



Subcontractor Prequalification Instructions: New Applicant

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1. General Instructions

The purpose of this document is to give general instructions on how to apply for prequalification for new subcontractors (New Applicants) at Pepper Construction.

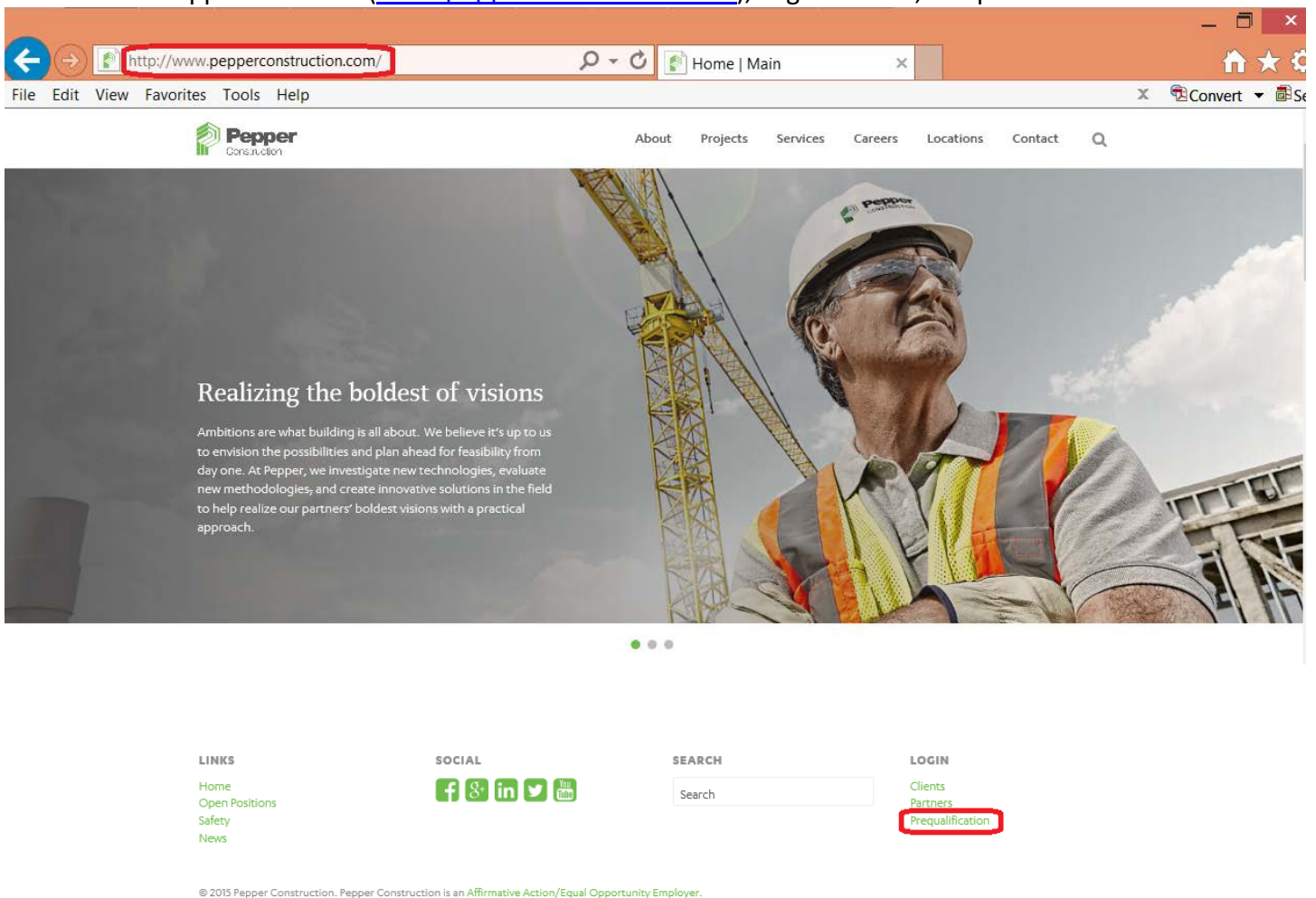
In order to apply for prequalification, New Subcontractor (Applicant) should navigate to Subcontractor Prequalification Self-Service Portal and fill out the application. Upon submitting the application, the Applicant will not be able to go back to the application. If there is any information missing, Pepper Subcontractor Prequalification Specialist will contact the Applicant via an email.

