



Working With Rize Construction

If you have not worked with Rize Construction before but are bidding on jobs, please understand that the following info and documents will be needed from your company when a subcontract is awarded:

- **W9**
- **COI (General Liability, Auto Liability, and Workers Compensation)**
- **PREQUALIFICATION FORM (in the file room)**

These documents are REQUIRED to be allowed on any Rize Construction Job Site. Rize Construction is all about efficiency. If we have these documents from your company prior to being awarded a job, it will save ALL of us a great deal of time. You will only be asked to submit these documents one time. This is NOT per job at the time of a bid submission.

GENERAL BIDDING INSTRUCTIONS FOR RIZE:

- **YOU ARE RESPONSIBLE FOR BIDDING ALL WORK ACTIVITIES/ ITEMS/ SUPPLIES/ MATERIALS RELATED TO YOUR TRADE/SCOPE OF WORK.** Exclusions are perfectly acceptable and we encourage you to state what general exclusions your company has. Bids will seldom be considered where we find your exclusions are items that should otherwise be responsibly covered by a company in your scope of work or trade.
- **FIND, FILL OUT AND RETURN THE DOCUMENT IN THE FILES TAB CALLED RIZE CONSTRUCTION BID FORM. *THIS IS REQUIRED. NO EXCEPTIONS.***
- You are welcome to also return your company's typical bid form in proposal format **IN PDF FORMAT ONLY**.
- Submit a **BID** by the posted deadline unless otherwise notified by Rize's bid coordinator. Late bids may only be utilized as backup if and when needed.
- Submit pre-bid **RFI's** by the posted deadline unless otherwise notified by Rize's bid coordinator. Late RFI's may or may not be able to be submitted to the appropriate party, but Rize will attempt to resubmit for any RFI's appropriately submitted to Rize in writing.
- All Bids must include general lead time expectations for material/supplies/fixtures or other items you are providing as part of your scope.
- All Bids must include a note or line item on your expected scheduling duration to perform your scope of work fully.

Our company won the job!!! What next???

If you are awarded the job with us you will receive a group email notification from our Bid Coordinator.

Next you will receive relatively time sensitive A421- Master Contract agreement and Work Order from our Project Coordinator:

- The **A421- Master Contract** is, as it states, a master contract agreement that contracts your company with Rize Construction for any and all future projects you will work on with our company.
- The **Work Order** is Job-Specific. Your work order will be written based on your winning bid with standard terms and conditions.

Below you will find helpful links to AIA contracts that are used at Rize Construction. Please take a moment to visit each link. This will give each company an overview of the expectations we have from each sub that we choose to work with.

Subcontractor Contracts -

[instructions_A421-2018](#)

[instructions_A422-2018](#)

[instructions_A201-2017](#)

[instructions_E203-2013](#)

**ALL DOCUMENTS MUST BE ON FILE AND SIGNED BEFORE YOU WILL BE PERMITTED
TO BEGIN WORK.**

Delays may result in your scope of work being assigned to another subcontractor