

General Instructions

The purpose of this document is to provide Subcontractors and Suppliers general instructions on how to apply for prequalification at McGough Construction (“McGough”). This document is geared towards New Subcontractors/Suppliers (“Applicant”) to McGough.

In order to apply for prequalification, Applicant should navigate to Subcontractor Prequalification Self-Service Portal and fill out the application. Upon submitting the application, the Applicant will not be able to go back to the application. If there is any information missing, McGough Prequalification Coordinator will contact the Applicant via email.

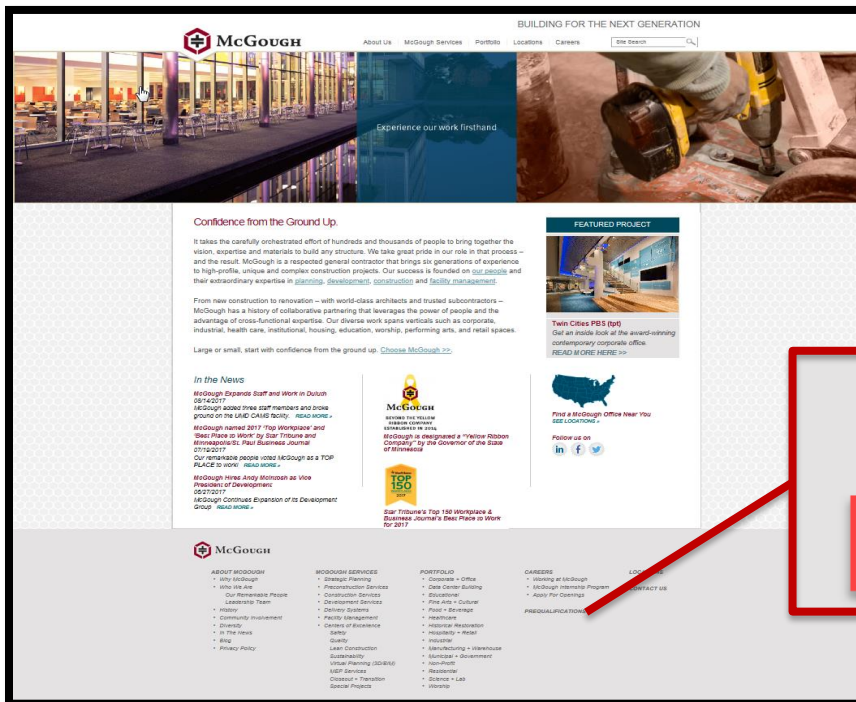
Any questions about the process or steps should be directed to subprequal@mcgough.com.

To minimize technical difficulties with your application and attachments, please use the following Internet browsers:

- Internet Explorer (latest version) or
- Firefox (latest version) – 32-bit
- Google Chrome is not supported, please use one of the browsers listed above.
- CMIc Java needs version 8.14 or later

How to Navigate to Self-Service Portal

Go to McGough’s website (www.mcgough.com), scroll to bottom of the page and select Prequalification

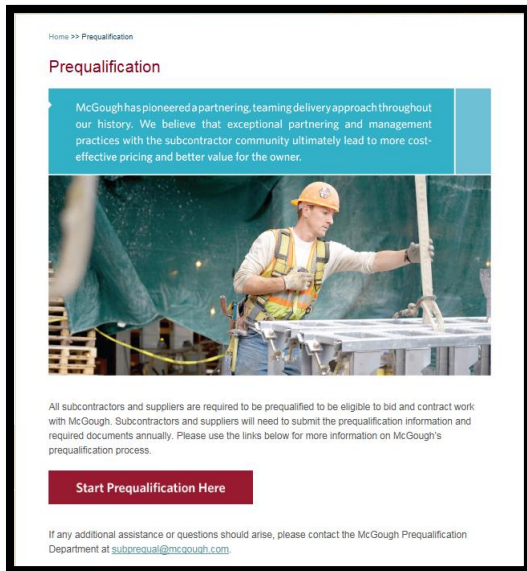


CAREERS

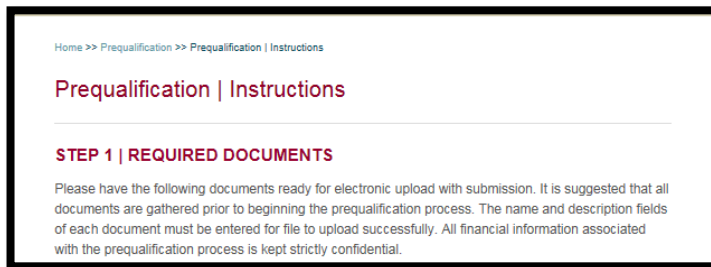
- Working at McGough
- McGough Internship Program
- Apply For Openings

