

SUBCONTRACTOR QUALIFICATION FORM

It is our policy, before we use quotes or sign subcontracts, to ask subcontractors to submit this qualification form. This enables us to categorize subcontractors within their trade by types and size of contracts they can handle.

1. SUBCONTRACTOR IDENTITY

Area(s) of Expertise: _____

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Tax ID or SS Number: _____ E-mail: _____

Contact Person(s): _____

Type of Company: Sole Proprietorship Corporation Partnership

Date Company Formed: _____ Total Number of Employees: _____

States in which the company is legally qualified to do business: _____

Names and titles of key people in company: _____

Has the company operated under any other name in the past five years? Yes No

If yes, give name(s): _____

Does the company have offices, plants, or warehouses at other locations? Yes No

If yes, list address(es): _____

2. MBE/WBE/SBE CERTIFICATION

Is the company a certified Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), or any other type of certified business enterprise? Yes No

If yes, which type? _____ Certifying Agency: _____

3. FINANCIAL INFORMATION

Does the company have a line of credit from any lending institution? Yes No

If yes, give details: _____

Lender's Name/Address Lending Officer's Name/Phone # _____

Do you have bonding? Yes No If yes give details: _____

Single project limit: _____ Aggregate Limit: _____

Bonding Company Name/Address: _____

Bonding Agent Name, Address, and Phone Number: _____

4. SAFETY RECORD

In the past five years, has your company or any of its key people been investigated for or found to have committed a serious OSHA violation? ___ Yes ___ No. If yes, give details.

Please indicate your current Workman's Compensation MOD rate: _____

(Attach a copy of the current MOD sheet)

Do you have a written employee safety policy and program? ___ Yes ___ No

Do you have a designated company safety officer? ___ Yes ___ No If yes, please provide their name and phone number: _____

Do you have a hazardous communications program, and are you able to provide MSDS' for any hazardous products you may use? ___ Yes ___ No

Do you conduct project safety inspections? ___ Yes ___ No. If so, who conducts the inspection (name and title) and how often? _____

Please attach a copy of your most recent OSHA 300 log and a copy of your 3-year loss history for liability insurance.

Are there any other open or aggregate liability claims that would impair your ability to insure any project? ___ Yes (attach explanation) ___ No

5. OTHER INFORMATION

Has your company or any of its people been a party to a bankruptcy or reorganization proceeding? ___ Yes ___ No. If yes, give date: _____

During the past five years, have any liens been filed against you by any of your subcontractors or suppliers? ___ Yes ___ No. If yes, give details for any liens over \$5,000.

Have you ever failed to complete a contract, been defaulted, or had a contract terminated? ___ Yes ___ No. If yes, give details. _____

In the past five years, has your company or any of its key people been involved in any lawsuits arising from construction projects? ___ Yes ___ No. If yes, give details. _____

Is there any other information you would like to give us? _____

Please be sure to fill out the attached reference sheet or feel free to attach your own.

I hereby certify that to the best of my knowledge all of the information on this form is correct.

Signed: _____

Date: _____ Title: _____

PROJECT REFERENCE SHEET *(Attached separate list, if needed)*

1. COMPLETED PROJECTS (Summarize representative projects completed in past 5 years)

Name of Project	Scope of Work	Contract Amount	Completion Date

2. CURRENT PROJECTS (Work in Progress)

Name of Project	Scope of Work	Contract Amount	Completion Date

3. TRADE REFERENCES (List three of your subcontractors or suppliers)

Name	Address	Phone Number	Contact Name

4. CLIENT REFERENCES (List three clients)

Name	Phone Number	Fax Number	Contact Name

5. "GREEN" CONSTRUCTION: How many of your staff are Green Advantage Certified or LEED Accredited? _____ Please list Certified projects where you have provided environmental construction and the level achieved.
