

SUBCONTRACTOR
QUALIFICATION
PROCEDURE 703P



Q&D Subcontractor Qualification Renewal Instructions:

When to use the Renewal process:

You have already qualified with Q&D and would like to

- (a) renew your company's Q&D qualification letter due to expiration, or
- (b) to provide additional information or make changes in the current qualified year period.

Purpose:

Q&D will review pertinent subcontractor company data, updated to include the most recent year, 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 703.4 – This is the Qualification Renewal form
- A statement from your surety company (not your broker or insurance company) attesting to capacity and limits you've stated on the form
- 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." You can mail this with the forms in one package.

- Please enclose the current year's interim financial statement, a copy of your latest AR and AP aging reports and the prior year's annual financial statements.

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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.com>

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 subqualhelp@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. You will receive a letter with information on the status of your qualification.

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 and subsequent renewals are good for 1 year and apply to all Q&D work. Your qualification may be extended at Q&D's discretion.

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