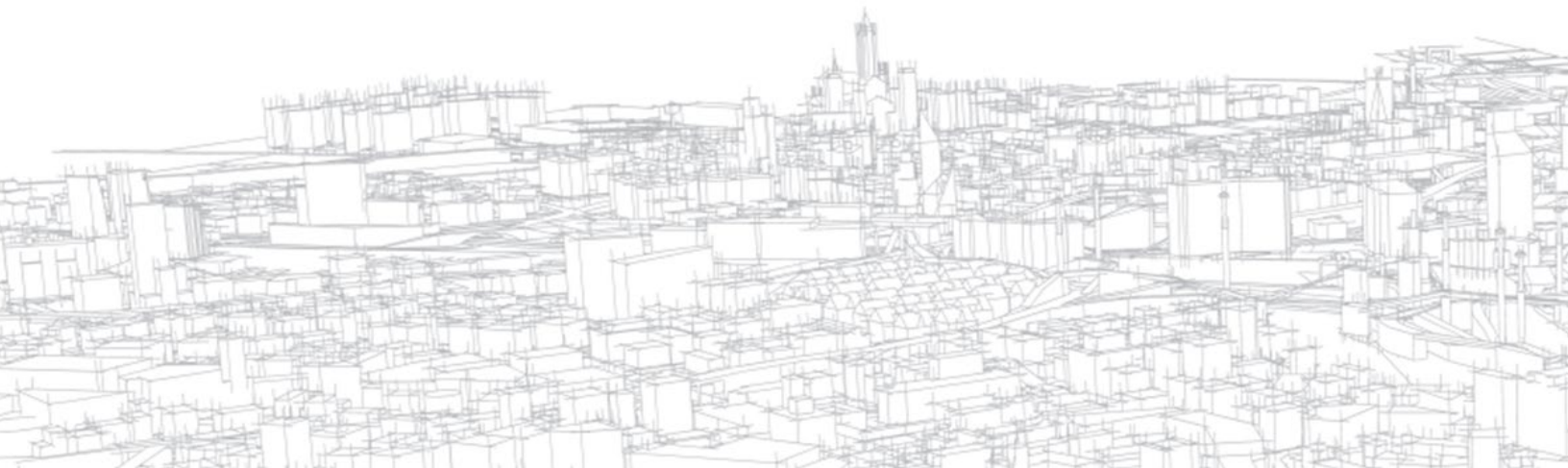


**SUBCONTRACTOR
ONBOARDING
PACKET**

URC WEST, INC

UTAH



SUBCONTRACTOR ONBOARDING PACKET

Sent To:	
Date:	
Project Name & Address:	

At **URC West, Inc.** we rely on our subcontractors to embrace the same work standards and personal conduct as our own employees. The following list of documents are required prior to the mobilization of the Project. Please review and return all necessary documents indicated below.

To ensure proper processing of the administrative requirements, please review and return all necessary documents to jkinsella@urcwest.com

GENERAL URC PROJECT CONTACT INFORMATION

Joseph Dore – Principal:	jdore@urcwest.com
Amy Stafford – Operations:	astafford@urcwest.com
Jocelyne Canseco – Accounting:	ap@urcwest.com
Nate Johnston – Exteriors:	njohnston@urcwest.com
Mario Ochoa – Interiors:	mochoa@urcwest.com
Jessica Wood – Procurement	jwood@urcwest.com



LIST OF ALL DOCUMENTS REQUIRED PRIOR TO MOBILIZATION

- Signed URC West, Inc. Rules and Regulations
- A Compliant Certificate of Insurance and Workers Comp Insurance (see pg. 4)
- Signed Certificate of Workers' Compensation Compliance
- A Copy of your Contractors License and Completed Verification Form
- Signed Acceptance of our Invoicing Policy and Procedures
- A Copy of your Contractor's Business License
- [optional]** Completed Wire Electronic Payment Form
- A Completed W9
- A Copy of the Contractor's Site-Specific Manual or Acknowledgement that URC West, Inc.'s Site Specific Safety Manual will be abided by in full
- Signed Painting Contractor Notification and Acceptance Form
- Subcontractor to provide own PPE for COVID compliance**

URC WEST, INC.
CONSTRUCTION RULES AND REGULATIONS

1. URC CONDUCT

It is URC West, Inc.'s belief that all hired contractors and sub-contractors are a direct reflection of URC West, Inc. as a company and expect all hired individuals to conduct themselves professionally.