PREQUALIFICATIONS

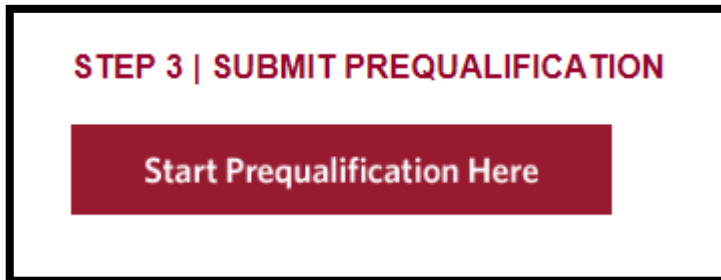
You are now connected to the McGough Sub Prequalification page.



Please review the Prequalification Instructions page as this will help you during the prequalification process.

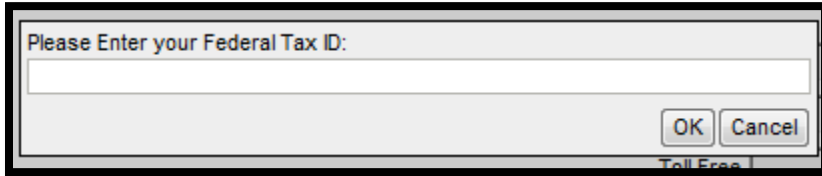


When ready, click on the Start Prequalification Here button to begin submitting information.



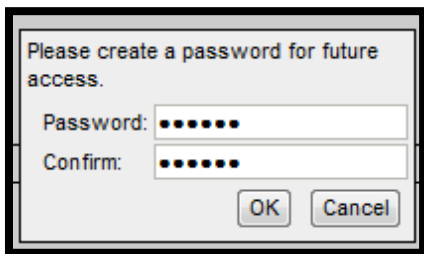
Self-Service Portal Subcontractor Prequalification Instructions

Enter your Federal Tax ID (FEIN#), using XXXXXXXXX format (NO DASHES). It is important that this number is entered accurately, so please double check prior to clicking OK



A screenshot of a dialog box with a title bar that says "Please Enter your Federal Tax ID:". Below the title bar is a single-line text input field. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Enter a password and be sure to write it down and keep it in a safe place. If the application will not be completed all at once you will need this password in order to complete the application at a later time. Note that the password is case sensitive.



A screenshot of a dialog box with a title bar that says "Please create a password for future access.". Below the title bar are two text input fields. The first is labeled "Password:" and the second is labeled "Confirm:". Both fields contain seven dots. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

If you saved your application initially and trying to log back to it to continue, but forgot your password, you need to contact subprequal@mcgough.com. You will receive an email with a link and password to the Self-Service Portal.

If you enter in your FEIN # and receive the following message, please email subprequal@mcgough.com to request a password.

Subcontract Qualification Questionnaire

Federal Tax ID already exists. Please request a password reset in order to access the record.

This means your company is currently set up in CMiC with the company name, address, and a single contact. You will need to request a password to complete the questionnaire and submit the required information.

Page 1 of the Application

Enter all the required fields that are indicated by a black triangle.

- Complete *Company Headquarters Information* section.

- If your company has multiple branch offices, please click **[Add Row]** to complete information for each branch office.

- Check the boxes next to the regions that you work in. You are able to select multiples.

- Click **[Next]** to move on to the next page.

Page 2 of the Application

Enter all required general information (indicated by the black triangle).

- Complete the *License Information* section. Click on **[Add Row]** for each additional license you are listing.

- If your firm is signatory to any unions, check the box next to *Yes* and complete the *Union Affiliations* section. If you have multiple Union Affiliations click on **[Add Row]** to select additional unions. Note that you can type in the Union Affiliations field to add a new record if your union is not listed. If your firm is not signatory to any unions, check the box next to *No* and move on to the next section.

