



Preferred Supplier Qualifications
Statement

Information contained here is intended for Independent Contractor Suppliers, and anyone who provides service as an independent contractor and/or products to the properties under the management of FBS Property Management, AMO®.

Purpose:

FBS acts as the AGENT for our clients – the owners of the rental property we manage. We are authorized under contract to hire independent contractors and suppliers to perform services to the properties we manage. We are limited contractually to the terms of the work we authorize. Considering that we act as AGENT for hundreds of property owners representing thousands of rental homes, it is important that we have clear understanding and ongoing communication with our preferred service providers.

We strongly encourage you to read this information very carefully. We encourage you to question anything that you don't understand and use this as reference as you do business with FBS Property Management.

Why do we want to work with you?

FBS Property Management, AMO®, has straightforward goals —how we maintain properties affects our business reputation with our resident customers and our owner clients. Everything we do has a focus on our Core Values:

We treat our residents as if they are our guests

We treat each property as if it were our own

We spend each dollar as if it were our last

We want long-standing business relationships with our service providers that protect our residents and our property owners by providing dependable and timely service, quality work, competitive prices. It is important, as well, that we assure anyone visiting the properties we manage be properly licensed and insured.

Why do you want to work with FBS?

Though you work through us, you are legally contracting with many individual owners to provide service at numerous properties. We provide a tremendous clearinghouse that will increase your productivity and profitability. Consider the following:

- Properties under our management are most often houses, condos and small apartment buildings. For our houses and condominiums, the properties have often been the primary residence of the property owner at one time which means they are well maintained. As we all know, there are many exceptions and deferred maintenance.
- We avoid managing properties which are in poor condition.
- Maintenance items are addressed in a timely matter.
- The property/maintenance team that you will deal with is knowledgeable and will be available to you if you have questions, comments, or concerns.
- A dependable relationship with FBS Property Management, AMO®, can save you thousands of dollars in advertising, promotion and collection cost, by repeat business.
- We pride ourselves with assuring projects are funded before work is authorized. Our goal is to assure your invoices are paid within 30 days of completion of work. (PLEASE NOTE: Completion means all work is complete and has been assessed by our team and a bill has been received and processed.
- FBS Property Management, AMO, is actively involved in the Better Business Bureau, numerous Chambers of Commerce, The Institute of Real Estate Management, The San Diego County Apartment Association, The National Apartment Association, National Association of Real Property Manager, San Diego Association of Realtors, and National Association of Realtors.

What does FBS need from me to be a “Preferred Service Provider”?

Please submit the following to payables@fbs-pm.com to be considered for our Preferred Directory. Please note that incomplete packets received will be disregarded.

- Copy of valid business license
- Copy of valid contractor’s license or card (all work performed which costs more than \$499 requires a current California State Contractor’s License)
- Completed W9 providing accurate name of payee and taxpayer ID or Social Security Number
- Price List for services offered (if available) or explanation of pricing
- A list of three (3) references or an FBS Sponsor – required
- A signed Preferred Service Provider Agreement
- Liability Insurance
(see attached)
- Vehicle Insurance
(see attached)
- Worker’s Compensation Insurance (if you have employees/see attached)

VERY IMPORTANT:

Your worker’s compensation insurance and your liability insurance MUST name “Fjellestad Properties, Inc dba FBS Property” as additionally insured. You are required to carry a \$1,000,000 minimum each occurrence in liability insurance and \$2,000,000 in aggregate.

Tips for your Liability and Workman’s Compensation Insurance Submission to FBS:

- “Certificate of Liability Insurance” must be in writing on the top of the form. We will not accept a binder, declaration pages, and interim certificates or any other forms.
- Your insurance must be in the same name as the person we are contracting with. If your DBA is “Smith Contracting Service”, your liability and worker’s compensation insurance need to be in the name of “Smith Contracting Service”.
- Policy number must be indicated on the Certificate of Liability Insurance. We will NOT accept “Binder XXX”. A waiver of subrogation should apply to all policies
- The Certificate of Insurance must be signed

I have received and understand the above pages Independent Contractor & Vendor Packet

Printed Name of Supplier: _____

Signature of Supplier: _____

Date: _____

***This must be signed by the owner or authorized representative of your organization*

Please submit 3 References:

Name	Company	Contact Info
1. _____		
2. _____		
3. _____		

Or: Preferred Suppliers must be recommended by a FBS team member.

