



8425 Station Street Mentor, OH 44060
(800)-324-9389 main/(440) 205-0879-fax
Email: mail@rci1.net

To RCI Vendors /Prospective Vendors

We are sending this packet out to contractors we already have relationships with and also new prospective contractors. We are doing this so that that we may satisfy the need to give better and up to date information and pricing to our clients, especially in today's economy.

We are looking for various pricing depending on types of work that you perform. Examples: Per hour, overtime, emergency, per square foot etc. (See attached forms for detailed examples of what we are expecting from you.)

In turn this will give us the ability to call on our vendor partners when needed and save all of us the time and energy when the need arises. As you might know from working for us in the past we are thorough and professional, this puts us ahead of the curve when turning jobs over to you.

It doesn't hurt that we have on going relationships with the largest retailers in the country. **With over 55,000 jobs completed nationally we can add quite a bit to your yearly totals!!**

Please give us as much information as you can so that we may consider you for one or more projects in the future.

Important

To be considered you need to supply complete information that is mandatory on our checklist.

Even if you have sent information to us recently please send up to date info with this package.

Thanks from the entire RCI TEAM.

Please email this package to Mail@Rci1.net	If Mailing mail to address above
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RCI SERVICES
8425 Station Street
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Checklist

Sub-Contractor Information Packet

***Designates mandatory**

- * Contractor Explanation Letter page 1
- * Check List page 2
- * Information Sheet page 3
- * Pricing Forms pages 4 & 5
- * Examples of Pricing pages 6 & 7
- * Subcontractors Procedures Policy Agreement pages 8 & 9
- * Tax Payer Identification Number page 10
- * Insurance Certificate page 11
- * Workers Compensation or Equivalent page 11

Optional

- Emergency Response Sign Up page 12



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SUBCONTRACTOR INFORMATION SHEET

Date:

FROM:

This information will be used to set your company up in our computer system for any future jobs in your areas.

Company Name (exactly as reported to IRS): Please Print Legibly

Address: City/State/Zip: _____

Remit to Address: City/State/Zip: _____

Office Phone: _____ Fax Phone: _____

Other Phone: _____ E-Mail: _____

Contact 1: _____ Contact 2: _____

Type of Work: _____

Do you sub out your work? _____

Please check if you are a certified Minority Owned Business |

Geographical Areas Served: _____

Please list three **Work** references (give area codes):

1. Company name: _____ Contact: _____
Phone #: _____ Fax #: _____
2. Company name: _____ Contact: _____
Phone #: _____ Fax #: _____
3. Company name: _____ Contact: _____
Phone #: _____ Fax #: _____



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Pricing Request Form

Company Name _____ DBA _____

Person in charge _____

Open Shop _____ Union _____

Mobilization costs if applicable _____

Portal to Portal- Yes _____ No _____

Company Profile

Geographical territory _____

***See next pages for pricing examples for different trades that we would want included.
If needed add extra pages to explain your pricing and send back with this package.***

Hourly Rates:

Straight time- Journeyman _____ Laborer _____ Other _____

Over time- Journeyman _____ Laborer _____ Other _____

Emergency costs per hour if exist?- Laborer _____ Laborer _____ Other _____

Brief explanation on plan of attack when call is placed to your company. (What course of action does your company take in the following settings?)

Non
emergency? _____

Emergency _____

What is the approximate turn around time for your company to respond to the following job types?

JOB TYPES

Bid work-(Getting quote back to us)_____

Emergency Work-(Getting to job)_____

Awarded work-(How soon job to commence upon award)_____

Material costs: How are materials charged on an emergency job?-(Are they charged cost plus what _____%?

Material costs: How are materials charged on a non-emergency job?-(Cost plus _____%?)

Please supply us with the any other costs if applicable with in your area or areas of expertise such as the following but not limited to.

Pricing by the:

S.F. _____

L.F. _____

C.Y. _____

S.Y. _____

Other. _____

In short you know your own business and how you yourself would want information to help you with existing clientele, please provide us with some good details.

Thank you for your consideration and we look forward to working with you and your company!!!

Registered Services



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Examples of pricing for trades that can be included.

Exterior Work

Paving: Asphalt / Concrete (Indicate in inches as it applies)

Asphalt Pricing- Price per S.F.

Price per Ton

Price per Pot Hole

Price per L.F. Crack Filling

Please indicate pricing for removal and if there are pricing changes with regards to above asphalt pricing please indicate with your normal pricing schedule as they would apply!

Concrete Pricing- Price per S.F

Price per Yard

Please indicate pricing for removal as it applies and still give pricing for replacement!

Concrete grinding / leveling (Due to Freezing and heaving ETC.)

