



How to do Business with Burns & McDonnell



Who We Are

10,000+ Professionals

60+ Offices Worldwide

#8 *ENR* 2022 Top 500 Design Firms

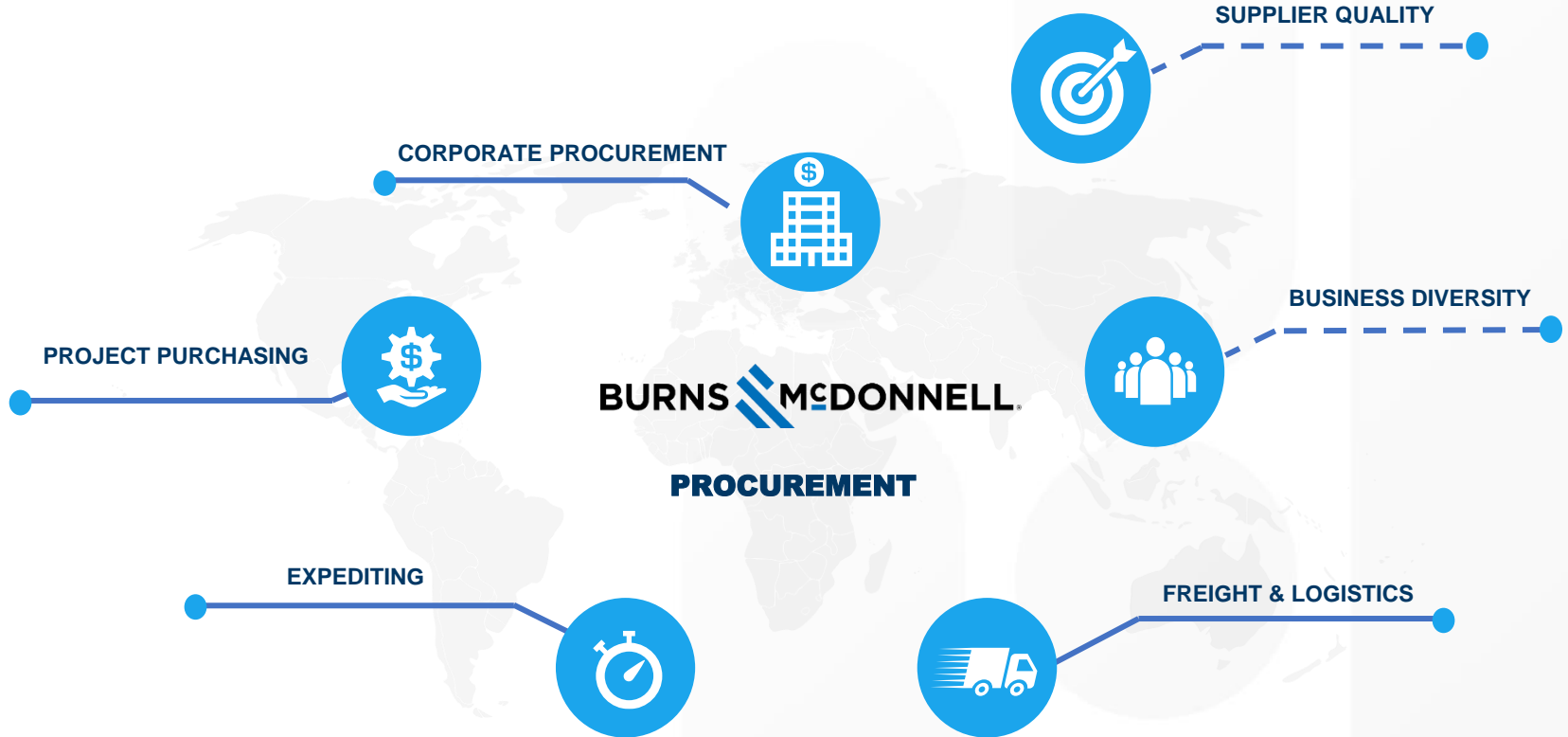
100% employee-owned



Key Industries & Markets We Serve



Procurement & Business Diversity



Strategic supplier relationships bring long-term value to our internal and external customers.
- As the single point of contact along the supply chain, our team never stops moving to identify and develop partnerships.



