

APPLICATION FOR PREFERRED VENDOR APPROVAL

In order to deliver to our clients the highest quality of services available, project orders are only assigned to vendors on our Preferred Vendor List. However, our clients make the determination as to the selection of vendors.

For consideration as a Preferred Vendor, please provide the following information:

Type of business: \_\_\_\_\_

Company name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing address (if different from above): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Alternate phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address(es): \_\_\_\_\_

Website: \_\_\_\_\_

After hours contact information: \_\_\_\_\_

Areas of expertise: \_\_\_\_\_

Years of service: \_\_\_\_\_

**References:** (Please provide name, address & phone)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Upon receipt of the application, it will be reviewed for completeness and your references will be verified. The approval process takes approximately 1-2 weeks and you will be notified of the final decision either by telephone or an email message. Upon approval, we will contact you directly when a need for your services arise.

This form, along with a signed Statement of Understanding, Certificates of Insurance, and a W-9 form should be e-mailed to: [info@harmonymanagement.biz](mailto:info@harmonymanagement.biz)

Or via USPS to: Harmony Management Group, Inc., PO Box 16303, Denver, CO 80216

**HARMONY MANAGEMENT GROUP, INC.  
STATEMENT OF UNDERSTANDING**

In order to maintain a status in good standing on Harmony's Roster of Approved Contractors, all Contractors must read the following list of policies and sign this Statement of Understanding, indicating their understanding and concurrence with the policies involved in serving Associations managed by Harmony Management Group.

**Payment**

The contractor recognized that all project assigned is performed for individual Homeowner Associations and not for Harmony Management Group, Inc. Harmony acts only in an administrative capacity of assigning the project, monitoring its progress, informing the Contractor of deficiencies, inspecting the project for completion and processing the payment. The Contractor recognizes that payment for any project performed is due from the individual Association and not from Harmony Management Group. The Contractor agrees by signing this Statement that they will not, under any circumstances, seek payment directly from Harmony Management Group for any project performed.

**Ethical Standards**

The Contractor agrees to maintain high standards of ethics in all dealings with Harmony Management Group personnel. The Contractor recognizes that Harmony Management Group's policy is that their own employees are not allowed to accept gratuities, lunches or entertainment.

The Contractor hereby agrees to inform all of their employees of this policy statement. The Contractor recognizes they must assure that their employees conduct themselves in a professional and courteous manner when performing project on site for any Association. Any incidence of rudeness or unprofessional conduct by employees of the contractor may be cause for removal of the Contractor from the Roster of Approved Contractors.

The Contractor recognizes that any practice or incident considered by Harmony Management Group not to be in accordance with the highest standards of business ethics will result in immediate removal of the Contractor from the Roster.

**Invoices**

The Contractor will not invoice for multiple Associations or multiple Project Orders on a single invoice. A separate invoice will be submitted for each Project Order or Association. Invoices are required for all payments, including those relating to a contract.

*Invoices must show the name of the Association and be submitted to:*

**Association Name**

**c/o Dept 275 - Harmony Management Group**

**PO Box 4579, Dept 275 Houston, TX 77210-4579**

**Do not list Harmony Management Group, Inc. as the customer.**

Invoices must be comprehensive. Failure to provide invoices or failure to provide certifications and breakdowns of labor and material will result in delays in payment, as these invoices will be returned to you. The Contractor recognizes that invoices are processed on a monthly basis and checks should be signed by member of the Board of Directors. The Contractor recognizes delay in payment for Project Orders, potentially up to 15 days, although in some instances payment may be quicker, depending upon how the meeting date falls compared to receipt of the invoice. The Contractor recognizes that only invoices received in Harmony's, office by the first of the month, will be paid during that month.

Contracts for routine care and maintenance, such as Common Areas Care and Pool Maintenance, have special payment provisions which apply. Special contracts for major repair or replacement, such as a large scale painting project and asphalt projects, will have specific procedures for payment.

The Contractor recognizes that no invoices will receive special processing. Payment will be sent by mail within three days of check signing. The Contractor recognizes that all invoices must include a breakdown of labor and material. A breakdown of materials must be itemized to indicate the type and quantities. The only exception to a breakdown of labor and materials involves situations where the Association has accepted a firm written bid. The Contractor understands that they may not charge for time spent in preparation of a bid. Such preparation is considered to be overhead on the part of the contractor.

