



**Date:**

**Subject: Documentation due to office**

Dear Subcontractor,

You've been selected to perform work on the project of

. In conjunction with your initialed and signed contract, please send the information below to Sarah. We will need to have all items prior to commencement of work. No payments will be made without receipt of all information below

- Recently dated and signed Federal W-9
- Insurance certificate
  - o Must have KC Constructors, Inc. 14716 S. Bynum Rd. Lone Jack, MO 64070 in the certificate holder's box
  - o Project name and location must be shown on the certificate
  - o Liability insurance must be shown
    - MEP Contractors must show a minimum of \$1M
    - Paving and earthwork subcontractors must show a minimum of \$1M
    - All other subcontractors must show a minimum of \$500K
  - o Worker's compensation insurance must be shown
    - If worker's compensation is not required for your business by the State of Missouri please send in an official Missouri Dept. of Labor Affidavit

Insurance must be kept up to date with our office, if your insurance certificate expires while you are performing work, we must have a current one on file prior to payments being made to you.

Monthly draw requests are to be based on actual work completed or materials on site and are to be received by our office **on or before the 27<sup>th</sup>** of each month for this project. **We highly encourage sending monthly draw requests via e-mail.**

Each progress payment made to you will be mailed with an unconditional progress lien waiver (Attachment B-1) that must be reviewed and executed then returned in a timely manner. Final payment will be mailed with an unconditional final lien waiver (Attachment B-2), same process.

Questions about the above information [@kcconstructors.com](mailto:info@kcconstructors.com)

Pre-Con Project or scheduling questions [@kcconstructors.com](mailto:info@kcconstructors.com)

Project Superintendent [@kcconstructors.com](mailto:info@kcconstructors.com)

E-mail all payment requests to [@kcconstructors.com](mailto:info@kcconstructors.com)

E-mail Change Order Requests to [@kcconstructors.com](mailto:info@kcconstructors.com)

**Looking forward to another successful and safe project!**



**KC Constructors, Inc.**

14 SW Industrial Dr.

Lee's Summit, MO 64081

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