



Welcome to our team! We are looking forward to a mutually beneficial and successful project. Please utilize the following information to assist you for this project and future AMG & Associates projects:

Project: Pinetree Community School Improvements

Description: Construction of a new 12 classroom one story building, type (VB) totaling approximately 16,175 square feet. Site work to include removal and reconstruction of trash enclosure, new retaining wall northeast of the new building, new paving and landscaping around the new building.

Location: 29156 Lotusgarden Dr., Canyon Country, CA 91387

Job site Mailing Address: AMG Construction Trailer
29156 Lotusgarden Dr
Canyon Country, CA 91387

Job Site Staff:	Cell Phone	Office Phone
Principal in Charge, Anthony R. Traverso tony@amgassociatesinc.com	661-435-3808	661-251-7401
Project Manager, Anthony R. Traverso tony@amgassociatesinc.com	661-435-3808	661-251-7401
Project Engineer, Chandra Sutton csutton@amgassociatesinc.com	661-414-6752	661-251-7401
Project Superintendent, Wade McConnell wmccconnell@amgassociatesinc.com	661-373-8441	661-251-7401

Home Office Staff: (Phone: 661-251-7401 / Fax 661-251-7405)

Accounts Payable	e-mail: ap@amgassociatesinc.com
Certified Payrolls: Lori McConnell	ext. 111, e-mail: lmccconnell@amgassociatesinc.com
Purchasing, Contracts & Insurance: Lucy Melkonian	ext. 116, e-mail: lucy@amgassociatesinc.com
Estimating: David Silva	ext. 107, e-mail: dsilva@amgassociatesinc.com



Below is a list of several key requirements that are very important to our mutual success:

1. Please immediately begin compiling your submittals as outlined in the contract documents. Some of our projects process submittals electronically. Please coordinate with our Project Manager for the preferred method on this project.
2. Coordinate the required samples with our Project Manager.
3. Send all submittals electronically to **Chandra Sutton**, Project Engineer.
4. Certificates of Insurance: The insurance requirements have been identified in the subcontract agreement. An important item is to list **AMG & Associates, Inc., Sulphur Springs Union School District, Architect, Project Inspector, and their respective officers, officials, employees, and agents** as additional insured with the proper endorsements.
5. Please sign and return your subcontract agreement or purchase order via email or DocuSign within 5 working days of receipt.
6. Please coordinate your Schedule of Values submittals with the **Project Manager**.
7. Subcontractor billings need to be submitted and reviewed with the **Project Manager and Superintendent** on or prior to the 20th of each month. Once your percentages have been approved by the owner, you will be notified with all required documents and releases that need to be submitted to the A/P Department.
8. The CPM schedule is or will be posted on our web site under the specific project tab. Each subcontractor is responsible for being familiar with their work activities, durations, and the overall project schedule. Please notify the Superintendent and Project Manager of any scheduling concerns that you may have regarding your scope of work.
9. For all public works projects, there are very important facts that your firm must comply with during the duration of this project:
 - a. **Prevailing wages:** For non-union/non-signatory subcontractors on non-federal projects, your firm is required to comply with the State of California prevailing wages as established by the Division of Industrial Relations. The web site link will provide you the wage rates affecting your scope of work. DLSR web site, www.dir.ca.gov/dlsr/statistics_research.html.
 - b. **Certified Payrolls:** Each subcontractor is required to provide certified payrolls for each week of work performed on our projects. You will not be paid if the certified payrolls are not current and a wet signature copy is not in our office. All certified payrolls are to be sent to **Lori McConnell**, Certified Payroll Administrator. She will be closely monitoring your wage rates for compliance with (Department of Industrial Relations/Department of Labor Standard Enforcement (DIR/DLSE). It is your responsibility to pay the appropriate wage rates.

- c. **Apprentices:** Each subcontractor is required to request apprentices affecting their scope of work. The following links provide the required forms, DAS 140 and DAS 142 that must be completed and submitted to the Division of Apprentice Standards. We require each subcontractor to provide copies of the DAS 140/142 forms with proof of submittal it was sent to the apprenticeship program(s) to our office. The DAS 140 form must be submitted to the DAS before any work begins in the field. Failure to provide the required forms will delay payment to your firm.
<http://www.dir.ca.gov/DAS/DASForm140.pdf>
<http://www.dir.ca.gov/DAS/DASForm142.pdf>

- d. **Labor Compliance Packet:** required forms can be downloaded from our website
<https://www.amgassociatesinc.com/projects/pinetree-community-school-improvements/>

Our primary goal on all of our projects is to make certain that every subcontractor is successful. Your compliance with all contractual requirements, state and federal regulations is paramount to that success. We are here to support you in that effort, please feel free to contact us for assistance at any time.

Sincerely,

Anthony R. Traverso
Vice President