



Subcontractor Agreement Number		SC-SHS1758-006
Date:	8/12/2025	
Subcontractor:	National TAB	
Address:	1329 East Kemper Road, Suite 4210 Cincinnati, Ohio 45246	
PH:	(855) 682-6822	
Fax:		
e-mail:		
Project Name:	Architect:	Zebra Architecture
Location:	1000 Ross Park Mall Drive, Unit VC12A Pittsburgh, Pennsylvania 15237	14614 N Kierland Blvd. Suite N300 Scottsdale, Arizona 85254
Contractor:	OLIO Development Group	
Address:	1062 Ridge Street Columbus, Ohio 43215	
PH:	(888) 543-5592	
Project Manager:	Scott Roberts	

This agreement is made effective as of the date set forth above between Contractor and the Subcontractor identified above, but only upon execution of this agreement by both parties.

1. SCOPE OF WORK. At it's own expense, Subcontractor shall provide all labor, materials, equipment, services, storage space, shop and working drawings, tests, samples, models, guarantees, permits, licenses, and all other items necessary for the timely, proper and complete performance of the following: See Exhibit C ("The Works")

2. SUBCONTRACT AMOUNT. In consideration of Subcontractor's faithful performance of this Agreement to the Contractor's full satisfaction, Contractor agrees to pay to Subcontractor a total sum not to exceed:

\$9,510.04 nine thousand five hundred ten dollars and four cents

3. RELATED WORK. Subcontractor will accurately check and verify all previous and surrounding work done by others and determine the correctness of same,. Subcontractor shall field measure all other work relating to or affecting the Work. Subcontractor's failure to detect and disclose any discrepancies or non-conformities to Contractor in writing before commencing the Work shall relieve Contractor of all responsibility for the same. Subcontractor shall be responsible and liable for all damages, costs and expenses resulting from discrepancies and non-conformities, which Subcontractor should have discovered.

4. SUBCONTRACT DOCUMENTS. The Subcontract Documents consist of this Agreement, all documents listed elsewhere in this Agreement and the contract between Contractor and Contractor (the "Prime Contract is not applicable") including all addendums, including attached Addendum A, modifications, revisions, drawings, specifications, details, exercised alternatives, schedules, attachments and all general, technical, supplementary and special terms and conditions. Subcontractor shall be bound to Contractor and assumes toward Contractor all of the obligations and responsibilities which Contractor has assumed toward Contractor with respect to the Subcontract Documents to the extent of the Work. The Subcontract Documents shall be interpreted in harmony with each other but in the case of conflict between the Prime Contract and this Agreement, the terms of this Agreement shall govern the relationship between Contractor and Subcontractor.

See Exhibit B

5. Subcontractor INVESTIGATION. Subcontractor represents and warrants that it has conducted its own investigation and research regarding all conditions affecting the Work and as to the meaning and intention of the Subcontract Documents. Subcontractor further represents and warrants to Contractor that it is familiar with all applicable building codes, mall or shopping center Specifications and will complete the Work in accordance therewith. The Subcontract amount takes into consideration the foregoing and no Change Order shall be executed or paid as a result of any building codes or shopping center specifications.

6. APPROVAL AND PROGRESS DATA. Subcontractor shall carefully examine the Subcontract Documents for approval items to be submitted such as shop drawings, data, schedules, samples, etc. Subcontractor shall submit such material at his own expense and in such form as required by the Subcontract Documents in sufficient time to prevent delay in the delivery of such material and the installation thereof. If "in place" or "as built" drawings are specified to be prepared by Subcontractor, it shall prepare and submit these to Contractor before final payment will be made.

7. LAYOUT RESPONSIBILITY. Contractor shall establish principal axis lines and levels whereupon Subcontractor shall lay out its work. Subcontractor shall be strictly responsible for the accuracy of the Work and for any loss or damage to other Contractors' work by reason of Subcontractor's failure to set out or perform the Work correctly. Subcontractor shall exercise prudence so that actual final conditions and details result in perfect alignment of finish surfaces.

8. COMMENCEMENT, PROGRESS AND PERFORMANCE. Subcontractor shall promptly begin the Work when notified by Contractor and proceed in a prompt and diligent manner and not delay Contractor or others performing work at the Project site. Any time specified for the completion of any part of this Agreement is a material provision and time is of the essence. Subcontractor, without additional compensation, shall perform this Agreement at such times, in such order and in such manner as Contractor may direct. Subcontractor shall begin and complete the various parts of its Work in accordance with (a) the current Project schedule delivered by Contractor to Subcontractor, or (b) if not is delivered, the directions from time to time delivered by Contractor to Subcontractor. The Subcontract Time is the period of time, including authorized adjustments, allotted in the Project schedule for Substantial Completion of the Subcontractor's Work. If the Subcontractor fails to achieve substantial completion in accordance with the Project Schedule, Subcontractor may be liable for any liquidated damages imposed by Owner to the extent caused by Subcontractor or any person or entity for whose acts Subcontractor may be liable. If requested by Contractor, Subcontractor shall, at any time within forty-eight (48) hours after receipt of notice from Contractor, furnish information concerning Subcontractor's Work as may be requested by Contractor to modify the Work Schedule, including reasonable allowances for out-of-sequence work, weather and usual construction delays, and to coordinate the same with Contractor's overall schedule requirements. Subcontractor shall continuously monitor the Project schedule so as to be fully familiar with the start, finish, duration, phasing and sequence of operations of Subcontractor's Work and of other work on the Project. Subcontractor acknowledges that the Work schedule will be periodically revised to reflect Project progress and agrees to comply with such revisions. Subcontractor shall coordinate Subcontractor's Work with any other contractor's work in such manner as Contractor may direct to avoid conflict or interference of such work with others, shall participate in the preparation of coordination drawings and shall conform Subcontractor's Work to the work of other contractors to prevent discrepancies (and to avoid unnecessary cutting or patching) with contiguous work.

