



Meeting Street Homes and Communities owes its inspiration to a gentler era of neighborhood living, characteristic of the Old South. The company builds architecturally correct houses, townhouses and live/work townhouses ranging in price from \$120,000 to \$550,000 in several traditional styles: Cottage, Brownstone, Greek Revival, Georgian, Colonial, and Williamsburg elevations with ultra-modern floorplans and features. No detail is spared, including extensive front lawn landscaping to beautify street presence.

Once inside our homes, the prospective homebuyer could be forgiven for believing that this is a development of custom homes. Understandably so, since although we are a production builder, we offer multiple plans and two to three elevations per plan for each community, all of which are designed for the advanced technology-age in which we live.

The typical Meeting Street Homes customer will be a busy professional who appreciates the finer things in life, desires efficiency and prefers not to do exterior maintenance on their homes. As such, we offer the level of options and finishing touches that appeal to such a homebuyer. Exterior options include choice of colors and materials, tiled patios, grilling porches, and heavily landscaped gardens. Some select neighborhoods may provide front lawn maintenance as a part of a Meeting Street Homeowners Association.

Inside, each home is designed as a refuge from the hectic pace of 21<sup>st</sup>-century life. Flooring options include tile bath floors, Berber carpet, various hardwood species and endless tile combinations. Countertops are offered in Corian, tile, granite, and marble. In addition, clients may have a choice of appliance packages, lighting fixtures, surrounds, cabinetry, hardware, crown molding, interior and exterior doors, additional fireplaces and wall paint. And recognizing the need for individual circumstances, we will provide the opportunity for a home office, a study or library in place of a living room and where applicable "in law/nanny suites."

When we develop a Meeting Street community, it's about more than building houses; it's about building neighborhoods. Simply put, it's where the best of yesterday meets the best of today.

Meeting Street Homes builds single-family, townhome and live/work townhome projects in Charlotte and Charleston. Currently we are building single-family homes in Antiquity Village of Cornelius and Legend Oaks of Summerville. Our urban townhomes are presently being constructed in Morrison Plantation and Eastfield Village in the Charlotte Metropolitan area, and our luxury townhomes are located in Mt. Pleasants' Tennyson of Park West and Indigo Row at Ballantyne Commons in Charlotte.

Our growth is just beginning with many new and exciting projects are slated for both Charleston and Charlotte as well. We have seen tremendous opportunities and have inspired us to capture some incredible land opportunities. In the near future, we have neighborhoods opening in Pineville, NC (located behind the Carolina Place Mall), Summers Walk in Charlotte, and our live/work product across from Ion in Charleston.



Dear Subcontractor/Supplier:

The attached information is to help us better understand you and to help you better understand Meeting Street Homes expectations of you. Please review all of the information below and fill in all pertinent information. Upon completion return the Contractor's Qualification Statement and W-9 to the main office.

Once the attached information has been reviewed and accepted by Meeting Street Homes you will be notified and put on the Vendor Bid List for current and future projects.

Thank you for your time and effort.

Sincerely;

Meeting Street Homes.

This Packet Includes:

- ☐ This Letter
- ☐ A Brief History of Meeting Street
- ☐ Partners for Success (*return Lead and Duration Time sheet*)
- ☐ Contractor's Qualification Statement (*return to MSH upon completion-include insurance certificate*)
- ☐ W-9 (*return to MSH upon completion*)



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When we develop a Meeting Street Home community, it's about more than building houses; it's about building neighborhoods. Simply put, it's where the best of yesterday meets the best of today.

Meeting Street Homes builds single-family, townhome and live/work townhome projects in Mecklenburg County. Currently we are building single-family homes in The Traditions at Ballantyne Country Club and Townhomes in Davidson Gateway/Deerpark and Rosedale.



### **Partners For Success**

In order to unify the Contracting procedures throughout Meeting Street Homes, representatives have met to assemble a basic Contracting Package. This package contains the minimum requirements and information for contracting new Subcontractor/Suppliers. By combining these elements together we hope to encourage its use by making the builder's, as well as that of all Subcontractor/Supplier's, jobs easier. The main goal of this packet is to clearly state what is expected of you as our Subcontractor/Supplier, as well as what you can expect from Meeting Street Homes. To help us achieve these basic goals we have incorporated elements of our, Customer Care, MSDS, HAZCOM, payment procedures, Worker's Compensation and General Liability Insurance requirements into this packet. This program is designed so that it will be used in two phases, the first of which is a pre-qualification interview. The second phase takes effect after the decision to contract has been made and negotiating agreements and contracts executed.

