



TRADE PARTNER PREQUALIFICATION DOCUMENT CHECKLIST

THE FOLLOWING DOCUMENTS MUST BE UPLOADED FOR A COMPLETE PREQUALIFICATION:

- OSHA 300 & 300A Logs
(Past three years)
- Financial Statements for two (2) 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. Such additional insured coverage under the Commercial General Liability and Umbrella/Excess Liability insurance shall be provided using ISO CG 20 10 10 01 and CG 20 37 10 01 forms, or their equivalents that meet Lemartec's standard requirements
- 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)

**VISIT [LEMARTEC.COM/TRADE-PARTNERS](https://www.lemartec.com/trade-partners) FOR MORE INFORMATION
OR TO START THE PREQUALIFICATION PROCESS**