Concrete ADA upgrades entrances of stores ETC.

Line Striping- Price per L.F.

Price per Handy Capped Stahl

Price per Cross Walk

Price per Stop

Price per Pole Base

Price per Bollard

Pricing for any and all items as it relates to line striping!

Misc. Pricing for the following items but not limited to!

Bollards-install and removal

Guard Rails-install and removal

Other

Fencing:

Chain Link (any and all types galvanized vinyl coated ETC.) Please list and indicate by size / height / gauge / gates ETC. All pricing should indicate not only installed pricing but removal!

Specialty Fence-(Wood split rail, Stockade, Dog Ear, Shadow Box / Board on Board ETC.) Please indicate height and sizes as well as gates as they would apply.

Specialty Fence-(Wrought Iron, Garden Center Style, ETC.) Please indicate any and all styles as they would apply.

Masonry Pricing-(Brick, Block ETC.) Please indicate any pricing as they need apply to best assist your company with our company when it comes to getting an idea on price structuring when our estimators are looking at jobs.

Please indicate any specialty items that we are not aware of to help all of us to gain the confidence of all of our clientele!

Foundations / Digging Pricing per L.F. or the way you and your company price out foundation work!

Tuck Pointing-Pricing please indicate your pricing structure as it applies with regards to a typical project!

Caulking- Pricing please indicate your typical project and how it would be priced out!

Landscaping-(Mulching, Plants, Trees, Pavers, Sod, Hydro seeding ETC.) Please indicate any other specialty item that may help with regards to our estimators bidding projects properly!

Snow Plowing-Pricing per parking lot and geographical territory ETC.) Please indicate as necessary pricing weather by the push as well as contractual! Also indicate how many trucks and large equipment for moving snow from lots or stock piling!

Painting / Water Proofing

Price per S.F. Painting

Price per S.F. Water Proofing

Emergency work if applies-Re: Graffiti cover up and removal ETC. Please indicate if any and all pricing is hourly or by bid and indicate what those prices are as they apply!

Siding- Commercial / Residential

(Steel, Aluminum, Cement, Wood, Vinyl ETC.)

Please indicate and list any and all materials listed and any left out!

(Price out by the L.F. as it would apply for repairs as well as by the square pricing also indicate hourly rates if they apply.)

Roofing- Commercial / Residential

Single plies-(Modified all types, EPDM all systems, PPO-Thermoplastic Polyolefin systems!) Note: If any and all apply to you and your company please supply information to better assist our company and our estimators with the proper pricing needed to better service our clientele with!!

BUR- All types & plies

Standing Seam-All Styles-(By the square by the S.F. by the hour as it applies, ETC.)

Residential shingles-(Standard 3 tab & Dimensional per square, tear off, repairs / Emergency repairs ETC.)

Plumbing-

Note: Some company's capabilities are limited to faucets copper lines hot water tanks ETC. That kind of a plumber is used by our company quite regularly! We also use the large scale plumber / mechanical contractor where they have cut floors open for us as well as put in trash pumps / Lift stations! We are looking for rates for both types of plumbing contractor. Please indicate if your company is capable in doing all types of plumbing please price and differentiate within your pricing!

Emergency work-Any and all pricing pertaining to your company's area of expertise with regards to your capabilities!

Camera work- Hourly Rates, Sewer work- Hourly Rates, Jetting work- Hourly Rates, Grease Traps- Service Rates

Oil Water Separators- Service Rates

Exterior Stucco / EIFS- Drivit Stucco- Pricing hourly rates, Price per S.F.

Emergency repairs ETC.

Electrical- Lights, Outlets, Cable / Security, Generators, Transformers, Light Poles ETC. Looking for hourly rates for any and all outside related electrical applications!

List Specialties if applicable with rates!

Signs- Store signs to specialty banners and everything in between list as they apply to your company please include all applicable rates for the following but not limited to!

Bucket truck and operator, Technician, Material rates plus mark up, Emergency rates, ETC.

Power Washing / Hotsy Cleaning- Pricing for the following but not limited to sidewalks, buildings, dumpster corrals, ETC.

Please list areas of expertise hourly rates, equipment anything that would best help our estimators when looking and pricing projects for our clientele!

Carpentry Pricing – Journeyman, helper / laborer, ETC.

Looking for pricing in the way of hourly rates, referencing all shifts include the following rates-Straight time, overtime if applicable as well as emergency pricing ETC.

Please indicate any other information that would be beneficial for us to know about your company!

Erosion Control / Excavation- Hourly rates for Journeyman, Apprentice / Laborer.

Equipment Rates as applicable!

