



D-MAR General Contracting & Development, Inc. 1453 MLK Jr.
Ave. South

Clearwater, FL 33756

Office: 727-461-4760 Mobile: 727-423-9969 Fax: 727-442-0752

Email: doreen.dipolito@d-mar.com

Website: www.d-mar.com

VENDOR PACKET



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SERVICE related invoices received without the following information/documentation will not be paid. Any invoice received after 90 days of job completion will not be paid unless prior arrangements have been made with our office.

PAYMENT OF INVOICES (SERVICE/MAINTENANCE): Projects will be based on individual contracts. Payments will be made after 30 days of receipt of invoice.

LATE INVOICE FEE:

Invoice(s) shall be submitted to D-Mar General Contracting & Development, Inc. no later than 90 days of the work for which payment is sought. Invoices submitted after 90 days are subject to a \$75.00 per

hour research fee (one-hour minimum). This fee shall be deducted by D-Mar General Contracting & Development, Inc. at any time. If data, documents, or other information D-Mar General Contracting & Development, Inc. reasonably determines is necessary to process vendor's invoice for payment is no longer available then D-Mar General Contracting & Development, Inc. must incur the effort and expense of a search.

Please make sure that the following items are included with the Invoice:

PO and/or Work Order #: All service related invoices and/or maintenance repair orders (MRO's) must have a work order # received from us.

Repair Order: Every invoice must be accompanied by a repair order (MRO) document (Including those covered under a FIX FEE agreement) to include at least the following items:

1. Time in, time out, and travel time for all technicians involved with the repair.
2. Description of work performed including parts used.
3. Store Stamp or credit card machine imprint AND highest ranking store employee signature, dated by the store employee verifying the above information.
4. **Job marked complete. If not complete, provide an explanation.**
5. Date

Contract Rates: All charges, rates and mark-ups must be consistent with D-Mar General Contracting & Development, Inc. prior to beginning work.
If the repair is expected to exceed \$500.00, you MUST call D-Mar General Contracting & Development, Inc. at 727-461-4760 or 1-877-660-0667 for approval BEFORE continuing with repair.

Subcontractor invoices Copies of Subcontractor and parts invoices over \$100.00 are required.

Itemized Invoice **Material, labor, tax, and freight MUST be itemized.**

Model & Serial #'s Please provide model# and serial# for all parts, warranty, and manufacturer, if part is under warranty.

Signature of Acceptance
Date

Company Name

Please return this signed document to D-Mar General Contracting & Development, Inc. and retain a copy for your records



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To Whom It May Concern:

**INSURANCE DEPARTMENT REQUIREMENTS AND HOLD HARMLESS
INDEMNIFICATION**

Please note: All invoices will be held until the Insurance Department has been provided with the following information:

1. W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (TIN) & CERTIFICATION - A taxpayer identification number or social security number must be provided in order for your invoice to be paid.
2. CERTIFICATE OF INSURANCE - you must furnish a copy of your certificate of insurance which includes GENERAL LIABILITY AND WORKERS COMPENSATION. Please ask your insurance company for form **CG 20 37 07 04** which must list D-Mar General Contracting & Development, Inc. as **additionally insured** and as the certificate holder.

Failure to supply us with copies of your current insurance certificates will result in delay of payment. Most insurance companies will provide us with an updated certificate every year as you renew your insurance. In the event that the insurance company does not, or if you change insurance companies, it is your responsibility to provide us copies of the certificates. If you are unsure if we have a copy of your current insurance certificate, please call or fax a copy.

REMEMBER: ALL CONTRACTORS MUST HAVE THE ABOVE ON FILE WITH D-Mar General Contracting & Development, Inc.

IF ANY OF THE ABOVE IS MISSING, INVOICES WILL BE HELD. ADDITIONALLY, EACH INVOICE WILL THEN BE CHARGED A \$35.00 ACCOUNTING FEE AND .0765% WILL BE TAKEN OFF THE INVOICE AS A PROCESSING FEE.

NOTE: MINIMUM LIMIT REQUIREMENT FOR LIABILITY IS \$1,000,000.00.

3. The subcontractor expressly agrees to indemnify and hold harmless, D-Mar General Contracting & Development, Inc., the project owner, architect, engineers, directors, agents and employees herein called the "indemnities" from any and all liability for damages including, if allowed by law, but not limited too, reasonable attorney's fees, to persons or property caused in whole or in part by any act, omission, or default by the subcontractor or its sub-subcontractor, material supplier, or agents of any tier of their employees arising out of the contract or its performance, including any indemnity, but specifically excluding any claims of, or damages against an indemnity resulting from such indemnity's gross negligence, or the willful or intentional misconduct of such indemnity or for statutory violation of punitive damages except and to the extend the statutory violation or punitive damages are caused by or result from the acts or omissions of the subcontractor, or its sub-subcontractors, material supplier, or agents of any tier or their respective employees. The indemnification to the owner shall be limited to not less than \$1,000,000.00 per occurrence and as respects all of those indemnified under this clause including the owner, to not less than the limits required for Contractual Liability Insurance in the insurance requirements clause of this contract.



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The Indemnification obligations under this subcontractor agreement shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the subcontractor under Worker's Compensation Act, Disability Benefit Act, or other employee benefit acts, and shall extend to and include any actions brought by or in the name of any employee of the subcontractor or of any third party to whom the subcontractor may subcontract a part or all of the work.

Thank you for your cooperation and assistance in these matters.

Sincerely,

Doreen DiPolito
President/Owner

Signature of Acceptance
Date

Company Name

Please return this signed document to D-Mar General Contracting & Development, Inc. and retain a copy for your records



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VENDOR INFORMATION

NAME: _____

MAILING ADDRESS: _____

SHIP TO ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

WEBSITE: _____