Contractor is responsible for his/her employees and those of any/all subcontractors while working on the project, make sure they are always conducting themselves in a professional manner. Contractor must take every precaution in making sure that the project site is maintained in a safe and orderly condition at all times throughout the period of work, both for construction workers and for any/all residents and visitors to the site. Interaction with current residents or prospects should be limited to cordial greetings (i.e. "Good Morning", "Good Afternoon", "Have a nice day", etc).

Questions regarding building construction should be directed to one of the URC West, Inc. construction contacts listed below. NO LOUD RADIOS OR MUSIC IS PERMITTED. INAPPROPRIATE LANGUAGE AND CONDUCT WILL NOT BE TOLERATED AND ANY INDIVIDUAL FOUND CONDUCTING THEMSELVES INAPPROPRIATELY WILL BE REMOVED FROM THE SITE IMMEDIATELY.

2. URC ATTIRE/APPEARANCE.

All contractors and sub-contractors are expected to wear a shirt and/or safety vest that represents URC West, Inc., and hard hat. It is also expected that all contractors and subcontractors arrive in clean, professional attire (i.e. no ripped, torn, or dirty clothing). **Failure to comply with the attire/appearance regulations will result in a \$500.00 fine.** URC West will provide each subcontractor associate working on our project with 3 shirts for the duration of the project.

3. PARKING

There is dedicated contractor parking/staging that will be provided to each contractor. It is the responsibility of the contractor and subs to properly secure any staging areas and to keep the space clean at all times. **Failure to properly upkeep your storage/staging area will result in a \$500.00 fine.**

4. NOTICING

The contractor is required to notice the entire building and all individual units a minimum of **5 days** prior to work commencing. The notice must be printed on URC West, Inc. letterhead and **MUST** be approved by a URC West, Inc. representative.

5. LANDSCAPE

Negligence and/or abuse of landscape or existing buildings **WILL NOT BE TOLERATED AND WILL BE BACK CHARGED TO THE CONTRACTOR.**

6. CONSTRUCTION HOURS

Monday – Friday: 8:00am – 6:00pm (7am-8am soft start will be permitted)

***Saturday:** 8:00am – 6:00pm

***Sunday:** Construction noise is not permitted!

***Only if owner allows, please confirm with URC rep before relying on weekend work time for your schedules. Any work conducted outside the approved days/hours without permission from URC West, Inc. will result in a \$500.00 fine.**

7. RESTROOMS/ BREAK AREAS/ COMMON AREAS

All contractors and sub-contractors are expected to use their own restroom facilities which can be located in their staging area. ANY INDIVIDUAL FOUND VANDALIZING/DAMAGING OTHER'S PROPERTY WILL BE REMOVED FROM THE PROPERTY IMMEDIATELY AND HELD RESPONSIBLE FOR ALL DAMAGE. USE OF ANY OTHER AREA ON THE PROPERTY FOR RESTROOMS, BREAKS, OR LUNCH WILL RESULT IN A \$500.00 PENALTY FROM URC WEST, INC.. UNLESS THE CONTRACTOR OR SUBCONTRACTOR HAS BEEN CONTRACTED TO PERFORM WORK ON A COMMON AREA, USE OF THESE AREAS IS NOT PERMITTED. USE OF THESE AREAS WILL RESULT IN A \$500.00 FINE.