Subcontractor shall furnish sufficient forces to assure proper performance of this agreement in strict compliance with Owner's direction. If Subcontractor fails to perform any phase of its Work in accordance with the Project schedule or Contractor directions, upon notice from Contractor, Subcontractor, at its expense, shall schedule such overtime work or make such increase in its working forces, or both, as required by Contractor, to cure promptly Subcontractor's failure to comply with the Project schedule or such directions. Alternatively, Contractor, at its option and at Subcontractor's expense, to the extent Subcontractor is the cause of the delay, may supplement Subcontractor's forces with Contractor personnel or others at Contractor's discretion. Upon Contractor's demand, Subcontractor shall give adequate evidence to Contractor to substantiate the planned performance and progress of the Work. Subcontractor shall promptly increase its work force, accelerate its performance, work overtime, work Saturdays, Sundays and holidays, all without additional compensation, if in Contractor's sole opinion such work is necessary to maintain proper progress. Any claim by Subcontractor based on any change in the Progress schedule by Contractor shall be waived unless submitted to Contractor within ten (10) days after the change is directed, and in any event, no such claim shall be valid unless Contractor's change to the Project schedule is unreasonable or for an amount greater than Subcontractor's documented incremental payroll and benefit costs as a direct result of the schedule change but excluding, unless specifically authorized by Owner, any allowance for overhead, profit, impact costs or any other costs or expenses. Notwithstanding the foregoing, Subcontractor shall not be responsible for any delay damages resulting from acts or failures to act by any party for which Subcontractor is not responsible.

9. PAYMENT GENERALLY. Contractor shall pay Subcontractor when Contractor receives payment from Owner for the Work or any relevant portion of the Work. If Contractor receives payment from Owner, it shall pay Subcontractor after the Work, or a relevant portion thereof, is complete and accepted by Owner and Subcontractor shall have delivered Lien Waivers and an Affidavit of Payment of Suppliers and Owners, if such items are required by the Owner.

10. PROGRESS PAYMENTS.

(a) Subcontractor shall submit a monthly progress application for payment to the Contractor. Applications for payment are due to the Contractor no later than the 20th of each month. Any application received after due date will be applied to Contractor's next application for payment to the Contractor. Applications for payment submitted by the Subcontractor shall indicate the percentage of completion of each portion of the Subcontractor's Work as of the end of the period covered by the Application for Payment.

(b) Contractor shall pay Subcontractor for each progress payment, subject to the provisions of paragraph 9 and 27, within thirty (30) days of Contractor's receipt of the payment request, if like payment from Contractor has been received.

(c) Payment of progress payments to Subcontractor shall in no way imply approval or acceptance of Subcontractor's performance.

(d) Contractor may, at its option and within seven (7) days of notifying Subcontractor, make checks jointly payable to Subcontractor and his materials suppliers and/or Subcontractors.

(e) Notwithstanding the provisions of paragraph 26, Contractor may nonetheless require executed lien waivers as a condition of payment to Contractor. Therefore, Subcontractor shall be required to supply lien waivers in the form required by the Contractor, which shall be effective upon actual payment of funds by Contractor. Subcontractor recognizes that Contractor's obligation to forward payment to Subcontractor shall not arise until after Contractor receives such lien waiver and Subcontractor acknowledges that payments therefore will not be received by it contemporaneously with its execution and delivery of the lien waiver(s).

11. FINAL PAYMENT. Contractor shall make final payment to Subcontractor after the Work is complete and all punch list items have been completed and accepted by Contractor and Architect, subject to paragraph 9. Notwithstanding the provisions of paragraph 26, Contractor may require executed final lien waivers as a condition of payment to Contractor. Therefore, as a condition of final payment, Subcontractor shall furnish to Contractor a true, accurate and complete Final Waiver of Lien, Release of Claims and Affidavit of Payment of Suppliers and Contractors, all in the form required by the Contractor. Contractor may further demand, satisfactory evidence that all labor and material accounts incurred by Subcontractor in connection with the Work have been paid in full.

12. CHANGES IN THE WORK. Contractor may order changes in the Work. However, no addition, omission, alteration or other change in the Work shall be made except pursuant to a written Change Order in the form prescribed by Contractor and signed by the Project Manager listed on page 1 hereof, or his duly authorized successor. Any increase in the Subcontract amount shall be specifically stated in the Change Order. Prior to the issuance of any Change Order, the Contractor may require Subcontractor to furnish a detailed breakdown showing the difference in value of the work, labor, services and materials omitted, added, altered or otherwise changed by the proposed Change Order. If the parties cannot agree as to the terms of a Change Order, Contractor may direct Subcontractor in writing to perform the work with the final adjustment reserved until final completion of both this Agreement and the Prime Contract is not applicable. The monetary amount for the performance of any such change shall not exceed the allowance set forth in the Subcontractor's price breakdown. Subcontractor's failure to immediately perform any Change Order issued by Contractor, whether or not all terms have been agreed upon, may be deemed a material breach and Subcontractor may be held in default of this Agreement. There shall be no other monetary or time allowance, direct or indirect, to the Subcontractor other than what is specifically written in any Change Order. The issuance of any Change Order or payment thereof shall not preclude Contractor from recouping payment therefor, where, on final settlement, it appears that the Change Order work was neither extra nor additional work under a proper interpretation of this Agreement or the Prime Contract is not applicable. Change Orders are subject to the terms of this Agreement and all other Subcontract Documents. No Change Order shall vary or otherwise affect the terms, conditions and provisions of this Agreement except as specifically set forth in the Change Order.

