



CHERRY HILL CONSTRUCTION, INC.

A Tutor Perini Company

**To:** All Cherry Hill Construction Subcontractors & Suppliers

**From:** Tim Gilmore

**Date:** 12/28/2010

**Re: UPDATE REQUEST of Cherry Hill Construction's Subcontractor/Supplier Company Profile & Prequalification Package**

Cherry Hill Construction is conducting its required Bi-Annual update of our Supplier Company Profiles and our Subcontractor Company Profiles and Prequalification. Please review the instructions below and complete and return the attached applicable forms. **If you have recently completed these forms I still need your firm to complete and return the attached documents**, since the attached forms have been revised from the forms you may have completed and returned. I apologize for any inconvenience that this may cause, and appreciate your cooperation in this matter.

1. Subcontractors

- Please complete and return the attached Subcontractor-Supplier Data Form by March 1<sup>st</sup> 2011 (This form ensures that I have the correct contact information and type of work your firm is interested in bidding). Please include copies of any DBE/MBE/WBE/SWAM Certification Letters (if applicable)
- Please complete and return the attached Subcontractor Pre-Qualification Form by March 1<sup>st</sup> 2011 (**In order for Cherry Hill Construction to use your quote on a bid and then award your firm a subcontract, I must have an updated copy of this document on file**). Please be sure to include the requested supporting documentation as well.
- Please review the attached CHC Subcontractor Safety, Insurance and EEO Policies. Please keep a copy of this document on file and refer to it if necessary when preparing bids to be submitted to Cherry Hill Construction.
- Please complete and return the documents to me electronically, by fax or hard copy. Please e-mail them to me at [tgilmore@chconstr.com](mailto:tgilmore@chconstr.com) The documents can be faxed to me at 410-799-5548 or mailed to my attention at 8211 Washington Blvd Jessup, MD 20794.

## 2. Suppliers

- Please complete and return the attached Subcontractor-Supplier Data Form by March 1<sup>st</sup> 2011 (This form ensures that I have the correct contact information and type of Material your firm is interested in pricing). Please include copies of any DBE/MBE/WBE/SWAM Certification Letters (if applicable)
- Please complete and return the documents to me electronically, by fax or hard copy. Please e-mail them to me at [tgilmore@chconstr.com](mailto:tgilmore@chconstr.com) The documents can be faxed to me at 410-799-5548 or mailed to my attention at 8211 Washington Blvd Jessup, MD 20794.

Once I receive your completed forms I will update your firm's information in our data base and you will receive solicitation notices and project information on perspective bids via e-mail. Please call me if you have any questions or need assistance in completing these forms. Thank you for your assistance in this matter.

Sincerely,

John T. Gilmore (Tim)  
Purchasing/Diversity Agent  
**Cherry Hill Construction Inc**  
A Tutor Perini Company  
8211 Washington Blvd  
Jessup, MD 20794  
Office: 410-799-2362  
Cell: 443-497-4993  
Fax: 410-799-5548  
[tgilmore@chconstr.com](mailto:tgilmore@chconstr.com)



CHERRY HILL CONSTRUCTION, INC.

A Tutor Perini Company

### Cherry Hill Construction Inc Sub Contractor & Supplier Data Form

Please complete the form below and fax it back to Tim Gilmore at; 410-799-5548. If you have any questions please call 410-799-2362. The information collected will be added to Cherry Hill Construction's Data Base and allow us to contact you when projects that are within your scope of work are being bid.

**Company Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
(No PO Boxes Please)  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Name & Title:** \_\_\_\_\_

**Contact Cell Phone:** \_\_\_\_\_ **Extension:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_

**MBE/DBE Status:** \_\_\_\_\_

**Certification Number(s)** \_\_\_\_\_

**Regions willing to work:** (Example; MD, VA,) \_\_\_\_\_

**Union Affiliation(If Any):** \_\_\_\_\_ **Local(s):** \_\_\_\_\_

**If your company is non-union are you willing to sign job specific union agreements?(Y/N)** \_\_\_\_\_

Please use the space below for any additional comments or notes about your company.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the type of service(s) or material(s) that your company provides.

