

Prequalification Manual for Subcontractors



SUNDT

The purpose of this document is to detail the steps to submit a prequalification through the BuildingConnected platform. This includes the various requirements for the documents and inputs necessary to ensure the successful completion of an application.

Table of Contents:

1. General – pg. 1
2. Contacts – pg. 3
3. Projects – pg. 4
4. Legal – pg. 4
5. Project Information – pg. 4
6. Safety – pg. 4
7. Insurance – pg. 5
8. Financial – pg. 6
9. After Submitting – pg. 8

General

What is your company name?

Provide the full legal name of your company. This should match the name on your W9. If you are doing business under a different name than that listed on your W9, enter as “Legal Name d/b/a Sample Name”. If your legal name does not match the name on your license, please include this as your DBA name on the General tab.

Select your currency.

Enter the currency your company operates in.

Is your company a subsidiary or child to a parent company?

If your company has a parent company, enter the parent company name here. This should be filled out if financial statements in the parent company are being provided in the financial section.

In what year and state/province was your company founded?

Enter the year and state/province your company was founded.

Provide us your company's business tax ID.

Your EIN must match the EIN on your company W9.

What is your company's address?

Please provide your main office address and any satellite addresses you may have.

What is your company's website?

Please provide a link to your company's website.

What type of work do you normally perform?

Please list all trades completed by your company. A list of Construction Specifications Institute (CSI) codes can be found on our website under the Trade Partners section ([Sundt CSI Codes](#)). Reference the CSI codes sheet to determine the division you work under. Then choose the specifications, if applicable. For example:

Choose a division*

33 00 00 Utilities

Choose a specification (optional)

33 06 00 Schedules for Utilities

Choose an additional specification (optional)

33 06 50 Schedules for Fuel Distribution Utilities

Click to add: 33 06 50 Schedules for Fuel Distribution Utilities

Provide a brief (20 words or less) description of what your company self performs and DOES NOT sub-tier out.

Please provide a description of what your company self performs. This will not include any work that is sub-tiered out to subcontractors.

Provide a brief (20 words or less) description of what your company sub-tiers out.

Please provide a description of any work that is sub-tiered out to subcontractors.

What markets does your company normally serve?

It is important to list all the markets you operate in so we can find you when our projects are looking for subcontractors.

What regions does your company normally serve?

It is important to list all the regions you operate in so we can find you when our projects are looking for subcontractors.

How many employees does your company have?

List both office employees and field employees.

Does your company have any enterprise business certifications?

Enterprise business certifications are documents that are available for a variety of small businesses. They are not mandatory. Examples include the Women-Owned Small Business, Women's Business Enterprise, Minority-Owned Enterprise, and the Service-Disabled Veteran-Owned Small Business Program certifications. These documents sometimes expire so make sure the certification you are uploading is current.

Does your company have any union affiliations?

If applicable, please list any union affiliations.

Does your company have any professional licenses?

Please list any professional licenses held by your company. This will include a contractor's license. Upload a copy of your current license for each license held.

For California subcontractors only, please enter your CA Department of Industrial Relations certificate number.

If you are located in California, please provide your CADIR certificate number.

Does your company operate under any DBAs? If so, provide all DBAs.

Please provide any DBAs your company operates under. If you have licenses in separate states that operate under a DBA different from your company name, please list all applicable names here.

Contacts

Regardless of the contacts you input here, the primary contact will receive all requests that we will send out. You can change the primary contact if you would like. We are usually unable to change this on our end and any changes will need to be completed through your profile or through the help desk if you are unable to access your profile. See additional information below.

Projects

What is your current estimated backlog? Please provide your backlog *only* for projects currently in progress. Do not include completed projects.

Please provide your current estimated backlog. Please update this at each renewal. You will only include your projects that are currently in progress.

Please provide references of recently completed projects.

This application requires at least 3 completed project references. Please provide references for projects of a similar size to the project you are bidding on, if applicable. Make sure to include references for projects completed within the last 5 years.

Provide any additional project reference documents.

This item is not required. If you have any additional information related to projects you have completed, please upload here.

What is the largest project size (in dollars) your Company has performed in the past 5 years?