13. NO PAYMENT FOR UNAUTHORIZED EXTRAS. No change from the Work will be paid for unless a written Change Order is first agreed upon and signed by Contractor. To be clear: NO SIGNED CHANGE ORDER = NO ADDITIONAL PAYMENT FOR ANY WORK WHATSOEVER.

14. BACK-CHARGES. Change Orders for back-charges to reduce the Subcontract amount may be made unilaterally by Contractor for improper, incomplete or untimely performance of the Work. Subcontractor agrees that such back-charges shall include any cost or expense, including reasonable attorneys fees, incurred by Contractor as a result of Subcontractor's breach of this Agreement.

15. RIGHT TO OFFSET. Notwithstanding any other provision of this Agreement, Contractor shall have the right to offset any amounts due from Contractor to Subcontractor under this Agreement against amounts due from Contractor to Subcontractor under any other agreement or for any reason whatsoever.

16. **TIME AND MATERIALS.** If Subcontractor performs any work pursuant to this Subcontract or any Change Order on a time and materials basis, Subcontractor shall prepare daily time and material records and submit them to Contractor at the end of each day. Failure to submit such records daily shall be a material breach of this Agreement and shall entitle Contractor to deny the entire payment therefore.

17. **GUARANTY AND WARRANTY.** As a precondition to final payment, Subcontractor shall provide any guarantee or warranty concerning the Work, which is required by the Subcontract Documents. In addition to all other warranties contained in the Subcontract Documents, and not in limitation of Contractor's other legal rights, Subcontractor warrants and guarantees that the Work is in strict and absolute compliance with the Subcontract Documents. Subcontractor shall perform any corrective work, at its own expense, as directed by Contractor for a minimum of one (1) year after the date of final acceptance of the Project by Contractor. Subcontractor shall pay for replacement or repair of adjacent materials or work damaged as a result of replacement or repairs pursuant to this paragraph. Subcontractor shall furnish to Contractor all warranties or guarantees by all manufactures of equipment, appliance, or materials.

18. **INSURANCE.** Subcontractor shall maintain at least the following insurance with a company satisfactory to the Contractor: Upon execution of this Agreement, and prior to the Subcontractor's commencing any work or services with regard to the Project, the Subcontractor shall carry:

A. Commercial General Liability insurance with limits of not less than \$1,000,000 each occurrence, with a \$2,000,000 general aggregate on a per project basis. Such policy shall include all major aspects of coverage, including but not limited to Bodily Injury and Property Damage, Premises/Operations, Products/Completed Operations, Personal and Advertising Injury, Independent Contractors and Contractual Liability. The policy shall include OLIO Development Group, LLC, Cara Zale Fund II, LLC, and Property Pool, LLC, its subsidiary and affiliate entities, their respective directors, officers, employees and agents, as Additional Insureds via a combination of ISO forms CG2010 10/01 and GC2037 10/01, or manuscript form(s) providing equivalent coverage (i.e. coverage for the Additional Insureds must be Primary and Non-Contributory, must include completed operations coverage, and must not be limited to vicarious liability coverage only), which form(s) must be accepted and approved by OLIO Development Group or its insurance/risk manager. Please refer to Exhibit F in the contract for additional insurance requirements on a per project basis.

B. Business Automobile Liability insurance with limits of not less than \$1,000,000 Combined Single Limit for bodily injury and property damage covering all vehicles used in connection with Subcontractor's Work. The policy must provide coverage for the Additional Insureds, either by policy terms or by endorsement attached to the policy, for any liability incurred by any of them due to the actions of Subcontractor.

C. Workers Compensation and Occupational Disease insurance in accordance with all applicable state and federal laws, with Employers Liability insurance limits of at least \$500,000/\$500,000/\$500,000. The policy shall include a Waiver of Subrogation endorsement in favor of the Additional Insureds listed in A. above.

There shall be no endorsement or modification of the Commercial General Liability form arising from pollution, explosion, collapse, underground property damage or work performed by subcontractors. All coverage shall be placed with an insurance company duly admitted in the state of OH. and shall be reasonably acceptable to Contractor. All subcontractor insurance carriers must maintain an A.M Best rating of A- or better. Coverage shall be afforded to the Additional Insured's whether or not a claim is in litigation.

The insurance coverage required under the paragraph above shall be of sufficient type, scope, and duration to ensure coverage for the Contractor or Contractor for liability related to any manifestation date within the applicable statues of limitation and/or repose which pertain to any work performed by or on behalf of the Contractor or Contractor in relation to the project. * Subcontractor agrees to maintain the above insurance for the benefit of Contractor and Contractor for the period of ten years after the date of substantial completion of the project.

Each Certificate of Insurance shall provide that the insurer must give the Contractor at least 30 days prior written notice of cancellation and termination of the Contractors coverage there under.
SEE EXHIBIT A

19. **INDEPENDENT Contractor.** Subcontractor is an independent contractor and not an employee and agrees to pay all applicable federal, state and local taxes including sales and use tax.

20. **COMPLIANCE WITH LAWS.** Subcontractor shall strictly comply with all applicable laws, rules, regulations, statutes, ordinances, codes and directives (the "Laws") of the federal, state, local, municipal and other governing jurisdictions or authorities. All work, labor or materials necessary to fully comply with the Laws shall be furnished by Subcontractor as part of this Agreement and without any additional compensation. If Subcontractor discovers or should have discovered any variance between this Agreement and any of the Laws, Subcontractor shall promptly notify Contractor, in writing, and make the necessary changes before proceeding with the Work. Subcontractor agrees to indemnify and save Contractor

and Contractor harmless from and against any and all claims, loss or expense, caused directly or indirectly by its failure to fully comply herewith.

