



Welcome to our team! We are looking forward to a mutually beneficial and successful project. Please utilize the following information to assist you for this project and future AMG & Associates projects:

**Project:** Chino Instructional Building

**Description:** The Project involves an approximate 35,000 GSF building (“Instructional Building 1”) to be used primarily for classroom instruction and faculty offices as well as restrooms, staff break room and a mother’s room. The building will have a footprint of approximately 23,540 square feet and includes two stories. The ground floor will have a library that includes student meeting rooms and a large study area, 3,000 square foot meeting room, and restroom facilities. The second floor will have additional classrooms, conference room, staff lounge/break room and faculty offices. Outdoor amenities include pedestrian walkways and bicycle racks as well as installation of a signage wall, landscape, two bio-retention basins, security lighting, and infrastructure improvements.

**Location:** 5897 College Park, Chino, CA 91710

**Job site Mailing Address:** AMG Construction Trailer  
5897 College Park  
Chino, CA 91710

<b>Job Site Staff:</b>	<b>Cell Phone</b>	<b>Office Phone</b>
<b>Principal in Charge,</b> Albert M. Giacomazzi <a href="mailto:albert@amgassociatesinc.com">albert@amgassociatesinc.com</a>	661-435-5161	661-251-7401
<b>VP of Construction,</b> Randy Hartman <a href="mailto:rhartman@amgassociatesinc.com">rhartman@amgassociatesinc.com</a>	909-376-7011	661-251-7401
<b>Safety Officer &amp; Project Manager,</b> Jonathan Oliveira <a href="mailto:joliveira@amgassociatesinc.com">joliveira@amgassociatesinc.com</a>	661-673-6697	661-251-7401
<b>Project Superintendent,</b> Grant Crandall <a href="mailto:gcrandall@amgassociatesinc.com">gcrandall@amgassociatesinc.com</a>	661-755-0081	661-251-7401
<b>Project Superintendent,</b> Justin Roub <a href="mailto:jroub@amgassociatesinc.com">jroub@amgassociatesinc.com</a>	661-607-1152	661-251-7401
<b>Project Engineer,</b> Salvador Palomera <a href="mailto:spalomera@amgassociatesinc.com">spalomera@amgassociatesinc.com</a>	661-714-0936	661-251-7401
<b>Project Engineer,</b> Bhavin Shah <a href="mailto:bshah@amgassociatesinc.com">bshah@amgassociatesinc.com</a>	909-636-3613	661-251-7401
<b>Project Administrator,</b> Chandra Sutton <a href="mailto:csutton@amgassociatesinc.com">csutton@amgassociatesinc.com</a>	661-414-6752	661-251-7401



Home Office Staff: (Phone: 661-251-7401 / Fax 661-251-7405)

**Accounts Payable**

e-mail: [ap@amgassociatesinc.com](mailto:ap@amgassociatesinc.com)

**Certified Payrolls:** Lori McConnell

ext. 111, e-mail: [lmcconnell@amgassociatesinc.com](mailto:lmcconnell@amgassociatesinc.com)

**Purchasing, Contracts:  
& Insurance** Lucy Melkonian

ext. 116, e-mail: [purchasing@amgassociatesinc.com](mailto:purchasing@amgassociatesinc.com)

**Estimating:** David Silva

ext. 107, e-mail: [estimating@amgassociatesinc.com](mailto:estimating@amgassociatesinc.com)

Below is a list of several key requirements that are very important to our mutual success:

1. Please immediately begin compiling your submittals as outlined in the contract documents. Some of our projects process submittals electronically. Please coordinate with our Project Manager for the preferred method on this project.
2. Coordinate the required samples with our Project Engineer.
3. Send all submittals electronically to Project Engineer.
4. Certificates of Insurance: The insurance requirements have been identified in the subcontract agreement. An important item is to list **AMG & Associates, Inc., Chaffey Community College District, and their officers, employees, agents and independent contractors** as additional insured with the proper endorsements.
5. Please sign your subcontract agreement via DocuSign within 5 working days of receipt.
6. Please submit your Schedule of Values to [AP@amgassociatesinc.com](mailto:AP@amgassociatesinc.com) broken down by building and sitework.
7. Subcontractor billings need to be submitted and reviewed with the **Project Manager and Superintendent** on or prior to the 20<sup>th</sup> of each month. Once your percentages have been approved by the owner, you will be notified with all required documents and releases that need to be submitted to our A/P Department.
8. The CPM schedule is or will be posted on our web site under the specific project tab. Each subcontractor is responsible for being familiar with their work activities, durations, and the overall project schedule. Please notify the Superintendent and Project Manager of any scheduling concerns that you may have regarding your scope of work.
9. For all public works projects, there are very important facts that your firm must comply with during the duration of this project:
  - a. **Prevailing wages:** For non-union/non-signatory subcontractors on non-federal projects, your firm is required to comply with the State of California prevailing wages as established by the Division of Industrial Relations. The web site link will provide you the wage rates affecting your scope of work. DLSR web site,



[www.dir.ca.gov/dlsr/statistics\\_research.html](http://www.dir.ca.gov/dlsr/statistics_research.html).

- b. **Certified Payrolls:** Each subcontractor is required to provide certified payrolls for each week of work performed on our projects. You will not be paid if the certified payrolls are not current and a wet signature copy is not in our office. All certified payrolls are to be sent to **Lori McConnell**, Certified Payroll Administrator. She will be closely monitoring your wage rates for compliance with (Department of Industrial Relations/Department of Labor Standard Enforcement (DIR/DLSE). It is your responsibility to pay the appropriate wage rates.
  
- c. **Apprentices:** Each subcontractor is required to request apprentices affecting their scope of work. The following links provide the required forms, DAS 140 and DAS 142 that must be completed and submitted to the Division of Apprentice Standards. We require each subcontractor to provide copies of the DAS 140/142 forms with proof of submittal it was sent to the apprenticeship program(s) to our office. The DAS 140 form must be submitted to the DAS before any work begins in the field. Failure to provide the required forms will delay payment to your firm.  
<http://www.dir.ca.gov/DAS/DASForm140.pdf>  
<http://www.dir.ca.gov/DAS/DASForm142.pdf>
  
- d. **Labor Compliance Packet:** required forms can be downloaded from our website  
<https://www.amgassociatesinc.com/projects/chino-instructional-building/>

Our primary goal on all of our projects is to make certain that every subcontractor is successful. Your compliance with all contractual requirements, state and federal regulations is paramount to that success. We are here to support you in that effort, please feel free to contact us for assistance at any time.

Sincerely,

Albert M. Giacomazzi  
President