Accoustic Panels	
Aggregate Supply	
Air Quality Monitoring	
Airport Construction	
Aluminized Pipe & ACMP	
Artificial Coverings-FDOT	
Asbestos Abatement	
Asphalt Paving	
Asphalt Sealing	
Asphalt Wholesale	
Audio/Visual Installation	
Bearing Pads	
Blasting	
Blds Interior Furnishings	
Bollards	
Bolts	
Box Culverts	
Brackets-Overhead & Other	
Brick Pavers	
Bridge Deck Grooving	
Bridge Drainage Materials	
Bridge Repairs	
Bridging Systems	
Building Contractors	
Building Trades	
Caisson Supply	
Carpentry/Wood Stuc	
Castings (Frame & Grates)	
Cathodic Protection	
Caulking	
Ceiling Instalation	
Cement Soil Stabilization	
Cement Supply	
Chlorination Sub	
CIP Concrete	
Clay Liner Supply	
Coatings(Concrete)	
Communication Systems	
Concrete Add Mixtures	
Concrete Breaking	
Concrete Demo & Removal	
Concrete Flatwork	
Concrete Form Supply	
Concrete Paving	
Concrete Paving Materials	
Concrete Pumping	

Litter Fence	
Lumber & Timber Forms	
Maintenance of Traffic	
Marine Construction Supply	
Marine Contractors	
Masonry	
Mechanical Contractors	
Metal Stair & Door F&I	
Mill Work	
Misc. Construction	
Misc. Construction Materials	
Misc. Metals	
Modular Blocks Walls	
MOT Material Supply	
MSE Retaining Walls	
Noise Wall Panel Supply	
Noise Wall Steel Post Supply	
On-site Fuel Supply	
Over Head Sign Struc Supply	
Painters	
Pedestrian Bridge Supply	
Photographer	
Pile Driving	
Pile Supply	
Pipe De-Silting	
Pipe Fitting	
Pipe Inspection-CCTV	
Pipe Liners	
Pipe Sleeves	
Plumbing	
Pond Riser Structures	
Post Tensioning	
Precast Conc. Barrier	
Precast Conc. Girders	
Precast Concrete Girders	
Precast Concrete Structures	
Pre-Cast Prestree Sheet Pile	
Pre-Fab Bridges	
Pressure Grouting	
Pressure Pipe	
Pumps & Pump Station	
PVC & DIP Pipe	
Quick Lime & Other Lime Prod	
Railroad Construction	
Ready-Mix Concrete Supply	
Rebar Supply	

Please indicate the type of service(s) or material(s) that your company provides.

Concrete Recycler	
Concrete Repair	
Conduit Supply	
Construction Management	
Contaminated Materials	
Control Systems	
Corrugated Metal Pipe	
Crane Mats	
Crane Rental	
Demolition	
Dewatering	
Diving Subs	
Doors & Frames Installation	
Dredge Subs	
Drilling (Caissons)	
Drilling (Core)	
Drilling (Directional)	
Dumps & Landfills	
Dumpsters	
Dust Control	
Dynamic Compaction	
Electric	
Epoxy Grouting	
Equipment Rental	
Erection	
Excavation	
Excavation Support & Piling	
Expansion Joints	
Fabricated Structural Steel	
Fence	
Fiberglass & Molded Plastics	
Fiberglass Reinforced Pipe	
Fill & Borrow Supplier	
Filter Media Supplier	
Fire Alarms	
Fire Hydrants	
Fire Sprinkler System Sub	
Flooring Installation	
Flowable Fill	
Form Liners	
Gabion Baskets	
General Contractor	
Geotextiles / Fabrics	
Grinding / Milling Pavement	
Ground Improvement Sub	
Guardrails	

Rebar Tie	
Recycled Con Agg	
Reinforced Concrete Pipe	
Rock Crushing	
Rock Sockets	
Roofing Subcontractors	
Rumble Strips	
Safety Materials & Equip	
Sandblasting	
Sawcutting	
Scale Houses & Scales	
Security Firms	
Sediment Erosion Control	
Seeding	
Sheet Pile	
Shot-Crete	
Signs	
SIP Erection	
Site Amenity Supply & Inst.	
Site Clearing	
Slide Rail Systems(EX Sup)	
Slip Form Concrete	
Sluice Gate Supply	
Sodding	
Soil Nails	
Soil Stabilization	
Spray Shields	
Stain Concrete	
Stay-In-Place Forms	
Steel Girders	
Steel Pipe & Casing	
Steel Recycler	
Storm Filters	
Stream/Wetland Restoration	
Stripe Irradication	
Striping	
Structural Forms	
Structural Metals (others)	
Survey & Mapping	
Sweeping Service	
SWM Construction	
Tank Removal	
Tank Supply	
Telephone/Comm Line Sub	
Temp Shoring	
***Testing & Engineering Firms***	

Please indicate the type of service(s) or material(s) that your company provides.

