



Prequalification Instructions: Existing Trade Partners

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. **To minimize technical difficulties with your renewal application and attachments, please use Internet Explorer.** 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

BELOW IS A SAMPLE OF A RENEWAL NOTICE:

From: prequal@pepperconstruction.com
Subject: Pepper Construction Prequalification Annual Renewal Notice

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.

Please note our website has changed, effective 12/07/2017. Use the following link to update your information: <LINK> and enter the following password <PASSWORD>.

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
- 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

Should you have any questions or require assistance, please contact the prequalification department at prequal@pepperconstruction.com.

Sincerely,
Prequalification Department