

## Steps to take to Perform as a Subcontractor On the Job Order Contract

### Requirements to be on the Alpha Pre-qualified list of Subcontractors

1. Define yourself: are you a specialty trade contractor, if so, what trade? What special skills does your firm have?
2. Do you perform work utilizing your own employees or others? Do you have an established line of credit for purchase of materials and equipment? Tell us about these resources.
3. Obtain and complete the PreQualification Statement. Give complete answers. We are seeking to determine your strengths & experience and therefore need the full name and phone/address of both creditors and clients. Page 4 requests the name(s) of persons authorized to represent your company and enter contracts with Alpha. We also require the signature of the owner or officer. Submit the prequalification form to one of the project offices listed on page 4 of this document.
4. If you are a minority or woman owned firm you must provide us a copy of your Historically Underutilized Business Certification from the State of Texas, General Services Commission. That certificate will provide us your vendor number. Without this verification we can not register you as a HUB with our firm or the work you perform for us.
5. Obtain and deliver to us your Certificate of Liability Insurance that verifies your commercial and liability insurance program. This should be on a standard form; generally the Accord form 25-5 is used. It must be signed by your insurance agent and must list Alpha and the client as "Additional Insured" and provide for 30 days notice before cancellation or expiration of the insurance in force.

Minimum Insurance requirements for this contract are:

<b>GENERAL LIABILITY</b>	EACH OCCURRENCE	\$ 1,000,000
	FIRE DAMAGE	\$ 50,000
	DAMAGED TO RENTED PREMISES (EA OCCURRENCE)	
	MED EXP (ANY ONE PERSON)	\$ 5,000
	PERSONAL & ^ ADV INJURY	\$ 2,000,000
	GENERAL AGGREGATE	\$ 1,000,000
	PRODUCTS - COMP/OP AGG	\$ 2,000,000
<b>AUTOMOBILE LIABILITY</b>	COMBINED SINGLE LIMIT (EA ACCIDENT)	\$ 1,000,000
	BODILY INJUJR (PER PERSON)	\$ -
	BODILY INJURY (PER ACCIDENT)	\$ -
	PROPERTY DAMAGE (PER ACCIDENT)	\$ -
<b>WORKERS COMPENSATION &amp; EMPLOYERS' LIABILITY</b>	E.L. EACH ACCIDENT	\$ 1,000,000
	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

Review, sign and return a Master Subcontract Agreement

1. Alpha Building Corporation, Master Subcontract Agreement. If your firm demonstrates that it has sufficient resources and experience for this fast-paced program, Alpha will issue this Subcontract Agreement for signature. Be sure to read the document – **it is the basic contract document that gives you information regarding the rules and your rights under this contract**. It must be returned to Alpha signed by a person authorized to act on behalf of your firm.
2. If your firm is selected to perform work on a Delivery Order, a Work Release, referencing the Master Subcontract Agreement, will be issued. The Work Release is a one or two page document that describes the specific work, price and performance time for the delivery order you will perform.
3. Certification of franchise tax status. You must provide Alpha proof that your firm is in “good Standing” with the State comptrollers office. The Texas Comptroller of Public Accounts will issue a “Certificate of Account Status” that will verify that as of the date the certificate is issued you are in good standing with that state agency. You may obtain this certificate by calling the Texas Comptroller of Public Accounts or going to the website.
4. Once you have submitted the written information, come by and see us; call us-check to see what we are bidding. It is beneficial to you and to us if your Estimator and Superintendent can meet our Estimator and Superintendent.

When you are invited to bid a project, you must follow up with these actions:

1. Fully Participate in the Bid Process. There is no “relief” in the way of additional money or time for errors or mistakes in your bids.
  - a. Pick up a set of bid documents. Sign our list that you have a set of prints.
  - b. Attend the pre-bid conference. This is very important! Important information will be given that you might otherwise miss if you do not attend. We will not do second site visits if you did not participate in the original one.
  - c. Review the prints/ bid documents & the project location. Request a *second* site visit if necessary to thoroughly understand the project requirements and site conditions.
  - d. Let us know that you are interested in bidding. Call the estimator to verify that you will be bidding the project. It will give him an opportunity to tell you of any changes that need to be made in your bid or the bid requirements.
  - e. Ask questions! We can reasonably respond to your questions up to two days before the bids are due.
  - f. Call before you submit your bid to make sure you have received all addendums, clarifications or changes to the bid documents that might have been issued subsequent to the pre-bid conference.

2. Submit your bid at the time and in the manner we ask. That is, if we need the price submitted on a particular form or pricing broken down into elements or small pieces or by phases, etc. – give it to us that way. Get everything to us no later than the time specified.
3. If you are the successful bidder and we can agree on performance times and product specification we will issue a Work Release to your firm.
4. If you are not successful, Alpha will provide you information about how the selection was made and how your firm “stacked” up against others bidding the exact same work.
5. When preparing your bid you must consider these three important requirements:
  - a. This Job Order Contract is a fast paced, high-quality program for performing minor construction, alteration and repair projects. You must be prepared to start the work immediately upon award and to continue diligently with sufficient workforce and materials, tools and equipment to accomplish the work in the minimum amount of time necessary.
  - b. Prevailing Wage Law. As this is a contract with the State of Texas all contractors are required to adhere to the prevailing wage rules and to pay workmen no less than the hourly amounts shown on the Prevailing Wage Rate chart for Building Construction Trades and site Work & Utility Construction. A copy of these wage rates will be made available to you along with your Master Subcontract Agreement. At this time Alpha does not require the weekly submission of Certified Payroll's, however, if we suspect any violation of this law certified payrolls will be immediately instituted.
  - c. Sales & Use Taxes. All of the work that Alpha will perform at Universities will be on state property and on behalf of the State of Texas. The state will issue an Exemption Certificate to waive payment of sales taxes for materials and equipment installed at the University.

**Alpha Building Corporation Texas Project Offices:**

**San Antonio:**

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**Dallas/Fort Worth:**

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Dallas, TX 75275-4099  
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Fort Worth, TX 76008  
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**College Station:**

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**Stephenville:**

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**Austin:**

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**Corpus Christi:**

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