



ELITE RETAIL SERVICES, INC.

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SUBCONTRACTOR INFORMATION PACKAGE

Attached are the Terms & Conditions & Insurance Sample for working with Elite Retail Services, Inc. Please read over carefully and sign below to acknowledge that you have read and understand these terms.

It is very important that we know who is bidding on a project so we know who to contact if an addendum/revision comes out. If you download or order plans for a project, please email us your contact info to bids@elite-construction.com Please make sure that you include the name of the project you are bidding.

Subcontractors and vendors are solely responsible to download all bid plans, specifications and documents for a given project. Elite will not pay for any additional cost a subcontractor may have for failure to have all documents during the bid. All Purchase Orders are written to be inclusive of all plans, specs and documents. Any submitted bid will serve as verification of all pages received.

You may submit your bid either by fax (979) 285-0714 or email bids@elite-construction.com by the bid due date. You can use your own form or one can be provided for you. Please note: All bids must be broken down by trade and also have the rate & # of labor hours. DO NOT SUBMIT LUMP SUM BIDS. This is a requirement from our clients and MUST be adhered to. If your bid does not include this you will need to revise & resubmit. In order to obtain bids forms, please email bids@elite-construction.com

Once bids are received, we submit them to the client and await job award notification. During this time we can not provide any information, bids tabs, etc, until we know the status of our bid. Sometimes this can take up to 2 weeks depending on the client. If we are awarded a project, all bids are forwarded to the Project Manager for that project. The Project Manager will then be the person to contact regarding your bid. Our website will be updated with that information so you can contact them directly.

Company Name

Signature

Print Name

Date