Hand Rails and Bridge Rails	
Hatch & Ladder Supply	
Hauling / Trucking	
HDPE Pipe	
HVAC Contractor	
Hydro-Demolition	
Industrial Hygieneist	
Insulation Installation	
Irrigation	
ITS & Traffic Mgmt Systems	
Jack & Bore	
Jet Grout	
Joint Repair & Underseal	
Landscaping/Plantings	
Latex Overlay	
Lead Abatement	
Lime Rock Trimming	
Limerock Base-FI	
Line Stops	
Line Tapping	
Liner Systems	

\*\*\* Please Specify Types of testing Below\*\*\*

Toll Plaza Constr	
Topsoil	
Traffic Signals	
Trash Racks	
Trench Drains	
Trenching	
Tug and Barge Transport	
Turbidity Curtain	
Underdrain	
Unexploded Ordinance Removal	
Utilities	
Utility Hangers	
Valves & Fittings	
Video Inspection	
Wash Station & Water Fount.	
Waste Water Teatment Plants	
Waterproofing	
Welding	
Well Capping & Drilling	
Wick Drains	
Window Installation	
Wire Retaining Walls	

Please use the space below to list any other type(s) of service(s) or material(s) that your company provides and any notes or exclusions you would like to make about the type(s) of service(s) or material(s) you selected from the above list.

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Thank you very much for your attention to this matter.

Tim Gilmore  
Purchasing/Diversity Agent  
Cherry Hill Construction, Inc  
A Tutor Perini Company  
8211 Washington Blvd Jessup, MD 20794  
Office Phone: 410-799-2362  
Cell Phone:443-497-4993  
Office Fax: 410-799-5548  
[tgilmore@chconstr.com](mailto:tgilmore@chconstr.com)



CHERRY HILL CONSTRUCTION, INC.

A Tutor Perini Company

8211 Washington Blvd Jessup, MD 20794  
(P) 410-799-3577 (F) 410-799-5548

### Cherry Hill Construction, Inc Subcontractor Pre-Qualification Form

Instructions: Please provide the following information. The information on this form and any additional information that you provide on supplemental sheets will be utilized by Cherry Hill Construction, Inc as an aid for determining eligibility to participate on CHC projects. All information provided will be treated as confidential. Some Cherry Hill Construction projects will require more detailed information.

1. Firm, Address, Phone #: \_\_\_\_\_

Contacts in your firm for inquiries: \_\_\_\_\_

a) Geographic area of business operation: \_\_\_\_\_

b) Years in business under present name: \_\_\_\_\_

c) Work now under contract: \$ \_\_\_\_\_

d) Work in place last year: \$ \_\_\_\_\_

e) Total bonding capacity: \$ \_\_\_\_\_

f) Value of work presently bonded: \$ \_\_\_\_\_

g) Total # of staff employed by firm: \_\_\_\_\_; # Engineers and Architects: \_\_\_\_\_;  
# CPM Schedulers: \_\_\_\_\_; # Project Managers: \_\_\_\_\_; # Estimators: \_\_\_\_\_; # Draftsmen: \_\_\_\_\_;  
# Full time Purchasing Agents: \_\_\_\_\_.

h) In-house engineering or fabrication capability \_\_\_\_\_  
fabrication floor area \_\_\_\_\_ square feet.

i) Is firm in compliance with all EEO requirements? \_\_\_\_ (Yes) \_\_\_\_ (No)

j) Approximate value of capital equipment owned by firm: \$ \_\_\_\_\_

k) Bank references and addresses: \_\_\_\_\_

2. Contracting interests: \_\_\_\_\_

and trades uses: \_\_\_\_\_

a) Union affiliations: \_\_\_\_\_  
\_\_\_\_\_ Local \_\_\_\_\_ National \_\_\_\_\_

b) Contract expiration dates: \_\_\_\_\_

c) Accept site labor agreement? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

d) Years performing work specialty: \_\_\_\_\_

e) % of work performed by own forces: \_\_\_\_%

f) Average annual sales last three (3) years: \$ \_\_\_\_\_



CHERRY HILL CONSTRUCTION, INC.