Here at Meeting Street Homes, our primary focus is to ensure the per scheduled completion of a quality home that is displayed not only in our construction process, but that is also carried through to our Custom Care. To help ensure that this vision is achieved, we will build relationships only with those Subcontractor/Suppliers who have the same integrity, pride and level of responsibility for their work as we do, so that together we can continue to strive towards building the "Perfect Home". We extend to you this challenge in hopes that you will accept it, and join in our commitments.

### **Contracting Policies**

All materials, supplies and services needed by Meeting Street Homes are purchased through the Meeting Street Homes Contracts Department. Meeting Street Homes has adopted these contracting procedures to create combined contracting power, develop product standardization, assist in the development of new products, improve warranty coverage, enhance product availability, and standardize Meeting Street Homes' buying policies. This policy is designed so that Meeting Street Homes Management can control the allocation of company resources to their most profitable and productive use.

### **Bids and Quotations**

Meeting Street Homes will obtain at least three (3) written bids from different Subcontractor/Suppliers in the same industry for the purchase of goods and services for any amount exceeding \$500.00.

Exceptions will occur when:

1. Due to a critical situation and there is not enough time to obtain 3 written bids.
2. The item falls into the specialty category where acquisition of quote/bids is not appropriate. An example would be a one-time buy item such as a refrigerator to be used in a company break room.
3. Only a sole source is available for the commodity.
4. The item is bought on an annual/semi-annual/quarterly basis through the execution of a Contract, Cooperative Contract or a National Account Contract.

### **Bid Conditions**

1. Substituting items called for in a contract is not permitted without prior written approval of Meeting Street Homes. No such approval will be granted unless substituted items are of equal or better quality or valued at the same or better price.
2. Canceling an order because of unsatisfactory performance or non-performance by a Subcontractor/Supplier may be done by MSH without the consent of said Subcontractor/Supplier.
3. A Subcontractor/Supplier may ask for a contract cancellation, or to cancel a portion of a contract because of circumstances beyond the Subcontractor/Supplier's control. Meeting Street Homes will consider such a request when presented with proper documentation in writing.
4. Meeting Street Homes will not pay a restocking charge or any other charge as a result of a canceled order or over supplied material unless previously agreed upon in writing on the purchase order.
5. A Subcontractor/Supplier can be required to pick up and/or repair any merchandise or work not conforming to MSH specifications and replace the merchandise immediately or remedy the sub-standard work.
6. If any merchandise delivered under a contract has been used or consumed by Meeting Street Homes, and upon testing is found not in compliance with specifications, Meeting Street Homes may refuse the shipment of the product or assess an appropriate penalty or backcharge for services necessary to bring the situation to the point of compliance.
7. All bidding Subcontractor/Suppliers are required to meet the requirements of the William Stieger Occupational Safety and Health Act (OSHA) and to provide Material Safety Data Sheets (MSDS) in compliance with the Hazardous Communications Act (HAZCOM).
8. When asking for price increases for items purchased on an annual/semi-annual/quarterly basis Vendor/Suppliers must give notice as per the terms in the contract. A price increase will not affect or be accepted for any jobs in progress. Requested price increases will become effective, if approved, on a specific job start date and must be accompanied by a new "Vendor Bid List" at least 60 days in advance.

### **Bid Evaluation**

Meeting Street Homes shall exercise its authority to accept or reject, in whole or in part, any bid submitted, and to waive minor technicalities when the interest of Meeting Street Homes will be served.

