

# HOW TO DO BUSINESS WITH WALSH AUSTIN JV



ESTABLISHED SUBCONTRACTOR/ VENDORS	SUPPLIERS / NON - TRADITIONAL BUSINESSES	M/WBE DEVELOPMENT PROGRAM
<p>Established Subcontractor/Vendors are defined as Sub/Vendors who can meet Walsh Austin Joint Venture Commercial's requirements and are ready to bid and proceed when awarded a project.</p>	<p>Suppliers/Non Traditional Business are defined as businesses that do not provide the typical scope of work required within the construction phase.</p>	<p>The WAJV M/WBE Diversity Inclusion Programs is designed for selected group of minority subcontractors who qualify for assistance. Qualification includes small minority businesses that have shown a commitment to provide quality service.</p>
<ol style="list-style-type: none"> <li>To become an active bidder with Walsh Austin Joint Venture you must obtain The Walsh Austin Joint Venture Subcontractor/Vendor Information Package.</li> <li>Please complete and return the Walsh Austin Joint Venture prequalification Questionnaire, including the most current CPA prepared business financial statements, current work-in-process schedule, current certificate of insurance, a minimum of two (2) reference letters, resumes of key Officers/employees of the company, documentation showing similar type of project experience.</li> <li>Upon completion of our audit and verification of all documents you will be added to Walsh Austin Joint Venture's Bidder's Database. Please note that adding your organization's name to the Database does not guarantee a contract with Walsh Austin Joint Venture. IT IS THE RESPONSIBILITY OF THE SUB/VENDOR TO CONTACT WALSH AUSTIN JOINT VENTURE ESTIMATING DEPARTMENT TO MARKET YOUR COMPANY IN ORDER TO BE SELECTED TO SUBMIT BIDS.</li> </ol>	<ol style="list-style-type: none"> <li>All Suppliers/Non-Traditional Businesses should contact the Procurement Department to request a Subcontractor/Vendor Information Package. Please complete and return the pre-qualification questionnaire with the appropriate information, including a minimum of two (2) reference letters, your M/WBE Certification documents, any other certification documents you have, and your business profile to the Procurement Department.</li> <li>The Procurement Department will review the submitted information, and will determine if services performed can be utilized at Walsh Austin Joint Venture.</li> <li>The company's name and type of business will be added to Walsh Austin Joint Venture's list of suppliers/non-traditional businesses. Depending on the type of service provided, Walsh Austin Joint Venture may require a personal interview.</li> <li><b>Please Note:</b> All of the Walsh Austin Joint Venture departments and jobsites will determine their individual needs and will contact suppliers on an as needed basis. IT IS THE RESPONSIBILITY OF THE SUPPLIER TO CONTACT KEY PERSONS AT WALSH AUSTIN JOINT VENTURE TO DEVELOP THE "BUSINESS RAPPORT" NEEDED TO ESTABLISH YOUR COMPANY. Suppliers should request a list of jobsites and main office representatives.</li> <li>Invoices should be submitted to the person who requested your service.</li> </ol>	<ol style="list-style-type: none"> <li>Contact the Diversity Affairs Department to request a subcontractor/vendor information package. Complete and return the enclosed bidder's questionnaire and schedule an interview with Walsh Austin Joint Venture Diversity Affairs Representative.</li> <li>The interview process is designed to outline the Sub/Vendor's goals, determine assistance required and establish a strategic plan to successfully execute joint efforts of Walsh Austin Joint Venture and Sub/Vendor's goals.</li> <li>Walsh Austin Joint Venture will establish a Subcontractor Activity File to track the action of the strategic plan.</li> <li>Once Walsh Austin Joint Venture has met the goals outlined in our strategic plan, the Sub/Vendor will be added to Walsh Austin Joint Venture's database and will proceed with Walsh Austin Joint Venture's Established Subcontractors/Vendor's Procedures.</li> </ol>