



Trade Partner Name: _____

Thomas Built Homes
Trade Partner
Guidelines & Specifications
Annual Agreement

Introduction to Our Guidelines and Specifications

We value our relationships with our trade partners and believe that this agreement will outline our guidelines and specifications to ensure that we are all on the same page as a team.

We prioritize our business and partnerships with great importance. We are dedicated to developing this package and envision it will pave the way for mutual success. In this document, you will see our company vision and mission statement so we can offer a glimpse into our identity and future goals. We are relying on your support to help us achieve them.

Furthermore, this document outlines the essential standards that all qualified trade partners must adhere to when working with us. We require you and your staff to comprehend and agree to abide by these standards consistently. Our objective is to ensure that everyone fully comprehends the expectations before commencing any work. We strive to collaborate with you and approach the resolution of project issues fairly and reasonably as they arise. These agreements will need to be reviewed and signed off annually. Additionally, specific project agreements may be required, and these will be provided as necessary and included as part of the purchase order. All agreements must be signed before any work can commence.

Vision Statement:

Mission Statement:

Core Values:

PLANS AND SPECIFICATIONS:

- We may request proposals from you based on the plans we provide and the job showings we invite you to. These plans and job showings outline the work to be done. We encourage you to offer input, suggestions, recommendations, and any alternatives you believe are suitable. Your proposal should detail the costs for any additional work needed to complete your part of the project, including any remedial work required to meet building codes or other codes. If there is any work to be done outside of the proposal, or work that is not identified, it must be noted on the proposal so we can inform our clients and trade partners. At times, we will have requested a proposal on preliminary plans. In some cases, these preliminary plans will have changed and you must take responsibility to ensure that you are working from the most recent, updated set of plans for the specific job before you start your work. To ensure a streamlined process, we request that your staff and hires have full knowledge of the scope of work and the timeline to be completed for each project. Our Site Supervisor is in charge of overseeing and managing each project but not in charge of overseeing your staff and hires. If you are contracting out the work to another company, we require to know ahead of time which company will be doing the work and we will require copies of their required insurance and WCB. We require you to manage their performance as though they were your staff.

PRICING:

- Thomas Built Homes requires you to submit a written proposal for all projects. Within each written proposal, we require it to include the following:
 - The number of your staff required to complete the job
 - The anticipated work schedule and the number of days you would require on-site to complete your part of the project.
 - The complete description of the work to be completed
 - Include all specifications required for the particular job
 - The pricing, including taxes, delivery, or any other incidental costs
- If a site visit is required before your submission to give a more accurate cost and timeline, then please include this in your notes on the proposal.
- It is imperative that all trade partners not share or discuss any of the pricing or costs with our clients. The only exception to this would be on allowance items, which include the following:

- Countertops
- Flooring/Tile/Backsplash
- Septic System
- Appliances
- Lighting

PERMITS, INSPECTIONS, AND CODE VIOLATIONS:

- All licensed trades are required to arrange permits and inspections, which includes meeting with the inspector as needed. It is the responsibility of the trade to meet applicable building codes. Once a third-party inspection has been completed and passed, Thomas Built Homes will require proof of the passed inspection and then issue payment for the work completed. For any deficiencies that need attention, it is the responsibility of the trade partner to repair and fix them as required by the permit-issuing authority.

SCHEDULING, NOTIFICATION, MEETING COMMITMENTS:

- Before you begin a project, we require you to review both your scheduling needs and our scheduling needs with our site supervisor. Before you commence on a project, an agreement must be made in advance concerning the starting and end dates for a project. If you have any questions or concerns regarding meeting the agreed schedule, please reach out immediately to our site supervisor who can assist you in this area. If there are any changes to the schedule or any new dates that need to be agreed to, our site supervisor will reach out and notify you as soon as possible.
- At times, each project will require multiple trades to be on-site at the same time. If you have any concerns about working with another trade at the same time on the project, please reach out to our site supervisor in advance of the work being accepted.

FIELD CHANGES:

- Under no circumstances are any changes to the scope of work authorized to go ahead without prior approval by our site supervisor. This includes any work requested by the owner of the home, vendor, other trade, or anyone else. Thomas Built Homes reserves

the right to refuse payment on any work outside of the scope that was not previously approved by our site supervisor.

- Thomas Built Homes reserves the right to pursue costs on any unapproved work that was done by a trade partner.
- A Change Order (CO) does not automatically authorize work to be performed. Our CO process is to gather information for the client, which is presented to them and they can either approve or decline the CO. If the CO is approved, our site supervisor or our selections coordinator will let you know of it's approval and our site supervisor will arrange the schedule in which this work is to be completed. Once this new CO work has commenced, any new work that is requested will be done on a new CO and the above process will happen again.
- If any new work is to be completed, please first confirm with the site supervisor that this is new work and not work that was originally requested in the original scope of work. If the site supervisor agrees that it is new work, we do not want any new work to commence until a new CO has been made and approved by the client. Again, if any new work is completed before having the approval from Thomas Built Homes office staff with a correlating CO, we reserve the right to withhold payments and this could result in Thomas Built Homes pursuing costs on any unapproved work that was completed by the trade partner.
- All negotiations regarding the project are to be strictly done with Thomas Built Homes and not with the clients. Any type of solicitation of any additional work on a project is completely forbidden. A violation of this policy could result in immediate termination of the agreement with no additional payments due. Additionally, the trade partner may be removed from our preferred list of trade partners going forward.