1. A bid price may not be altered or amended after bids are received except to correct errors in extension. A bid containing a self-evident error may be withdrawn prior to an award. No increase in price will be considered after a bid is awarded. A bidder may reduce the price provided it is the lowest or the accepted bid and is otherwise entitled to the award.
2. Bid prices are considered firm for acceptance for thirty (30) days from the bid opening date for open market purchase and sixty (60) days for term contracts, unless otherwise specified by the bidder, the invitation to bid or the contract.
3. Bid prices subject to unlimited escalation will not be considered.
4. If any bid is submitted in which there is a failure to comply with the specification requirements, all such bids shall be rejected.
5. All quotations are requested F.O.B. destination unless otherwise specified in the bid documents.
6. When requested in the invitation for bids, samples must be submitted or the bid will be rejected.
7. Where brand names are specified, bids on alternate brands may be considered provided they meet specification requirements and the substitution has already been discussed with a member of the Purchasing Team.
8. Cash discounts are acceptable but are not considered in determining the award unless all other factors are equal. All cash discounts offered will be taken if they are earned by Meeting Street Homes.
9. Any written bid received by Meeting Street Homes, which is not signed, is not a valid bid and is returned to the sender or disposed of.
10. **Any bid received, at the place designated in the invitation for bids after the time and date established by the invitation is a late bid and will be returned and not considered.**
11. If it is determined that an error was made in preparing a bid invitation, or certain requirements change before the opening of a bid, an Addendum either correcting or changing the specifications will be mailed, faxed or called in (whichever is applicable) to all bidders originally on the bid invitation list. It is not necessary that the Addendum be returned with the bid. Bids will not be rejected for failure to return the Addendum provided the correction is noted on the bid or the bid offered would not be changed by the Addendum.

### **Bid Award**

All awards for the purchase of supplies, materials, services and equipment shall be made to the bidder submitting the best service, quality and price combination for the quantity specified and upon meeting all other Meeting Street Homes' specifications.

Awards do not become an official act until they have been approved and a Purchase Order, Contract, and Vendor Bid List have been submitted and approved.

Those bidders not awarded the work will be notified and told why they did not win the award based on service, quality and price reasons. However, the bidder will not be told the exact difference in the bid amounts. The bidder may be given approximations such as; “Your bid was a lot higher,” or... “The highest bid received”, or “we have a competitive price, quality and service bid from our existing supplier”. Exact bid information is considered confidential and will not be given out by Meeting Street Homes, nor should it be discussed among Subcontractor/Suppliers.

If bidder withdraws from contract based on a misquote... Meeting Street Homes will remove the Subcontractor/Supplier from the Bid List permanently. Furthermore if the bidder is working on other projects for Meeting Street Homes we may hold money’s from other work as liquidated damages to the extent of the replacement contract with another approved vendor.

### **Approved Bidder List**

Subcontractor/Suppliers will be listed on the Approved Bidder List if they meet the requirements of good business reputation, sound financial standing, and provide products and services that meet Meeting Street Homes’ standards and specifications.

New Subcontractor/Supplier Prospects will submit the Contractor’s Qualification Statement, W-9, Insurance Certificate (naming Meeting Street Homes as Additional Insured), and the applicable Vendor Bid Request. Any Subcontractor/Supplier found unsatisfactory in any characteristic of quality, service or price may be suspended from the Approved Bidder List.

Once a Subcontractor/Supplier has been removed, the supplier may not be reinstated to the Approved Bidder List except after a formal request has been presented to Meeting Street Homes, along with proof that the reasons for suspension have been corrected. Reinstatement is ultimately based solely on the discretion of the Contracts Department and Production Team.

### **Insurance Requirements**

Prior to the Subcontractor/Supplier starting any work they are required to provide Meeting Street Homes with proof of General Liability, Worker’s Compensation, and Automobile Insurance protecting against, but not limited to, fire, vandalism, liability, casualty and any other coverage as normally associated with such policies. This proof should be presented in the form of a Certificate of Insurance that indicates the Subcontractor/Supplier’s name, policy number, limits, expiration date and the name and phone number of the carrier. Upon the expiration of any insurance policies, the Subcontractor/Supplier shall immediately supply Meeting Street Homes with a new Certificate of Insurance that clearly states the continuation of all policies with the same limits of protection and scope of coverage that was provided by the previous policy. The Subcontractor/Supplier agrees to maintain liability insurance coverage for completed operations for a period of two years after the project is completed.

### **Commercial General Liability – Occurrence Form**

Including:

- Premises Liability
- Products/Completed Operations
- Independent Contractors
- Contractual Liability

- Property Damage from explosion, collapse and underground hazards  
(*Combined Single Limits are Acceptable*):

**Required Limits for Bodily Injury and Property Damage Liability, (*Combined Single Limits are Acceptable*):**

- \$1,000,000 Each Occurrence
- \$1,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate

**Required Endorsements:**

- ISO Form CG2010, Additional Insured-Owners, Lessees or Contractors (Form B), 11/85 Edition Date (or newer if approved) including completed operations coverage (or its equivalent) and naming Meeting Street Homes as the Additional Insured.
- 30-Day Written Notice of Cancellation Endorsement (10 days for non-payment of premium)
- Primary Insurance Clause in favor of the Additional Insured.