Any questions about the process or steps should be directed to prequal@pepperconstruction.com.

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

2. How to Navigate to Self-Service Portal

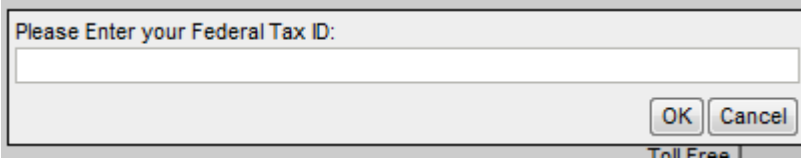
- Go to Pepper’s website (www.pepperconstruction.com), Login Section, Prequalification



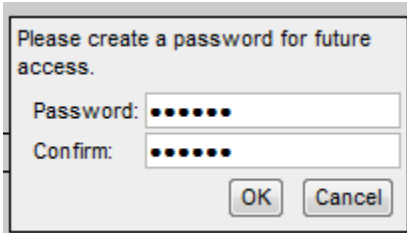
- You are now connected to the Pepper’s Sub Prequalification Self Service page.

3. Self-Service Portal Subcontractor Prequalification Instructions

Enter your Federal Tax ID (FEIN#), using XX-XXXXXXX format. It is important that this number is entered accurately, so please double check prior to clicking OK



Enter a password and be sure to write it down and keep it in a safe place. If the application will not be completed all at once you will need this password in order to complete the application at a later time. Note that the password is case sensitive.



If you saved your application initially and trying to log back to it to continue, but forgot your password, you need to contact Prequal@Pepperconstruction.com.

The application consists of 6 pages that an Applicant should fill out. Page 7 summarizes the information entered and allows to update or submit.

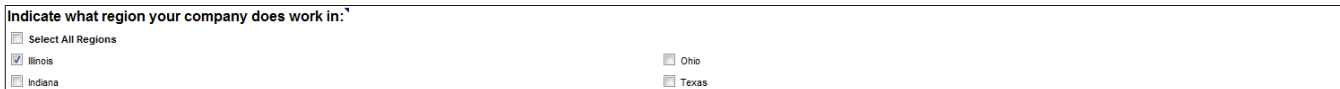
Page 1 of the Application

Enter all the required fields that are indicated by a black triangle.

Pepper Construction Subcontractor Prequalification Questionnaire

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All questions contained in this questionnaire are strictly confidential.



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- Complete *Company Headquarters Information* section.
- If your company has multiple branch offices, please click **[Add Row]** to complete information for each branch office.
- Check the box next to all Pepper offices that you plan on working with in the future.
- Click **[Next]** to move on to the next page.

Page 2 of the Application

General Information

License Information: Enter your company's contractors license information

Authority	Class	License Number	Date Expire	
NIA				Remove Row Add Row

Minority Business Enterprise Status:

<input type="checkbox"/> HUBZone Small Business	<input type="checkbox"/> Minority Owned Business Enterprise	<input type="checkbox"/> Small Disadvantaged Business
<input type="checkbox"/> Small Business	<input type="checkbox"/> Service Disabled Veteran Owned Small Business	<input type="checkbox"/> Small Women Owned Business
<input type="checkbox"/> Veteran Owned Small Business	<input type="checkbox"/> Women Owned Business Enterprise	
<input type="checkbox"/> Other		

Is your firm signatory to any unions? Yes No

Trade Information:

Trade		
03 - Concrete	Remove Row Add Row	

Certifying Agency Names:

Agency Name	
	Remove Row Add Row

Union Affiliations

Union Affiliation	
	Add Row

Save Draft | Previous | Page 2 of 7 | Next

Enter all required general information (indicated by the black triangle).

