDORS & EQUIPMENT
<input type="checkbox"/>	03400	TILT-UP CONCRETE
<input type="checkbox"/>	03410	PRECAST CONCRETE
<input type="checkbox"/>	03650	GYPCRETE/LIGHTWT. CONC. FILL
<input type="checkbox"/>	03675	SHOTCRETE/GUNITE
<input type="checkbox"/>	03732	EPOXY INJECTION
<input type="checkbox"/>	03999	OTHER CONCRETE WORK

### Division 02 - SITE CONSTRUCTION

<input type="checkbox"/>	2000	SITE CONSTRUCTION
<input type="checkbox"/>	2010	SURVEYING, ENGINEERING, STAKING
<input type="checkbox"/>	2015	LOCATING/MARKOUT SERVICES
<input type="checkbox"/>	2050	DEMOLITION AND WRECKING
<input type="checkbox"/>	2070	TEMPORARY SITE BARRICADES
<input type="checkbox"/>	2100	SITE PREPARATION
<input type="checkbox"/>	2111	SITE CLEARING AND GRUBBING
<input type="checkbox"/>	2150	SHORING AND UNDERPINNING
<input type="checkbox"/>	2180	DEWATERING
<input type="checkbox"/>	2200	EARTHWORK AND GRADING
<input type="checkbox"/>	2202	SWPPP
<input type="checkbox"/>	2210	STREET CLEANING AND DUST CONTROL
<input type="checkbox"/>	2220	MASS BACKFILL
<input type="checkbox"/>	2240	SOIL STABILIZATION
<input type="checkbox"/>	2242	CLEAR AND GRUB
<input type="checkbox"/>	2280	SOIL POISONING/TERMITE CONTROL
<input type="checkbox"/>	2300	MISC. DRILLING
<input type="checkbox"/>	2310	PRECAST PILES-DRILLING/DRIVING
<input type="checkbox"/>	2320	STEEL PILES, DRILLING/DRIVING
<input type="checkbox"/>	2340	CAISSONS
<input type="checkbox"/>	2350	SHORING AND LAGGING
<input type="checkbox"/>	2400	SITE UTILITIES
<input type="checkbox"/>	2405	WET UTILITIES (WTR/SWR/STRM)
<input type="checkbox"/>	2408	DRY UTILITIES (ELCT/TELCO/ETC)
<input type="checkbox"/>	2410	DRAINS, INLETS AND CATCH BASINS
<input type="checkbox"/>	2411	FRENCH DRAIN PIPE, FILTER FABRIC
<input type="checkbox"/>	2444	CHAIN LINK FENCING
<input type="checkbox"/>	2446	WOOD FENCING
<input type="checkbox"/>	2450	OTHER FENCING
<input type="checkbox"/>	2480	LANDSCAPING AND IRRIGATION
<input type="checkbox"/>	2484	TOP SOIL FILL AND PREPARATION
<input type="checkbox"/>	2500	ASPHALT CONCRETE PAVING
<input type="checkbox"/>	2503	DECORATIVE/CONCRETE PAVING
<input type="checkbox"/>	2505	OTHER PAVING
<input type="checkbox"/>	2510	STRIPING, PAVEMENT MARKINGS AND WHEEL STOPS
<input type="checkbox"/>	2511	TRAFFIC/PARKING SIGNAGE
<input type="checkbox"/>	2520	PLAYGROUND EQUIPMENT
<input type="checkbox"/>	2522	SITE FURNISHINGS
<input type="checkbox"/>	2530	SITE MONUMENTS AND SIGNAGE
<input type="checkbox"/>	2535	KIOSKS, GAZEBOS, TRELIS
<input type="checkbox"/>	2537	CARPORTS
<input type="checkbox"/>	2540	STREET IMPROVEMENTS
<input type="checkbox"/>	2545	TRAFFIC SIGNAL
<input type="checkbox"/>	2550	SITE CONCRETE/HARDSCAPE
<input type="checkbox"/>	2999	OTHER EARTHWORK AND SITE IMPROVEMENTS

### Division 04 - Masonry & Brickwork

<input type="checkbox"/>	04000	MASONRY AND BRICKWORK
<input type="checkbox"/>	04010	MASONRY/CMU WORK
<input type="checkbox"/>	04200	MASONRY-REINFORCING
<input type="checkbox"/>	04300	STONEMWORK
<input type="checkbox"/>	04999	OTHER MASONRY AND BRICKWORK

