

Legion Group, LLC is a regional general contractor working on Quick Service Retail MRPs for clients such as McDonalds, Starbucks, and CVS. We are always looking for new, qualified subcontractors, suppliers, and vendors for use on numerous projects. We strive to develop strong relationships that will last many years. Before you can start working for us, we need to collect a few items from you.

- ✓ Below Legion Group Subcontractor Form
- ✓ Legion Group ACH Form
- ✓ Voided Check
- ✓ W9
- ✓ Certificate of Insurance
- ✓ Below Confidential Disclosure Agreement must be signed
- ✓ Below Vendor Safety Requirement & Agreement must be signed
- ✓ General Terms & Services Agreement must be signed

Insurance Requirements:

- Workmen's Compensation
- Automotive Liability of \$1,000,000.00 (aggregate)
- General Liability of \$2,000,000.00 (aggregate)
- The Certificate of Insurance holder must be exactly as follows: Legion Group, 2428 Patricia Lane, Homewood, IL 60430
- Description of Operations must be read exactly as follows: The certificate holder listed as additionally insured regarding General Liability (\$2,000,000 aggregate) and Automotive Liability (\$1,000,000 aggregate).

Please send all above items to Project Coordinator, Jaclin Ewers, at je@legiongroupusa.com

Brian L. Andreatta
Chief Financial Officer
Legion Group, LLC
ba@legiongroupusa.com
630-546-5852

James W. Limparis
Chief Operating Officer
Legion Group, LLC
jl@legiongroupsusa.com
630-514-4914

COMPANY INFORMATION					
Company Name					
Phone Number					
Address					
City		State		Zip	
Owner/President					
Owner Email		Owner Phone Number			
Vice President					
VP Email		VP Phone Number			
Accounting					
Accounting Email		Accounting Phone Number			
ITB Contact					
ITB Email Address		ITB Phone Number			
Emergency Contact		Emergency Phone Number			
Parent Company Name		Tax ID			
City		State		Zip Code	
Subsidiaries					
Average # of Project Managers last 3 years		Average # of Superintendents for last 3 years			
Annual Dollar Volume in 2019		Annual Dollar Volume in 2020			
Desired Project Size		SIC Code			
DO YOU EMPLOY...					
Union Personnel?	Yes	No	Non-Union Personnel?	Yes	No
If Union, list trades					
PROJECTS IN PROGRESS					
Client		Type of Work		Size \$	
Contact Name		Phone Number		Email	
Client		Type of Work		Size \$	

Contact Name		Phone Number		Email	
Client		Type of Work		Size \$	
Contact Name		Phone Number		Email	

MAJOR PROJECTS COMPLETED

Client		Type of Work		\$	
Contact Name		Phone Number		Email	
Client		Type of Work		\$	
Contact Name		Phone Number		Email	
Client		Type of Work		\$	
Contact Name		Phone Number		Email	

TRADES – PLEASE CHECK ALL THAT APPLY

<input type="checkbox"/>	Demo	<input type="checkbox"/>	Acoustical Ceiling Tile	<input type="checkbox"/>	Building Repair
<input type="checkbox"/>	Carpet	<input type="checkbox"/>	Code Check	<input type="checkbox"/>	Drywall Finishing
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Exterior Lighting Maintenance
<input type="checkbox"/>	Exterior Sign Install	<input type="checkbox"/>	FF&E	<input type="checkbox"/>	Finish Carpentry
<input type="checkbox"/>	Flooring	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Low Voltage
<input type="checkbox"/>	Masonry	<input type="checkbox"/>	MEP	<input type="checkbox"/>	Paint
<input type="checkbox"/>	Permit	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Rough Carpentry
<input type="checkbox"/>	Survey	<input type="checkbox"/>	Tile	<input type="checkbox"/>	Wall Covering
<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other
<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other

STATES SERVICES PROVIDED IN – CHECK ALL THAT APPLY

<input type="checkbox"/>	Minnesota	<input type="checkbox"/>	Iowa	<input type="checkbox"/>	Illinois
<input type="checkbox"/>	Indiana	<input type="checkbox"/>	Wisconsin	<input type="checkbox"/>	Michigan
<input type="checkbox"/>	Ohio	<input type="checkbox"/>	Kentucky	<input type="checkbox"/>	Tennessee
<input type="checkbox"/>	Alabama	<input type="checkbox"/>	Georgia	<input type="checkbox"/>	Florida

