

CAPITAL SYSTEMS RENEWAL PROGRAM

PREQUALIFICATION SUBMISSION

REQUIREMENTS

The University maintains all information submitted for prequalification in strict confidence and does not share with persons or agencies not directly connected to the prequalification review process. Upon renewal, all previous information is destroyed and the current information is securely filed away under lock and key.

Penn State DOES NOT sign waiver agreements in regard to financial statements. We fully understand and respect the sensitivity and confidentiality of these documents and do not share this information.

Direct all inquiries regarding prequalification to [Tina Petrie at \(717\) 720-5494](mailto:tina.petrie@butz.com) or tina.petrie@butz.com

Process typically requires **three** weeks. **Do not wait until the last minute.** All trades requiring prequalification **MUST** be prequalified **prior to bid opening.**

REQUIREMENTS FOR NEW COMPANY

Contractors not currently prequalified must complete the Prequalification Application form (pdf) and Reference form. The completed forms along with the scanned attachments should be submitted via email to tina.petrie@butz.com. **Incomplete** packages will not be considered.

Prequalification

Reference Form

Contractors will receive an email notification regarding their status. Hard copy submission will not be accepted.

REQUIREMENTS FOR RENEWAL

Contractors looking to renew their current prequalification must complete the Prequalification Application form (pdf) and check the box marked renewal. The completed form along with the scanned attachments should be submitted via email to tina.petrie@butz.com. **Incomplete** packages will not be considered.

Prequalification Renewal

It is the company's responsibility to provide the renewal information on or before the renewal date provided in the acceptance email. Failure to renew by the renewal date will result in removal from the Penn State prequalified bid list. **No reminders will be sent.** Hard copy submission will not be accepted.

REQUIREMENTS FOR EXISTING COMPANY TO ADD TRADE(S)

Contractor must be currently prequalified before they can add a new trade category. Contractor must complete the New Trade Application form (pdf) and Reference form. Submit all documentation via email to tina.petrie@butz.com. **Incomplete** packages will be not considered. Hard copy submission will not be accepted.

Prequalification New Trade

Reference Form

UPDATING COMPANY INFORMATION

To make a revision or update company information, send an email to reflecting the requested change.

All changes to company information must be requested via the corporate email address to ensure authenticity. Hard copy submission will not be accepted.