

SUBCONTRACTOR QUALIFICATION

PROCEDURE 703P



Q&D Subcontractor Qualification Instructions:

Purpose:

Q&D will review pertinent subcontractor company data to determine a subcontractor's eligibility to bid Q&D projects and set guidelines on subcontract award values in accordance with Q&D policy.

Questions:

Questions can be directed to our qualification department (775) 786-2677 or via e-mail at "prequalhelp@qdconstruction.com".

Instructions:

Please fill out the following Qualification Forms and return them together with the attachments noted below. Attachments are also noted and requested within the various forms, the list below provides you with a checklist to ensure a complete package is returned. Forms do not need to be printed in color or typed in – a neatly handwritten response is acceptable.

- Q&D Form 703.1 – This is the Main Prequal form
- A statement from your surety company (not your broker or insurance company) attesting to capacity and limits you've stated on the form
- A letter of reference from your bank – this can be a simple letter attesting to the length of the relationship, type of accounts, and whether they are in good standing.
- A copy of your written safety plan – an unbound, double-sided plain paper (not color) copy is preferred.
- An "evidence of coverage" insurance certificate

Enclose the following in a separate sealed envelope, and return with your completed forms. Mark the outside of the envelope with your company name and the words "FINANCIAL INFORMATION."

- Balance sheet for current year and previous year. If you do not have a statement for the current year, please provide the past two statements and an internal statement for the current year. Audited statements are preferred but not required if your accounting is done in-house.
- A copy of your current month Accounts Receivable and Accounts Payable aging reports.

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Electronic Copies of Forms:

MS Word 2003 versions or Adobe Acrobat (pdf) versions of these forms are available using the following link:

<http://www.qdconstruction.com/subqualification/subqualification.html>

Send Completed Forms, Attachments to:

(By mail or e-mail as noted below)

Q&D Construction
1050 S. 21st Street
Sparks, NV 89431
Attn: Subcontractor Qualification Department

Financial information should be enclosed, in a separate sealed envelope. The financial information envelope can be packaged with the qualification forms for the purposes of mailing.

If you prefer to e-mail your documents, you may send them to prequalhelp@qdconstruction.com. Financial documents do not need to be e-mailed separately. Please keep e-mails to 10MB or less.

What Happens Next?

When Q&D receives your qualification packet, it is audited for completeness. The financial information is given to our Chief Financial Officer for review. The results of his review, combined with the preconstruction department's review of the subcontractor qualification questionnaire will result in a determination regarding subcontracting with Q&D Construction, Inc. and at what subcontract amount/guideline.

Additionally, those subcontractors who are not currently on our bid list, and who are cleared through the subcontractor qualification process, will have their contact information added to our online plan room "isqft.com". They will be sent a notice to check their information.

Some projects require subcontractor qualification as a matter of the Owner's or customer's preference or as required by law. If you have sent us your subcontractor qualification in association with a specific project you are bidding, please keep in contact with the estimator for that project regarding bid dates and other deadlines. You should confirm with him or her that you are on the bidder's list.

Being added to our list of qualified subcontractors and in our isqft.com database are ways to ensure you are on the bidders lists for projects but does not always guarantee an invitation. You can also monitor our bidding projects on our website in the "What's Bidding?" box in the lower right corner of our website, www.qdconstruction.com. Please feel free to contact the estimator listed there with questions regarding bidding.

Subcontractor qualifications are good for 1 year and apply to all Q&D work. Renewal forms are available. Your qualification may be extended at Q&D's discretion.

Thank you for your time and effort spent assembling this information.