

GARCIA CONSTRUCTION, LLC
A LICENSED, BONDED, and INSURED CONTRACTOR
LICENSE NO. GARCICL946DM
UNIFIED BUSINESS IDENTIFIER: 602544019
IRS FIN: 20-3506338
(360) 970-8994
8836 Winterbright Drive SE
Lacey, Washington 98513

POLICY STATEMENTS
LEGAL

Garcia Construction, LLC tries very hard to please the customer and to provide quality work at affordable and reasonable prices. *Garcia Construction is licensed to do business by the state of Washington, and is registered with the state of Washington Department of Revenue to pay taxes. Jose Garcia is licensed by the state of Washington Department of Labor and Industries as a General Contractor. This means that we are licensed, insured, and bonded and have assumed all the expenses associated with doing business legally and professionally. Garcia Construction is proud to be a member of the Olympia Master Builder and winner of the Super Service Award on Angie's List for 2013 and 2014.* Garcia Construction is minority and women owned and managed.

In order to be compliant with all the laws and pay all of the required taxes; Washington State Department's of Revenue, Labor and Industries, Employment Security, as well as Federal withholding and payroll taxes, we have to roll these costs into our bids. **This means we cannot do work "under the table" at the reduced rates that other "contractors" may offer you. This protects you, the customer, and gives you a legal recourse if there is a dispute.**

ESTIMATES

Estimates within a 50 mile radius are free excepting for insurance work. Because of the details required by Insurers regarding our costs, we are no longer providing insurance bids for free. Unfortunately it has been our experience that some people take our bids and either pocket the insurance money or hire unlicensed contractors to actually perform the work at a lesser cost that we have detailed for them. Any cost of an estimate for insurance work will be applied to the price of your project if you select us to do the work.

DESIGN/ BUILD, PLAN DEVELOPMENT, AND PERMITS

If your project requires architectural plans, Jose Garcia is happy to draw the plans for you and work with a structural engineer to make sure that these will meet all of the building codes for the permitting process. Jose will also secure the permits if you like, relieving you of this task. Jose is also happy to work directly with you and our suppliers to design whatever you have been wanting. While we do charge for the cost of drawing plans for permits, our design service is free.

SCOPE AND RATE SETTING

Garcia Construction does it all, from the concrete to the roof! Garcia Construction, LLC, performs or subcontracts for all phases of building contracting from the “studs out” including foundations, framing, roofing, siding, drywall, insulation, painting, flooring (hard wood, laminate, carpet and tile), windows, doors, and cabinet installation. Garcia Construction, LLC, also provides oversight and hires licensed subcontractors to provide electrical, mechanical, HVAC and plumbing installation. In addition, Jose works directly with architects and structural engineers to develop drawings (blueprints) for customers that are used in the permitting process by local municipal and county jurisdictions. Jose also provides all estimates for work to be performed, by analyzing the customer’s needs and costing out all materials and labor that is needed to perform the job.

Please understand that we cannot do work for free. We must pay our employees and subcontractors for all work performed, as well as all suppliers for any additional materials; we also must pay all of the taxes. Garcia Construction, LLC then decides how much it needs to charge for any annual overhead such as insurances, advertising, tools, truck maintenance, legal, accounting etc. After that cost is determined, we determine how much Jose’s time is worth, doing the estimating, delivering the bid, following up with the homeowner, securing the materials, and planning and managing the work. The customer is paying Jose for his knowledge as well as his work and supervision of your project. Jose cannot work for free, and quite frankly neither will any other legitimate contractor. If you ask for a certain project and we bid and you accept that bid, that bid does not include additional unanticipated work that may be needed once the project has been started. Here are a couple of examples:

Example #1 Bathroom Flooring

Bathroom sub floors are sometimes subject to rot due to leaking pipes, leaking toilet seals, or leaking sinks or tubs. While the rot may be noticed or identified due to a “spongy” or soft spots in the flooring, the extent of the rot may not be obvious until the old flooring is removed. If our bid only includes removal of old flooring, installation of new flooring, and removal of debris, the bid will NOT include removal, repair or replacement of the subfloor. If the damage was not obvious and included in the original bid, and no one was aware of this problem or the extent of the problem, we will not be able to include this in our initial costs and bid. However, we will make sure and point this out if it is discovered upon removal of the old flooring. If the homeowner wants this corrected this will be additional over and above the original bid and will vary depending on the extent of the damage.

Example #2 Exterior Siding

The re-siding of a building usually includes the removal and disposal of the old siding and the installation of the new siding and caulking. *Depending on the age of the existing siding and how well it has been installed and caulked, it may or may not have rot underneath it.* Here in the South Puget Sound, the South West exposure of a building may have damage to the plywood underneath the siding. There is no way to tell if there is damage or the extent of the damage until the siding has been removed. While we can bid the re-siding, we cannot bid the plywood until we see how much was damaged once

the siding had been removed. If we include some material and labor for plywood replacement in our bid, this is done as a courtesy and the owner should not expect us to cover any or all of the other expenses to replace all of the plywood. To expect this would be asking us to work for free. Recently we provided a bid for siding and the owner then expected us to replace the plywood too for “No Cost”. We calculated how much it would cost Garcia Construction, LLC just for the additional labor if all of the plywood was rotten and had to be removed and disposed of and replaced, and that estimate was over a \$1,000.00! How many small business owners can absorb an extra \$1,000.00? and stay in business?

ESTIMATED TIME FOR PROJECT COMPLETION

We will give you an estimate of the amount of time we think it will take to complete your project. In general, but not always, we do not do more than one job at a time so that we can complete your job as soon as possible. Garcia Construction generally works five to six days per week with Sundays and Holidays off. It is possible that we may have scheduled a one or two week vacation during your job. Like you, we make (and pay for) reservations in advance. We ask that you honor our time off and we will advise you of such, as well as any unforeseen delays due to plan/permit delays, special order materials, weather, or labor shortages.

COMMUNICATION

Garcia Construction, LLC places a high value on communication with you and your frequent review and comment about the work we are doing as it is being performed. Please do not wait until a job or a portion of a job is completed before communicating something you would like to have changed or done differently. If we make a mistake we will do it over at our cost. If you fail to communicate a problem until the job has been completed and we have to perform additional work, this will be at your cost. We are small business and time is money.

BID PRICES AND PAYMENT POLICY

Bid prices and estimates are the full price that you will pay unless you add something to the contract or something totally unforeseen occurs. Bid prices are good for thirty days. **If you sign a contract, please be prepared for the following payment schedule: One half when the work commences; and 50% when the job is completed.** We sometimes have several jobs scheduled ahead of you when we deliver a bid. If you select us to do your work and sign a contract, we will have reserved the time for you on our calendar and our committed to planning your job and ordering the materials and scheduling the labor. This means **that we require 50% at the time the contract is signed.** This ensures that there is a mutual commitment and that we will not have lost time and money due to your changing your mind.

PORTFOLIO OF PREVIOUS WORK AND REFERENCES

We maintain a portfolio of photographs and references for you to review. Please ask and we will provide this to you.