FBS Sponsor:

Once you have gathered the required documents and signed the attached paperwork. Please forward to our Compliance Department by e-mailing the completed packet to payables@fbs-pm.com.

A few helpful suggestions to expedite the process:

1. Ensure that the principle of the business has signed the forms
2. Ensure that all insurance documents are submitted as required
3. Ensure that the packet is complete and accurate
4. Incomplete packets will NOT be accepted



DBA/Company			TIN or SS#:
Principal (s) Name:			
Address:		City/Zip:	
Work Phone:		Cell	
Email Address:			

I/We, stipulate that the above mentioned person(s) and/or Company is an independent contractor and is totally responsible for any and all work performed and the methods used. It is the independent contractor’s responsibility to advise Fjellestad, Barrett & Short (FBS) if any proposed work assigned may exceed the scope of their capabilities.

I/We affirm the following:

I/We are free from the control and direction of the hirer in connection with the performance of the work, both under the contract for the performance of such work and in fact; I/We perform work that is outside the usual course of the hiring entity’s business; and I/We are customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the hiring entity

Furthermore, the above-mentioned person(s) and/or Company is properly licensed, bondable and possesses sufficient knowledge and experience to complete the maintenance, repairs and replacement proposed on bid or proposal. Additionally, said independent contractor declares that they have and will provide for themselves and/or their employees(s) the appropriate insurance as explained on the attached Vendor -Insurance Requirements.

The above-mentioned person(s) and/or Company fully understands that FBS is an employing agent for the individual property owner and is not responsible for the contractor’s workmanship nor payment for services performed. FBS agrees to obtain proper approval from the property owner prior to commencement of any and all work, and agrees to process the payment of approved invoices for the property owner. However, FBS cannot release funds to vendor if the property owner or agent deems the proposed work is not completed to their satisfaction

Any legal procedures to collect outstanding monies for services rendered will only name FBS as the agent for the property owner authorized to receive notices and/or provide information on behalf of the property owner. The above-mentioned person(s) and/or company fully understand that they have a right to lien or file suit against the property or property owner if a dispute arises or payment is not rendered timely and it is the independent contractor’s duty to do so.

An annual 1099 tax form will be issued to reflect total receipts paid from FBS and it is the responsibility of independent contractor to file and report taxable income to the appropriate authorities

Independent Contractor Declaration: Checklist and Signature Page

_____ I/We have read the above declaration.

_____ I/We understand that FBS is the agent for the property owner and does not have authority to approve work without the property owner's permission.

_____ I/We understand that a work order authorizing the maintenance requested must be received prior to commencing any work at or on the premises. A phone call is not accepted, except in emergencies.

_____ I/We understand that if I elect to perform work that have not been authorized that I will not be paid for the services.

_____ I/We understand that if I perform work requested by the resident and this work is not on the work order that I will not be paid for these services and that I must collect payment directly from the resident.

_____ I/We will deliver the final billing or invoice for services performed within five (5) business days from finalizing the work requested, for payment.

_____ I/We understand that FBS intends to pay invoices within thirty (30) days or less, unless previous arrangements have been made. Checks will not be picked up at the office. All checks will be mailed- no exceptions!

_____ I/We will contact the maintenance team ordering the work if I need additional funds or if the contract or estimated price will exceed the work order limits for spending.

_____ I/We assure management that I, any of my employees, or independent workers will not consume any alcohol, illegal drugs while on the premises, or during regular business hours. We will not enter an occupied home without a FBS rep or adult (18 and over) resident.

_____ I/We will not discuss details of the work being performed with the resident without the FBS' permission and will not discuss or disclose sensitive information discovered while performing any or all work. (I.e. discover mold in the walls, discover a rat or rat droppings, etc.)

_____ I/we understand invoices not submitted for payment within 60 days of completion of work assigned may not be paid. It is the service provider's job to submit bills timely and keep accurate records.