21. PROTECTION OF WORK AND MATERIALS. Subcontractor shall take every reasonable precaution to protect its work and materials from loss or damage. If Subcontractor is responsible for any loss or damage to the work or materials of Contractor, Contractor or any other Subcontractor, Subcontractor shall be charged therefore and any monies necessary to replace such loss or damage shall be deducted from monies due Subcontractor. Subcontractor is responsible for all of its tools and materials until incorporated into the Work and accepted by Contractor.

22. ARCHITECT/Contractor APPROVAL. This Agreement is subject to approval by Contractor or Architect. Should either fail or refuse to approve it then this Agreement shall be void. In such event Subcontractor shall be entitled only to reimbursement for actual costs incurred.

23. CLEAN UP. Subcontractor shall continuously maintain the Project free from all dirt, rubbish, debris and other waste. Subcontractor shall retrieve and remove from the Project site all such items daily during the course of the Work. Subcontractor shall perform whatever additional cleanup work is directed by Contractor's field representative, at no additional cost. If after 24 hours notice by Contractor, Subcontractor has not diligently proceeded with the cleanup as outlined herein, then Contractor may proceed to clean up with its own labor, at Subcontractor's expense.

24. LABOR RELATIONS. Subcontractor shall do whatever is necessary in the prosecution of its work to assure harmonious labor relations at the Project and to prevent strikes or other labor disputes. Subcontractor shall fully abide by all labor agreements and jurisdictional decisions presently in force or subsequently executed with or by Contractor. Subcontractor's failure to so act may be deemed a material breach of this Agreement.

25. INDEMNIFICATION. Subcontractor agrees to defend, indemnify and hold Contractor (and all additionally insured parties as required in Exhibit A) harmless against all loss, damage, cost, expense or claim of any nature arising out of Subcontractor's ongoing and/or completed operations, including injuries to persons and/or property and including court costs and attorney's fees. Subcontractor, on behalf of itself and its successors and assigns, waives all rights against Contractor for damages caused by perils covered under Subcontractor's insurance. Subcontractor further agrees to indemnify and hold Contractor harmless against any and all loss, damage, cost, expense or claim of any nature, including court costs and reasonable attorney's fees, arising out of the breach by Subcontractor of any provision contained in this Agreement or the falsity of any representation or warranty contained herein or in any attachment.

The work performed by the Subcontractor shall be at the risk of the Subcontractor exclusively. To the fullest extent permitted by law, Subcontractor shall indemnify, defend (at Subcontractor's sole expense) and hold harmless the Indemnified Parties from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys fees and costs and consultant fees and costs) ("Claims") which arise or are in any way connected with the Work performed, Materials furnished, or Services provided under this Agreement by Subcontractor or its agents. Said indemnity and defense obligations shall further apply, whether or not caused or brought about (or alleged to have been caused or brought about) by the Indemnified Parties' active, passive, sole, or concurrent negligence (in any amount), strict liability, product liability, or other fault (except for the Indemnified Parties' reckless behavior, gross negligence, or intentional misconduct).

Subcontractor's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while in force, and shall continue until it is finally adjudicated that any and all actions against the Indemnified Parties for such matters which are indemnified hereunder are fully and finally barred by applicable Laws. The defense and indemnification obligations hereunder shall apply regardless of the coverage provided by Subcontractor's policies of insurance and any refusal to defend or indemnify one or more of the Additional Insured shall not relieve Subcontractor of its obligations to the Indemnified Parties hereunder. In the event of any conflict between the terms of this Paragraph 25 and any Exhibits to this Agreement or side agreements between the Indemnified Parties and Subcontractor, the terms of this Paragraph 25 shall prevail and control.

26. WAIVER OF LIEN RIGHTS. To the extent payment has been received from Contractor, Subcontractor hereby intentionally and knowingly waives, releases and relinquishes all rights to file any mechanic's lien, stop work notice, notice of intent to lien, notice of lien or other encumbrance against the Project (and the real estate upon which it is located), Contractor, any surety or principal or any monies earned by Contractor. Subcontractor shall keep the Project (and the real estate upon which it is located) free from mechanic's liens or other liens of third parties for which Subcontractor is responsible. The filing or effectuating of any lien or encumbrance as described above shall constitute a material breach of this Agreement. Subcontractor shall be responsible and liable for all damages and expenses resulting from such breach including, but not limited to, bond premiums and attorney's fees incurred by Contractor to discharge such liens or defend against foreclosure of the same. Subcontractor's right to receive any payment under this Agreement shall be suspended until any lien or encumbrance has been removed. The provisions of paragraphs 10 and 11 requiring submission of lien

waivers are for the Contractor's convenience only and shall not be construed as inconsistent with Subcontractor's waiver as set forth in this paragraph.

27. **TERMINATION.** Should Subcontractor fail to perform in strict accordance with the Subcontract Documents or fail in Contractor's opinion to properly prosecute and perform any part of the Work, fail to exert its best performance efforts, be involved in labor disputes or be terminated under any other agreement with Contractor, then Subcontractor may be deemed to have materially breached this Agreement. In case of such a breach, or as might otherwise be determined by law, then Contractor may, in its discretion, terminate all or any part of this Agreement by giving written notice thereof to the Subcontractor. In case of such termination, Contractor may use any and all materials furnished by or belonging to Subcontractor either at or for the Project. Upon termination, Subcontractor shall be deemed to have offered to the Contractor an assignment of all of its subcontracts and purchase orders relating to the Project. Contractor may, in its discretion, do whatever is necessary to assure performance of any terminated work, and to take such action in Subcontractor's name if necessary. Contractor may withhold from Subcontractor any monies due or to become due under this or any other agreement to offset the damages incurred or to be incurred as a result of Subcontractor's breach. Subcontractor shall be liable to Contractor for any and all additional costs, expenses, attorney's fees, and other damages, both liquidated and unliquidated, which directly or indirectly result from Subcontractor's breach or threatened breach.