Hydro Tunneling- Rates per S.F. or as how your company charges! Attention to whom it may be concerned please indicate any and all areas of expertise that were not listed with in the pricing (RFP) sent to you and your company.



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**RCI SERVICES
SUBCONTRACTOR'S PROCEDURES POLICY AGREEMENT**

This Agreement has been created to inform subcontractors of our policies and procedures. Please read over carefully and familiarize yourself with our requirements. Should you have any questions do not hesitate to contact us.

LABOR REQUIREMENTS:

RCI Services, Inc expects that companies with whom we do business will comply with all applicable federal, state & local laws, ordinances, statutes, rules, and regulations, including, but not limited to, federal & state labor & employment laws such as the Immigration Reform & Control Act of 1986 & the Immigration & Nationalization Act, as amended, including those involving the verification of employment authorization for all employees hired after November 30, 1986.

It is your responsibility as a subcontractor for RCI Services to be properly licensed to perform your trade as required by all jurisdictions having authority. It's the responsibility of the subcontractor to obtain all necessary trade permits and inspections and be aware of all the city requirements to perform the project at hand. All original permits, inspections should be mailed along with your invoice within 20 days of completion of the work.

CHANGE ORDERS:

Any additions or extras on any job must be made in writing & signed by RCI Services **before** implementing. Any work done without written approval from RCI Services will **not** be paid for any reason!

SCHEDULING:

A work schedule is important, for all concerned. RCI Services must be notified with a start date so that arrangements can be made with our customer. Notice, as soon as possible, of any changes in schedule is required so that other arrangements can be made with our customer. If you are scheduled for after our business hours and can not reach us please call the store and ask for the manager on duty and let them know you are from RCI Services and that you will not be there as scheduled and the reason why. Then let us know that this has occurred. Please call our office and inform us when the job is completed.

INSURANCE:

RCI Services requires you to carry: Commercial General Liability **\$500,000 +**, proof of Business Auto Insurance, and Worker's Compensation Insurance at statutory limits in the applicable state. RCI Services needs to be listed as a Certificate Holder. Should RCI Services award any project to you for \$10,000 or over, we will require you to name us as **additional insured**.

PHOTOS: (Upon Request)

Upon request we will require photos be taken during job assessment when necessary and, if approved, during and after work has been completed. Photos should be submitted to us with proposals, and after completion of work with your invoice. We ask that you use a disposable 35 mm camera (which is available at the stores). Please Express Mail undeveloped film to our office.

MISCELLANEOUS

- While on a project for RCI Services, please represent yourself as from RCI Services and do not hand out your business cards or mention your company name. You also agree not to solicit any of RCI Service's customers at any time. Do not discuss costs of any kind with anyone but RCI Services NEVER leave your bill at the job site.
- RCI Services will not pay for quotes. If there are extenuating circumstances involving working up a quote for us you must discuss this and come to a written agreement with RCI Services regarding any charges prior to doing the quote.

- If for any reason you need to contact anyone from our office after normal business hours, we do have an answering service that can reach anyone of our personnel 24 hours a day.

PAYMENT TERMS:

Our terms are Net 45 starting on at the receipt of the required sign off forms and invoice, but due to the nature and size of our business it is not always possible to pay our subcontractors on their invoice due dates. To do that we would need to be processing checks on a daily basis. For that reason we process checks on the 1st and the 15th of every month. All invoice inquiries should be made via fax (440-205-0879) or via internet (mail@rci1.net). No telephone calls please.

INVOICES:

RCI Services requires all subcontractors must adhere to the following invoice guidelines. Invoices not in compliance with the attached guidelines will not be paid and will be considered un-received by RCI Services Accounts Payables Depart. And will be returned. All invoices must be received by RCI Services within twenty (20) days from the date of completion. Each invoice must have the Work Completion Report, provided to you by RCI Services, filled out satisfactorily by the site management. Invoices received for goods and or services completed over twenty (20) days will not be accepted and work orders will be closed as a "No Charge/Free Service" to RCI Services.