	North Carolina		South Carolina		
LICENSES					
Business License #				State(s)	
Plumbing License #				State(s)	
HVAC License #				State(s)	
Sign Hanger License #				State(s)	
Electrical License #				State(s)	
General Contractor License #				State(s)	
Other:				State(s)	
Other:				State(s)	
DIVERSITY CLASSIFICATIONS					
	Yes		No		MBE (Minority Owned)
	Yes		No		WBE (Women Owned)
	Yes		No		WOSB (Women Owned Small Business)
	Yes		No		VBW (Veteran Owned)
	Yes		No		DVBE (Disabled Veteran Owned)
	Yes		No		Disabled Individual
	Yes		No		LGBT (Lesbian, Gay, Bi, Transgender Owned)
	Yes		No		SBE (Small Business)
	Yes		No		SDB (Small Disadvantaged Business)
	Yes		No		DBE (Disadvantaged)
	Yes		No		HUBZone (Historically Underutilized Business Zone)
	Yes		No		BA (Socially & Economically Disadvantaged Individual Owned)
	Yes		No		ANC (Alaskan Native Claims Settlement)
	Yes		No		HBCU (Historically Black Colleges & Universities)
	Yes		No		Asian-Pacific Decent

	Yes		No	Native American Decent
	Yes		No	Hispanic/Latino Decent

- 1. Indemnification** The contractor shall indemnify, defend, and hold harmless Legion Group from all suits, claims, liabilities, losses, judgements, or actions which may arise in connection with the contractor's performance if the services, of material and the violation of any law or legal violation in any way in connection with this agreement. This includes conduct, acts, and failure to act by its employees and agents. The contractor must procure and maintain its own expense insurance as set forth in item the contractor shall provide proof of coverage and policies of the above.
- 2. Insurance Requirements** Minimum Requirements includes \$1M General Liability & \$2M Aggregate \$1M Automobile Liability Workmen's Compensation must meet your state minimum
- 3. Adherence to Law** It is important to Legion Group to follow the various laws that apply to us, our work, our environment, and ours and your employees. We want to be a good citizen, to treat our customers in an honorable fashion and to treat all of our employees with respect and caution for their safety. We expect that our subcontractors accept the same standards. The contractor must abide by all federal, state, and local laws including, but not limited to, that all employees must be legally authorized to work in the United States; and that all employees will be paid and treated in accordance with all laws applying to their employment, including, but not limited to, those regarding overtime, minimum wage, and meal periods and rest breaks.
- 4. Construction Project Status Reporting & Cancellation:** Legion Group provides status report forms must be emailed to your project manager daily. Failure to do so can result in contract termination. Legion Group reserves the right to cancel the contract with subcontractor if performance does not meet our quality standards or if reporting is not timely. Should this happen, the cost of replacing the subcontractor will be netted against the remaining balance due on the contract. Any short falls from the initial contract and its cancellation cost to replace and hire a new subcontractor to perform the original scope will be charged back to the subcontractor.
- 5. Response Time:** If the response times below cannot be met you must contact the project manager immediately.
 - a. **Change of Notice Request/FWA:** Any request for changes in the work must be emailed for your superintendent/project manager within 24 hours. CN's/FWA's will need customer/superintendent/project manager approval prior to commencement.
 - b. **Permit Application:** Must apply within 48 hours of acceptance of Purchase Order. Apply for permit(s) constitutes acceptance of the Purchase Order.
 - c. **Invoicing:** Must be submitted per agreement.
- 6. Professional Behaviors:** Subcontractors must always check with the location (superintendent/project manager) manager before starting work and obtain the superintendent's signature upon completion and:
 - a. Subcontractor's staff must always act and dress professionally.
 - b. Subcontractor's staff will leave the job site clean and clear of debris at the end of each day. There will be a fee assessed of \$200 per occurrence plus waste removal costs to the subcontractor responsible for cleaning up by the manager and/or superintendent.
 - c. At no time shall the subcontractor obstruct the customer's flow of traffic and other trades.
 - d. Subcontractor will not speak with anyone on site except for the designated Legion Group representative. There is no communication with our clients or customers at all. All subcontractors will be required to wear approved Legion Group shirts and gear.
- 7. Subcontracting:** The contractor named in Legion Group's Purchase Order may not subcontract any work without prior written acceptance from Legion Group.
- 8. Solicitation:** The contractor nor its employees shall not solicit business directly from any of Legion Group's customers. Also, the companies may not solicit (seek to hire) employees from each other for any reason.
- 9. Terms:** Legion Group shall have the right to terminate an agreement/contract if the contractor is in default of this agreement. Legion Group shall have the right to terminate following a 3 day right to cure unsatisfactory workmanship or untimely performance or unsafe work practices or conditions. If a contract or relationship is terminated and there are charges associated with the termination, these charges will be charged back to the contractor.
- 10. Workmanship Warranty:** The contractor is required to correct workmanship issues at their own expense within 48 hours of written notice. Through the warranty period stated in your specific Purchase Order or one year, whichever is greater. If work is not satisfactory repaired to Legion Group's standards in a reasonable amount of time (48 hours), the work will be corrected by others and charged back to the contractor. Any costs overruns from the original contractor's contract value to hire a new contractor to perform the original agreed scope per the Purchase Order, will be the responsibility of the contractors to make up any cost overruns.
- 11. Unexpected Conditions:** If unexpected conditions occur during a project that could not otherwise have been discovered during survey, pre-construction or walk-thru, please contact your superintendent/project manager immediately. We will contact the customer for approval before proceeding with a FW NCN/Purchase Order. At the time of notification, we will need an estimate cost to proceed. All work shall be done on a lump sum basis. Photos should be provided of any non-standard conditions.

