

READ YOUR CONTRACT

Every day is “Read Your Contract Day”. Here are our Top 10 Tips to guide your review.



Get a coffee and get comfortable in a quiet place so you can focus without interruption.



Make sure you know how, where and whom to address the *Notice in Writing*.



Read all the contract documents including all supplementary conditions.



Review *Change Order* and *Change Directive* clauses for specified markups, as well as the process and submittal requirements.



Check for payment terms.



Provide insurance and contract security clauses to your surety/insurance representative for their review and comment.



Check for penalties and liquidated damages.



Review warranty start dates and clauses, especially now with *Ready-for-Takeover* in the CCDC 2-2020.



Understand any termination/cancellation “without cause” or “for convenience” clauses, in addition to force majeure. If you don’t understand, get clarity.



Don’t be afraid to “walk-away” from a potential contract with onerous conditions.

SUBCONTRACTOR BONUS TIPS



Get a copy of the *Prime Contract*.



Review payment terms for pre-ordered *Products*.



Review for ‘pay-when-paid’ or ‘pay-if-paid’.



Read the *Prime Contract*.



Review in the *Prime Contract* the *Change Order* and *Change Directive* clauses.

(specified markups as well as the process and submittal requirements)



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