



H&W STANDARD PROCEDURES

These H&W Standard Procedures are included to assist Subcontractors / Suppliers in doing business with H&W. They are intended to provide guidance for frequently asked questions so that all expectations are made clear to expedite standard processes. H&W hopes that you find them useful. Please direct any questions to your H&W Project Manager or other personnel identified in these procedures. These procedures may be updated at any time. You must comply with all procedures and other requirements per your contract. We look forward to working together and appreciate you taking the time to review this information.



H&W PREQUALIFICATION PROCEDURES

H&W maintains a prequalification program for all subcontractors. You are required to prequalify as a condition of working on H&W projects. H&W utilizes a third-party administrator called ProQual by Pantera to assist with prequalification. You must comply with the following procedures:

1. Prequalification is a tool that H&W uses to place all subcontractors on an even playing field. H&W wants to work with responsible subcontractors that share its commitment to integrity, quality and sound business practices. Prequalification helps H&W identify these subcontractors and develop long term working relationships and successful projects for our clients.
2. ProQual only provides data collection and verification services. All prequalification decisions are made by H&W management based on the collected information. Information requested may generally include:
 - Certificate of Insurance (proof of coverage only)
 - W-9, signed and dated
 - 3 years OSHA 300A Logs
 - MBE/DBE Certifications, if applicable to your firm
 - Surety "Good Guy" Letter (semi-annual update requested)
 - Work in Progress "WIP" Schedule (semi-annual updated requested)
 - 3 Year EMR NCCI Sheets or State equivalent documents
 - Trade Licenses, if applicable to your firm
 - Bank Credit Reference Letter (semi-annual update requested)
 - Consolidated Finance Statements (semi-annual update requested)
3. To enroll, please go to Hill & Wilkinson's website, www.hill-wilkinson.com, go to the Subcontract tab and select, "Get Pre-qualified". Once you submit your information, you will be contacted via email by prequal@hill-wilkinson.com with the subject line "Request from Hill & Wilkinson General Contractors". This email will include specific instructions for you to complete the prequalification process.
4. Prequalification is subject to periodic and annual submission and re-verification. Once you are enrolled and prequalified, ProQual will contact you directly as necessary for re-verification.
5. ProQual will charge you a nominal annual fee for participation in the H&W prequalification process. Please contact ProQual directly for current fee schedules. Fees will not be refunded if you fail to meet H&W prequalification criteria.
6. Questions regarding the prequalification process should be made directly to ProQual Verified. However, you may also contact H&W Prequalification Manager:

Brandy Story
Phone: (214) 299-4344
Email: BStory@hill-wilkinson.com
7. Participation in the prequalification program through ProQual is mandatory. You may be listed as ineligible for future work if you fail to prequalify or meet H&W criteria.



H&W INSURANCE VERIFICATION PROCEDURES

You are required to maintain insurance as required by your contract, and furnish proof of required insurance for verification prior to starting work on site. H&W utilizes a third-party administrator called Insurance Certificate Administrators (ICA) to assist with verification. You must comply with the following procedures:

1. H&W requires project-specific insurance certificates. It is your responsibility to maintain insurance at all times as required by your contract.
2. H&W insurance requirements and sample insurance certificates may be found online at: www.hill-wilkinson.com. All insurance certificates and applicable endorsements must meet these requirements.
3. You must furnish insurance certificates and applicable endorsements directly to ICA. H&W no longer accepts or processes these items directly. Submit to ICA via mail, fax or email at the following contact information:

Hill & Wilkinson General Contractors
C/o ICA
PO Box 2566
Fort Worth, TX 76113-2566
Fax: (817) 877-1906
Email: input@icaprogram.com

4. Insurance certificates must match the sample provided.
5. Insurance must be verified and approved by ICA before you can start work on site. Therefore, it is imperative that you begin this process immediately. ICA can typically verify compliant items in one week or less. However, non-compliant items will delay the process. ICA will send you a notice if your insurance coverage does not meet contract requirements or to request supplemental information. You must fully cooperate with ICA and furnish all requested information in a timely manner.
6. H& W recommends that you have your insurance agent/broker and/or administrator communicate directly with ICA to expedite the verification process. Questions may be directed to the following ICA contacts:

Kortney Robertson and/or Matthew Briley
Phone: (817) 332-5313
7. Insurance requirements may change for specific projects that have special insurance programs (e.g. OCIP / CCIP). Supplemental insurance guidelines will be provided for those projects. You may be required to maintain different insurance for those projects and/or submit supplemental insurance certificates.
8. Verification of insurance through ICA is mandatory. Payments may be withheld and other action per contract requirements may be taken for noncompliance. You may also be listed as ineligible for future work.