Make sure to list your largest project completed in the last five years as this will affect your prequalification amount.

Legal

Please upload or describe any applicable information in this section. It is important that this section is completed in its entirety.

Project Information

Please enter any project information you are looking to bid on. If you have a contact you are working with, please enter the referral contact. If you do not have a specific project or contact, it is ok to answer no to this section.

Safety

Provide your company's most recent EMR scores.

We require a current letter from your insurance company showing your Experience Modification rating. This should be a number between 0.00 – 5.00. EMR letters expire, so ensure that your letter is up to date. We cannot accept an out-of-date letter.

The company name on the letter should be the same name as the company you are trying to prequalify. Company Name Inc ≠ Company Name LLC

You may be ineligible for an EMR rating depending on the age and size of your company. In this case, we still require a current letter from your insurance company showing that you do not qualify. Please input 1.00 as your EMR rating for the years in which you do not qualify.

Provide your company's OSHA 300 results and OSHA 300A logs.

Please provide your results & logs for the last 3 years. These can be redacted versions that do not list the employee information.

Provide us a copy of your company's current safety manual.

Please provide your most current safety manual. This does not need to be updated each year if there have been no changes in the document since the last renewal.

Insurance

Does your company bond? Please enter "Yes" or "No" in the text field below. If you answer yes, all questions related to your surety/bonding program are required.

Please enter yes if you have the capacity to bond or have bonded projects in the past. If you do not bond, you will be prequalified at our minimum of \$250k. We require a current bonding letter to increase this limit.

What are the details of your surety/bonding program?

Please input your current bonding information exactly as it appears in the document from your broker/surety company. You should have a bonding letter (sometimes known as a "Good Guy letter" or "Sunshine letter") from your surety company that details your bonding capacity and rate.

Please upload this letter and double check that the letter is dated within the last year. If you already have a letter addressed to a different contractor or for a specific project, we will accept either with a current date. We cannot accept out-of-date bonding letters.

What is your current bonding rate?

Please input your current bonding rate. This will sometimes be detailed on your bonding letter from your surety. If it is not, please reach out to your surety or broker to confirm the rate.

What are the details of your current insurance policies?

Please input your current insurance coverage details exactly as they appear on your insurance documents. We require General, Auto, and Worker's Comp coverage in our subcontractors. Please upload a copy of your COI to the insurance line applicable. If you have one COI that details all of your limits, only one document needs to be uploaded.

We are requesting a COI or certificate of insurance from your insurance company to show proof of your current coverage. Much like an EMR rating, these documents expire, so double check that the document you are uploading is current. Below is an example of what a COI looks like.

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
5/08/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services NW CL 601 Union Street, Suite 1000 Seattle, WA 98101	CONTACT NAME: [REDACTED] FAX: [REDACTED] PHONE: [REDACTED] E-MAIL: [REDACTED] ADDRESS: [REDACTED]
--	---

INSURED [REDACTED]	INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Insurance Co. of Hartford INSURER B: Continental Insurance Company INSURER C: Texas Mutual Insurance Company INSURER D: Valley Forge Insurance Company INSURER E: INSURER F:
------------------------------	--

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	INSURER	POLICY NUMBER	POLICY PERIOD (MM/DD/YYYY)	REVISION PERIOD (MM/DD/YYYY)	LIMITS
A <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE: <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	[REDACTED]	[REDACTED]	05/09/2019	08/08/2020	EACH OCCURRENCE: \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence): \$100,000 MED EXP (Any one person): \$15,000 PERSONAL & ADV INJURY: \$1,000,000 GENERAL AGGREGATE: \$2,000,000 PRODUCTS - COMPO AGG: \$2,000,000
D <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> AUTOS ONLY	[REDACTED]	[REDACTED]	05/09/2019	08/08/2020	COMBINED SINGLE LIMIT (Per accident): \$1,000,000 BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per accident): \$
B <input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB <input checked="" type="checkbox"/> OCCUR CLAIMS MADE RETENTION: \$	[REDACTED]	[REDACTED]	05/09/2019	08/08/2020	EACH OCCURRENCE: \$10,000,000 AGGREGATE: \$10,000,000
C WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPOSED SUBROGATION EXCLUDED? <input checked="" type="checkbox"/> Y / <input checked="" type="checkbox"/> N (Mandatory in WA) First, describe under DESCRIPTION OF OPERATIONS below	[REDACTED]	[REDACTED]	08/08/2019	08/08/2020	<input checked="" type="checkbox"/> PER ACCIDENT <input type="checkbox"/> PER EMPLOYEE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT: \$1,000,000 E.L. DISEASE - EA EMPLOYEE: \$1,000,000 E.L. DISEASE - POLICY LIMIT: \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVIDENCE OF INSURANCE

