

CONTRACTORS AGREEMENT WITH C. F. STRATA MANAGEMENT 2023

Dear Contractor,

The purpose of this agreement is to provide clear guidelines as to what is expected by C F Strata Management in relation to services provided by contractors / tradesman to our Clients. It is also an indication from the contractor that they are committed to our joint clients being the Owners Corporation. It is hoped that the agreement will benefit all parties involved.

The agreement is between R D Wedd Pty Ltd Trading as **C F STRATA MANAGEMENT** and the **CONTRACTOR**, as signed at the end of this agreement.

WHAT IS REQUIRED OF OUR PREFERRED CONTRACTORS / TRADESMEN.

1. Present themselves in a clean and tidy manner.
2. Conduct themselves in a polite and professional manner.
3. Contact the client promptly within **48hrs** and advise C. F. Strata Management if there has been a delay in contacting the client.
4. Complete approved works in reasonable time frame. Keep the client informed of all time frames and any changes to the time frames.
5. Notify C F Strata Management if there is Any Difficulty in contacting Owners / Tenants and or arranging for access to the property, and reasons for same.
6. Quotations are to provide sufficient details and description of the proposed works. With the best price to be supplied the first time.
7. Attend to **urgent works** requested as a matter of urgency, within say **3-4 hours**, unless otherwise stated.
8. Provide services / work at a fair and responsible price.
9. Provide detailed and descriptive tax invoices.
10. Provide required information to Taskflo or similar and ensure that they are compliant at all times.
11. Register with Taskflo or similar as requested (at no cost to the contractor)
12. Provide up to date contact details to C F Strata management.
13. Inform the Directors of R D Wedd P/L should a employee seek in any way any commissions / kick backs or the like from the contractor.
14. Not carry out works in an unsafe manner, or in an area where they think the area may be unsafe.
15. Ensure relevant WH & S requirements are met.
16. Ensure that they have all appropriate insurances in place at all times and provided as requested
17. Ensure that works are carried out in accordance with the Design Builders Practitioners Act (DBPA)
18. Inform C. F. Strata Management in writing if you believe that the building may have material that contains asbestos and is in poor condition.

C. F. STRATA MANAGEMENT WILL:

1. Provide the contractor with a job order that provides sufficient information in relation to the requested work order or quotation required.
2. Provide as much information as available for contact details.
3. Clearly advise the contractor of urgent works.
4. Assist the contractor should there be a problem with contacting the contact person.
5. Be available to provide instructions to the contractor as maybe required and as required seek instructions from the Strata Committee.
6. Make payment to contractors within a reasonable frame, upon approval from the Strata Committee as may be required.
7. Liaise with the Strata Committee regarding outstanding payments.
8. Place the contractor on our preferred tradesperson list used by our office.
9. Place the appropriate contractors on our preferred Emergency Trades Person list which is displayed in our office window and on our website, and sent to our Strata Plans at least once a year.
10. Liaise with Taskflo as required.
11. Request updated contact information from the contractors for our preferred tradesperson list.
12. C F Strata Management and its employees will NO way seek any commissions / kick backs or the like from contractor / tradespersons.

Again this agreement is viewed by our office as an indication of the commitment by the contractor to our Office and our joint Clients being the Owners Corporation's.

Signed in Agreement

X_____

Scott McInness / Joe Cagliata
for and behalf of R D Wedd Pty Ltd T/As C. F. Strata Management & Wedd Realty

And

X_____

Name:.....

For and on behalf of

Phone no:

Dated:April, 2023