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8211 Washington Blvd Jessup, MD 20794  
(P) 410-799-3577 (F) 410-799-5548

- g) Bonding company: \_\_\_\_\_  
Phone #: \_\_\_\_\_
- h) Insurance agent: \_\_\_\_\_  
Phone #: \_\_\_\_\_

3. Has firm failed to complete a contract \_\_\_\_; been involved in bankruptcy or reorganization \_\_\_\_; pending judgments, claims or suits against firm \_\_\_\_\_.  
(If the answer to any of the preceding is yes, submit details on separate sheet.)

4. List the four most significant projects completed in the last five years:

<u>Project/Location</u>	<u>Architect</u>	<u>Contract w/</u>	<u>Contract Amount</u>	<u>Date Completed</u>

5. List the three most significant projects presently under construction:

<u>Project/Location</u>	<u>Architect</u>	<u>Contract w/</u>	<u>Contract Amount</u>	<u>Date Completed</u>

6. Attach a current financial statement which contains reasonably current data and reflects the general current financial condition of the firm.

Date of statement or balance sheets: \_\_\_\_\_  
Name of firm preparing statement: \_\_\_\_\_

7. Individual authorized to execute subcontracts or purchase orders: \_\_\_\_\_

8. Federal Tax ID #: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_



CHERRY HILL CONSTRUCTION, INC.

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8211 Washington Blvd Jessup, MD 20794  
(P) 410-799-3577 (F) 410-799-5548

9. Are you a Disadvantaged Business Enterprise? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Type: MBE \_\_\_\_\_ WBE \_\_\_\_\_ DBE \_\_\_\_\_ Cert #: \_\_\_\_\_ Certified by: \_\_\_\_\_

10. Pre-qualification Form information verification:

This form must be signed by an Officer of the firm or an individual so authorized by an Officer of the firm.

Signature: \_\_\_\_\_

Type of Firm:

Name: \_\_\_\_\_

\_\_\_\_\_ Corporation

Title: \_\_\_\_\_

\_\_\_\_\_ Partnership

\_\_\_\_\_ Sole Proprietorship

# SECTION 1.J.

## SUBCONTRACTOR SAFETY



Date of Issue: 02/01/02  
Date of Revision 08/24/08  
Page 1 of 2

### 1.0 PURPOSE:

To provide the requirements and responsibilities for attaining superior subcontractor safety performance.

### 2.0 REQUIREMENTS

#### 2.1 General

1. It is CHC's policy that we shall employ contractors and suppliers who are committed to safety excellence, and will hold them to the same standards as ourselves.
2. All Provisions of this procedure apply to all tiers of subcontractors for which CHC is responsible.
3. Each subcontractor shall know and comply with all CHC, regulatory standards, project specific and client requirements.
4. Each subcontractor shall submit a written project-specific safety program to CHC. Before acceptance, the written program must adequately address all safety issues contained in the CHC Job Specific Safety Plan and all safety related contract terms and conditions. The Subcontractor Job Specific Safety Plan provided in Appendix 1.J shall be used unless the subcontractor has a plan equal to or more thorough.
5. The subcontractor is responsible for the safety of all employees working for it and for all other persons calling on or doing business with the subcontractor— example: delivery drivers
6. The subcontractor is responsible for assuring all general and specialized training is conducted for employees under its management.
7. Proof of subcontractor's Workers' Compensation and general liability insurance shall be secured prior to subcontractor beginning any activity on the site.
8. CHC site management shall designate by name, the CHC individual who is responsible and accountable for the subcontractor's compliance with the safety provisions of the contract.
9. "Exhibit D Subcontractor Safety Requirements"(attached to Subcontractor Job Specific Safety Plan in Appendix 1.J.) shall be incorporated into ALL Contract Package Terms and Conditions involving domestic field labor and shall apply to all tiers of subcontractors. A comparable set of Special Conditions shall be developed for international field labor contracts on a project specific basis.
10. Subcontractor safety violations shall be reported to the subcontractor and documented using the "Subcontractor Unsafe Condition Report"(see Appendix 1.J). The report shall be forwarded to the appropriate subcontractor individual who will abate the hazard. If the hazard presents immediate danger it should be isolated or abated when discovered and not after the Report is completed.