28. **CANCELLATION.** Contractor shall have the right to terminate and cancel this Agreement by written notice without Subcontractor being at fault, for any cause or for its own convenience and require Subcontractor to immediately stop work. In such event, Contractor shall pay Subcontractor for that portion of the Work actually performed in an amount proportionate to the Subcontract Amount. Contractor shall not be liable to Subcontractor for any other costs, including prospective profits on portions of the Work not performed. However, if the reason for the termination and cancellation of this Agreement is due to any default or action by Contractor or as a result of Court Order or public authority, then Contractor shall not be liable to Subcontractor for any sum greater than that which Contractor receives from Contractor on behalf of Subcontractor's performance, less any costs incurred by Contractor.

29. **ASSIGNMENT.** Subcontractor shall not assign its rights or duties under this Agreement.

30. **INVALID PROVISION.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect any other provision and this Agreement shall be construed as if such invalid or unenforceable provision had been omitted.

31. **DISPUTE RESOLUTION.** In the event of a dispute arising out of or relating to this Agreement, the parties shall first endeavor in good faith to resolve the dispute by a meeting among project executives for each party, and if unsuccessful mediation conducted by a mediator mutually agreed upon by the parties or, if the parties cannot mutually agree upon a mediator, a mediator selected by the American Arbitration Association in accordance with the Construction Industry Mediation Procedures in effect at the time of the dispute. If the parties are unable in good faith to resolve the dispute through mediation, the parties hereby agree that any dispute arising out of or relating to this Agreement shall be resolved by binding arbitration pursuant to the Federal Arbitration Act administered by the American Arbitration Association in accordance with the Construction Industry Mediation Procedures in effect at the time of the dispute. The award rendered by the arbitrator shall be final, and judgment may be entered in accordance with applicable law in any court having jurisdiction thereof. The arbitration shall be conducted in Columbus, Ohio. Subcontractor's initiation of a legal proceeding in any other forum shall be a material breach of this Agreement, and Subcontractor agrees to indemnify Contractor against, and hold it harmless from, any cost or expense, including reasonable local and general counsel attorney's fees, resulting from the commencement of any legal action or proceeding other than the dispute resolution method outlined herein.

32. **GOVERNING LAW.** This Agreement shall be governed by the laws of the state where the Project is located, excluding choice of law provisions.

33. **UNILATERAL CHANGES VOID.** Subcontractor shall not make any alterations, additions or deletions from this Agreement before signing and returning it. If Subcontractor takes exception to any provision of this Agreement, it shall promptly notify Contractor in a writing separate and apart from this Agreement so that any such differences can be resolved in legal form by Contractor. Any deletions, additions or changes to this Agreement not initialed by both parties shall be null and void and of no force and effect.

34. **ENTIRE AGREEMENT.** This Agreement comprises the full and entire agreement between the parties and no other agreement or understanding of any nature has been entered into or will be recognized. All bids, negotiations, activities, payments or work performed prior to the execution of this Agreement shall be deemed merged into, integrated, superseded and controlled by this Agreement. The terms contained in any bid submitted by Subcontractor are superseded by this Agreement. This Agreement cannot be modified, altered or amended orally. In witness whereof the parties have executed this Agreement.

NOTICE TO Subcontractor: THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ IT AND UNDERSTAND ITS TERMS.

THE UNDERSIGNED INDIVIDUAL REPRESENTS AND WARRANTS THAT HE HAS READ AND UNDERSTANDS THIS AGREEMENT AND THAT HE IS DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON Subcontractor'S BEHALF.

Subcontractor: DocuSigned by: National TAB
Will Turnbough
By: _____
0EA29F5452E446A...

Will Turnbough VP NATIONAL MARKETS

PRINT TITLE: _____

Contractor: Signed by: OLIO Development Group
[Signature]
By: _____
C3414D165E9E43D...

Scott Roberts PM

PRINT TITLE: _____

Initial
SR

DS
BG



1062 Ridge Street
Columbus, Ohio 43215
www.oliodevgrp.com
(888) 543-5592

Exhibit "A" INSURANCE REQUIREMENTS

1. Certificate Holder Name: Olio Development Group, LLC
2. Commercial General Liability Insurance with the following minimum limits.

