

January 4, 2012

Action Required

Dear Contractor,

We are pleased to announce Glenn O. Hawbaker, Inc. (Glenn O. Hawbaker) has recently established a business relationship with ISN (www.isnetworld.com). Effective immediately, ISNetworld will begin serving as Glenn O. Hawbaker's primary contractor/supplier information management system. As a result of this action, contractors/suppliers and their subcontractors performing services for Glenn O. Hawbaker are required to become subscribers to ISNetworld. If your company is a current subscriber to ISNetworld, there is no additional fee; however, please ensure your company has completed the items below.

There is a nominal fee for this service. Glenn O. Hawbaker believes the benefits to both parties will far exceed any associated costs. A more comprehensive list of contractor/supplier benefits and subscription quick start guide are attached from ISN.

Your company's ISNetworld subscription will provide Glenn O. Hawbaker access to the following required information:

1. **Company Profile** – Populate your company profile in ISNetworld to include company contact information, office locations, types of work/industry classifications, geography served, etc. This will provide Glenn O. Hawbaker and other Owner Clients with your company's most current contact information at any time.
2. **HSE Questionnaire Management** – ISNetworld contains the Management System Questionnaire (MSQ) which will be utilized to gather your company's HSE data. The MSQ will replace all previous Glenn O. Hawbaker questionnaires sent to your company.
3. **Document Submittal** – Glenn O. Hawbaker will use ISNetworld to track and verify your company's Insurance Certificates, OSHA Forms, and EMR Letters. During your company's subscription setup, ISN will explain how to submit these documents within your company's subscription and make them available online to Glenn O. Hawbaker.
4. **Review and Verification** – ISN RAVS will review your company's written health and safety program for conformance with regulatory and/or Glenn O. Hawbaker's standards. Your company will be required to submit copies of your company's written health and safety program to ISN RAVS. Detailed instructions will be communicated during your company's subscription setup. ISN RAVS will also verify your company's OSHA statistics and training documentation.

In order to be considered by Glenn O. Hawbaker during the contractor/supplier selection process, your company's subscription must be in place and all required data must be posted **by February 7, 2012**. For further details about ISNetworld, **please contact the ISN Customer Service Team at (214) 303-4900 or (800) 976-1303 or visit their website at www.isnetworld.com.**

Your company's cooperation and participation in bringing this cost effective technology solution to our business relationship is appreciated. Glenn O. Hawbaker and ISN representatives will schedule Users Group Meetings and Help Desks throughout the year. All contractors/suppliers who have subscribed to ISNetworld for Glenn O. Hawbaker will receive details of dates/locations of these meetings.

Sincerely,



Daniel R. Hawbaker
President, Glenn O. Hawbaker, Inc.