

2003



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## METAL BUILDING CONTRACTORS & ERECTORS ASSOCIATION

*The guidelines by which Contractor members of the Metal Building Contractors & Erectors Association are to be voluntarily governed in relationship with their clients are:*

- 1. Consultation Services** - *A contractor's professional knowledge is a valuable result of their education, training and experience, and when called upon for service or construction advice, it is proper that they be paid for rendering these services.*
- 2. Negotiated Agreements** - *The Code recognizes the important role of contract negotiation in which a single contractor is selected on merit and past performance, followed by the development of construction details and costs. Negotiated agreements should be in writing for the protection of the contractor and the contractor's client.*
- 3. Bid Procedures** - *When the sealed bid process is utilized, the following should apply: Contractors should not seek to obtain price information concerning a competitor's bid or proposal before all bids are submitted. The figures in a bid or proposal shall not be changed after submission unless a corresponding change is made in the scope or character of the work. In submitting bids or proposals, the contractor shall carefully identify materials to be used and services to be rendered. The contractor shall take care to avoid ambiguous or misleading terminology.*
- 4. Truth in Advertising** - *Advertising, corporate and product literature, letters and sales presentations should be strictly truthful, avoiding claims which are misleading or inaccurate.*
- 5. Proposal Compliance** - *Proposals and product installation shall comply with all applicable building codes, ordinances, regulations, laws, project plans and specifications.*
- 6. Product Installation** - *Products shall be installed in accordance with the specific installation instructions provided by the product manufacturer.*
- 7. Responsible Conduct** - *Contractors shall avoid conduct or practices likely to discredit the metal building industry, and honor their obligations and commitments to clients, employees and suppliers.*
- 8. Safety Compliance** - *Contractors shall inform clients regarding safety features of products and safety precautions to be taken in operation and maintenance of their building and related products.*
- 9. Insurance** - *Contractors shall comply with all insurance requirements as regulated by the State in which the project is located.*
- 10. Responsible Employer**
  - a) Contractors shall provide employees opportunities for education through company subsidized learning programs.*
  - b) Contractors shall comply with applicable safety and OSHA regulations.*
  - c) Contractors have a moral obligation to provide a safe working environment to insure the health and safety of their employees.*

*Mary H. Farrar*

Mary H. Farrar - President

Agreeing Contractor