a. Bodily Injury and Property Damage Liability	\$1,000,000.00 Per Occurrence
b. Personal & Advertising Injury Liability	\$1,000,000.00 Per Occurrence
c. Medical Payments	\$5,000.00 Per Person
d. Products - Completed Operations Aggregate	\$2,000,000.00
e. General Aggregate	\$2,000,000.00
3. Workers Compensation and Employers Liability
 - a. **Workers' Compensation:** Full coverage as required under the Workers Compensation law of the State in which the work is to be performed.
 - b. **Employers Liability Insurance with limits of \$500,000.**
4. Automobile Liability insurance including owned, hired and non-owned autos, if any, with combined single limits of:
 - a. **Bodily injury and property damage liability \$1,000,000 per accident**
5. Umbrella Liability insurance with combined single limits of:
 - a. **Bodily injury and property damage liability \$1,000,000 per accident**
6. Installation Floater Coverage on a "Special" form, written at a value sufficient to fully insure the replacement cost of the materials, fixtures, supplies, machinery and equipment not installed but designated for the project, whether damage or loss occurs while the property is onsite, offsite or in transit.
7. **Additional Insured:** Olio Development Group, LLC, Cara Zale Fund II LLC, and Property Pool, LLC shall be afforded coverage as an additional insured for liability arising out of subcontractor's ongoing and completed operations. Such coverage shall remain in place for two (2) years following completion of the project. Coverage afforded to the additional insureds shall be primary without right of contribution from any policies which may be carried by the additional insureds.
8. The insurance company is to give thirty (30) days written notice to Contractor prior to any cancellation or nonrenewal of coverage.
9. Subcontractor shall cause any Sub-Subcontractors to obtain insurance with coverage meeting the requirements as outlined in this Exhibit.
10. Subcontractor shall, prior to furnishing any labor, materials and equipment for the performance of any work under the Contract Documents, supply Certificates of Insurance to Contractor and provide copies of any and all policies and endorsements upon Contractor's request.
11. Subcontractor agrees to maintain insurance coverage on its equipment, tools and similar items used in the performance of the work_{BS}

WT

8/19/2025

INITIAL: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agency Name Agency Address	CONTACT NAME: Agency Contact PHONE (A/C, No, Ext): Agency Phone FAX (A/C, No): E-MAIL ADDRESS: Agency Contact Email INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Insurance Company 1 INSURER B : Insurance Company 2 INSURER C : Insurance Company 3 INSURER D : Insurance Company 4 INSURER E : Insurance Company 5 INSURER F : Insurance Company 6
INSURED Subcontractor Name Subcontractor Address	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	POLICY NUMBER	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$																
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	POLICY NUMBER	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$																
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 0	X	X	POLICY NUMBER	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$																
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	POLICY NUMBER	01/01/2021	01/01/2022	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">PER STATUTE</td> <td style="width: 15%; text-align: center;">OTH-ER</td> <td style="width: 55%;"></td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td></td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td></td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td></td> <td>\$ 500,000</td> </tr> </table>		PER STATUTE	OTH-ER		E.L. EACH ACCIDENT			\$ 500,000	E.L. DISEASE - EA EMPLOYEE			\$ 500,000	E.L. DISEASE - POLICY LIMIT			\$ 500,000
	PER STATUTE	OTH-ER																					
E.L. EACH ACCIDENT			\$ 500,000																				
E.L. DISEASE - EA EMPLOYEE			\$ 500,000																				
E.L. DISEASE - POLICY LIMIT			\$ 500,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

OLIO Development Group, LLC, Cara Zale Fund II, LLC, Property Pool, LLC and any other person or organization as required by written contractor agreement and listed in the scope of work shall be additional insured on a primary & non-contributory basis on the general liability, automobile and excess/umbrella liability policies. Waiver of subrogation in favor of all additional Insured's applies to all policies, where permissible by law. 30 day notice of cancellation applies in favor of certificate holder.

General Liability Additional Insured applies per forms CG2010 10/01 and CG 2037 10/01 (or their equivalent) and must be attached.

COI to list project name and address.. ***SEE EXHIBIT F FOR JOB SPECIFIC INSURANCE REQUIREMENTS***

CERTIFICATE HOLDER OLIO Development Group, LLC 1062 Ridge St Columbus, OH 43215-1100	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Agent Signature
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**Exhibit B
 Drawing Log**

Discipline	Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set Name
General	T001	SHEET	1	7/17/2025	7/21/2025	REV A
General	T002	VENDOR LIST, SUBMITTAL, & RESPONSIBILITY MATRIX	1	7/17/2025	7/21/2025	REV A
General	T003	2009 ACCESSIBILITY STANDARDS DETAILS	1	7/17/2025	7/21/2025	REV A
General	T004	2009 ACCESSIBILITY STANDARDS DETAILS	1	7/17/2025	7/21/2025	REV A
Architectural	A001	ARCHITECTURAL ABBREVIATIONS, SYMBOLS	1	7/17/2025	7/21/2025	REV A
Architectural	A002	VERIFICATION DIMENSION PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A003	CODE ANALYSIS, OCCUPANCY & EGRESS	1	7/17/2025	7/21/2025	REV A
Architectural	A100	TRENCHING PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A101	GENERAL ARRANGEMENT PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A102	DIMENSION FLOOR PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A103	WALL & FLOOR FINISH PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A104	FURNITURE PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A105	TACTILE SIGNAGE PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A106	REFLECTED CEILING PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A151	ROOF PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A211	INTERIOR ELEVATIONS	1	7/17/2025	7/21/2025	REV A
Architectural	A301	BUILDING SECTIONS	1	7/17/2025	7/21/2025	REV A
Architectural	A401	ENLARGED MANAGER'S OFFICE PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	A404	TACTILE SIGNAGE DIAGRAMS	1	7/17/2025	7/21/2025	REV A
Architectural	A501	EXTERIOR DETAILS	1	7/17/2025	7/21/2025	REV A
Architectural	A511	INTERIOR DETAILS	1	7/17/2025	7/21/2025	REV A
Architectural	A512	INTERIOR DETAILS	1	7/17/2025	7/21/2025	REV A
Architectural	A513	INTERIOR DETAILS	1	7/17/2025	7/21/2025	REV A
Architectural	A521	ATAS TRIM DETAILS	1	7/17/2025	7/21/2025	REV A
Architectural	A531	WALL TYPES	1	7/17/2025	7/21/2025	REV A
Architectural	A541	SIGNAGE DETAILS	1	7/17/2025	7/21/2025	REV A
Architectural	A591	ARCHITECTURAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Architectural	A592	ARCHITECTURAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Architectural	A593	ARCHITECTURAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Architectural	A594	ARCHITECTURAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Architectural	A595	ARCHITECTURAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Architectural	A596	ARCHITECTURAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A