1. Complete the *License Information* section. Click on **[Add Row]** for each additional license you are listing.
2. If your firm is signatory to any unions, check the box next to *Yes* and complete the *Union Affiliations* section. If you have multiple Union Affiliations click on **[Add Row]** to select additional unions. Note that you can type in the Union Affiliations field to add a new record if your union is not listed. If your firm is not signatory to any unions, check the box next to *No* and move on to the next section.
3. In the *Trade Information* section, select from the drop down box all trades that apply to your firm. To select additional trades click on **[Add Row]**.
4. If your firm has minority business status, check the appropriate box(es) and then select the certifying agency. Click **[Add Row]** to select additional certifying agencies. Note that you can type in the *Certifying Agency* field to add a new record if your agency is not listed.
5. Click **[Next]** to move on to the next page.

The application may be saved by clicking the **[Save Draft]** option at the bottom of the page. The **[Save Draft]** option allows the applicant to save the application and finish the application at a later time using the FEIN# and password to log back into the system. Click **[Next]** button to proceed with the application.

Page 3 of the Application

Insurance Information

NOTE: Please review Pepper Insurance requirements. A Blanket Certificate of Insurance (COI) will cover all projects (per contract terms) with Pepper Construction. Submission of a Blanket COI will reduce the change of delay of payment due to lack of valid insurance. A job specific COI will cover only the job identified and will be required to be submitted for every project.

Insurance Broker Name: Insurance Company

GL Expiration Date: 12/30/2013

We have reviewed the attached documents and we fully meet the Insurance Requirements Yes No

If you have checked No, then please check from the list below, the Insurance Requirements you DO NOT MEET.

- GL Limits per occurrence are only \$1M with no Umbrella/Excess Policy.
- Aggregate limits do not apply separately per project. (Unless Aggregate + Umbrella Limits are greater than \$5M)
- Additional Insured Endorsement does not cover completed operations.
- Mold Coverage in GL Policy or Separate Pollution Liability Coverage.
- Additional Insured Endorsement does not include primary wording.
- Other

Insurance Comments:

Safety Information (OSHA Form 300A Must Be Attached)

Is your Company part of an OSHA partnership? Yes No
 Does your company conduct weekly, documented safety audits? Yes No
 Do your trades people begin each day with safety meeting? Yes No
 Does your company have a substance abuse policy? Yes No

A copy of your company's safety manual, hazard communication program and material safety data sheets are required to be uploaded as attachments in order to process your application.

Year	Citations	EMR	RIR	LTIR	FWH	DART	Fatalities
2013	0	0	0	0	0	0	0
2012	0	0	0	0	0	0	0
2011	0	0	0	0	0	0	0

Add Row

Citations - Please enter number of OSHA Citations received during that year (citations, not violations)
 EMR - Experience Modification Rate. Your Workers Comp carrier should have this information
 RIR - Recordable Incidents - Add columns I & J from the OSHA 300A form.
 LTIR - Lost Time Incidents - Column H from the OSHA 300A form
 FWH - Total hours worked by all employees - located on right hand side of OSHA 300A form
 DART - DART Cases. Total of columns H and I from the OSHA 300A
 Fatalities - Column G from OSHA 300A form

1. Before answering any questions, please **review Pepper's Safety Regulations and Insurance Requirements.**
2. Complete the *Insurance Information* section.
 - a. Note insurance is job specific; be sure you meet all the requirements per your contract.
3. Complete the *Safety Information* section.
4. You will need to attach your OSHA Form 300A Summary of Work-Related Injuries and Illnesses filed with the US Department of Labor for the past 3 calendar years on the last page of this application.
5. Use the following link to search for your company's OSHA citations for the last 3 years.

<http://www.osha.gov/pls/imis/establishment.html>

Click the **[Next]** button to proceed with the application or click the **[Save Draft]** button to save the application.

Page 4 of the Application

Surety Information

Is your Company Bondable? Yes No

Surety Company \$ 0 - \$ 100 K

Broker Name \$ 100 K - \$ 500 K

Phone \$ 500 K - \$ 1 M

Single Project Bonding Capacity \$ 1 M - \$ 2 M

Aggregate Project Bonding Capacity \$ 2 M - \$ 5 M

Current amount under bond today

Financial Information

Financial Year Ending: Add Year

Legal Entity Type:

Year Company Founded:

Fiscal Year End Date:

Subsidiary Names: 1.
 2.
 3.
 4.
 5.