# SECTION 1.J.

## SUBCONTRACTOR SAFETY



Date of Issue: 02/01/02  
Date of Revision 08/24/08  
Page 2 of 2

### 2.2 Subcontractor Safety Support

Although the requirements for each site will be determined by the project team, as a general rule, each subcontractor shall have a Safety professional as a member of its organization, whose duty shall be monitoring their compliance with all applicable safety requirements and preventing unsafe acts and conditions. If the subcontractor's projected work force is a total of 25 employees or less, an appropriately trained and experienced supervisor may take on the duties of the safety professional. If the subcontractor's total work force is between 25 and 50 workers, a safety professional whose main function is safety should visit the jobsite regularly. If the projected work force is 51 or greater, the subcontractor should assign a full time safety professional to the jobsite. When the total craft work force exceeds 250 workers, the subcontractor should add an additional safety professional.

### 2.3 Subcontract SAFETY Process

The following is an effective management process for the safe completion of work by subcontractors.

- Step 1 Subcontractor Qualification- Utilize CHC Procurement's procedure for qualifying subcontractors relative to safety.
- Step 2 Develop Bid Package- Identify all safety requirements and expectations of the subcontractor and include in the bid package.
- Step 3 Pre-Award Meeting- review safety contractual requirements and expectations to assure understanding by the apparent low bidder.
- Step 4 Pre-Mobilization Meeting- Review specific safety requirements and expectations (training, staffing, equipment/tools inspection, special programs, etc.) with the subcontractor project manager.
- Step 5 Mobilization/Orientation- Conduct project safety orientation, identify competent persons by name, obtain all pertinent MSDS, equipment inspections, start employee communication/safety promotion activities, etc.
- Step 6 Start work with 100% enforcement.
- Step 7 Closeout- Feedback to estimators on subcontractor safety performance.

### REFERENCES

Subcontract Agreement Exhibit D-"Subcontractor Safety requirements."

### APPENDIX 1.J. – FORMS

- SUBCONTRACTOR JOB SPECIFIC SAFETY PLAN (INCLUDES EXHIBIT D – "SUBCONTRACTOR SAFETY REQUIREMENTS")
- SUBCONTRACTOR UNSAFE CONDITION REPORT

**CHERRY HILL CONSTRUCTION  
8211 WASHINGTON BLVD., JESSUP, MARYLAND 20794 (410) 799-3577**

**EXHIBIT "B"**

**INSURANCE COVERAGE AND LIMITS OF LIABILITY**

Subcontractor shall, at its own expense, maintain until final completion and acceptance, through insurers admitted/licensed in the State where the Contract work is to be performed, and through policy forms satisfactory to Contractor, minimum insurance as prescribed below.

The following limits or specific coverages do not restrict or limit any contractual obligation between the parties as may be defined elsewhere. The Contractor's failure to identify insurance deficiencies does not relieve the Subcontractor from any insurance obligations.

Subcontractor, at its own expense, is required to provide any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law, ordinances, or regulations regarding the performance of their work.

- I. **Worker's Compensation.** Provide coverage for all Subcontractor's and Sub-Subcontractors' employees, volunteers, partners and officers who are engaged in any work under this contract. Provide indemnity and medical compensation coverage and employer's liability coverage for claims made under the state workers compensation law in effect in the jurisdiction where the work is to be performed. Provide other states coverage endorsement under Section 3.C. of the policy information page to include other states as may be applicable to Subcontractor's operations under this subcontract. Policy shall be endorsed to waive the insurance company's right of subrogation.

**Limits of Liability**

Workers Compensation	Statutory
Employer's Liability	\$500,000 Each Accident \$500,000 Disease Policy Limit \$500,000 Disease Each Employee

- II. **Business Automobile Liability**

**Coverages:** Liability insurance; personal injury protection or no-fault insurance; auto medical payments insurance; uninsured motorist insurance; underinsured motorist insurance; hired and non-owned auto liability coverage.

All Subcontractor's and Sub-Subcontractors' policies are to include "All Covered Autos" under symbol "1" ("Any Auto") or "Scheduled Autos" and "Hired Autos" and "Non-owned Autos" under symbols 8 and 9. That is, any auto used for business purposes, whether owned, non-owned or hired, is considered a "covered" auto.