Signature (Principle Signature)

Date

Maintenance Supervisor

Date

Preferred Service Provider Tips for Success

How can you best work with us?

- Be dependable and accountable for your actions and the actions of your sub-contractors.
- Understand and follow our systems exactly as they are outlined
- Notify FBS when you see inconsistencies on a property (Examples; if you see something at the property that is questionable; please notify us)
- Be flexible when a problem arises
- Under-promise and over deliver
- Open communication with the maintenance team at all times. They will ask questions, be prepared for it.
- Prepare quality estimates (prefer typed out as opposed to hand-written) with carefully detailed specifications as to work to be performed. If you have additional work recommended, please add to your estimate with explanation as to why.
- Please assure that your estimates are 100% accurate before you submit
- Be courteous to our residents and our staff
- Don't share details with the residents of the property. Certain items and wording can upset a resident. Speak with the property team first. Ie. Don't say MOLD!
- Provide FBS with a price sheet and stick to it.
- Take detailed notes, before and after photos and submit invoices within 5 business days of completed work.
- All of our service requests are issued electronically. It is essential that you are able to communicate with us by email. Utilize the work order system to update easily!
- We encourage you to stop by our office to meet our staff!
- Consider the volume of work potential from FBS and offer "preferred" rates
- Let us know when you will be out of town (if possible) or unavailable

- Be patient and never accept verbal authorization for work (unless a true emergency or after hours)
- We do this for a living... Don't overbid. We won't counter your initial estimate
- Don't expect us to do your accounting. Consistent double billing will affect your standing within FBS Property Management
- Don't submit a handwritten invoice. We need to send copies of these invoices to the property owner. Please type your invoice and make sure that it has a unique invoice number (Don't label all of your invoices "Invoice 100". All invoices must be submitted to payables@fbs-pm.com)
- Be our additional "eyes and ears" at all of our properties by reporting anything that seems damaged and notify us of any preventative maintenance items that you see.
- If you see something say something!
- Please advise on your bill if the issue is a resident cause.
- Be knowledgeable of law changes and make recommendations

I have read and understand the above independent contractor and vendor tips for success*

Signature of Principle:

_____ Date: _____

Additional Contact info for your Company: Who should be included on service requests, emails or calls? Other things we should know?

Tell us about your company:

What do you do?

Scope Of Work:
(Please circle all that you do)

- | | | |
|--------------------|--------------------|-----------------------|
| Alarm/Monitoring | Fire Extinguisher | Plumbing |
| Asphalt | Flooring - vinyl | Tree Removal |
| Automatic Gates | Garage Doors | Power Wash |
| Backflow | General Contractor | Pump/Drilling |
| Brick | Glass | Recycling |
| Masonry | HVAC | Hauling |
| Concrete | Hydro Flush | Appliance Replacement |
| Business Equipment | Janitorial | Appliance Repair |
| Carpet Cleaning | Landscaping | Roofing |
| Chimney Sweep | Pool Service | Disposal (Trash) |
| Carpet Replacement | House Cleaning | Screens |
| Electrical | Legal | Signs |
| Elevator | Lighting | Storm Drains |
| Fencing | Painting | Rain Gutters |
| Filter Service | Pest Control | Window Covering |

Other: (Please List)

1	_____
2	_____
3	_____
4	_____
5	_____

California State Licensing Board Classification(s):

1	_____
2	_____
3	_____

Thank you for taking the time to read through and complete this packet. We look forward to meeting with you and establishing an amazing working partnership. We count on suppliers to be an extension of our team.

We received an accreditation that holds us to the highest level of ethical integrity. While we appreciate any and all acknowledgments from our suppliers we do need you to all understand that individual employees may not receive direct gifts of any kind. If you wish to acknowledge FBS as a whole, please contact lucinda@fbs-pm.com for some ideas that follow our company's code of ethics.

If you do not hear back from us in the next week after submitting this form, please reach out. It may not have made it to us!

If you ever have any questions or concerns, please reach out to the maintenance team first. We also have an operations team that wants to hear from you- see below- about ways we could improve.

Follow us on facebook, youtube and Instagram too! Thanks again!

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melissa@fbs-pm.com

jay@fbs-pm.com

www.fbs-pm.com