CLEAN UP:

- We expect each trade working on site to clean up after themselves and keep the site as reasonably clean as possible while you are working. Any trash and scrap materials are to be deposited into the garbage bin on site. The same goes for your equipment and tools on site; please ensure they are stowed away properly and safely. At a minimum, at the end of each work day, we require you to clean up from your work day and keep the site as tidy and clean as possible. If the job site does not stay clean and we have to clean behind you, this could result in a charge for the time we spend cleaning it up.

ACCEPTANCE OF SUBSTRATE:

- As there may have been prior trades before you started your work, we ask that you accept the previous trades' work. We ask that you notify the site supervisor of any required issues or rework as soon as you have noted them. If any rework is required due to problems already existing before you start your work, the work and cost will be your responsibility. Thus, any rework mentioned to the site supervisor will be repaired before any new work begins on your part.

MATERIALS:

- All trades that supply materials for the project are also responsible for the purchase, delivery, and storage of the materials. Leaving materials on the job site is at your own risk.
- If Thomas Built Homes is providing the materials, the responsibility is then on the site supervisor and the trade partner to ensure accuracy by reviewing the order and ensuring it is complete. If any materials are not accurate, they must not be installed and be returned to the place of purchase for a refund. For all orders that go through Thomas Built Homes, we require a 48-hour notice before they are required on site. If this advance notice is not given, you will need to arrange the pick up of the materials.
- All materials must be installed per the manufacturer's instructions.

DAMAGE TO OTHER'S WORK OR PROPERTY:

- The trade partners or vendors must ensure that previous work, existing structures, finishes, and possessions of the owner are not damaged. All surfaces must be adequately covered and protected from dust and potential damage. Work that may impact other areas of the house, such as doorways, floors, and decks, should not be undertaken if they have not been properly covered for protection.
- Trade partners are prohibited from using the homeowner's furniture and equipment as tools or props. This includes using items such as buckets or vacuums for support. Any violation of this policy will result in immediate termination and potential back charges for all costs incurred to rectify the situation.

SAFETY AND DOCUMENTATION:

- Trade partners must adhere to all governmental and industry-standard safety regulations and utilize appropriate protective equipment. Any hazards created by a trade's work must be promptly covered or cordoned off as they arise.
- Trade partners must verify that their staff and any hires, as required by law, are properly licensed for the work they are performing.
- Trade partners must confirm that their staff and any hires are licensed and in good standing, as mandated by law, and following best practices for operating tools, equipment, and vehicles.
- Trade partners are required to possess and keep up-to-date valid WCB clearance certificates while quoting and completing the work assigned to them. They must also maintain commercial general liability insurance of at least \$5,000,000 be in good standing and provide an annual copy of our records. If requested on a project-specific basis, trade partners should name Thomas Built Homes as an additional insured.

COMPLETION:

- Trade partners must conduct a thorough inspection of their work to ensure that all equipment is functioning as per specifications. They should verify that all tasks have been satisfactorily completed before submitting an invoice. Any unfinished work must be rectified before any payments are disbursed. If an inspection is required by an authorized governmental authority, this is at the responsibility of the trade partner.

WARRANTY:

- Thomas Built Homes customers are provided with a 1-year home warranty on workmanship, which is also expected of our trade partners and the work that they provide on our projects. We expect that any warranty work will be completed along with our warranty department and to coordinate your warranty work with ours.

INSURANCE:

- Thomas Built Homes requires each trade partner to maintain, be in good standing, insurance that covers both the work and the material. The liability insurance is required to be at \$2,000,000.

- Trade partners are required to include Thomas Built Homes on their policy as additional insured.

PROJECT EXPECTATIONS

The project expectations are to be used as an agreement with each member of your team and it is expected that this has been reviewed and agreed to by each person on your team that will be on each project site for Thomas Built Homes.

THE FOLLOWING LIST OF ACTIONS ARE COMPLETELY FORBIDDEN ON THE OWNER'S PROPERTY AT ALL TIMES:

- The use of alcohol, firearms, or illegal drugs.
- Please use a designated smoking area as there is no smoking allowed in the project on the property at any time. The smoking area will be obvious and identified. If there is no smoking area outlined, there is no smoking allowed on site. Any smoking off of the property is to be done in a way that does not reflect poorly on Thomas Built Homes. All cigarettes are to be discarded into the sand pail and NOT on the property grounds.
- Please have your music, radio, or media at a decent volume. If the type of audio or volume cannot be agreed to, there is no audio to be played on-site. If any complaints result from this type of issue, this may result in termination of this privilege.
- Any use of profanity, or disrespectful or insulting language is prohibited.