H&W PAYMENT PROCEDURES

H&W has standard procedures for processing payment that must be followed. Specific payment terms are included in your contract. Payments are subject to all terms and conditions of your contract. You must also comply with the following procedures:

1. Payment Applications are due monthly by the day of the month stated in your contract and must be projected through the end of that month unless otherwise stated in your contract. Late, incomplete or incorrect applications will not be processed and may be held over until the following month.
2. No payments will be made until all of the following are on file with H&W:
 - .1 Current IRS form W-9
 - .2 Certificate of Insurance meeting all contract requirements
 - .3 Signed contract with no pending negotiation items
3. Payment Applications must include all required documents or actions per your contract. Generally, this includes the following:
 - .1 Sub must be registered on GCPay.com's website: www.gcpay.com
 - .2 Sub will receive reminder notification from GCPay.com before billing due date.
 - .3 Log onto GCPay.com to create your pay application. Your SOV is linked directly from Viewpoint, H & W's accounting software, you may only bill against line items that have been interfaced into the system.
 - .4 Your executed conditional lien release on H&W standard form uploaded to GCPay.com (if applicable)
 - .5 Your executed unconditional lien release covering payments received on the prior Payment Application.
 - .6 Lien releases from your sub-subcontractors and suppliers listed in GCPay.com
 - .7 Additional requirements may apply for specific projects (e.g. certified payrolls for prevailing wage projects, MBE Forms)
4. You must list all second tier sub-subcontractors and suppliers in GCPay.com on each Payment Application that are used on the project and the current amount invoiced by them through the end of the month covered by the current Payment Application. Lien release requirements vary depending on whether "joint checks" are required in your contract:
 - .1 If joint checks are required, you must furnish conditional lien releases from all sub-subcontractors and suppliers that match the copies of invoices. H&W will then issue joint checks to you and all unpaid sub-subcontractors and suppliers for the current month. Alternatively, with H&W approval, you may prepay your sub-subcontractors and suppliers and submit unconditional lien waivers through the end of current month.
 - .2 If joint checks are not required, then you are not required to submit lien releases from sub-subcontractors and suppliers for the current month. However, you may be required to submit unconditional lien releases from sub-subcontractors and suppliers through the prior Payment Application. Note that joint check requirements may still be implemented per your contract if payment issues arise.
5. Only approved Change Orders sent to Sub from SubcontractDocs@hill-wilkinson.com on H&W standard form may be included in Payment Applications. Pending Change Orders (including those approved via email) may not be included. You will receive notification from GCPay.com when a change order is ready to be billed against.
6. Retainage will be held on all payments at the rate stated in your contract. H&W may withhold additional amounts for default per contract terms. Final payment including retainage is subject to submission of all closeout documentation including as-builts, warranties, O&M manuals and other items per your contract.



H&W SAFETY PROCEDURES

Safety is of critical importance on all projects. You are responsible for the safety of your workers and all sub-contractors and suppliers. Specific safety requirements are included in your contract. You must also comply with the following procedures:

1. You must comply with all OSHA and other legal / code requirements and H&W and Owner safety requirements.
2. The following items must be on file with H&W before you start work on site:
 - .1 Your company's written safety program
 - .2 Your written HazCom program
 - .3 MSDS for all hazardous materials you will bring to the site
 - .4 Job Hazard Analysis (JHA) if specifically required by your contract or project safety requirements
 - .5 Copies of operator licenses and training certificates for all equipment operators
3. All of your workers must attend H&W site safety orientation meeting prior to starting week. Your supervisor must also attend weekly H&W safety meetings and must conduct weekly "tool box" meetings with your workers and furnish proof of attendance.
4. You must have an OSHA compliant "competent person" on site at all times when you have workers present. You must also designate a safety contact for any safety issues. These persons should be designated and contact information furnished to H&W during your pre-award meeting. Notify H&W in writing of any changes.
5. All workers are required to wear OSHA compliant hardhats, safety glasses, colored safety vests, pants and closed-toe appropriate footwear on site at all times, no exceptions. You must furnish and require additional personal protective equipment (PPE) appropriate for specific working conditions per OSHA requirements.
6. 100% tie off is required at 6 feet or higher compliant with OSHA requirements.
7. You are not allowed to perform any work on site when a H&W representative is not present. You must make advance arrangements with H&W Superintendent for any non-scheduled working hours.
8. Additional safety inspections and requirements may apply for specific situations including use of cranes or lifts, underground operations, hot taps, and electrical work. Coordinate with H&W Superintendent prior to any of these operations.
9. All incidents including any injury or damage to persons or property must be immediately reported to H&W Superintendent., but no later than 24 hours. You must complete all related forms and furnish all information as required.