

# TRADE PARTNER PREQUALIFICATION DOCUMENT CHECKLIST

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## THE FOLLOWING DOCUMENTS MUST BE UPLOADED FOR A COMPLETE PREQUALIFICATION:

- OSHA 300 & 300A Logs  
*(Past three years)*
- Letter from Surety Company of Bondability  
*This letter is commonly called a “Good-Guy Letter” and must be on your carrier’s letterhead (dated within the current calendar year). Include a copy of your bonding status and capability, total bonding capacity and single/per project bond capacity.*
- Current (unexpired) Certificate of Insurance and General Liability, Additional Insured endorsement forms CG 2010 0704 and CG 2037 0704 that meet Boldt’s standard requirements
- ContractorScore Certificate  
*This certificate should be based on your most recent financial statement. CPA Audited or Reviewed statements are preferred. Contractor Score is a third-party professional tool that measures a contractor’s current management and financial capacity. Much like the consumer credit score, the Contractor Score evaluation result indicates a contractor’s relative financial and management health. It is applicable to Subcontractors and General Contractors alike.*
- Current Work in Progress (WIP) Report (see attached sample)
- EMR Letter  
*(Past three years)*
- Safety Manual
- W-9 Form  
*(With full legal name, signed and dated within the last year)*