### Division 05 - Metals

<input type="checkbox"/>	05000	STEEL AND IRON WORK
<input type="checkbox"/>	05050	CABLE GUARD RAILS
<input type="checkbox"/>	05090	STEEL ERECTION
<input type="checkbox"/>	05100	STRUCTURAL STEEL WORK
<input type="checkbox"/>	05200	METAL JOISTS AND DECKING
<input type="checkbox"/>	05400	COLD FORMED METAL FRAMING
<input type="checkbox"/>	05500	MISC. METALS
<input type="checkbox"/>	05510	STEEL STAIRS
<input type="checkbox"/>	05700	ORNAMENTAL METALS
<input type="checkbox"/>	05999	OTHER STEEL AND IRON WORK

**Division 06 - Woodwork & Carpentry**

\_\_\_ 06000 WOODWORK AND CASEWORK  
 \_\_\_ 06100 FRAMING AND SHEATHING  
 \_\_\_ 06111 MISC. ROUGH CARPENTRY  
 \_\_\_ 06170 GLUE LAMINATED CONSTRUCTION  
 \_\_\_ 06190 WOOD TRUSSES  
 \_\_\_ 06200 FINISH CARPENTRY  
 \_\_\_ 06220 MILLWORK  
 \_\_\_ 06240 LAMINATED PLASTIC COUNTERTOPS  
 \_\_\_ 06410 CABINET WORK AND CASEWORK  
 \_\_\_ 06420 PANELING  
 \_\_\_ 06430 FRP PANELS  
 \_\_\_ 06440 PLASTIC WALL PANELS  
 \_\_\_ 06999 OTHER WOODWORK AND CASEWORK

**Division 07 - Waterproofing & Roofing**

\_\_\_ 07000 WATERPROOFING AND ROOFING WORK  
 \_\_\_ 07100 WATERPROOFING AND DAMPROOFING  
 \_\_\_ 07150 CAULKING AND SEALANTS  
 \_\_\_ 07200 BUILDING THERMAL INSULATION  
 \_\_\_ 07220 BUILDING ACOUSTICAL INSULATION  
 \_\_\_ 07250 FIREPROOFING  
 \_\_\_ 07300 TILE ROOFING  
 \_\_\_ 07400 PREFORMED/METAL ROOFING AND SIDING  
 \_\_\_ 07500 BUILT-UP AND MEMBRANE ROOFING  
 \_\_\_ 07570 TRAFFIC TOPPING  
 \_\_\_ 07600 FLASHING AND SHEET METAL  
 \_\_\_ 07650 EXPANSION JOINTS  
 \_\_\_ 07800 ROOF ACCESSORIES  
 \_\_\_ 07999 OTHER WATERPROOFING AND ROOFING WORK

**Division 08 - Doors & Windows**

\_\_\_ 08000 DOORS, WINDOWS, GLASS AND GLAZING  
 \_\_\_ 08100 DOORS/FRAMES/HARDWARE  
 \_\_\_ 08200 ACCESS DOORS  
 \_\_\_ 08250 OVERHEAD/ROLLING DOORS  
 \_\_\_ 08300 OTHER DOORS  
 \_\_\_ 08400 ALUMINUM STOREFRONT  
 \_\_\_ 08500 WINDOWS  
 \_\_\_ 08610 WOOD WINDOWS  
 \_\_\_ 08620 SCREENS  
 \_\_\_ 08700 FURNISH FINISH HARDWARE  
 \_\_\_ 08800 GLASS AND GLAZING  
 \_\_\_ 08830 MIRRORS  
 \_\_\_ 08850 SPECIAL GLASS WORK  
 \_\_\_ 08910 GLAZED CURTAIN WALL  
 \_\_\_ 08960 SKYLIGHTS AND SLOPED GLAZING  
 \_\_\_ 08999 OTHER DOORS, WINDOWS, GLASS AND GLAZING

**Division 09 - Finishes**

\_\_\_ 09000 FINISHES  
 \_\_\_ 09100 METAL STUDS AND DRYWALL  
 \_\_\_ 09150 FIREPROOFING  
 \_\_\_ 09200 LATH AND PLASTER  
 \_\_\_ 09210 EIFS  
 \_\_\_ 09300 CERAMIC TILE  
 \_\_\_ 09330 QUARRY TILE  
 \_\_\_ 09340 MARBLE  
 \_\_\_ 09350 STONE COUNTERTOPS  
 \_\_\_ 09400 TERRAZZO  
 \_\_\_ 09510 ACOUSTICAL CEILINGS  
 \_\_\_ 09550 WOOD FLOORING  
 \_\_\_ 09600 STONE AND BRICK FLOORING  
 \_\_\_ 09650 RESILIENT FLOORING  
 \_\_\_ 09680 CARPET  
 \_\_\_ 09700 SPECIAL FLOORING  
 \_\_\_ 09800 SPECIAL COATINGS  
 \_\_\_ 09900 PAINTING  
 \_\_\_ 09950 VINYL WALLCOVERING  
 \_\_\_ 09955 ACOUSTICAL WALL PANELS  
 \_\_\_ 09999 OTHER FINISHES