8. FOOD AND DRINKS

Water will be the only food/drink permitted outside of the allocated "Break Room". ANY CONTRACTOR OR SUB-CONTRACTOR FOUND WITH FOOD/DRINKS OUTSIDE OF THE ALLOCATED "BREAK ROOM" WILL BE FINED \$100 PER FOOD/DRINK INSTANCE. A SECOND VIOLATION WILL RESULT IN REMOVAL FROM THE PROPERTY.

THERE WILL BE A ZERO TOLERANCE POLICY ON ALL VIOLATIONS OF THE URC WEST, INC. CONSTRUCTION RULES AND REGULATIONS.

9. URC West, Inc. Contact Information
Corporate Office (760) 451-8921

I UNDERSTAND AND ACCEPT THE URC WEST, INC. CONSTRUCTION RULES AND REGULATIONS, INCLUDING ALL FINES FOR NOT ABIDING AS STATED ABOVE.

Subcontractor Signature

Subcontractor Company

Date

SUBCONTRACTOR'S INSURANCE REQUIREMENTS

In consideration of the utilization of the Subcontractor's services by URC West, Inc. (URC, URC West) and other valuable consideration, the receipt of which is hereby acknowledged, Subcontractor agrees to the following terms and conditions. Subcontractor shall provide and maintain, at their own expense until completion of the work the following insurance:

- **CERTIFICATE WORDING:**
 1. **Additional Insured:** Endorsement naming URC West, Inc. on the General Liability and Auto Policy
 2. **Waiver of Subrogation:** Each Policy shall include a (General Liability, Auto, and Workers' Compensation)
 3. **Rating:** Your Insurance Carrier must have an AM Best Rating of at least A VIII or Better

- **WORKERS' COMPENSATION/EMPLOYERS' LIABILITY**

Mandatory Coverage Requirements:

 - \$1,000,000 each Accident
 - \$1,000,000 each Employee
 - \$1,000,000 policy limit

- **GENERAL LIABILITY**

Mandatory Coverage Requirements:

• General Aggregate Limit	<u>\$2,000,000</u>
• Products & Completed Operations Aggregate Limit	<u>\$2,000,000</u>
• Personal Injury Limit and Advertising Injury Limit	<u>\$1,000,000</u>
• Each Occurrence Limit	<u>\$1,000,000</u>

 1. Full Occurrence Form (Modified Occurrence and Claims Made Forms are not acceptable)
 2. A Deductible of not more than \$5,000
 3. Policy shall include Per Project Aggregate Endorsement
 4. Policy shall include Primary & Noncontributory Endorsement

- **AUTOMOBILE LIABILITY**

Mandatory Coverage Requirements:

 - \$1,000,000 Combined Single Limit
 - Any Auto or All Owned, Hired and Non-Owned Auto

⚠ATTENTION: URC West requires all subcontractors to carry a Worker's Compensation policy. Sole proprietors generating \$0.00 in payroll are still required to maintain a \$0.00 payroll workers compensation policy.

CERTIFICATE OF WORKERS' COMPENSATION COMPLIANCE

All Subcontractors of URC West, Inc. or any tier sub-contractor hired by a Sub-contractor, must certify compliance with all federal, state and local laws, including workers; compensation insurance requirements, by evidence of insurance or a sworn statement that they are exempt, as part of this form.

Please submit a Certificate of Workers' Compensation provided by your insurer, with URC West, Inc. listed as the certificate holder along with this form, indicating your compliance. If self-insured or exempt under the workers' compensations laws for the State of Utah, please indicate on this form how your Company complies.



Please check the box that applies to your company:

- I have adequate workers' compensation insurance that is sufficient to comply with the laws of the State of Utah and to comply with all workers' compensation requirements of URC West, Inc., and a copy of our company's Certificate of Insurance is attached.