CERTIFICATE HOLDER [REDACTED]	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Gary D. Patterson
---	---

ACORD 25 (2016/03) **1 of 1** The ACORD name and logo are registered marks of ACORD © 1988-2015 ACORD CORPORATION. All rights reserved.

Financial

Provide your current IRS form W-9.

We require a W9 signed during the current year for our accounting system. Ensure that the name matches the name of the company you are trying to prequalify.

What are the details of your banking information?

If applicable, please provide your current line of credit total limit and amount available. A bank letter may be requested to confirm your line of credit information.

What is your company's historical volume/revenue by year?

Annual revenues can be a rounded estimated value. This is required for all prequalification applications.

Will you be providing financial statements to be evaluated for a prequal amount in excess of \$250K? Please enter "Yes" or "No" in the text box below accordingly. If you answer yes, please upload both your most recent CPA-prepared statements (compiled, reviewed or audited) AND your most recent internally prepared balance sheet and P&L statements in the following questions. If you do not wish to upload directly to the site, you may email to the confidential email address prequal@subqual-llc.com.

To prequalify for more than \$250k, we require a current set of external financial statements (audited, reviewed, or compiled). If this is not completed for your company, we will accept your most recent income tax return. If the external financial statements are dated more than 6 months ago, we will also require a current internal balance sheet and income statement dated within the last 6 months. If you are unable to supply us with either of these requests, please select no.

If your financial statements are not finalized yet, either submit the most recent documents you can provide or hold off on submitting and upload updated documents when available. Please note this in the text box.

If you require an NDA to release financial information, we have a standard NDA that we can send over in these situations. Please give us the name and contact information for your desired counter signatory.

We also allow for virtual meetings for financial review. Please provide us with the name and contact information of whom we should reach out to.

If you submit the financials of your parent company, we still would like to see subsidiary internal and external financials. In case that you do not have financials at the subsidiary level, we can accept parent financials with a guaranty from them.

Disregard the following two sections if you are NOT submitting financial statements.

Upload your most recent compiled, reviewed or audited financial statements, including the accompanying notes to the financial statements.

We are requesting your most recently completed financial statements from your CPA (audited, reviewed, or compiled). If you do not have an external source of financial statements, we can accept your most recent federal income tax return in its place.

Please ensure that you are submitting your full financial statements, including the letter from your accountant at the beginning and the footnotes at the end. We utilize important information in both sections to complete your prequalification application.

Upload your most current internally prepared balance sheet and P&L statement.

We are requesting your most recently produced internal financial statements dated within the last six months. We cannot accept internal financials older than six months. Please ensure that the balance sheet and income statement uploaded are produced on the same date (i.e. July 31st balance sheet and January - July income statement).

After Submitting

Requests for Correction

We will send you a request for correction if we are missing or cannot accept documents needed to complete your prequalification. You will get an email with a link to the requests from BuildingConnected / TradeTapp. Resubmit with corrections and we will be able to complete your prequalification.

Failure to submit the required documentation may affect your prequalification value and can result in denying your request for prequalification.

Qualification and Renewal

Your prequalification is not indefinite. Before your prequalification expires, we will send you a request for renewal. You will have to submit updated documents to be renewed. Do not make the mistake of resubmitting without updating important documents with a time limitation such as EMR, COI, and financials.

This process is especially important if you are currently contracted on a Sundt project.

Changing the Primary Contact

We cannot change the primary contact from our side of the system once an application has been started. This will need to be done through your portal in Building Connected. If you do not have access to the primary contact's profile, please reach out to the help desk at support@buildingconnected.com.