



SWINERTON SUBCONTRACTOR PREQUALIFICATION

Any subcontractor working for Swinerton, or interested in working for Swinerton, must be prequalified in order to be awarded a contract more than \$50,000. Note: Consultants/Service/Providers/Engineers/Architects/Vendors/Suppliers/Tier-Contractors *do not need to prequalify*.

PREQUALIFICATION WEBSITE:

<http://www.swinerton.com/subcontractors/subcontractor-prequal>

Required Documents for Prequalification:

1. Current Financial Statement: Income Statement plus Balance Sheet for your most recently completed fiscal year, full 12 months (e.g., Dec 31, March 31, June 30)
2. Letter of Bondability/Bonding Capacity—not the actual bond
3. Certificate of Insurance
4. OSHA Forms 300 & 300A, last 3 years (only last year for existing sub's); if you are exempt from OSHA recordkeeping, provide a statement with the reason for your exemption as your upload
5. 3-year EMR history—provide verifying document or request from your insurer
IMPORTANT: If EMR is 1.25 or greater, include Letter of Explanation and Safety Program/Procedures/Policy improvements
6. Certifications (MBE, DBE, etc.)
7. Line of Credit Letter from your bank or financial institution
8. General Liability Insurance Policy Rate and Dec Page
9. Workers' Compensation Insurance Policy Rate and Dec Page
10. Form W-9

ONLINE APPLICATION

- First step: NO DASHES in your FEIN or Tax ID.
- NAME and ADDRESS should be entered in ALL CAPS.
- Enter best contact email address to receive auto-notifications regarding renewals and status of your file.
- Contact address is the address where payments should be mailed.
- You must complete the first page and then any page thereafter before you can Save Draft. You cannot Save Draft in the middle of a page. All fields with a little arrowhead/triangle are required.
- You can add Unions and Certifying Agencies if you do not see them on the drop-down list. The system will ask if you want to "Add to the List" – Click Yes.
- We do not use D&B or Paydex Number – Click No.

Need assistance with the questionnaire or experiencing problems with the system (error messages, cannot advance to next page or field, or losing information)? Take a screen shot of the problem if possible, and email subcontractorprequal@swinerton.com with your issue. We will work with you to resolve it as soon as possible.

Contact Estimating Coordinator Meagan Macias for any other questions: mmacias@swinerton.com