

WE Maintenance and Construction LLC (WEMC)

Vendor Coverage Area Declaration

Complete this form before receiving work assignments. WEMC will assign work based on the counties/parishes you select and your demonstrated performance.

Vendor/Company Name: _____

Primary Contact: _____

Phone: _____

Email: _____

Maximum Travel Radius (Miles): _____

Number of Crews Available: _____

Average Response Time: _____

Emergency After-Hours Availability (Y/N):

Louisiana Coverage

☐ Ascension

☐ East Baton Rouge

☐ Jefferson

☐ Lafourche

☐ Livingston

☐ Orleans

☐ Plaquemines

☐ St. Bernard

☐ St. Charles

☐ St. John the Baptist

☐ St. Tammany

☐ Tangipahoa

☐ Terrebonne

☐ Washington

☐ Other: _____

Mississippi Coverage

☐ Hancock

☐ Harrison

☐ Jackson

☐ Pearl River

☐ Stone

☐ George

☐ Forrest

☐ Lamar

☐ Other: _____

Additional States/Counties

WEMC Vendor Crew Responsibility & Accountability Agreement

Every approved vendor is an independent contractor and is solely responsible for the management, supervision, conduct, and performance of all employees, subcontractors, helpers, and crew members used to complete WEMC work orders.

Vendor Responsibilities

- You are responsible for recruiting, training, supervising, paying, and replacing your own crew members.
- You are responsible for payroll, taxes, insurance, workers' compensation (where required), and compliance with all applicable laws.
- Every crew member must follow WEMC safety standards, client requirements, and property preservation procedures.
- You are responsible for ensuring every crew has the proper tools, vehicles, trailers, PPE, fuel, materials, and equipment necessary to complete assigned work.
- You are responsible for any damage, injury, code violation, client complaint, debit memo, chargeback, rejection, or rework caused by your crew.
- Crew members may not represent themselves as WEMC employees unless authorized in writing.
- You may not assign or subcontract a WEMC work order to another company without prior written approval.
- If a crew member fails to perform, abandons a job, falsifies photos, or violates client requirements, the vendor remains fully responsible.
- Failure to properly manage your crews may result in payment withholding, chargebacks, suspension, or removal from the WEMC vendor network.

Acknowledgement

By signing below, I acknowledge that I am fully responsible for all individuals performing work under my company for WEMC and accept financial and operational responsibility for their actions and workmanship.

Vendor Name: _____

Company: _____

Signature: _____

Date: _____