



# Prequalification Instructions: Existing Trade Partners

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## 1. GENERAL INSTRUCTIONS

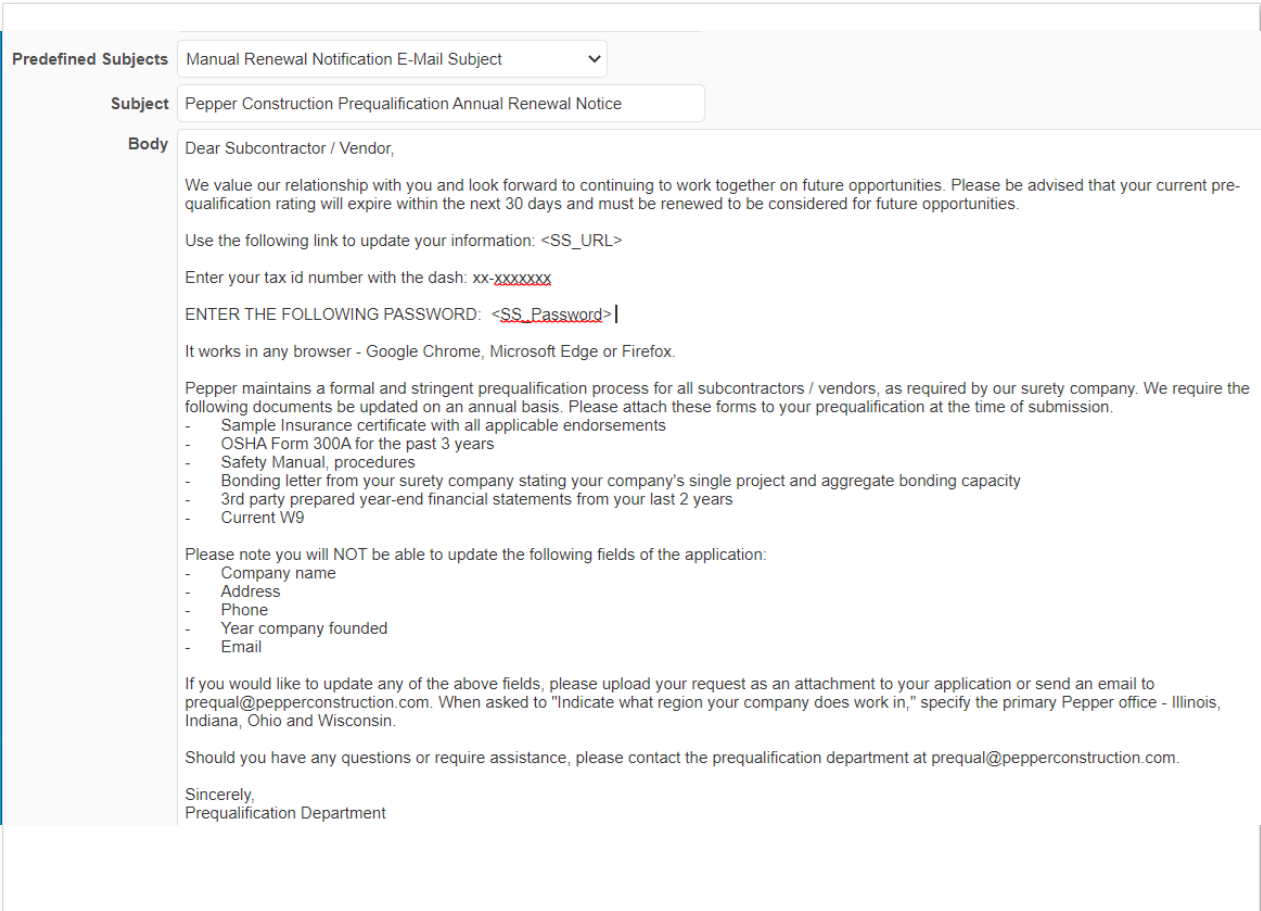
The purpose of this document is to give general instructions on how to renew the trade partner prequalification compliance for Existing Subcontractors whose compliance is set to expire. **This application works in any browser- Google Chrome, Microsoft Edge or Firefox.**

If you have any questions about how to fill out the application, please refer to the prequalification instructions for [new applicants](#).

## 2. TRADE PARTNER PREQUALIFICATION PROCESS OVERVIEW

An existing trade partner, whose compliance is set to expire, should receive an expiration notice from Pepper (email), requesting to renew the compliance. The automatic expiration notification is sent 30 days prior to the compliance expiration date. Upon receiving this email, trade partners should follow the link provided in the email to the prequalification portal, enter your credentials and follow the instructions. Basic information previously submitted will already be filled in. You will also be prompted to submit additional documentation in order to renew the compliance. Should you have any questions, please email [prequal@pepperconstruction.com](mailto:prequal@pepperconstruction.com)

BELOW IS A SAMPLE OF A RENEWAL NOTICE:



The image shows a screenshot of an email template editor. At the top, there is a dropdown menu for 'Predefined Subjects' with the selected option 'Manual Renewal Notification E-Mail Subject'. Below this, the 'Subject' field contains the text 'Pepper Construction Prequalification Annual Renewal Notice'. The 'Body' field contains the following text:

Dear Subcontractor / Vendor,

We value our relationship with you and look forward to continuing to work together on future opportunities. Please be advised that your current pre-qualification rating will expire within the next 30 days and must be renewed to be considered for future opportunities.

Use the following link to update your information: <SS\_URL>

Enter your tax id number with the dash: xx-xxxxxx

ENTER THE FOLLOWING PASSWORD: <SS\_Password> |

It works in any browser - Google Chrome, Microsoft Edge or Firefox.

Pepper maintains a formal and stringent prequalification process for all subcontractors / vendors, as required by our surety company. We require the following documents be updated on an annual basis. Please attach these forms to your prequalification at the time of submission.

- Sample Insurance certificate with all applicable endorsements
- OSHA Form 300A for the past 3 years
- Safety Manual, procedures
- Bonding letter from your surety company stating your company's single project and aggregate bonding capacity
- 3rd party prepared year-end financial statements from your last 2 years
- Current W9

Please note you will NOT be able to update the following fields of the application:

- Company name
- Address
- Phone
- Year company founded
- Email

If you would like to update any of the above fields, please upload your request as an attachment to your application or send an email to [prequal@pepperconstruction.com](mailto:prequal@pepperconstruction.com). When asked to "Indicate what region your company does work in," specify the primary Pepper office - Illinois, Indiana, Ohio and Wisconsin.

Should you have any questions or require assistance, please contact the prequalification department at [prequal@pepperconstruction.com](mailto:prequal@pepperconstruction.com).

Sincerely,  
Prequalification Department