

What I need from you

Subcontract Drafting & Placement

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. Head contract terms to flow down **ESSENTIAL**

Why I need it. What must pass down, or the risk stops with you.

Where you'll find it. The project's commercial folder or your own order for the works.

Without it. There is nothing to draft the subcontract's terms from, so the risk that should pass down stays with you instead

2. The scope for this package **IMPORTANT**

Why I need it. What the subcontractor is asked to do.

Where you'll find it. The scope and exclusions document issued with the enquiry, from the relevant service where this practice assembled the pack, because that is the boundary the price was actually built against. Otherwise the quotation the subcontractor priced against, or the drawings and specification sections it relies on. Check the buying folder for the package.

Without it. The subcontract is drafted from the quotation alone, and every gap has to be put back to you as an assumption before it can be issued

3. Price and rates **ESSENTIAL**

Why I need it. What they are paid and on what basis.

Where you'll find it. The agreed price: the tenderer's own submitted price as amended by what was negotiated and confirmed in writing afterwards, from the relevant service where that ran. Not an adjusted total from the relevant service levelling schedule. An adjusted total contains this practice's own allowances for that tenderer's exclusions and is a figure they never offered; placing an order at it binds them to a price they did not quote and binds you to pay for scope nobody agreed. If the only figure available is an adjusted total, that is not this input and the work does not proceed.

Without it. There is no agreed basis to pay them on, so the order cannot be issued

4. The programme **ESSENTIAL**

Why I need it. The dates their obligations attach to.

Where you'll find it. Your current accepted programme, wherever the project team holds the live version.

Without it. Their obligations have no dates to attach to, so the order cannot be issued

5. The intended subcontractor **ESSENTIAL**

Why I need it. Who is being placed, with registered details.

Where you'll find it. Companies House for their registered name and number, and your own commercial contact who dealt with them at tender.

Without it. The conflict check cannot run and the order has no one named to place it with

6. Insurance and bond requirements IMPORTANT

Why I need it. What must be in force before they start.

Where you'll find it. Your own insurance broker or risk policy will state what you normally require; otherwise the head contract's own insurance and warranty schedule sets the minimum.

Without it. The particulars fall back to the head contract's own minimum cover, which may be less than you actually want in place

7. The intended subcontract form, with any standing amendments you apply to every package ESSENTIAL

Why I need it. What the flow-down is tested against, and what the order is drafted on.

Where you'll find it. Your commercial team holds the form they place packages on, and their own standing amendments to it. Where they have no standard form, which form to use is their commercial decision and not one to assume: ask which form they intend and get the answer in writing.

Without it. There is nothing to test the checklist against, nothing to draft the amendments on, and no set of conditions for the payment mechanism to sit in, so the pack cannot be built

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.