Parent Organization:

Has Your Firm Ever Filed Bankruptcy? Yes No

Do you have D&B Number? Yes No Number:
 D&B Paydex No:

Previous Company Names: 1.
 2.
 3.
 4.
 5.

Accountant:

If Yes, explain:

Financial Format:

Please provide your financial information for the past 2 years. Please upload a copy of your current financial statement at the last section of this questionnaire and select the financial statement box.

Income Statements

Net Sales	.00
Cost Of Sales	.00
Gross Profit Margin	.00
Selling, General, Administrative	.00
Depreciation and Amortization	.00
Other Operating Expenses	.00
Operating Income	.00
Interest Expense	.00
Interest Income	.00
Other Nonoperating Expenses	.00
Earnings Before Taxes	.00
Income Taxes	.00
Net Income	.00

Balance Sheet

Cash	0
Marketable Securities	0
Accounts Receivable	0
Costs and Profit in Excess of Billings (Underbilled)	0
Inventory	0
Other Long-Term Assets	0
Total Current Assets	0
Gross Fixed Assets	0
Less Accumulated Depreciation	0
Net Fixed Assets	0
Other Long-Term Assets	0
Total Assets	0
Accounts Payable & Accruals	0
Billings in Excess of Costs & Profit (Overbilled)	0
Current Interest Bearing Debt	0
Total Current Liabilities	0
Long Term Debt	0
Long Term Deferred Taxes	0
Other Long Term Liabilities	0
Total Liabilities	0
Preferred Stock	0
Common Stock & Capital Surplus	0
Retained Earnings	0
Total Equity	0
Total Liabilities & Equity	0
Cost Of Goods Sold	0

Amount Line Of Credit	1,000,000.00
Against Line Of Credit	500,000.00
Highest Dollar Project Ever Awarded	50,000,000.00
Average Project Size	5,000,000.00

Please fill out and attach W-9 form if you have not previously worked for Pepper Construction. PLEASE ATTACH LAST TWO (2) YEARS OF FINANCIAL STATEMENTS (Including Balance Sheets, Income Statements and Opinion Letter from Accountant) on the last section of this questionnaire.

Company Officer Name	Title	Action
Subcontractor	President	Remove Row Add Row

1. Complete the *Surety Information* section. If you check the box next to Yes, all other fields must be completed. If you check the box next to No, move on to the next section.
 - a. Note that if you check the box next to Yes you will need to attach your Letter of Bondability from Surety stating total and per project bonding capacity.
2. Complete the *Financial Information* section.
 - a. Note that you will need to attach a copy of your financial statements for the last 2 years at the last section of the questionnaire and select the *Financial Statement* box to ensure their confidentiality. This should include your balance sheets, income statements, and opinion letter (accountant’s summary).
 - b. *Accountant* refers to the name of the person or firm who prepares your financial statements.
 - c. *Financial Format* refers to whether your financial statements are audited, reviewed, or compiled.
 - d. Financial information must be completed for your most recent set of financial statements.
3. You will need to fill out and attach a W-9 regardless of whether you have worked with Pepper in the past (to find a sample, please refer to section 4 of this document).
4. Complete the *Company Officers* section.

Click the **[Next]** button to proceed with the application or click the **[Save Draft]** button to save the application.

Page 5 of the Application

Financial Information	
Enter information for a contact in your company who can answer specific questions about your Financials:	
Contact Name: Mandy Money	Phone: 3122222222 Fax: 3123333333
Title/Position: CFO	E-mail: mmoney@gmail.com
Bank Reference:	
Name of Bank: Bank Inc.	Phone: 3125555555
Contact Name: Bob Banker	Fax: 3126666666
Title/Position: President	E-mail: bbanker@gmail.com

Litigation Information		If yes, please enter a brief description
Any current litigation with Owners or General Contractors?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any judgements against your company in the last 5 years?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any Principals of your company in litigation?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any paid liquidated damages?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any labor law violations?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you ever defaulted on a contract?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ever failed to complete a contract?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you ever been terminated from a contract?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you ever had your license revoked or suspended?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