**Limits of Liability**

Combined Single Limit	\$1,000,000 per occurrence
Personal Injury or Equivalent No Fault Coverage	Statutory
Uninsured or underinsured Motorist Coverage	\$500,000
Hired and Non-owned auto Liability	\$1,000,000 per occurrence

III. **General Liability Insurance**

All Subcontractors' and Sub-Subcontractors' general liability policies are to be in accordance with the commercial general liability forms drafted by the Insurance Services Office (ISO), CG 0001 edition date 2001 or equivalent form. The general liability coverage must be written on an occurrence basis and must include or be amended to include:

1. Blanket contractual liability covering all parties indemnified by Contract. Endorsements excluding or limiting the broad form contractual coverage are unacceptable.
2. Products and Completed Operations Coverage providing coverage for a three year period following final acceptance. This requirement can be met by subsequent renewals of occurrence based Commercial General Liability coverage including completed operations for three years beyond acceptance date. Certificates of insurance evidencing such coverage must be supplied by Subcontractor.
3. Broad Form Property Damage. Endorsement excluding or limited broad form property damage are unacceptable.
4. Independent Contractors.
5. Blanket Explosion, Collapse, and Underground Property Damage Liability.
6. Employees as additional insureds.
7. Aggregate Limits of Insurance (Per Project).
8. Additional Insured Endorsement per Paragraph V of this Exhibit.
9. Waiver of insurance company's right of subrogation.

**Limits of Liability**

General Policy Aggregate	\$2,000,000
Products-Completed Operations Aggregate	2,000,000
Personal Injury & Advertising Injury	1,000,000
Each Occurrence	1,000,000

IV. **Umbrella Liability Insurance**

All Subcontractors' and Sub-Subcontractors' umbrella liability policies shall be on an occurrence basis. Owner and Contractor shall be additional insureds. Umbrella form must apply in excess of the General Liability, Automobile and Employer's Liability limits required by the Exhibit "B". Policy must be endorsed to waive the insurance company's right of subrogation.

**Limits of Liability**

Per Occurrence	\$5,000,000
Aggregate	\$5,000,000

V. **Additional Insured Requirement**

Cherry Hill Construction, Inc. and others as may be named in the Prime Contract, are to be named as an additional insured on the Subcontractors' and Sub-Subcontractors' General Liability policies. This coverage shall be evidenced by endorsement using CG2010 (11/85 edition) or its equivalent. The additional insured endorsement(s) shall contain no restrictions not found in ISO Form B. The additional insured endorsement(s) must apply to ongoing operations and completed operations. The coverage provided to the additional insured shall be primary, and other insurance or self-insurance maintained by the Owner or Contractor shall be excess only and shall not be called upon to contribute with this insurance.

VI. **Certificate of Insurance**

Subcontractor shall provide to the Contractor a certificate of insurance before beginning work. Certificate shall be accompanied by an endorsement(s) referenced in Paragraph V. All coverages shall be on an "occurrence basis".

Contractor must be provided updated renewal certificates, policies, or required endorsements as appropriate. Failure of Contractor to request renewal certificates or endorsements does not relieve the Subcontractor from the obligations to maintain such insurances as required.

VII. **Policy Documents**

Contractor has the right but not the duty to receive copies of all insurance policies on request. Policies shall not include any exclusions that are unacceptable to Contractor. Contractor may require that all policies must be certified by an insurance carrier as true and complete.

**Cherry Hill Construction, Inc.  
Subcontractor EEO Checklist**

**Prior to Job Commencement:**

- \_\_\_\_\_ CHC Letter to Subcontractor outlining project EEO workforce goals
- \_\_\_\_\_ EEO Policy
- \_\_\_\_\_ AAP Policy & Plan
- \_\_\_\_\_ Form 1273 Attached to all purchase orders
- \_\_\_\_\_ Employee Complaint Procedures
- \_\_\_\_\_ Employee Handbook
- \_\_\_\_\_ Application with EEO/AAP Language (both craft and OH)
- \_\_\_\_\_ On-the-Job Training Policy
- \_\_\_\_\_ Subcontractor Agreement

**During the Job:**

- \_\_\_\_\_ Applicant Flow Log
- \_\_\_\_\_ All transfers/promotions/demotions/terminations
- \_\_\_\_\_ Certified payrolls to include employee name, race, sex and classification
- \_\_\_\_\_ Annotated payrolls to include employee name, race, sex and classification
- \_\_\_\_\_ EEO Meetings – past, present and future
- \_\_\_\_\_ Review EEO/AAP policies to ensure they are current
- \_\_\_\_\_ Recruitment/Advertising Efforts
- \_\_\_\_\_ Most expensive purchase order with EEO language & Form 1273 attached
- \_\_\_\_\_ Any known EEO complaints
- \_\_\_\_\_ On-the-Job Training – list of participating employees