325 MARTINDALE STREET, SPARTA MI 49345 · (616) 887-9465 · WWW.DCD-INC.COM

Subcontractor Application

SUBCONTRACTOR APPLICATION PACKET

APPLICANT INFORMATION

NAME

PHONE NO.

DATE

EMAIL

EIN

RETURN COMPLETED PACKET TO

Dave Cole Decorators Inc

325 Martindale Street, Sparta MI 49345

(616) 887-9465 · www.dcd-inc.com

subcontractors@dcd-inc.com

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Subcontractor Guidelines

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Please read the following and sign that you agree to follow these guidelines while you represent Dave Cole Decorators, Inc. as a subcontractor on our job sites.

1. Absolutely no signage on your vehicle or attire (shirts, coats, etc.) is allowed to be displayed or worn while on a job site that you are being paid as a subcontractor to represent Dave Cole Decorators, Inc. You are required to wear Dave Cole Decorator, Inc. shirts and white painter pants while on a jobsite which you are under contract for. Dave Cole Decorators will provide the shirts.
2. You are a representative of Dave Cole Decorators, Inc., and personal hygiene is important. You are expected to report to work clean with a clean shaved face so others can work by or with you (shower, teeth brushed, clean clothes, hair combed etc.).
3. Follow Dave Cole Decorators' company policies on Harassment and Confidentiality – copies enclosed. Please sign and return acknowledgment page.
4. Provide your own properly maintained protection and safety equipment. Work boots are mandatory on the job. Hard hats must be worn on all jobs. Always bring your safety equipment with you, hard hats, safety glasses, and respirator.
5. Provide your own necessary Hand Tools and Equipment – List enclosed.
6. Our normal work hour are as follows:

Work hours	7:00 am to 3:30 pm
Morning Break	9:30 to 9:45
Lunch	12:00 to 12:30

7. Provide necessary workers compensation and general liability insurance. If your insurance is cancelled Dave Cole Decorators will not be able to pay your invoice until coverage has been obtained for the period you worked.
8. Radios, MP3, Ear Buds or CD players are not allowed on any job sites.
9. If you are unable to work, we ask that you please text the shop at: (616) 318-0246, Paul Cole (616) 706-9665, Edmund Aguilar (616) 318-7423 and Terry Powell (616) 482-7867.

GUIDELINES, CONTINUED

10. While hired by Dave Cole Decorators as a subcontractor you are expected to represent Dave Cole Decorators, Inc. and not solicit work for your own business during working hours which are being paid by Dave Cole Decorators. Dave Cole Decorators will not tolerate conflict of interest on any job site and you will be asked to discontinue working as a subcontractor if you solicit work for your benefit away from Dave Cole Decorators. You must sign the enclosed Non-Compete Clause for any and all projects in which you are representing Dave Cole Decorators, Inc.
11. You are not authorized to repair any equipment owned by Dave Cole Decorators and you are required to notify the proper foreman Project Manager regarding equipment failure.
12. You are not authorized to make purchases from vendors on Dave Cole Decorators accounts unless specifically authorized by the Project Manager.
13. You are not authorized to drive any Dave Cole Decorators vehicles. The only exception to this is in the case of a medical emergency.
14. At least one employee shall be on-site that is proficient in English for communications with customers, coworkers or supervisors, and to promote safety in emergency or other situations.

SIGNATURES

SUB-CONTRACTOR **DATE**

PRINTED NAME **TITLE**

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Welcome to the team

We would like to welcome you to the Dave Cole Decorators, Inc. team.

Please review the following:

1. Acknowledgements must be signed and returned to our office before you begin work for us.
   - Subcontractor Guidelines
   - Company Policies
   - Standard Equipment Requirements
   - Insurance Guideline
   - OSHA and MIOSHA agreement
2. A W-9 tax form – Please fill out and return to our office. We must have this before we can pay any invoice.
3. Certificate of Insurance which we require from all of our subcontractors – General Liability and Workers Comp.
4. Our accounting department requires that your invoice be in our office before 8:00 am on Monday. You must email them to invoices@dcd-inc.com

There must be the following information on all invoices:

✓	Invoice number	✓	Invoice Total
✓	Project name	✓	Partial draw amount for lump sum project bids
✓	Dates worked		

If you work on multiple projects in any week, please break down the project name and total cost by day.

Please note, your first invoice will not be processed unless all your insurance, tax and acknowledgements are received back at our office – signed.

We look forward to working with you on our future projects.

Sincerely,

John Murphy
President

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Insurance and Indemnification

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Subcontractor shall, at its own expense, procure and maintain on all of its operations statutory Workers' Compensation and Employer's Liability Insurance covering all of its employees; Commercial General Liability Insurance; and Automobile Liability Insurance including coverage for Hired and Non-Owned autos.

ADDITIONAL INSURED

Subcontractor shall add Dave Cole Decorators, Inc as an Additional Insured, including completed operations under the Subcontractor's Commercial General Liability policy using ISO form CG2010 or its equivalent, and shall provide, prior to commencement of work, a Certificate of Insurance from its insurance company evidencing that the insurance is in force and that the insurance contract contains a 30-day written Notice of Cancellation endorsement in favor of Dave Cole Decorators, Inc. Along with a waiver of subrogation.

Furthermore, Subcontractor shall indemnify and hold harmless Dave Cole Decorators Inc., and Owner against any claims, damages, losses and expenses including legal fees arising out of or resulting from the performance of the subcontracted work to the extent caused by the subcontractor or anyone directly or indirectly employed by the Subcontractor.

SIGNED

DAVE COLE DECORATORS, INC.

SUBCONTRACTOR

DATED

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OSHA and MIOSHA Agreement

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The subcontractor shall abide by all Federal and State OSHA and MIOSHA regulations as these regulations pertain to the subcontractor and its scope of work contracted for.

SIGNATURES

I agree with the above statement:

PRINTED NAME **SIGNED**

DATE

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Security Information Authorization

To Dave Cole Decorators Subcontractor:

Certain projects request security information. Please sign below to authorize Dave Cole Decorators to submit your information as necessary in order to obtain clearances for you to work on certain projects. This authorization will be updated each year.

Sincerely,

John Murphy
President

AUTHORIZED BY

COMPANY	DATE
SIGNATURE	TITLE

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MEWP Certification Acknowledgment

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Dave Cole Decorators Inc. (DCD) complies with the applicable rules and regulations outlined in the standards below and any other applicable construction standard and require Mobile Elevating Work Platform (MEWP) Certification for Boom, Scissor and Other Aerial Lifts operating on our jobsites.

STANDARDS

- MIOSHA Construction Part 32 "Aerial Work Platforms"
- OSHA Construction 1926.453 "Aerial Lifts"
- ANSI A92.5 2006 "Boom-Supported Elevating Work Platforms"
- ANSI A92.6 1999 "Self-Propelled Elevating Work Platforms"

By signing this acknowledgement, you agree to provide proof of certification for all crew members that will be assigned to any DCD jobsite.

SIGNATURES

SIGNATURE **DATE**