- I am a Sole Proprietor or Independent Contractor who is self-insured, and do not employ anyone in any manner that would subject my company to workers' compensation insurance in the State of Utah. I understand URC West, Inc., is not responsible for any workers' compensation claims on my behalf or any independent contractors I may hire, and agree to fully indemnify, hold harmless, and defend URC West, Inc. against any such claims.

I certify under penalty of perjury under the laws of the State of Utah that the information provided on the Certificate of Workers' Compensation Compliance is true and accurate. I understand if claiming Self-Insured upon employing anyone in a manner that is subject to the workers' compensation laws of the State of Utah, I must obtain a Certificate of Workers' Compensation Insurance and submit to URC West, Inc. within 30 days of its effective date and continue to maintain the coverage provided by the certificate in accordance with the law. I further understand failure to comply with the requirements is grounds for immediate removal from any assigned projects.

Date

Signature

Printed Name

CONTRACTOR LICENSE VERIFICATION FORM

TAX ID NO: _____

Company Name: _____
(As shown on your income tax return)

DBA Business Name: _____
(Operating name, if different from above)

Type of Business: **Corporation** **Sole Proprietorship** **Partnership**

Company Address: _____

Office Phone: _____

Accounting Email: _____

Accounting Contact: _____

GL Insurance Carrier: _____ **Ex. Date:** _____

WC Insurance Carrier: _____ **Ex. Date:** _____

Auto Insurance Carrier: _____ **Ex. Date:** _____

Contractor's License No: _____ **State:** _____

License Issue Date: _____

License Expiration Date: _____

Business License No: _____ **State:** _____

License Issue Date: _____

License Expiration Date: _____

⚠ ATTENTION: URC West requires all subcontractors to resubmit this form in the event of a name change, Tax ID number change, type of business change, license number change or address change. The updated form must be submitted before payment will be processed.

INVOICING POLICIES & PROCEEDURES (ALL WORK TYPES)

URC West's invoicing procedures have been put in place to make it easier for all parties. It applies to every subcontractor we hire. **Subcontractors must submit their completed onboarding packet before payments will be processed.**



THE PAYMENT PROCESS

Invoices are processed and **paid twice per month**, and payments will be made only after our Project Manager has field verified satisfactory completion of all work the subcontractor was hired to perform.

ALL PROJECT TYPES (30-day terms)

- Invoices received on or by the 1st of the month will be paid on the 1st of the following month
- Invoices received on or by the 15th of the month will be paid on the 15th of the following month
- Change order invoices will only be paid if we have received approval from the prime contract for the additional work performed
- Subcontractor is responsible to resubmit any unpaid invoices in following pay period for payment reconsideration



NOTE: Invoices submitted outside the specific dates, may not be processed until the next pay period. If you have any questions or need clarification on the above procedure, please do not hesitate to contact us.

Subcontractors are requested to complete the URC West, Inc. ACH Form for electronic payment, otherwise a paper check will be mailed.

1

Preferred Method!

Jonas Subcontractor Pay App Invoice Submission:

Executed Subcontracts will be given a Jonas Subcontract link to submit invoices using the Sub Pay App Process. Detailed submission instructions will be provided by our procurement department upon signing of your Subcontract/Subcontract Change Order.

Being assigned a Subcontract Number or Subcontract Change Order Number is the indicator the work has been approved by authorized approvers. Without a number you may experience delay in payment process.

Once you receive "Thank you" message you are done!
Your invoice will be processed according to your payment terms on contract.

2 You May Also Submit PDF Invoices Via Email:

In the event the Jonas Sub Pay App is not utilized, invoices must be submitted in writing and must adhere to the following invoice submission rules:

- 1. Send Invoices to: AP@URCWEST.COM**
 - a. Subject Line MUST Include: Company Name/Project Name/ Date

- 2. In order to be paid in a timely manner, all invoices submitted must include the following information:**
 - a. Your Company Name and Address
 - b. An Invoice Number
 - c. Invoice Date - this is the date you are creating the invoice & submitting for payment.
 - d. The Project Name - All invoices should list the project name. Project number if available. Only one project per invoice.
 - e. Unit Number - You must include the unit number(s) for Interior projects.
 - f. The Project Address- All invoices should list the project's address.
 - g. Description of Work Performed - This should include brief details of work performed.
 - h. Completion Date – All invoices should indicate the date work was completed.
 - i. Total Amount Due- Total amount due for change orders/additional work items can be combined on one separate invoice and totaled.

