

CONTRACT AGREEMENTS AND AMENDMENTS

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-LEG-PRO-001	00 (Initial Issue)	2026-10-24	President	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. **[FL LICENSE NO.]**.

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To define the standardized process for the creation, review, approval, execution, and amendment of all contractual agreements entered into by STRAVIK Construction Group (STRAVIK). This ensures all agreements are legally sound, transparent, and aligned with corporate, financial, and regulatory requirements.

2. SCOPE

Applies to all:

- Prime contracts with clients and developers.
- Subcontracts, purchase orders, and consultant agreements.
- Change orders, variations, and written amendments.
- Confidentiality, non-disclosure, and joint-venture agreements.

Covers every stage of the contract life cycle — from bid award to final close-out.

3. REFERENCES

- STRAVIK Corporate Governance Charter (STV-GOV-POL-003)
- STRAVIK Quality Manual (STV-QMS-MAN-001)
- ISO 9001:2015 — Clause 8.2 Customer Requirements
- FIDIC Red Book / AIA A201 Standards
- Florida Statutes Ch. 489 — Construction Contracting Regulations

4. RESPONSIBILITIES

Role Responsibility

Final authority for contract execution and amendments President over \$500,000.

Contracts Manager / Legal Drafts, reviews, and negotiates terms and conditions. Counsel

Project Manager Verifies scope alignment, schedule, and budget impacts.

Ensures supplier and subcontractor contracts reflect Procurement Manager approved templates.

Finance Manager Reviews bonding, insurance, and payment terms.

Maintains master register and revision history in QMS Document Controller SharePoint.

5. CONTRACT AGREEMENT PROCEDURE

5.1 Preparation & Drafting

- Utilize approved STRAVIK contract templates.
- Include scope, deliverables, pricing, and schedule.
- Attach exhibits (SOW, drawings, payment terms, safety requirements).

5.2 Legal Review

- All agreements > \$50,000 require review by Legal Counsel before signature.
- Verify license, insurance, and bond compliance prior to execution.

5.3 Approval Matrix

Contract Value (USD) Minimum Approvers

≤ 50,000 Project Manager + Procurement Manager

50,001 – 500,000 President + Legal Counsel

> 500,000 President + Legal Counsel + Finance Manager

5.4 Execution

- All contracts must bear the official corporate signature block and be dated.
- Digital signatures via DocuSign are acceptable if retained in PDF form.

5.5 Distribution

- Final copies sent to Legal, Finance, Project Team, and Document Control.
- Controlled version stored in QMS under /Contracts/Active & Closed.

6. AMENDMENTS AND CHANGE ORDERS

- All changes to scope, time, or price require a written amendment or approved change order.
- Verbal agreements are strictly prohibited.
- Amendments must reference the original contract number and include the following fields:

Field Description

Amendment No. Sequential identifier (e.g., A-01, A-02).

Effective Date Date of change approval.

Reason / Scope Change Narrative of adjustment or variation.

Revised Contract Sum Updated total after change.

Field Description

Signatures Authorized signatories for both parties.

All amendments shall be logged in the Contract Register (STV-CL-F01).

7. RECORD RETENTION & CONTROL

- Contract records shall be retained for 10 years post-project completion.
- Originals stored in fire-proof archives; digital copies in QMS SharePoint.
- Access restricted to Legal and Executive Management only.

8. COMPLIANCE & ETHICS

All contractual dealings shall comply with STRAVIK's Code of Ethics and AntiCorruption Policy. Employees shall avoid conflicts of interest and report suspected collusion or bribery to the President immediately.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.