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Architectural	A597	ARCHITECTURAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Architectural	A598	ARCHITECTURAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Architectural	A601	FINISH SCHEDULE	1	7/17/2025	7/21/2025	REV A
Architectural	A602	FURNITURE SCHEDULE	1	7/17/2025	7/21/2025	REV A
Architectural	A611	DOOR / WINDOW / HARDWARE SCHEDULE	1	7/17/2025	7/21/2025	REV A
Architectural	AD100	BARRICADE PLAN & ELEVATIONS	1	7/17/2025	7/21/2025	REV A
Architectural	AD101	DEMOLITION PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	AD102	DEMOLITION RCP PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	AD103	DEMOLITION ELEVATION	1	7/17/2025	7/21/2025	REV A
Architectural	SP101	REFERENCE SITE PLAN	1	7/17/2025	7/21/2025	REV A
Architectural	SP102	ENLARGED REFERENCE SITE PLAN	1	7/17/2025	7/21/2025	REV A
Structural	S101	PROJECT NO: 40403	1	7/17/2025	7/21/2025	REV A
Structural	S201	PARTIAL ROOF FRAMING PLAN	1	7/17/2025	7/21/2025	REV A
Structural	S202	PARTIAL ROOF FRAMING PLAN	1	7/17/2025	7/21/2025	REV A
Structural	S301	DETAILS	1	7/17/2025	7/21/2025	REV A
Mechanical	M001	MECHANICAL ABBREVIATIONS AND SYMBOLS	1	7/17/2025	7/21/2025	REV A
Mechanical	M101	MECHANICAL FLOOR PLAN	1	7/17/2025	7/21/2025	REV A
Mechanical	M102	MECHANICAL REFRIGERANT PIPING LAYOUT PLAN	1	7/17/2025	7/21/2025	REV A
Mechanical	M150	MECHANICAL ROOF PLAN	1	7/17/2025	7/21/2025	REV A
Mechanical	M501	MECHANICAL DETAILS	1	7/17/2025	7/21/2025	REV A
Mechanical	M502	MECHANICAL DETAILS	1	7/17/2025	7/21/2025	REV A
Mechanical	M590	MECHANICAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Mechanical	M591	MECHANICAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Mechanical	M592	MECHANICAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Mechanical	M601	MECHANICAL SCHEDULES	1	7/17/2025	7/21/2025	REV A
Mechanical	M701	CAPTIVEAIRE DRAWINGS	1	7/17/2025	7/21/2025	REV A
Mechanical	M702	CAPTIVEAIRE DRAWINGS	1	7/17/2025	7/21/2025	REV A
Mechanical	M703	CAPTIVEAIRE DRAWINGS	1	7/17/2025	7/21/2025	REV A
Mechanical	M704	CAPTIVEAIRE DRAWINGS	1	7/17/2025	7/21/2025	REV A
Mechanical	M705	CAPTIVEAIRE DRAWINGS	1	7/17/2025	7/21/2025	REV A
Mechanical	M706	CAPTIVEAIRE DRAWINGS	1	7/17/2025	7/21/2025	REV A
Mechanical	M707	CAPTIVEAIRE DRAWINGS	1	7/17/2025	7/21/2025	REV A
Mechanical	M708	CAPTIVEAIRE DRAWINGS	1	7/17/2025	7/21/2025	REV A
Mechanical	MD100	MECHANICAL DEMOLITION FLOOR AND ROOF PLANS	1	7/17/2025	7/21/2025	REV A
Mechanical	MD200	MECHANICAL DEMOLITION SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Plumbing	P001	PLUMBING ABBREVIATIONS & SYMBOL LEGEND	1	7/17/2025	7/21/2025	REV A
Plumbing	P1 20	PLUMBING WATER & GAS PLAN	0	7/17/2025	7/21/2025	REV A
Plumbing	P101	PLUMBING WASTE & VENT PLAN	1	7/17/2025	7/21/2025	REV A
Plumbing	P501	PLUMBING DETAILS	1	7/17/2025	7/21/2025	REV A



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Plumbing	P502	PLUMBING DETAILS	1	7/17/2025	7/21/2025	REV A
Plumbing	P590	PLUMBING SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Plumbing	P591	PLUMBING SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Plumbing	P592	PLUMBING SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Plumbing	P601	PLUMBING SCHEDULES	1	7/17/2025	7/21/2025	REV A
Plumbing	P901	PLUMBING RISER DIAGRAMS	1	7/17/2025	7/21/2025	REV A
Plumbing	P902	PLUMBING RISER DIAGRAMS	1	7/17/2025	7/21/2025	REV A
Plumbing	PD100	PLUMBING DEMOLITION FLOOR PLAN	1	7/17/2025	7/21/2025	REV A
Plumbing	PD200	PLUMBING DEMOLITION SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Electrical	E001	ELECTRICAL ABBREVIATIONS & SYMBOL LEGEND	1	7/17/2025	7/21/2025	REV A
Electrical	E101	ELECTRICAL POWER PLAN	1	7/17/2025	7/21/2025	REV A
Electrical	E102	LOW VOLTAGE SYSTEMS PLAN	1	7/17/2025	7/21/2025	REV A
Electrical	E120	ELECTRICAL LIGHTING PLAN	1	7/17/2025	7/21/2025	REV A
Electrical	E150	ELECTRICAL ROOF PLAN	1	7/17/2025	7/21/2025	REV A
Electrical	E501	ELECTRICAL DETAILS	1	7/17/2025	7/21/2025	REV A
Electrical	E590	ELECTRICAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Electrical	E591	ELECTRICAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A
Electrical	E601	ELECTRICAL SCHEDULES & ONE-LINE DIAGRAM	1	7/17/2025	7/21/2025	REV A
Electrical	E620	LIGHTING SCHEDULES	1	7/17/2025	7/21/2025	REV A
Electrical	E621	LUTRON VIVE ONE-LINE	1	7/17/2025	7/21/2025	REV A
Electrical	E622	LUTRON VIVE ONE-LINE	1	7/17/2025	7/21/2025	REV A
Electrical	ED100	ELECTRICAL DEMOLITION FLOOR PLAN	1	7/17/2025	7/21/2025	REV A
Electrical	ED200	ELECTRICAL SPECIFICATIONS	1	7/17/2025	7/21/2025	REV A



