

Subcontract use Guidelines

How do I know which agreement to use?

Below are general guidelines to aid you in choosing the appropriate form. If you have any questions don't hesitate to call our Contract Administrator at ext 102.

Purchase Order

Services greater than \$1,000 but less than \$5,000

Outside services over \$5,000 require a subcontract form

Short Form Subcontract Agreement

Used for subcontractors doing work less connected to owner where risk is minimal

- (i.e. saw cutting, trucking)

Long Form Subcontract Agreement

Used when the subcontractor is performing work for us that goes directly to the owner; more closely ties the subcontractor to our contract with the owner.

- (An example could be pipeline tap, paving, boring or any work directly on owner facility.)

What is the process for completing these forms?

For offices that have clerical staff, the subcontract process should begin at that facility.

Process Flow

1. Decide which agreement (found on the Miller Hub) is appropriate using above criteria.
2. Complete the page(s) at the front clearly labeled "Agreement Summary." Completing these few pages will populate the entire document.
3. Click "Submit via email" at the end of the "Agreement Summary" and outlook will launch an email with the completed form attached. Please also attach copy of the subcontractor's pricing list/quote letter before clicking send. If you do not have an electronic version, please fax it to 317-295-6410 to the attention of "Contract Administration"

NOTE: You must have acrobat 8 or above for the file to function properly. To ensure you do once you open the form click "Help" and then "about" from the menu at the top. If you need to update, go to <http://get.adobe.com/reader/>

4. Contract Administration will review the agreement and forward to the subcontractor.
5. Subcontractor will execute the agreement and return to Miller Pipeline Contract Administration Department.
6. Subcontractor insurance & agreement will be reviewed and forwarded back to Originator to sign.
7. Originator, signs, sends back to Contract Administration who then forwards on to subcontractor and files a copy.

If you work in an area where there is no office help, or you just need assistance, our Contract Administrator, Emy Belich ext. 102, will prepare the subcontract agreement and send out either by fax or by mail. If you have any questions on exactly what is needed and the format, she will gladly answer your questions.