

Distribution	SUBJECT	Date
	SUBCONTRACTOR NON-PERFORMANCE	09-01-2014

In the event of Subcontractor non-performance, the following steps are to be taken:

1. The Project Manager should issue a speed memo for any and all non-performance, such as failure to adequately staff the job, unsatisfactory or incomplete work, unsatisfactory progress, etc.
2. The Project Manager shall fax a copy of the speed memo to the Construction Manager.
3. If this does not correct the situation, then the Project Manager should meet with the Subcontractor and inform the Subcontractor of areas of non-performance. The Project Manager should make a written record of this meeting in the form of a speed letter to the Subcontractor.
4. If non-performance still continues, then the Project Manager shall contact the C.M. who will either:
 - a) Contact the Subcontractor and attempt to achieve performance
 - or
 - b) Send a registered letter terminating the Subcontractor
 - and
 - c) Hire another contractor to complete a portion or all of the work.