



Subcontractor Prequalification Instructions: Existing Subcontractors

1. General Instructions

The purpose of this document is to give general instructions on how to renew the subcontractor prequalification compliance for Existing Subcontractors whose compliance has expired.

To minimize technical difficulties with your renewal application and attachments, please use the following Internet browsers: Internet Explorer version 11.

If you have any questions about how to fill out the application, please refer to Subcontractor Prequalification Instructions: New Applicant.

2. Subcontractor Prequalification Process Overview

Existing Subcontractors, whose compliance has expired, should receive an expiration notice from Pepper (email), requesting to renew the compliance. The automatic expiration notification gets sent 30 days prior to the compliance expiration date. Upon receiving this email, Subcontractor should return to Self-Service Portal by following the link containing in the body of the email, enter credentials and follow the instructions. Subcontractor's basic information submitted before will be there. Also, Subcontractor will be prompted to submit additional documentation in order to renew the compliance.

Should you have any questions, please email Prequal@PepperConstruction.com

Below is a sample of a renewal notice:

From: Prequal@Pepperconstruction.com

Subject: *Pepper Construction Prequalification Renewal Notice*

Dear Subcontractor / Vendor,

We value the relationship that has developed with you and we look forward to continuing to work together on future opportunities. These future opportunities are subject to more stringent control measures though, as our surety company is requiring that we implement stronger prequalification procedures with the firms that we do work with.

Reminder... Pepper Construction maintains a formal prequalification process for all subcontractors / vendors. Please be advised that your current pre-qualification rating will expire within the next 30 days and must be renewed in order to allow your firm to be considered for future opportunities.

In order to make certain that we are able to continue to write subcontracts to you with no issues, please provide the following items below. We require these documents to be updated on an annual basis.

- Sample Insurance Certificate with all applicable endorsements
- OSHA Form 300A for the past 3 years
- Bonding letter from your surety company stating your company's single project and aggregate bonding capacity
- 3rd party prepared financial statement from your last 2 fiscal year end

These forms can all be attached to the document when you submit it.

Use the following link to enter your data: <LINK> and the following password 'password'

Should you have any questions or require assistance, please contact The Prequalification Department at Prequal@pepperconstruction.com.

Sincerely,

Prequalification Department