- 3. Separate invoices are required for each project. Invoices may NOT include charges for multiple projects.**

⚠ Invoices submitted without the required information are subject to resubmittal!

Subcontractors are requested to complete the URC West, Inc. ACH Form for electronic payment, otherwise a paper check will be mailed. Subcontractors must submit their completed onboarding packet before any payments will be processed.

I understand, accept and will adhere to URC West, Inc.'s invoicing Policies & Procedures as stated above.

Date Signature Printed Name

PAYMENT FAQ



FREQUENTLY ASKED QUESTIONS:

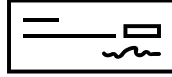
QUESTION: How do I make sure I get paid on time?

ANSWER: First, please make sure you have your billing into us no later than the 1st & 15th of each month for which you would like to be paid. Please make sure your invoice is complete, detailed, and contains a Job Number. If the project manager has any questions, they will contact you directly with any specific concerns about your invoice. It is unusual, but if you haven't been paid please make sure that we know. E-mails sometimes get missed, or otherwise gets lost. For our regular vendors, please feel free to send us monthly statements to be sure we have received all of your billings. We want to get you paid on time!

QUESTION: What if the payment date falls on a weekend or holiday, when will URC issue payment?

ANSWER: If payment date falls on a Saturday or on a federal holiday, URC will issue payment the banking day before. If payment day falls on a Sunday, URC will issue payment on the next business day.

**ACH/WIRE ELECTRONIC PAYMENT FORM
(DIRECT DEPOSIT FORM IS OPTIONAL)**



Business Name: (Or name on the account)	
Business Address:	
Bank Name:	
Bank Routing Number:	
Bank Account Number:	
Is this a Personal Account or Business Account?	
Phone Number Associated with Account:	
Email Associated with Account:	

URC WEST COVID-19 OPERATIONS PROTOCOL (REVISED)

Original: (March 24, 2020), (revised April 29, 2020) (revised May 29, 2020) (June 2020) (rev Jun 11 2021)

As the impact from and requirements to mitigate the coronavirus (COVID-19) continues to be fluid, URC West, Inc. would like to share with you the guidelines we have in place to protect the jobsite, our offices, our employees, the residents and all the workers.

**The Utah COVID Protocol has changed since April 2021 to address the reduced requirements from state officials. We are operating under the most recent updates from the Utah Department of Health (UDH), CDC, and OSHA.



Daily Operations

Since URC West, Inc.'s first responsibility is to the health and safety of our people and their families, we ask all our employees and trade partners to strictly follow the published CDC guidelines for containment of the virus as well as our COVID-19 Operations Protocol.

URC West and all its subcontractors will comply with the orders of local, state, and federal recommendations as well as the CDC and OSHA. URC West projects remain open and our contractual obligations to our clients remain in effect.

Mandatory Jobsite Protocol for URC and Subcontractors:

- Understand and adhere to all UDH, CDC, and UT/OSHA requirements.
- All subcontractors must provide their own PPE.
- All **unvaccinated** and **vaccinated** persons must wear face coverings when entering an occupied apartment unit.
- Unvaccinated** persons must wear face coverings when working at indoor common area locations.
- Vaccinated** persons may work without a face covering in indoor common area locations.
- All subcontractors must follow our COVID-19 Operations Protocol in place until further notice.
- For associates with symptoms or positive test results, please notify URC West immediately and self-quarantine the individual(s).