PROFESSIONALISM IS REQUIRED WHEN ON THE OWNER'S PROPERTY:

- We expect that all employees and trades act professionally when on-site for any Thomas Built Homes project. All trade partners, their employees, and any hires are required to adhere to the expectations set by Thomas Built Homes and any project-specific guidelines that are communicated. Any queries should be promptly directed to the project manager or assigned supervisor. Failure to comply with these expectations may lead to back charges or removal from the project.
- Provide courtesy to the owner of the property and all the other workers.

- If you are eating on-site, please ensure that you clean up your garbage afterward and clean up any mess that is left.
- Work on site is to be completed between 7 am and 5 pm, Monday through Friday. Exceptions can be made for projects and must have the prior approval from our site supervisor.
- Appropriate work attire, including but not limited to shirts, work boots and hard hats. Please do not wear our competitors clothing.
- The scope of the project, value or scheduling is not to be talked directly with our clients. Any questions from the owners must be directed to our site supervisor.
- Any of the owner's personal property is not to be used.
- Each project has a porta-potty on site that is to be used. Please do not use the homeowner's bathrooms including toilet facilities and sinks.
- Thomas Built Homes signage is displayed on site. We ask that you do not display any signage unless previously approved by our owner.

CLEAN-UP AND SAFETY:

- We require your work area to be left neat and organized at the end of each day.
- We have a dumpster on site and require you to put all your construction material and debris into the dumpster at the end of the workday or more frequently if required for cleanliness and safety.
- At the end of each workday, we require the project site to be left clean, safe, and secure. Please ensure that no boards with nails, openings in the floors are covered and marked safely, and no bare live electrical wires, etc.
- When using the designated portable toilets on site, please ensure that it is kept as clean as possible after each use.
- No loose food or drink trash is to be left inside or outside the job site.
- Please put all personal trash (food wrappers, drink containers, etc.) into the dumpster or trash cans on site.
- Safety equipment, include a fire extinguisher and first aid kit are available in the Thomas Built Homes safety box on site and are to be used when needed. If you needed to use

any items from the safety box, please let our site supervisor know so these items can be replaced. Thomas Built Homes will bill for these items at its discretion.

- A completed **Registration of Constructors and Employers Engaged in Construction** form will need to be re-submitted annually.

SECURITY OF OWNERS PROPERTY:

- We require the last person on site to lock up the site, which could include the lock box on the house as well as the gate to the property if there is one.
- If you have any issues locking up the site, you are required to contact Thomas Built Homes site supervisor or our office before you leave the premises.

PARKING OF VEHICLES:

- You are responsible to protect the owner's property against fluid leaks from your vehicle. Should you stain the owners property, you will be subjected to a back charge for the cost to clean the area.
- We ask that all vehicles are parked on one side of the street to prevent a safety hazard and disrupt the neighborhood. All questions on parking is to be directed to our site supervisor.

Trade Partner Legal Company Name _____

Trade Partner Company Address _____

Trade Partner Company Owner Name _____

Trade Partner Authorized Representative _____

Office Telephone # _____

Cellular Phone # _____

Email Address _____

GST/HST # _____

WCB Clearance Certificate # _____

WCB Classification # & Description _____

WCB Validity Period From: _____ To: _____

Insurance Company Name _____

Policy # _____

Effective Date _____ Expiry Date _____

- a. Your full company name, telephone number, and mailing address.
 - b. The invoice numbers.
 - c. Any specific information that correlates with the project, including materials, the description of the work or services provided, and hours if required.
 - d. The job name that the invoice correlates with. Please create a separate invoice for each job that was done concerning the different project sites.
 - e. GST amount specified if GST is charged on the invoice.
 - f. The terms/due date of your invoice.
5. The payment of your invoice is determined based on the date of the receipt in our office and not the date that is listed on your invoice.
 6. Please do not submit invoices for work that has not been completed or for the goods that are not delivered on site as they will be rejected.
 7. We use a direct deposit service. Please ensure to attach a void check or direct deposit slip.

As per this agreement, trade partners will hold and maintain valid WCB certificates. Thomas Built Homes will confirm WCB certificates yearly. Payments will not be released if the WCB certificates are not in good standing.

If you have any questions or concerns, please do not hesitate to contact us at info@thomasbuilthomes.com.

Signature _____ **Date** _____

IN SUMMARY:

- We have included our core values and mission statement. We believe these to be universal for anyone who works for and with Thomas Built Homes.
- We expect that all trade partners and their employees adhere to this trade partner agreement to mitigate any misunderstanding and ensure that we are all setting expectations and holding each other accountable for our projects.

- Please review the Project Expectations section with your employees before starting work on a Thomas Built Homes project.

The goal with this trade partner agreement is to create cohesiveness between Thomas Built Homes and our qualified trade partners and create a professional, pleasant, and profitable outcome for everyone involved. We understand that by setting these expectations and exceeding them, we will be the most sought-after company in the industry. If you require any special requirements, we will work to understand and accommodate them.

Once you have read through and understood this document, please sign and return one copy to signify that you have read and understand all the guidelines and specifications, and keep one record for your files. If there has been additional documentation that is provided to you, we encourage you to share it with your staff and hires to ensure they are also prepared when working on a Thomas Built Homes project and that the expectations have been properly set and conveyed.

Jeff Nickelfork

CEO

Thomas Built Homes