General Operating Procedures

Receipt of Freight: The contractor must uncrate and inspect trade/scope related freight upon receipt, note any damage on shipping documents and if damage has occurred (MUST REPORT FREIGHT DAMAGE WITHIN 48 HOURS OF RECEIPT). Notify the superintendent/project manager WITHIN 24 HOURS of receipt advising of receipt, schedule confirmation, and condition of all products. Please take dated digital photos showing condition of all freight/shipments received.

- The purpose of the inspection is to maintain a clear line of accountability and document condition at each handoff. Failure to comply with our freight receiving instructions will result in the contractor assuming full financial responsibility for any damage.
- Contents – The contractor must verify, at the time of receipt that all items listed on the packing list are in the crate. It is the contractor's responsibility to further safeguard these items until installation is complete to satisfaction.
- All trades/vendors/contractors should arrive to job site with basic materials, equipment, and tools as necessary to complete specific task and scope of work within typical industry standards.

Invoicing: The contractor's invoices must match the criteria specified in your executed Purchase Order. Any transformers replaced must be returned to your supplier for warranty replacement or if out of warranty, must include the transformer tag with your invoice. Invoices should be submitted with all documentation within 24 hours of job completion, with the following documentation.

- Signed statement of completion by Legion Group superintendent.
- Any documentation as required within the specific purchase order.
- Copies of permits (if required)
- Conditional Wavier of Lien
- Digital photos, including close up and distant and perspective of all work completed.
- Invoice(s) must match the approved Purchase Order with respect to PO numbers, scope of work, addresses cost, etc.
- If the invoice(s) do not match the Purchase Order, the contractor must include copy of signed change order or proof of authorization from your project manager, such as a FWNCN/Purchase Order.

Performance Review: Each vendor/contractor will be reviewed annually (or as required) for performance.

General Operations: Each subcontractor will be responsible for maintaining acceptable operating procedures subject to Legion Group performing a compliance audit at its discretion. It may consist of the following:

- Scheduling methods and process for accepting work
- Communication protocol and escalation path
- Pre-construction check list o Proper drawings
 - o Appropriate materials to perform specified scope of work, required hardware, paint, and electrical supplies
 - o Proper equipment and tools to safely execute the scope of work
 - o Copies of permits and up to date business and contractor's license
 - o Camera
 - o Sign off form
 - o Legion Group contact information

LEGION GROUP

Signature	
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Officer Name	
Title	
Date	

SUBCONTRACTOR

Signature	
Officer Name	
Title	
Date	