

SUBCONTRACTOR QUALIFICATION PACKAGE

Dear Contractor:

Thank you for your interest in working with Phoinix Development Foundation, Inc. We are a nonprofit construction management firm specializing in all types of ground-up and tenant improvement commercial and residential construction. Our focus is to provide quality construction services to our clients with a personal touch, while maintaining integrity, family traditions, and professionalism. Please visit our website at www.pdfcorp.org for more information about Phoinix Development Foundation, Inc.

Subcontractor prequalification is an integral part of our risk management program and a prerequisite for working with Phoinix Development Foundation, Inc. Please complete the enclosed subcontractor prequalification questionnaire to help us better understand your operational capabilities, safety record, and liquidity. With the information provided, we establish an aggregate contractual threshold limit and update our estimating database for consideration on future projects.

We are often asked by subcontractors how to best get work with Phoinix. Or, “How do I get on your “bid list?” Or, “How do I get my foot in the door with Phoinix?” The purpose of this PDF file is to help subcontractors understand how to qualify as a Phoinix subcontractor and get their fair share of work with Phoinix.

We truly value our contractors, subcontractors and suppliers and wish for you to join our philosophy in providing quality building services with a personal touch.

Step 1 – Read and understand

Please carefully review Phoinix’s standard subcontract and insurance requirements, which can be found within this package.

Step 2 - Getting into Phoinix’s Qualified Subcontractor Database

Fully complete the Subcontractor Qualification Worksheet, and return it via email to the contact below to be entered into our Subcontractor Database. We are developing a large nationwide database and you don’t want to be left out.

Of course, your financial statements will be kept strictly confidential and if necessary, we can make special arrangements for you to meet with our CFO to present your financials.

Thank you.

Mike Pinson

Vice President of Construction

Phoinix Development Foundation, Inc.

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HOW TO DO BUSINESS WITH PHOINIX DEVELOPMENT FOUNDATION, INC.

An Information Sheet for Contractors and Subcontractors

Phoinix Development Foundation, Inc is proud of its excellent working relationship with the Contractor and subcontractor community. We recognize that up to 95% of the work performed on our projects is done by local contractors and subcontractors and our success as a construction management firm is directly related to the success of our contractors. We very much appreciate your participation as part of the Phoinix family.

Subcontractor Anti-Discrimination and Affirmative Action Statement

Phoinix is committed to providing equal opportunity for all subcontractors who are qualified to work on Phoinix's projects. In addition, Phoinix is always actively seeking new qualified subcontractors to work with, including disadvantaged businesses.

It is the policy of Phoinix that small businesses (SBE), disadvantaged businesses (DBE), veteran owned (VBE), service disabled-veteran-owned (SDVBE), and women-owned businesses (WBE)* shall have the maximum practical opportunity to participate in the performance of subcontracts awarded by Phoinix on all projects, especially projects awarded or financed by any Federal, State or other Public Agency. This policy shall be carried out in the awarding of subcontracts to the fullest extent consistent with the efficient performance of the contract. Such businesses are encouraged to complete and submit a Subcontractor Qualification Package to Phoinix, respond to all solicitations by Phoinix, and to contact Phoinix's Vice President of Construction.

* SBE, DBE, VBE, SDVBE and WBE firms are as defined by the various Federal, State and Public agencies in their procurement policies, including the requirements of Executive Order 11246, and other Small Business Acts.

Subcontractor Qualification Process

In all cases, Phoinix must select subcontractors who are qualified to perform the work on its projects and who are able to demonstrate their qualifications to Phoinix's satisfaction. Past experience, client references, similar project experience, supplier references, financial strength, bonding capacity, safety record, the subcontractors' demonstrated understanding of the project itself, and other quantifiable factors will be used by Phoinix to establish a subcontractor's qualifications for any particular project.

As part of Phoinix's subcontractor qualification process, potential subcontractors are required to periodically complete/update a Subcontractor Qualification Package, which includes providing client references, financial statements, and bonding information, as well as to agree to Phoinix's subcontract payment, insurance and indemnity provisions.

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Subcontractors must update this information as required by Phoinix to remain in Phoinix's active subcontractor database.

To begin the qualification process, a contractor or subcontractor should complete a Subcontractor Qualification Package. This questionnaire is designed to provide information about the capabilities and the desired scope and size of work of a sub. It also is designed to ensure that a subcontractor understands and agrees to the key terms in Phoinix's standard subcontract agreement and insurance requirements. All approved and verified qualification packages are entered into Phoinix's electronic database of qualified subcontractors. Please remember, however, that in addition to this process, the subcontractor must also demonstrate its qualifications for specific projects based on the specific needs of each project.

Who makes the decision on which subcontractors get the job?

All of our projects are estimated and "bid" by project teams which are also responsible to build the project once it starts. The project managers are the people who decide which subcontractors are qualified to perform the work and which subcontractor will be awarded the work. On many private projects, the manager prepares an analysis and recommendation to the project owner about which subcontractors to choose.

Marketing to Phoinix Development Foundation, Inc.

Contractors and Subcontractors must take active responsibility for obtaining job opportunities with Phoinix. Subcontractors that have the most success with Phoinix actively market themselves to Phoinix and create awareness with Phoinix construction personnel of their desire and qualifications to work on Phoinix projects. Subcontractors are encouraged to call or email our construction project management teams to find out what projects are out to bid and to request being added to a project bid list. Phoinix will provide aggressive subcontractor outreach and will publicly advertise all public projects.

Also, Phoinix will send out invitations to bid to selected qualified subcontractors on all projects. Phoinix will also accept unsolicited bids on projects, however, such bids can be difficult to evaluate for completeness or subcontractor qualifications at bid time.

Therefore, all subcontractors are encouraged to complete a Subcontractor Qualification Package and make contact with the bid leader prior to bidding a project. As a special request, Phoinix requests that all bidding subcontractors remain available on bid days to answer last-minute questions about their bids.

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Inappropriate Gifts Not Allowed

Phoinix and all potential Phoinix subcontractors must conduct themselves with the highest degree of honesty and integrity. It is against the law and against Phoinix policy for any employee to accept any inappropriate gift, or any other attempt to influence a decision to award a subcontract. Phoinix shall adhere to the requirements of all such laws including The Copeland Anti-Kickback Act of 1986 (41 U.S.C. 51-58).

Subcontractors who are suspected of attempting to inappropriately persuade Phoinix employees will be eliminated from consideration on Phoinix projects and employees who accept such attempts will be strictly disciplined.

Phoinix Preconstruction Process on Private Jobs

Once on the bid list for private projects, a subcontractor may find that the process is different than for other projects. Phoinix frequently has to budget and re-budget projects several times as we assist the owner with value engineering ideas, resolving budget and scheduling issues, and other “Preconstruction Services”. It is not uncommon for us to budget a job two or three times with several subcontractors in each key trade. But only one of those subcontractors will actually get the job.

What should you expect from Phoinix?

We expect that our subcontractors provide timely information, good quality work, efficient scheduling, and safely operated activities. And, of course, we do want the best pricing from our subcontractors so that we get the jobs we want together. In return, we always strive to treat our subcontractors fairly and equitably in all ways. We treat our subcontractors with the same respect, integrity, and honesty that we expect from them. Hopefully, this makes Phoinix the kind of contractor that subcontractors **WANT** to work for.