*Revised April of 2021 for UT Tier Change

URC COVID-19 Subcommittee

URC West, Inc. has formed a COVID-19 subcommittee to review issues as they arise, provide direction to the organization, and distribute information, as necessary. The intent of the committee is to minimize disruption to project teams, while keeping them apprised of the latest information. Please report pertinent information to your supervisor and Project Executive as quickly as possible. **“If you hear something or see something – say something.”** Information is vital to the success of the organization.



Travel and Access to Our Sites

Where construction work occurs within an occupied residential unit, all unvaccinated and vaccinated persons must wear face coverings when entering.

Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, unvaccinated persons must wear face coverings when working at indoor common area locations and vaccinated persons may work without a face covering in indoor common area locations.

Provide personal protective equipment (PPE) specifically for use in construction, including gloves, face shields, and face coverings as appropriate for the activity being performed. At no time may a contractor secure or use medical-grade PPE unless required due to the medical nature of a jobsite. Face coverings must be worn in compliance with State and Federal Laws.

Please alert the URC West, Inc. Project Manager and Project Executive if any employee or employee of our subcontractors who has been on our jobsite has tested positive for COVID-19 or has had close contact with an individual who has tested positive for COVID-19. The person is not allowed at a URC West, Inc. jobsite or office until they have met CDC Requirements.



URC Mandatory Jobsite Prevention Measures

In accordance with state and federal laws, URC requires all unvaccinated employees to wear face masks during their workday.



Symptoms of Coronavirus (COVID-19)

Reported symptoms include fever of at least 100.4 F, cough, and difficulty breathing from lower respiratory distress. Information about coronavirus symptoms can be found on the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). Employees who have these symptoms are required to stay home and not come to the jobsite and notify our Project Manager of the situation.



 CORONAVIRUS
UTAH.GOV



If an Employee is Sick for Any Reason

All employees are to stay home if they have any symptoms of illness, including a cold, fever, cough, or difficulty breathing. They should seek medical care early and stay away from others. They should not return to a URC West, Inc. jobsite and/or office until they show no signs of illness or fever, without the use of a fever reducing medicine, for at least 24 hours and have met CDC Requirements.

If someone goes home because they are sick, the area where the person worked and the tools and equipment they used should be disinfected prior to use by others. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.



COVID Contamination Scenario

If a URC West, Inc. employee contracts the COVID-19 virus on one of our jobsites, the following protocol should occur.

1. If not already done, isolate the affected employee and direct them to secure appropriate medical attention.
2. Notify Human Resources (Jessica Kinsella or Amy Stafford) immediately
3. Shut down and lock up the entire jobsite office. No one except appropriate health department officials, first responders or dedicated decontamination cleaning crews will be allowed in the trailer for any reason whatsoever. Contact one of the pre-approved cleaning services listed under Resources on the last page of this Protocol document to clean and disinfect the entire office area per CDC recommendations no earlier than 24 hours after the event. Once the jobsite office is thoroughly cleaned by a professional cleaning service, it will not be occupied for at least 14 days after the closure.
4. The entire URC West, Inc. team will be sent to secure appropriate medical attention and will not be allowed back on site until they have met CDC requirements.
5. All outside organizations and personnel known to have come in contact with the infected individual will be notified of the potential contamination by the Project Executive.
6. If the construction activities at the affected jobsite are located in an open building/open air environment, all construction activities will stop for a period of 48 hours, or as directed by public health officials. Construction activities will begin again after the stand down.
7. URC West, Inc. will bring in additional resources to manage the work on-site while the original project team is quarantined.
8. After the stand down, URC West, Inc. will mobilize a new temporary office to the site to house a new Strike Team to bring the project back online.
9. The COVID Committee will consist of a Lead Superintendent, Project Executive, and other staff as necessary. It is envisioned that the team in quarantine will be available to assist the Strike Team via URC West, Inc.'s electronic infrastructure until such time as the team in quarantine is healthy and available to retake the lead on the project. Typically, a minimum of 14 days.
10. URC West, Inc. is an ISO registered firm, which means our systems are proven to be consistently applied across all projects and lends itself well to minimize the impact to a project due to emergency procedures.