**Division 10 - Specialties**

\_\_\_ 10000 SPECIALTIES  
 \_\_\_ 10110 CHALK BOARD AND TACK BOARDS  
 \_\_\_ 10160 TOILET PARTITIONS  
 \_\_\_ 10225 LOUVERS AND VENTS  
 \_\_\_ 10240 GRILLES AND SCREENS  
 \_\_\_ 10260 WALL AND CORNER GUARDS  
 \_\_\_ 10270 ACCESS FLOORING  
 \_\_\_ 10300 FIREPLACES  
 \_\_\_ 10350 FLAG POLES  
 \_\_\_ 10410 BUILDING DIRECTORY  
 \_\_\_ 10415 BULLETIN BOARDS  
 \_\_\_ 10417 ENTRY MATS  
 \_\_\_ 10420 PLAQUES  
 \_\_\_ 10430 SIGNS AND SIGNAGE  
 \_\_\_ 10450 TURNSTILES  
 \_\_\_ 10500 LOCKERS  
 \_\_\_ 10520 FIRE EXTINGUISHERS AND CABINET  
 \_\_\_ 10536 AWNINGS AND CANOPIES  
 \_\_\_ 10550 MAIL BOXES  
 \_\_\_ 10600 DEMOUNTABLE PARTITIONS  
 \_\_\_ 10656 FOLDING PARTITIONS  
 \_\_\_ 10660 MOVABLE PARTITIONS  
 \_\_\_ 10670 SHELVING  
 \_\_\_ 10680 SPECIAL PARTITIONS  
 \_\_\_ 10690 PROJECTIONS SCREENS  
 \_\_\_ 10775 TELEPHONE ENCLOSURES  
 \_\_\_ 10820 BATH ACCESSORIES  
 \_\_\_ 10900 LINEN CHUTE  
 \_\_\_ 10910 PERMANENT TRASH CHUTE  
 \_\_\_ 10920 DRINKING FOUNTAINS  
 \_\_\_ 10999 OTHER SPECIALTIES

**Division 11 - Special Equipment**

\_\_\_ 11000 SPECIAL EQUIPMENT  
 \_\_\_ 11014 WINDOW WASHING EQUIPMENT  
 \_\_\_ 11024 SECURITY EQUIPMENT  
 \_\_\_ 11060 THEATER AND STAGE EQUIPMENT  
 \_\_\_ 11130 AUDIO VISUAL EQUIPMENT  
 \_\_\_ 11161 LOADING DOCK EQUIPMENT  
 \_\_\_ 11170 PARKING EQUIPMENT AND CONTROLS  
 \_\_\_ 11200 HELIPAD EQUIPMENT  
 \_\_\_ 11400 FOOD SERVICE EQUIPMENT  
 \_\_\_ 11452 RESIDENTIAL APPLIANCES  
 \_\_\_ 11460 LAUNDRY EQUIPMENT  
 \_\_\_ 11490 HEALTH AND ATHLETIC EXERCISE EQUIPMENT  
 \_\_\_ 11600 LABORATORY EQUIPMENT  
 \_\_\_ 11700 MEDICAL EQUIPMENT  
 \_\_\_ 11999 OTHER SPECIAL EQUIPMENT

**Division 12 - FF&E**

\_\_\_ 12000 FURNITURE AND FIXTURES  
 \_\_\_ 12130 INTERIOR PAINTINGS  
 \_\_\_ 12140 ARTWORK/DECORATIONS  
 \_\_\_ 12300 SPECIALIZED CASEWORK  
 \_\_\_ 12500 WINDOW TREATMENT  
 \_\_\_ 12510 BLINDS  
 \_\_\_ 12540 DRAPES AND CURTAINS  
 \_\_\_ 12620 FURNITURE  
 \_\_\_ 12675 RUGS AND MATS  
 \_\_\_ 12730 MULTIPLE SEATING  
 \_\_\_ 12740 BOOTHS AND TABLES  
 \_\_\_ 12999 OTHER FURNITURE AND FIXTURES

