

Subcontractor packet

Axtera Management is a new veteran-owned small business in San Diego County. We are setting up to hold government facility contracts as the prime contractor: janitorial, grounds, exterior cleaning and building support.

Where we stand today

Axtera is a new company and is still being set up. We do not have subcontracts to award today. We are building a bench of reliable trade firms now, so that when we price a job in your trade and area, we can ask you early and you can say yes quickly.

How it works

- 01 Apply.** Fill in the short form at axteramanagement.com/subcontractors.html.
- 02 Send your documents.** The list is on the next page. Most firms already have all of it.
- 03 We check them.** Insurance, license, references and any certification you hold. We tell you if something is missing.
- 04 You are on the bench.** When we price a job in your trade and area, we can send you the scope, the required wages and the inspection standard in writing, and ask for your price.
- 05 If we win with your price, we sign.** A written subcontract is in place before anyone starts work.

What you can expect from us

- **No work without a written subcontract.** Scope, price, schedule and payment terms are on paper before you start.
- **Required wages spelled out.** Most federal jobs carry set wages and benefits. They are attached to your subcontract. They can change when the government renews the contract, and we tell you when they do.
- **Payment terms you know in advance.** The number of days is in the subcontract. You see it before you price the work.
- **One point of contact.** A named Axtera contact works with your supervisor and deals with the customer.
- **Standards up front.** You see the inspection standard before you price, and the inspection results as they happen.

What we expect from you

- You do the work with your own employees. Tell us before you bring in anyone else.
- Your insurance and any license your trade needs stay current for the whole job.
- You pay your people the required wages and can show it.
- You tell us early about anything that threatens the schedule, the quality or safety.

What to send

Email these to **info@axteramanagement.com** with the subject line "Subcontractor file" and your company name.

DOCUMENT	WHO NEEDS IT	NOTES
W-9	Everyone	Current IRS version, signed and dated
Certificate of insurance	Everyone	General liability, workers' compensation if you have employees, and auto if you bring vehicles on site. Show the policy limits and end dates
State license	Trades that need one	In California that includes landscaping (C-27) and tree service (C-49, or an existing D-49). Send the number and class
California janitorial registration	Janitorial firms working in California	Your current Labor Commissioner registration number
California public works registration	Firms that work on public projects in California	Your Department of Industrial Relations number, if you have one
Three references	Everyone	Similar work in the last three years. Use the form on the last page
Certification proof	Firms that hold one	SBA veteran-owned, 8(a), women-owned or HUBZone, or a state certification
Written safety program	Everyone with employees	In California, your Injury and Illness Prevention Program
SAM.gov ID	Optional	You do not need a full SAM.gov registration to be our subcontractor. On larger subcontracts we may ask for the free ID number from SAM.gov

What we check ourselves

- That your company and its owners are not on the federal exclusions list.
- Your license on the state board's website and your janitorial registration on the state's lookup.
- Any certification, in the SBA's own database or the state's.
- Two of your references, by phone: quality, schedule, and whether you pay your own workers.
- The date each insurance policy ends, so we can ask for the renewal before it lapses.

Once you are on the bench

- You are among the first firms we ask when we price work in your trade and area.
- We keep your file current. We will ask for a new insurance certificate before the old one ends.
- You can leave the bench at any time by email.
- Being on the bench is not a promise of work, from either side.

A note on registration services

SAM.gov registration is free. If someone contacts you offering to register or "certify" your company for a fee, they are a private service, not the government.

Government work, in plain words

Wages are set by the contract

Most federal service contracts over \$2,500 carry a wage determination. It lists a minimum hourly wage for each kind of worker, plus a health and welfare amount per hour, holidays and vacation. When a job has one, you get it with the scope, before you price. Your price has to be built on it. Most federal service contracts also require paid sick leave: one hour earned for every 30 worked, up to 56 hours a year.

Records

Keep payroll records for the job for at least three years after it ends. With each invoice we ask you to sign a short statement that your workers on the job were paid the required wages.

Hiring checks

When our government contract carries the E-Verify clause, it applies to service subcontracts over \$3,500. You then use E-Verify for all your new hires in the United States and for employees assigned to the job. We tell you when it applies.

Site rules

Government buildings have access rules: badges, background checks, set hours and limits on photographs. We give you the rules for each site before the start date.

Inspections

Work is inspected on the schedule in your subcontract. Anything that fails is fixed within the time the subcontract sets and inspected again. We expect that time to be one working day.

State and local jobs in California

Some California public agency work carries the state's prevailing wage and needs registration with the Department of Industrial Relations. Landscape maintenance usually does. Routine janitorial work usually does not. We tell you which applies before you price.

What every Axtera subcontract will contain

- The scope of work, the price, the schedule and the place.
- The wage determination for the job, attached, when the job has one.
- Insurance requirements, including naming Axtera and the customer on your policy where the contract requires it.
- Safety duties, the inspection standard and how rework is handled.
- Payment terms, in days.
- How either company can end the agreement.
- Whether you may use other firms, and the approval you need first.
- The clauses the government requires a prime contractor to pass down to its subcontractors.

Why certified service-disabled veteran-owned firms go first

Some government contracts are set aside for firms the SBA has certified as service-disabled veteran-owned. On those contracts, work the prime gives to another firm with that certification does not count against the limit on subcontracting. The firm has to be small for the work it is given and do it with its own employees. Axtera is not certified yet. We plan to apply, so if you hold that certification, tell us on the form. Veteran-owned firms apply at certifications.sba.gov.

References and capacity

Fill this in and send it with your documents, or reply by email with the same answers.

Company legal name

Contact name and title

Phone and email

Trades you perform with your own employees

Where you work (states, counties, cities)

Number of field employees

Largest single contract in the last three years (work and yearly value)

Main equipment you own

Days you need to start after a signed subcontract

Government or prevailing-wage jobs you have done

Certifications held, with end dates

Three references for similar work

CUSTOMER	CONTACT NAME	PHONE OR EMAIL	WORK PERFORMED	WHEN

Statement

The information on this form and in the documents we sent with it is true and current.

Name and title

Signature

Date

This packet is information for trade firms. It is not an offer of work and does not create a contract. Subcontract terms are set only by a written agreement signed by both companies.