



Subcontractor
Prequalification Instructions
for Existing Trade Partners



The following instructions are for existing trade partners that need to renew their prequalification compliance.

Please direct all questions to rnoyola@buildbig.com

Existing Trade Partners will receive a notice 30 days prior to the compliance expiration date. The automatic email is a request to renew your compliance with BIG. Upon receiving the email, follow the link provided and you will be prompted to enter your Federal Tax ID information and a new password. Please follow the provided instructions to update your company's information and provide the renewal documents listed below on the questionnaire's attachment page. If needed, for further information on how to complete the questionnaire, you can reference the new applicant instruction manual posted on our website.

Renewal Notice Example:

From: rnoyola@buildBIG.com

Subject: BIG Construction - Prequalification Annual Renewal Notice

Dear BIG Subcontractor/Vendor:

We value our relationship with your firm and look forward to continuing to work together on future project opportunities. Please note your firm's current pre-qualification status is set to expire within the next 30 calendar days and must be renewed to be considered for future opportunities.

BIG maintains a formal and stringent prequalification process for all subcontractors/vendors,. We require the following documents be updated on an annual basis. Please attached these forms to your prequalification at the time of submission:

- Copy of your company's current Contractors Score. Please title this document "[Subcontractor Name] - Contractors Score".
- OSHA300A Reports & Summary of Work related Injuries and Illnesses filed with the U.S. Department of Labor for the past (1) calendar year. Please title this document "[Subcontractor Name] - OSHA300A Docs".
- Sample Blanket Certificate of Insurance evidencing your current coverage, expirations, limits, and certifications. Please title this document "[Subcontractor Name] - Insurance Docs".

Below is a link to the BIG Construction prequalification renewal screen and a new "Use password" has been generated for you after you enter in your companies Federal Tax ID.

Should you have any questions or you require assistance, please contact our Prequalification Department manager Rosio Noyola via e-mail at rnoyola@buildbig.com.