#### **Additional Charges**

The Contractor hereby agrees that there will be no late charges or interest under any circumstances involving payment of less than 60 days from the date a proper invoice is received. Any late charges applied after that date will be at no more than 1% per month. If the invoice is disputed, no late charges apply until at least 60 days after dispute has been resolved.

The contractor recognizes that there will be no charges for mileage allowed. The Contractor assures that all materials and workmanship will be "First Class" and that any materials will be installed in accordance with the manufacturer's recommendations.

#### **Insurance Coverage**

The Contractor recognizes that they are required to maintain policies of insurance for General Liability and Automobile Liability with limits of not less than \$1,000,000 to be in effect at all times while performing a project for Associations through Harmony Management Group administration.

In addition, the Contractor recognizes they must maintain, in force at all times, policies for Workers Compensation Insurance for all employees, including owners of the company who come onto the properties to perform any project. The Contractor agrees to provide Certificates of Insurance on an annual basis to Harmony Management Group, Inc. as proof of coverage. Harmony Management Group, Inc shall be added as additional insured on the General Liability policy. Once project is awarded the Association shall be added as an additional insured to the General Liability policy as well.

#### **Project Orders**

The Contractor understands that if a project involves the interior of a Unit, the Project Order must be signed or a written statement received from the homeowner, indicating their satisfaction with the project. If the Unit is rented, the signature of the renter is satisfactory. The Contractor recognizes that it is their responsibility to obtain the written statement.

The Contractor hereby agrees that they will not accept any Project Orders if they are unable to perform the project in a timely manner. The Contractor understands that Harmony Management Group would prefer to know that the contractor was too busy at a given time, rather than have the Contractor accept project when they were not able to perform it.

The Contractor recognizes that all project assigned on a Project Order will be completed within seven (7) days of assignment unless the project is an emergency, in which case it will be completed as soon as possible. The Contractor agrees to keep Harmony Management Group informed of any situation that will involve a delay in completing the project. The Contractor agrees not to accept any Project Order they cannot complete within this time frame. The Contractor recognizes that all project assigned at a given time will be completed and invoiced on the same invoice and not invoiced separately. A Project Order with multiple items will not have invoices processed individually. If assigned a Project Order and the Contractor anticipates the project will exceed \$500 in total cost, the

Contractor agrees to notify Harmony Management Group to inform them of that fact and receive written authorization to proceed.

### **Bids for Services**

The Contractor recognizes that if requested to submit a bid, they will promptly prepare the bid and submit it on Harmony Management Group, Inc.'s bid form within five projecting days of receipt. If the Contractor is unable to bid on the project, they must immediately, upon receipt of the bid request, inform Harmony Management Group, Inc. that they are unable or unwilling to bid because of extenuating circumstances. If the contractor submits supplemental, breakdowns of bids on their own proposal form, they may attach them to the bid form with Harmony Management Group, Inc.'s bid form on top. The Contractor recognizes that if they frequently are unable to or unwilling to bid, they may be removed from the Roster of Approved Contractors.

The Contractor understands that in the event a bid is requested which cannot readily be bid with a firm price, the Contractor may quote a range of prices. The maximum price quotes will be the maximum paid for the completed project. The minimum price quoted may not vary from the Maximum price by more than 25%.

The Contractor recognized that all bids must be detailed to show labor and material. If more than one item is on the bid form, the contractor must give individual prices rather than a lump sum price, so the Board of Directors may evaluate their options. The contractor agrees to bid on exactly what is requested. If they have recommendations or alternatives, the Contractor will submit them along with the bid.

### **Warranty**

The Contractor agrees that they will provide written warranty of one year on all workmanship and materials and include such a statement of certification on the invoice. The statement will also state that the project has been 100% completed. The statement is: "I certify that the invoiced project is 100% completed and provide herewith a warranty of one year on the workmanship and materials for said project."

The one-year warranty is required on any repairs or construction project. If the project involves any of the following, the statement need not include a one-year warranty, but must still state that the project is 100% completed. Any act of vandalism after project is performed voids the one-year warranty.

1. Turning on or off water or electricity.
2. Unplugging sewer lines.
3. Light bulb replacement.
4. Cleaning or janitorial project.
5. Contract payment for Common Area Grounds Care/Fertilization/Weed or Insect Control.
6. Pool maintenance or pool life guarding.
7. Locksmith project involving opening units.
8. Pickup or delivery or any other service, which does not have a physical end product.
9. Snow removal.

### **Records**

The Contractor agrees to maintain copies of current releases from Harmony Management Group, Inc. concerning policies involved in being on their Roster of Approved Contractors.