The screenshot shows a question: "Is your firm signatory to any unions?" with two radio buttons: "Yes" (unchecked) and "No" (checked). To the right is a table titled "Union Affiliations" with an "Add Row" button.

- In the *Trade Information* section, select from the drop-down box all trades that apply to your firm. To select additional trades click on **[Add Row]**.

The screenshot shows a section titled "Trade Information:" with a drop-down menu containing "089100 - Painting". To the right of the menu are "Remove Row" and "Add Row" buttons.

- If your firm has minority business status, check the appropriate box(es) and then select the certifying agency. Click **[Add Row]** to select additional certifying agencies. Note that you can type in the *Certifying Agency* field to add a new record if your agency is not listed.

The screenshot shows two sections. The first is "Minority Business Enterprise Status:" with several checkboxes: "8(a) Disadvantaged Business - Federal SBA program", "Disadvantaged Business Enterprise", "Section 3 - HUD housing monies", "Minority Business Enterprise", "North Central Minority Supplier Diversity Council", "Small Business Enterprise", "Service Disabled Veteran Owned Business Enterprise", "Target Group Business", "Veteran Owned Business Enterprise", "Woman Business Enterprise", "Women Business Enterprise National Council", and "Other" with a text input field. The second section is "Certifying Agency Names:" with a drop-down menu and "Remove Row" and "Add Row" buttons.

- Click **[Next]** to move on to the next page.

The application may be saved by clicking the **[Save Draft]** option at the bottom of the page. The **[Save Draft]** option allows the applicant to save the application and finish the application at a later time using the FEIN# and password to log back into the system. Click **[Next]** button to proceed with the application.

Page 3 of the Application

Before answering any questions, please **review McGough Construction's Safety Regulations and Insurance Requirements.**

- Complete the *Insurance Information* section.
 - Note insurance is job specific; be sure you meet all the requirements per your contract.

The screenshot shows the "Insurance Information" section. It includes a note: "NOTE: Please review the attached McGough Insurance Requirements to verify whether or not your company meets the requirements. If your policy does not meet our requirements, please mark up the McGough Insurance Requirements to reflect any differences between your policy and our requirements." Below this is an "IMPORTANT!!" instruction: "Please submit a copy of your current Insurance Certificate including any endorsements." There is a text input field for "Insurance Broker Name" and a "GL Expiration Date" field with a calendar icon. A question follows: "We have reviewed the attached documents and we fully meet the Insurance Requirements" with "Yes" (checked) and "No" (unchecked) radio buttons. Below this is a list of checkboxes for various insurance requirements: "Primary layer of insurance for one or more lines of coverage does not meet required limits", "Umbrella layer of insurance does not meet required limits", "Additional insured requirement is not met", "Waiver of subrogation requirement is not met", and "Completed Operations coverage requirement is not met". There is also an "Other" checkbox with a text input field. At the bottom is an "Insurance Comments" text area.

2. Complete the *Safety Information* section.

Year	Citations	EMR	RIR	LTR	FWH	ANE	Fatalities
2012	0	0.63	0	0	0	0	0
2013	0	0.78	0	0	0	0	0
2014	0	0.42	0	0	0	0	0

3. You will need to attach your OSHA Form 300A Summary of Work-Related Injuries and Illnesses filed with the US Department of Labor for the past 3 calendar years on the last page of this application.

4. Use the following link to search for your company’s OSHA citations for the last 3 years.
<http://www.osha.gov/pls/imis/establishment.html>

Click the **[Next]** button to proceed with the application or click the **[Save Draft]** button to save the application.

Page 4 of the Application

1. Complete the *Surety Information* section. If you check the box next to Yes, all other fields must be completed. If you check the box next to No, move on to the next section.
 - a. Note that if you check the box next to Yes you will need to attach your Letter of Bondability from Surety stating total and per project bonding capacity.

2. Complete the *Financial Information* section.
 - a. Note that you will need to attach a copy of your financial statements for the last 2 years at the last section of the questionnaire and select the *Financial Statement* box to ensure their confidentiality. This should include your balance sheets, income statements, and opinion letter (accountant’s summary).
 - b. *Accountant* refers to the name of the person or firm who prepares your financial statements.
 - c. *Financial Format* refers to whether your financial statements are audited, reviewed, or compiled.
 - d. Financial information must be completed for your most recent set of financial statements.

3. You will need to fill out and attach a W-9 regardless of whether you have worked with McGough in the past (to find a sample, please refer to section 4 of this document).