If the project is at a stage where the building is enclosed and the HVAC system has been energized, then the entire building will be cordoned off, and all work on the interior of the structure will stop until the entire building has been properly cleaned by a professional cleaning company or the time identified by public health authorities has passed.

If an employee of our subcontractors or suppliers develops the COVID-19 virus, please notify Human Resources (Jessica Kinsella or Amy Stafford), immediately. Assuming we receive proper verification of the infection, similar precautions and notifications will take place depending on the project team's exposure to the infected individual.

In any case, please keep the Owner apprised of all activities and actions being taken and fully cooperate with direction provided by them. While there will be an impact to the project, this policy is designed to recover as quickly as possible. Always err on the side of caution protecting our teams and their families is the most important thing we can do.



Notifications

URC West, Inc.'s procedures for jobsite health and safety remain in effect. If there is someone who contracts the virus, notify executive management immediately.



After a Confirmed COVID Case: Reporting & Disinfecting Procedures

Should an employee, visitor, or third-party worker test positive for COVID-19 the above section on *Contamination Procedures* goes into effect immediately. After confirming the infected person has sought medical attention, the jobsite and anyone exposed to the positive person must be vacated and professionally cleaned.

Guidance for Cleaning a Confirmed COVID-19 Case

The U.S. Environmental Protection Agency (EPA) released a list of EPA-registered disinfectant products that have qualified for use against SARS-CoV-2, the novel coronavirus that causes COVID-19. The list can be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

Enhanced Cleaning

Please follow the below guidelines for **Enhanced Cleaning** an area impacted by a confirmed COVID-19 individual.

1. Close off impacted common areas (such as hallways, mail rooms, etc.) used by the ill persons and if possible, wait 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
2. Identify the impacted area on a sitemap and submit it to Sr. Director, Construction to retain for verification of enhanced cleaning.
3. General Contractor to conduct a rapid and targeted enhanced cleaning of the impacted areas using an EPA registered disinfectant. Paying special attention to Frequently touched areas such as door handles, elevator switches, light switches, mailboxes, etc.
 - a. **Cleaning surfaces: If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.**
 - b. Begin by using proper PPE when using cleaning supplies and when working use Nitrile gloves and eye protection
 - c. Replace any multipurpose cleaners with the correct disinfectant to avoid potential contamination and unwanted spread of the virus.
 - d. Allow disinfectant to remain wet on surfaces for the proper dwell time and then wipe clean.

Deep Cleaning Protocols for an Enclosed Space: Enclosed spaces are defined as areas that are confined by walls, floors, or ceilings and are restrictive of air flow. Examples of enclosed areas may include, mail/parcel rooms, enclosed hallways/corridors, etc. All **Deep Cleaning** will be coordinated by Amy Stafford in partnership with the Director of Construction and performed by an Approved Disinfection Service Provider, as needed.

- Restrict access to the area and open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Optional methods of decontamination will be determined on a case by case basis. The additional methods may include:
 - Ultraviolet Light Disinfection
 - Vaporized Hydrogen Peroxide (VHP) Mist-Fog of Disinfectant
 - Electrostatic Spray Surface Cleaning

Reporting Procedures

OSHA requires all health incidents, on or associated with the jobsite, be reported using the Incident Investigation Record form and submitted to OSHA immediately. Please use the form located in URC's IIPP manual.

EMERGENCY + COVID-19 RESOURCES

DIAL 9-1-1 for an Emergency!

Human Resources

Jessica Kinsella or Amy Stafford

JKinsella@urcwest.com

AStafford@urcwest.com

Health Organization Updates:

CDC <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

UDH <https://health.utah.gov/>

UT/COVID <https://coronavirus.utah.gov/business/>

UT/OSHA <https://www.osha.gov/contactus/bystate/UT/areaoffice>