



TRADE PARTNER REGISTRATION INSTRUCTIONS

Prequalify through SMS, The JE Dunn Prequalification System

All trade partners doing business with JE Dunn Construction are required to prequalify using **SMS, JE Dunn's Prequalification System**.

SMS can be accessed at <https://sms.jedunn.com/>

If you do not have an existing account you will need to create one. If you already have an account please ensure all information is current.

Support for username and password issues, as well as other frequently asked questions, can be found on the website listed above.

Privacy and confidentiality is top priority regarding your personal information. No one other than the Risk Management department will have access to your financial information. In addition, this information is not used to exclude anyone, but rather protect all parties involved.

Additional Resources

For SMS prequalification
status contact:
prequal@jedunn.com

For Supplier Diversity
subcontracting opportunities
contact:
diversity@jedunn.com

Requested Information for JE Dunn Prequalification

GENERAL INFORMATION

About your company, ex: name, address, phone, e-mail, and contact person.

COMPANY CLASSIFICATION

List any business preference or classifications your company holds, ex: Woman-owned business enterprise (WBE); Veteran-owned business; 8(a) certified, etc.

LOCATIONS

List which areas or regions your company will work in.

ACCOUNTING INFORMATION

Provide your company's accounting firm or CPA contact information.

FINANCIAL STATEMENTS

Enter your most recent financial information into the required sections. Upload the accompanying balance sheet and income statement documentation to allow for verification.

BANKING

Will need your banking institution information to include name, address, contact information, and credit line details.

BONDING

Include your bonding agent's contact information.

LETTER OF BONDABILITY

Provide a copy of your bonding status/capability produced by either your bonding company or agent. How much is your total bonding capacity? How much can you bond per project?

TRADE REFERENCES

Who have you worked with? Minimum of three references are required.

PROJECT REFERENCES

Recently completed projects with the details of the general contractor or owner, value of contract, and completion dates. Minimum of three are required.

SAFETY INFORMATION

Provide information related to your company's safety program.

EXPERIENCE MODIFICATION RATE (EMR)

Submit your EMR information.

OSHA/LOST WORKDAY INCIDENT RATE

Provide your company's OSHA/Lost Workday Incident history.

QUALITY ASSURANCE/QUALITY CONTROL

Submit documentation detailing your company's QA/QC program.