References		
Company Name: Reference	Contact Name: Mr. Reference	
Address: 22 West 2nd Street	E-mail: reference@gmail.com	Remove Row
City: Chicago State: IL Zip: 60654	Phone: 3127777777	
Company Name:	Contact Name:	
Address:	E-mail:	Remove Row
City: State: Zip:	Phone:	
Company Name:	Contact Name:	
Address:	E-mail:	Remove Row
City: State: Zip:	Phone:	

[Add Row](#)

1. Complete the *Financial Information* section.
2. Complete the *Litigation Information* section.
3. Complete the *References* section. If you would like to provide more than 3 references you can click on **[Add Row]**.

Click the **[Next]** button to proceed with the application or click the **[Save Draft]** button to save the application.

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Additional Info		
Bond in Place? *	AMBEST Rating	
Type of Line of Credit *	Largest Single Contract Amt	
Largest Project Description		
Safety		
OSHA Citations		
Current Year		
OSHA # of Inspections	OSHA Citation Other	
OSHA Citation Serious	OSHA Citation Willful	
OSHA Citation Repeat		
Last Year		
OSHA # of Inspections	OSHA Citation Other	
OSHA Citation Serious	OSHA Citation Willful	
OSHA Citation Repeat		
2 Years Ago		
OSHA # of Inspections	OSHA Citation Other	
OSHA Citation Serious	OSHA Citation Willful	
OSHA Citation Repeat		

The following documents are mandatory before we will start the review of your prequalification information.

- Your current Insurance Certificate
- Financial Statement, Balance Sheets, Income Statements, Opinion Letter (2 Years)
- Letter of Bondability from Surety stating total and Per Project Bonding Capacity
- Copy of OSHA Form 300A Summary of Work-related injuries and illnesses filed with the U.S. Department of Labor for the past three calendar years
- Blanket Certificate of Insurance, Explanations and/or Certifications.
- Copy of your company's safety manual and hazard communication program are required to be uploaded as attachments in order to process your application.
- Copy of your company's Form W9.

Attachments	
	Add Row

1. Complete the *Additional Info* Section.
 - a. *Bond in Place?* If your company is signatory to a union, please select Y or N as to whether you have a bond in place securing your payment of wages and fund contributions as required by your labor union agreement. If your company is not signatory to a union, you can skip this question.
 - b. *Type of Line of Credit.* Select the appropriate response from the dropdown list.
 - c. *Largest Project Description.* Enter a description of your largest project.
 - d. *AMBEST Rating.* Enter the AMBEST Rating of your bonding company.
 - e. *Largest Single Contract Amt.* Enter the dollar amount of your largest contract.
2. ATTACHMENTS-Click **[Add Row]** to add attachments. Enter a description for each attachment. Once you upload the file will disappear but the file name should appear on your screen. Remember to click the box next to *Financial Attachment* when attaching your financial statements. This will ensure their confidentiality. The following items should be attached:

- a. Current Insurance Certificate
- b. Complete Financial Statements including Balance Sheet, Income Statement, and Opinion Letters for the last **2** years. **NOTE: Financial Statements are uploaded to a secure site to which only Pepper's Prequalification administrator has access.**
- c. Letter of Bondability from surety stating total and per project bonding capacity
- d. OSHA Form 300A Summary of work-related injuries and illnesses for the last **3** calendar years.
- e. Blanket Certificate of Insurance, Expirations and/or Certifications
- f. Copy of your company's Safety Manual and Hazard Communication Program
- g. Copy of your company's Form W-9.

Click the **[Next]** button to proceed with the application.

Page 7 of the Application

1. A summary of all information entered will be provided. Please review this for accuracy. By clicking the **[Previous]** button shown either at the top or bottom of the page allows the user to go back to the desired section and update the previously entered information.
2. **PLEASE PRINT A HARD COPY OF THE APPLICATION TO RETAIN FOR YOUR RECORDS.**

When complete, click the **[Submit]** button to submit to Pepper for processing. Once submitted, you can no longer access the form.