**Workers' Compensation and Employers' Liability**

**Including:** Statutory Workers' Compensation Benefit for the state in which work is being performed.

**Required Limits for Employer's Liability:**

- \$100,000 Bodily Injury by Disease, Each Accident
- \$500,000 Bodily Injury by Disease Aggregate
- \$100,000 Bodily Injury by Disease, Each Employee

List Meeting Street Homes as the Certificate Holder:

Meeting Street Homes Inc.  
1910 South Blvd. Suite 200  
Charlotte, NC 28223

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# *Contractor's Qualification Statement*

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*The Undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading.*

COMPANY NAME \_\_\_\_\_

Corporation

SUBMITTED BY \_\_\_\_\_

Partnership

OFFICE ADDRESS \_\_\_\_\_

Individual

Street Address \_\_\_\_\_

Joint Venture

Mailing Address \_\_\_\_\_

Other

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

(Check One)

Office Phone \_\_\_\_\_

Office Fax \_\_\_\_\_

PRINCIPLES OR OFFICERS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUSINESS LICENSE  
NUMBER \_\_\_\_\_

TYPE \_\_\_\_\_

WORKMEN'S COMPENSATION COMPANY AND AGENT

Insurance Company \_\_\_\_\_

Phone Number \_\_\_\_\_

Agent \_\_\_\_\_

LIABILITY INSURANCE COMPANY AND AGENT

Insurance Company \_\_\_\_\_

Phone Number \_\_\_\_\_

Agent \_\_\_\_\_

*Certificate of Insurance should be sent to Meeting Street Main office. Do not forget additional insured endorsement.*

**OFFICE USE ONLY**

Vendor # Assigned \_\_\_\_\_

Vendor Sort name \_\_\_\_\_

Vendor Type \_\_\_\_\_

(circle one)    **G   M   S**

Terms of Payment \_\_\_\_\_

**1. ORGANIZATION**

- a. How many years has your organization been in business as a Contractor/Supplier? \_\_\_\_\_
  - b. How many years has your organization been in business under its present business name? \_\_\_\_\_
  - c. Under what other or former names has/does your organizations operate?
- 

**2. LICENSING**

- a. List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.
- 
- 

- b. List jurisdictions in which your organization's partnership or trade name is filed.
- 
- 

**3. EXPERIENCE**

- a. List the categories of work that your organization normally performs with its own forces.
- b. Claims and suits (if the answer to any of the questions below is yes, please attach details)

|  |              |    |
|--|--------------|----|
|  | YES          | NO |
|  | _____        |    |
|  | (Circle One) |    |
- i. Has your organization ever failed to complete any work awarded to it.
- ii. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

|  |              |    |
|--|--------------|----|
|  | YES          | NO |
|  | _____        |    |
|  | (Circle One) |    |
- iii. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?

|  |              |    |
|--|--------------|----|
|  | YES          | NO |
|  | _____        |    |
|  | (Circle One) |    |
- iv. Within the last five years has any officer or principal of your organization ever been an officer or principal or another organization when it failed complete a construction contract? (If yes, please attach details)

|  |              |    |
|--|--------------|----|
|  | YES          | NO |
|  | _____        |    |
|  | (Circle One) |    |

**4. REFERENCES**

a. Trade References

|                  |                       |                  |
|------------------|-----------------------|------------------|
| _____<br>Company | _____<br>Phone Number | _____<br>Contact |
| _____<br>Company | _____<br>Phone Number | _____<br>Contact |
| _____<br>Company | _____<br>Phone Number | _____<br>Contact |

b. Supplier References

|                  |                       |                  |
|------------------|-----------------------|------------------|
| _____<br>Company | _____<br>Phone Number | _____<br>Contact |
| _____<br>Company | _____<br>Phone Number | _____<br>Contact |
| _____<br>Company | _____<br>Phone Number | _____<br>Contact |

c. Bank References

|                  |                       |                  |
|------------------|-----------------------|------------------|
| _____<br>Company | _____<br>Phone Number | _____<br>Contact |
| _____<br>Company | _____<br>Phone Number | _____<br>Contact |
| _____<br>Company | _____<br>Phone Number | _____<br>Contact |

**5. SIGNATURE**

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

