

W.E. O'NEIL CONSTRUCTION PREQUALIFICATION PROCESS

W.E. O'Neil's prequalification process requires all subcontractors and suppliers to fill out our Prequalification Request. This prequalification is for **all W.E. O'Neil projects**. We understand this process is tedious; therefore, we only require it every other April. The process should take about half an hour if you have the Required Documents listed below readily available while you fill out the form. Once you receive your Prequalification Request through an email from SmartBid Net (SBN), please click on the orange "Click here to respond" button to be redirected to fill out the form on SBN.

Suppliers and manufacturers, please fill out the sections that apply to your company. In the fields that are not applicable, please insert "N/A" and a brief description why. If you need assistance, you will find documents with further instructions in SBN under the "File" tab. If you have any questions, please email Mike Moore at mmoore@weoneil.com or you may contact SmartBid Net at (888) 808-8319 for assistance.

Why is this process in place?

- Ensures trade partners can meet W.E. O'Neil's standards for safety,
- Supports employee safety and compliance with OSHA laws.
- Streamlines evaluating and determining the competency of companies.
- Facilitates building projects on time, within budget, and with a high quality of expertise.
- Mitigates risk for all parties involved.
- Reduces subjectivity and bias by reviewing similar experience, audited financial statements, resources, and bonding.
- Eliminates unqualified bidders.
- Decreases the amount of work and time involved to evaluate unqualified bidders and low bidders.
- Encourages local companies to work together.

Required Documents

✓ W-9	✓ First Aid Procedures
✓ Certifications	✓ Accident Investigation
✓ Business Licenses	✓ Fire Protection Procedures
✓ Company Key Personnel	✓ Drug/Alcohol Testing Policy
✓ Quality Control Plan	✓ New Workers Orientation
✓ Past/Current Projects	✓ New Hire Instruction Program
✓ Safety Program	✓ TRFR Letter
✓ OSHA No. 300A Summary	✓ Certificate of Insurance (COI)
✓ EMR Ratings	✓ Financial Statements
✓ Emergency Procedures	✓ References

The following is the information included in our subcontractor/supplier Prequalification Request through our online plan room SmartBid Net (SBN).

Company Information

- Company Locations
- W-9
- Organization Types
- Certifications
- Licenses
- Key Company Personnel
- Type of Work

Safety

- Safety Program
- OSHA No. 300A Summary
- EMR Ratings
- Emergency Procedures
- First Aid Procedures
- Accident Investigation
- Fire Protection Procedures
- Drug/Alcohol Testing Policy
- New Workers Orientation
- New Hire Instruction Program
- TRFR Letter

Relevant Experience

- Past Projects
- Current Projects
- Work Area Service
- Preferred Project Type/Size
- References
- Litigation/Bankruptcy/Judgments

Insurance

- Surety Relations
- Insurance Contact Information
- Certificate of Insurance
- Bonding Information

Financial

- Bank Contact Information
- Anticipated Annual Work Volume
- Financial Statements

Supporting Documents

- Awards
- Trade Unions/Associations
- Any other pertinent company information