



## Pre-Con Check List – FOB PLANT

**Objective:** Clearly define roles of PaveDrain, LLC, Sales/Distributor & Contractor

- **PaveDrain, LLC** = Production & Technical Services
- **Sales/Distributor** = Promotion & Site Assistance
- **Contractor/Customer** = Dispatcher & Installer

Step #1: Sales/Distributor ***HAND-DELIVERS*** PaveDrain submittal package within 1 week of receipt of submittal for NEW CONTRACTOR/CUSTOMERS

Step #2: Outline production and fabrication guidelines.  
**“From the time PaveDrain, LLC receives a copy of the signed PaveDrain Submittals; it will take 6 weeks before material can be picked up.”**

Step #3: Identify Primary Job Site Contact & Secondary Contact

- ☐ Mobile Phone number(s), E-Mail address(s) & Office Phone number(s).
- ☐ Primary Job Site Contact should coordinate deliveries with Sales/Distributor.

Step #4: Discuss Pick Up and Delivery Sequence.

- ☐ Hours of loading at manufacturing facility
- ☐ Hours of off-loading at job site
- ☐ Loading sequence by mat sizes. *Is this an issue?*
- ☐ Discuss number of trucks required per day at job site.
- ☐ *If mats are all the same size this is non-issue*

Step #5: Outline Spreader Bar Program.

- ☐ Rental Program: \$500 for 1-30 days; an additional \$500 for every consecutive 30 days after the first 30 days. To be billed at the end of every month. A deposit of \$7,500 will be required up front to cover all cost involved in the materials and manufacturing of the bar.

- ☐ Missing shackles, hooks, 2-leg bridles and any other component for a complete spreader bar will be billed to the contractor/customer at market price + 20%. \*This amount can be taken out of the deposit or can be paid for by contractor/customer on a separate invoice. The deposit will not be returned to the contractor/customer until all open invoices are paid.
- ☐ A Spreader bar can be purchased from PaveDrain, LLC at the current market price. This can only be done if PaveDrain, LLC has a spreader bar available at the time of project. If a spreader bar is not available the contractor/customer can rent a bar or build their own.
- ☐ PaveDrain, LLC supplies spreader bar detail drawings to the contractor/customer at a fee of \$1000.00. The contractor/customer will have the ability to build their own bar using the details provided.  
 \*\*The drawing provided by PaveDrain, LLC is only construction drawing. The details are not certified by or stamped by an engineer. The customer is responsible for certifying the spreader bar they have fabricated after receiving the details from PaveDrain, LLC. Signing this document relieves PaveDrain, LLC of any and all responsibility of the spreader bar manufactured/fabricated by the contractor/customer.

Step #6: Discuss Equipment needs based on mat sizes

- ☐ Pry bars (multiple) to facilitate in “zippering” the mats.
- ☐ Small Double roller sometimes called a “peanut roller”. Using this roller will leave “seams” that can be fixed by using the plate compactor.
- ☐ ***Plate compactor is a must for touch-ups before and during installation of PaveDrain Mats.***
- ☐ An excavator or crane must be used to install mats with a spreader bar. The size of the excavator and/or crane should be determined by the contractor/customer based off the size/weight of the largest mat to be installed **PLUS** the weight of the entire spreader bar and the weight of the bucket on the excavator and/or the “head-ache” ball of the crane.

Step #7: Contractor/Customer can expect a 3-way call between PaveDrain, LLC, the block plant and contractor/customer prior to start of PaveDrain mat/block pick up. If contractor/customer would like a PaveDrain representative on site at the start of the project there will be a “Supervision Fee” of \$500 per day.