

Prequalification Process for Subcontractors

PUPROSE

E Light Electric Services, Inc. is committed to ensure safe and productive relationships with our subcontractors. Prequalification processes are utilized to ensure that subcontractors are operating in a safe and productive manner by assessing multiple factors to ensure projects are built to our quality standards in conditions that promote team safety, and effective and profitable collaboration.

SCOPE

The prequalification process is used to assess subcontractors for both financial stability and historical safe work conditions.

STATEMENT OF POLICY

E Light Electric Services, Inc. utilizes a prequalification process for subcontractors to provide a clear and structured method for evaluating the capabilities and reliability prior to executing contractual agreements. E Light will request prequalification information from a subcontractor and will request the following items:

Company Profile- Verification of business licensing, certifications, years of operation, and previous project experience

Financial Stability- Review financial statements, bonding capacity, and insurance capabilities.

Safety- Assessment of safety policies, OSHA Records, EMR Ratings, and alignment with industry standards.

Training- Evaluate training programs and certifications to ensure alignment with E Light Electric Services, Inc.'s existing policies.

EXECUTION

E Light Electric Services, Inc. will internally evaluate subcontractors to determine the extent of information requested for financial stability. Safety evaluations will be standardized for all subcontractors and will review annually after approval to ensure safe work practices are being maintained throughout. Requests for prequalification documents will be requested prior to issuance of subcontract. Order of operations as follows:

Operations Department- Project coordinator will review approved subcontractor prequalification list and determine if a request for prequalification package from subcontractor is needed. If a subcontractor requires updated or new prequalification, a project coordinator will inform the preconstruction department to initialize request for prequalification from subcontractor.

Preconstruction Department- Once package is received, the preconstruction department will distribute to Safety and Finance departments for review.

Finance Department- Review financial statements to determine liability and sustainability of subcontractor's historical information. Once reviewed, the prequalification package will be returned to the preconstruction department for final evaluation. Reviews will be completed by the VP of Finance.

Safety Department- Review OSHA safety records, EMR, and if applicable training records. Once reviewed, the prequalification package will be returned to preconstruction department for final evaluation. Reviews will be completed by Director of Safety and Loss Prevention

Preconstruction Department will make final evaluations and request any further information from the subcontractor to make a final determination for approval to proceed with execution of contract.

Information will be tracked through the Preconstruction Department, logged, and reviewed monthly to determine which subcontractor is required to submit annual renewal of prequalification packages.

Any subcontractor that is currently under contract and does not currently have prequalification approvals will be sent the prequalification package. E Light Electric Services, Inc. will issue 3 subcontractor prequalification packages to existing subcontractors per month until all subcontractors are within approval compliance.