



# Griffin Construction Company

*Building since 1965!  
Over 12,000 nursing home beds designed and constructed.*

610 Towson Avenue  
Post Office Box 2207  
Fort Smith, Arkansas 72902-2207  
Website: <http://www.griffinprop.com>

Telephone (479) 783-5191

Fax (479) 783-8397

## **SUBCONTRACTOR BID REQUEST**

**Project Name: (insert project name)**

**Bid Due Date: \_\_\_\_\_**

**Project Manager: (insert your name)**

**Project Manager E-mail Address: (insert your address)**

**BID REQUEST:** Griffin Construction Company, respectfully requests that you submit a bid for our project located at (insert street address) in (insert town, county, and state). Your bid must be in writing, on our Subcontractor Bid Form (if you wish, you may also attach your standard bid form to ours), be dated, contain your bid price, define any work that you include or exclude, define any substitutions or alternates for the work specified on the plans and specifications, and any other information that you think we require to fully understand your bid. All bids must provide a contact person's name, the complete and full company name of the subcontractor, taxpayer identification number, mailing address, telephone and fax numbers, and E-mail address. You may mail, fax, or E-mail us your bid. We do accept telephone bids, but they must be followed up with a written bid within three (3) days.

**THE JOB SCHEDULE:** Griffin Construction Company will be preparing a job schedule which sets forth specific calendar days required for the installation of your work as well as that of all other trades. The schedule will be prepared on the basis of our experience, and with the input of the subcontractors selected for this project. Therefore, please consider this project carefully, and with your bid, provide us information about the time you will require to install your work. If your work is installed in phases, such as underground rough-in, above slab installation, trim out, and so forth, then please break down each major phase of your work and the time each phase will require. Our goal is to effectively manage the entire project to a schedule, to our mutual benefit. We want to work together to make the project profitable for all concerned.

**YOUR RESUME AND INSURANCE:** If you have not worked with us before, then with your bid, you must also include your company resume, which shall contain current work references and recently completed work references. Your contractor's license information must also be provided (states licensed in, contractor's license numbers and expiration dates).

All subcontractors must provide a valid certificate of insurance evidencing current Workers Compensation and General Liability insurance. We require minimum limits of \$1,000,000.00 Product-Comp/Op Aggregate, \$1,000,000.00 Each Occurrence, and \$2,000,000.00 General Aggregate for General Liability insurance coverage. *If you do not have this level of insurance coverage, then you cannot work for our company.* Our insurance carrier will not allow us to insure you or allow you to work without said minimum coverage.

**PLANS AND SPECIFICATIONS:** The Plans and Specifications (the "Plans") were prepared by

William Stafford, Architect of Fort Smith, Arkansas. The specifications are shown directly on those Plans so there is not a separate specifications book. The Plans are dated (insert plan date) and further identified by Architect's Job Number (insert number). The Plans are on file at the following print shop locations. At your expense, you may contact one of the print shops to obtain the Plans to prepare your bid.

(Insert printer shops, name, address, phone)

It is your responsibility to obtain all of the sheets necessary to be completely familiar with the project and to be able to properly and fully bid your scope of work. We strongly recommend that you obtain a full set of the Plans.

### **OUR SUBCONTRACTOR AND VENDOR PAYMENT PROCESS**

**SUBCONTRACTOR MONTHLY DRAWS:** Griffin Construction Company endeavors to monthly pay its Subcontractors as follows: Draw requests must be received by us no later than the 25th day of each month and must be submitted on our "Subcontractor's Application for Payment" form. In order for us to process your draw request and be considered for payment, the application form must be complete and must have attached any documentation necessary to substantiate your request. Requests for stored materials may be considered only if proof of delivery and actual invoice copies are included with the draw request. Any stored materials must be insured for their value. Payment for stored materials will be limited to the actual cost of the materials, less retainage. You may project the amount of work in place or material stored through the last day of the month; however, estimates which exceed work in place will be reduced to accurate values. We will then process your draw request, bill the Owner, and make every effort to pay your company between the 15th and the 20th of the following month.

**MATERIAL PAYMENTS:** Griffin Construction Company endeavors to monthly pay its material suppliers on the 10th day of the each month following the month of purchase, if they offer a cash discount for payment on the 10th. If not, we endeavor to pay all material suppliers on a monthly basis between the 15th and 20th of each month.

Griffin Construction Company reserves the right to request additional information. We also reserve the right to accept or reject any bid at our sole and whole discretion.

If you have any questions, please feel free to contact our office. We look forward to receiving your bid. Our name, address and other contact information are shown at the top of page one.