

CONTRACTOR QUALIFICATION

DATE: 07/20/2016

Contractor Qualification Requirements

All contractors performing any work on the AM/NS Calvert site must be pre-approved by Purchasing and Health & Safety to perform the work. Pre-requisites for contractor qualification include:

- ISNetworld Pre-Qualification
- Online Contractor Orientation
- Standard 10 Panel Drug Screen
- Alcohol Screen
- Alabama General Contractor License

ISNetworld Pre-Qualification

- Contractors are responsible for registering with [ISN](http://www.isnetworld.com) at www.isnetworld.com.
- Contractors must achieve and maintain an overall grade of "B" or above.

Online Contractor Orientation

- Contractors are responsible for contacting Abbottsfield at 800-541-6698 or support@abbottsfield.com and making a payment of \$20 per person for the online training.

Drug & Alcohol Screening

- Documentation for a 10 panel drug screen and alcohol screen indicating a clear (negative) screen completed within the last 30 days for contractors new to the site, or completed within three months for contractors renewing badges is required.

Alabama General Contractor License

- All prime General Contractors (defined below) and Subcontractors (defined below) are required to obtain an Alabama contractor license. The licensing requirement also applies to construction managers.
- A General Contractor is one who undertakes or superintends the following activities: (a) construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation or demolition of any building, highway, sewer, structure, site work, grading, paving or project or any improvement; and/or (b) installation of any equipment that becomes a permanent improvement to the building (e.g., requires drilling holes, bolting down heavy equipment and/or applying cement or grout).

- A Subcontractor is a General Contractor that performs work under contract to another General Contractor.
- The contract amount must be \$50,000 or more before a contractor license is required. Note: contracts may not be divided up in an attempt to avoid the licensing requirements.
- In order to secure a prime General Contractor license, an application, which can be found at www.genconbd.state.al.us, must be completed in its entirety and submitted with a \$300 fee to the Licensing Board at least 30 days prior to a Licensing Board meeting. The Licensing Board only meets eight (8) times per year in the months of January, February, April, May, July, August, October and November. References from an architect/engineer, general contractor, bank and material supplier are required. A Confidential Financial Statement booklet must be filled out by a CPA. Also, a representative of the applicant must pass a Business and Law Exam administered by PSI testing center. If certain requirements are met, reciprocity exists for applicants with contractor licenses in Mississippi, Tennessee, Arkansas and Louisiana.
- In order to secure a Subcontractor license, An application, which can be found at www.genconbd.state.al.us, must be completed in its entirety and submitted with a \$150 fee to the Licensing Board. Work references from three (3) general contractors and/or architect/engineers are part of the application. The Licensing Board will issue a Subcontractor license within fifteen (15) days from the date the license application is submitted.
- In the case of joint ventures, all parties to the joint venture must be licensed.
- The installation of equipment by an equipment vendor requires a prime General Contractor license if the amount of the contract is \$50,000 or more and the equipment becomes a permanent improvement to a new or existing building. The Licensing Board interprets the words "permanent improvement" to include structural modifications that require drilling holes, bolting down heavy equipment and applying cement and grout. If the equipment vendor's scope of work contains an obligation to install the equipment, it cannot avoid its licensing obligation by subcontracting its installation work to a licensed contractor.
- A contractor or equipment vendor that conducts work without being properly licensed in Alabama would be subject to criminal sanctions (Class A misdemeanor) and civil sanctions (cease and desist order, \$5000 fine, etc.).

Contractor Badge Requirements

After contractor employees complete the required [online contractor orientation](#), each employee must present the following to AM/NS Calvert Main Security Building to obtain a badge:

- Certificate of completion for the AM/NS Calvert Abbottsfield Contractor Safety Orientation
- Documentation for a 10 panel drug screen and alcohol screen
- One government issued photo ID.

Badges are only issued Monday – Friday from 5:00 AM to 5:00 PM.