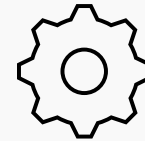
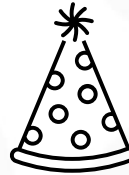
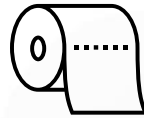
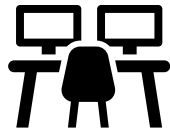
Top Areas for Procurement Needs

- Indirect procurement
- Capital equipment
- Professional services
- Construction subcontracts



Indirect Procurement

- Keep BMcD running daily
- Examples:



- Correct NAICS codes <https://www.census.gov/naics/>
- Nationwide
- Contact: Jennifer Cartmell: jcartmell@burnsmcd.com



Capital Equipment

- Capital equipment for industrial projects
- Examples:
 - Transformer
 - Main power generator
 - Enclosure
- You may be asked to provide the following documents:
 - Reference / experience list
 - Audited financial statements
 - Certificate of Insurance
- Contact: Yanfei Huff: yehuff@burnsmcd.com

DIVERSITY STATUS. Bidder shall confirm if the business is certified women-owned, minority-owned, service-disabled veteran-owned, HUBZone, veteran-owned, or small disadvantaged business.

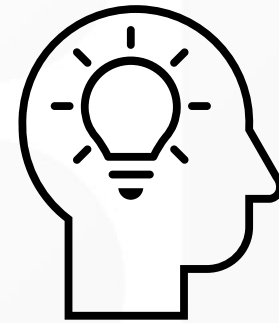
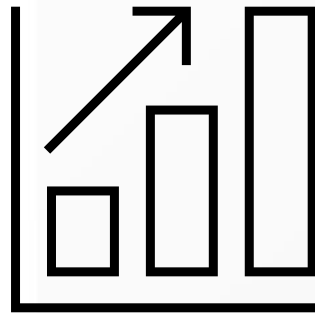
Is the Bidder a Diverse Vendor? (Yes/No)

Diversity Classification (Please Specify)



Professional Services

- Consulting services
- Engineering services
- Testing services
- Training services



Construction Subcontracts

- Construction labor at site
- Example:
 - Electrician
 - Civil subcontracts
 - Millwrights
- You will be asked to provide the following safety records:
 - OSHA 300 and 300A logs
 - EMR



WHY REGISTER?

- **Registration is required prior to purchase order placement**
- **Allows you to share your company's capabilities & locations**
- **Allows Burns & McDonnell projects to source goods & services from your company**

HOW TO REGISTER

REGISTER AS A SUPPLIER

Registration in only one region is required; do not submit registrations for multiple regions. (We suggest browsing the FAQs at the bottom of this page before you begin.)

[United States ↗](#)

[Canada ↗](#)

[India ↗](#)

[Mexico ↗](#)

[United Kingdom ↗](#)

STARTING A NEW REGISTRATION

- You can begin a walk-up registration at www.burnsmcd.com/suppliers
- Your business may receive an invitation to register



WHAT YOU'LL NEED

Material Goods Supplier

- **Registration Form**
- **W9**
- **Insurance information**
- **Sales & Revenue information**

Profession Service Firm

- **Registration Form**
- **W9**
- **Insurance information**
- **Sales & Revenue information**
- **Bonding**

Subcontractor

- **Registration Form**
- **W9**
- **Insurance information**
- **Sales & Revenue information**
- **Bonding**
- **OSHA 300 & 300A (previous years and current YTD)**
- **EMR (previous years and current YTD)**
- **Explanation for any citations or fatalities**



WE PRACTICE PROVEN PROCUREMENT POLICIES AND PROCEDURES

Download our Code of Conduct:

<https://www.burnsmcd.com/suppliers/supplier-and-subcontractor-registry>

BURNS  MCDONNELL®

Frequently Asked Questions

- What should I know before I register?
- What do you look for in suppliers and subcontractors?
- What you can expect with the registration process:
 - Register for a username and password. You'll receive a login ID, temporary password and a link to our registration system, via email.
 - Follow the link and log in to the system to complete the registration form/submit. You'll receive an email confirming receipt of your registration.
 - Validation process: 3-5 business days after submission of your registration and receipt of your signed W-9.
 - Email confirmation validation.

WE'RE HAPPY TO HELP

Contact SupplierRegistration@burnsmcd.com for assistance with the registration process

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