- Complete the *Company Officers* section.

Company Officers:		
Company Officer Name	Title	Action
John Smith	President	Remove Row
Add Row		

Click the **[Next]** button to proceed with the application or click the **[Save Draft]** button to save the application.

Page 5 of the Application

- Complete the *Financial Information* section.

Financial Information		
Enter information for a contact in your company who can answer specific questions about your Financials:		
Contact Name: Jane Doe	Phone: 123456789	Fax:
Title/Position: CFO	E-mail: jsweltsch@mcgough.com	
Bank Reference:		
Name of Bank: Wells Fargo Bank	Phone: 126345674	
Contact Name: Bob Johnson	Fax:	
Title/Position:	E-mail:	

- Complete the *Litigation Information* section.

Litigation Information		If yes, please enter a brief description
Any current litigation with Owners or General Contractors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any judgements against in the last 3 years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any Principals of your company in litigation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any paid liquidated damages?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any labor law violations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you ever defaulted on a contract?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Ever failed to complete a contract?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you ever been terminated from a contract?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you ever had your license revoked or suspended?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

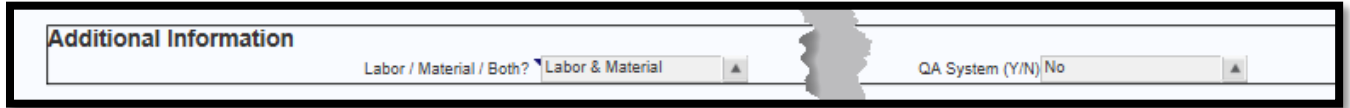
- Complete the *References* section. If you would like to provide more than 3 references you can click on **[Add Row]**.

References		
Company Name: Company 1	Address: 123 Lakeview Road	Contact Name: A.B. Smith
City: St. Paul	State: MN	E-mail: jsweltsch@mcgough.com
Zip: 55113		Phone: 555-222-2348
Company Name: Company 2	Address: 456 Johnson Avenue	Contact Name: K.T. Jones
City: St. Paul	State: MN	E-mail: jsweltsch@mcgough.com
Zip: 55113		Phone: 555-222-4897
Company Name: Company 3	Address: 789 4th Street SW	Contact Name: M.T. Bucket
City: St. Paul	State: MN	E-mail: jsweltsch@mcgough.com
Zip: 55113		Phone: 555-222-7894

Click the **[Next]** button to proceed with the application or click the **[Save Draft]** button to save the application.

Page 6 of the Application

1. Complete the *Additional Information* Section.



- a. **Labor / Material / Both?** Does your company provide Labor Only? Does your company provide Materials Only? or Does your company provide both Labor and Materials? Please select which is appropriate.
- b. **QA System?** Does your company have a QA/QC system or program? Select the appropriate response from the dropdown list. Don't forget to upload your QA/QC Manual to the attachments section.

2. **ATTACHMENTS** - Click **[Add Row]** to add attachments.



- a. Enter a description for each attachment.
- b. Once you upload the file will disappear but the file name should appear on your screen.
- c. Remember to click the box next to *Financial Attachment* when attaching your financial statements. This will ensure their confidentiality.



- d. The following items should be attached:
 - i. Completed and Signed W-9 form
 - ii. Any Certifications (MBE, WBE, etc.)
 - iii. Certificate of Insurance (including endorsements)
 - iv. EMR Letter of Verification (3-year history)
 - v. OSHA 300 and 300A Form (3-year history)
 - vi. Safety Manual (compressed PDF format)
 - vii. Letter of Bondability/Bonding Capability
 - viii. CPA Prepared Financial Statement
 - **NOTE: Financial Statements are uploaded to a secure site to which only McGough's Prequalification Financial Reviewer has access.**
 - ix. QA/QC Manual (compressed PDF format)

Click the **[Next]** button to proceed with the application.

Page 7 of the Application

1. A summary of all information entered will be provided. Please review this for accuracy. By clicking the **[Previous]** button shown either at the top or bottom of the page allows the user to go back to the desired section and update the previously entered information.
2. **PLEASE PRINT A HARD COPY OF THE APPLICATION TO RETAIN FOR YOUR RECORDS.**

When complete, click the **[Submit]** button to submit to McGough for processing. Once submitted, you can no longer access the form.