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Exhibit C
Scope of Work: TAB

This scope of work is not intended to incorporate all work, but is intended to help clarify the work. Subcontractor shall provide all **TAB** identified on the plans and specifications listed in Exhibit B. The subcontractor shall furnish all required permits a labor, material (not provided by the Contractor, as specified in the drawings) inspections and equipment necessary to complete the scope of work. The following is a list of clarifications:

Inclusions:

Scope of Work: Testing and Balancing	Included:
Full checklist per O&M manuals	Yes
FIV Nti Cx Eng - to perform final validation of equipment installations	Yes
Testing of HVAC/RTUS/DOAS/Unit Heaters/Patio Fans/GP Exhaust	Yes
KVS - Hood System Testing and Exhaust Systems IAQ Systems	Yes
Duct Performance Testing	Yes
SA/RA Balancing	Yes
Commissioning of HVAC RTUs	Yes
REME HALO - 4	Yes
Furnish and Install Air Purifier	Yes

Exclusions:

Subcontractor will keep the jobsite clean and will place all trash and debris from associated work in the construction dumpster. All work to be completed via OSHA safety requirements.

Subcontractor Initial _____



Exhibit "F"

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HOW TO FILL OUT YOUR CONTRACT WITHOUT CAUSING DELAYS IN YOUR PAYMENT

1. On the last page of the Subcontract agreement, please sign via DocuSign. Do not print and mail.
2. You must initial and date all exhibits that are attached to your contract.
3. All Contracts, Sub-Contractor Purchase Orders and Change Orders are generated from Procore and signed via DocuSign (these are considered originals).
4. Contracts contain thirty-four (34) paragraphs and Purchase Orders contain fourteen (14) paragraphs; please make sure you have received a complete contract.

INSURANCE REQUIREMENTS:

The following items 1-4 can be emailed to compliance@oliodevgrp.com

1
Certificate of Liability Insurance

2
Worker's Compensation Certificate

3
Certificate must reflect that additional insureds are listed as additional insured with primary/non-contributory coverage under required liability policies

4
Must have a W-9 submitted to Olio Development Group

REQUIREMENTS FOR PROCESSING PAYMENTS

1. Invoices can be sent as requests through your committed contract on Procore. See "Howto Invoice via Procore" on your contract for information. Invoices may also be submitted by sending an invoice to the OLIO Invoicing inbox at invoicing@oliodevgrp.com.
2. Change orders must be sent in as change order requests and assigned a change ordernumber or a purchase order number prior to submitting for payment. (This number must come from OLIO Development Group)
3. OLIO Development Group must have a signed contract/purchase order, your W-9, Liability Insurance (if applicable) and your Worker's Compensation certificate (if applicable) on file before any payments are released.
4. Once a check has been created and signed, a lien waiver will be sent out for signatures (if applicable). This will come from a third party site called "Built Technologies". You can sign the waiver electronically
5. Lien waivers may be signed and returned electronically to oliodevgrp@lwiomail.com.
6. Once a waiver is signed and returned, payment will be released.
7. Questions regarding these requirements please call our office at 888-543-5592 or email accounting at invoicing@oliodevgrp.com

VENDOR ACCOUNTS RECEIVABLES CONTACT INFORMATION

NAME

BRI BIGGS

PHONE

5138897219

EMAIL

BRIANNAB@NATIONALTAB.COM



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HOW TO INVOICE VIA COMMITTED CONTRACT THROUGH PROCORE

1. Your accounts receivables contact will receive an "invite to invoice" viae-mail with a link to the committed contract on Procore.
* Note: If you do not receive an "invite to invoice" email, please reach out to theOLIO accounting team at invoicing@oliodevgrp.com
2. Invoice requests may be any combination of line items; however, onlyapproved contract line items and approved change orders will show asable to be invoiced.
3. Attach your company invoice to the invoice request for record-keeping.Once entered, Procore will automatically create an AIA Invoice format tocoincide with your request
4. Invoice requests will be sent for review to the OLIO team. Once approved,status will update from "Under Review" to "Approved." This means that yourinvoice has been approved and has begun our payment process. Checkruns are every two weeks.
5. Invoices may always be sent to the Accounting inbox to be entered byan OLIO team member at invoicing@oliodevgrp.com

TROUBLESHOOTING AN INVOICE REQUEST

*Our Procore Customer Success Team is dedicated to helping you get through and understand the process of invoicing through Procore. This team can help 24/7 via phone at (833) 277-6267 or online at support.procore.com. Please refer to the article below for step-by-step instructions on the invoicing process:



Link to Invoice Tutorial: <https://bit.ly/2P7u9M6>

For inquiries on status of invoice approval/payment,
please e-mail our OLIO Accounting Team at invoicing@oliodevgrp.com
or call 888.543.5592

Form **W-9**
 (Rev. January 2011)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.