- 1.) All invoices must be accompanied by a properly filled out, by site management, "Work Completion Report". Invoices submitted without the properly filled out Work Completion Report will be returned and will not be paid. THIS IS WITHOUT EXCEPTION.
- 2.) All invoices must be clearly marked "Invoice". We will not pay from Statements.
- 3.) All invoices MUST identify the subcontractor's name, complete address, and phone number and **must** have the Work Order number assigned by RCI Services clearly noted on the invoice as well as city and state where the work was performed. Inability to comply will result in non payment of your invoice.
- 4.) All invoices must have a detailed description of the work performed, breakdown of the number of men, labor hours and charges, breakdown of any additional charges such as materials, shipping, tax, etc.
- 5.) All invoice inquiries must be made via fax (440-205-0879) or via internet (mail@rci1.net). Telephone calls will not be accepted due to time constraints.
- 6.) It is the responsibility of the subcontractor to be properly licensed to perform their trade as required by all jurisdictions having authority. It is the responsibility of the subcontractor to obtain all necessary trade permits and inspections required by the project at hand. All original permits, inspections should be mailed along with your invoice to RCI Services.
- 7.) A company vehicle and customary mechanics tool are essential to the work performance of subcontractors and tradesmen. RCI Services does not pay separate truck or small tool charges.
- 8.) All work must be done in a timely manner. All subcontractors MUST keep in contact with RCI Services home office at all times while performing jobs for us. Subcontractors must report: schedule dates, changes in schedules, completion dates, any time you are turned away from a site, any problems or issues that arise from the performance of the work immediately. All subcontractors MUST return our call promptly.

Please sign below and return (fax) this in it's entirety to our office ASAP to verify you have read the above and agree to the terms and conditions stated. Your cooperation in this matter is greatly appreciated.

CO. NAME:

DATE:

By: _____
Authorized Agent

Print Signature Name



RCI SERVICES
 8425 Station Street
 Mentor, OH 44060
 (800)-324-9389 (440)-205-0879-Fax
 e-mail: mail@rci1.net

TO:

FROM:

SUBJECT: REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

COMPANY NAME (exactly as reported to IRS): Please Print Legibly

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Federal regulations require the reporting on Form 1099 of payments made in the course of a trade or business to non-corporate entities or persons for services and rents. In order for us to comply with these regulations, please provide your taxpayer identification number if you are incorporated or a partnership. If you are Individual/Proprietorship we must have your Social Security and your Federal ID number, if one has been issued. Failure to furnish your taxpayer identification number and/or Social Security number requires us to withhold tax at a rate of 20% from payment.

IF **NOT** INCORPORATED GIVE SOCIAL SECURITY NUMBER AND SIGN **EXACTLY** AS NAME IS ON YOUR SOCIAL SECURITY CARD.

Social Security Number

Signature (if using Social Security number
 Sign exactly as is on Social Security Card)

 Federal ID #

 Authorized Agent
 Please print the above name

Tax Status:

Business Activity:

Corporation

Service

Partnership

Product

Individual/Proprietorship

Both product & service

Other _____

Other _____

Sample Insurance Certificate

Below are the minimum limits we require.

ACORD [®] CERTIFICATE OF LIABILITY INSURANCE		OP ID T.J. SCHAD-1	DATE (MM/DD/YYYY) 05/15/09		
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED		INSURERS AFFORDING COVERAGE			
<p style="text-align: center;">RECEIVED MAY 18 2009</p>		INSURER A: Society Insurance	NAIC # 15261		
		INSURER B: Michigan Commercial Ins Mutual			
		INSURER C:			
		INSURER D:			
		INSURER E:			
COVERAGES					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSUR ADD'L TR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC	CBP510746	04/25/09	04/25/10	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Emp Ben. 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	CAP510747	04/25/09	04/25/10	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A	EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	UXL510748	04/25/09	04/25/10	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER	WC100-0013219-2008A	09/01/08	09/01/09	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS					
CERTIFICATE HOLDER Registered Contractors 8425 Station Rd Mentor OH 44060			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Ben E. Shortreed		
ACORD 25 (2009/01)			© 1988-2009 ACORD CORPORATION. All rights reserved.		

Workers Compensation

Please supply us with an up to date certificate.



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e-mail: mail@rci1.net

Please Print Legibly

Company Name: _____

Address: _____

RE: 24-HOUR, EMERGENCY RESPONSE SIGN UP

If your company can provide emergency services please read and complete the form below.

We would like to include you on our list of subcontractors to call in emergency situations. If you would be interested we would need you to commit to responding within 1 to 2 hours of the call or please state below what your response time would be in specified areas, depending on the distance, at any time on any given day. The nature of these calls would most usually require you to respond to secure an emergency situation temporarily while we either get the appropriate trade to respond to make the permanent fix on regular hours or if possible, have you price to do the permanent fix on regular hours.

This could be advantageous to both of our businesses. If you are interested please fill out the following and fax it back for us to enter you name in our system. If you have any questions or need any further information, just give us a call we will be glad to explain further.

TYPE OF WORK WE WOULD CALL YOU FOR: _____

1. Co. Name: _____
2. Telephone # (s) for after hours: _____
3. Do you commit to responding within 1 to 2 hours of call? Yes _____ Other _____
4. List Your Rates for Emergency Response: _____
5. List cities you will respond to: _____

APPROVED BY: _____

DATE: _____

By: _____

Authorized Agent