

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: _____ E-mail: _____

Contact Person(s): _____

Type of Company: _____ Sole Proprietorship _____ Corporation _____ Partnership

Union: _____ Yes _____ No

Wage Scale Project Experience: _____ Yes _____ No

Date Company Formed: _____ Number of Employees: Office _____ Field _____

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): _____

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: _____

Bonding Company Name/Address: _____

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 provide your Workman's Compensation MOD rate for the past 3 years:
(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 SDS 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.

Please provide a link to or attach a copy of your Safety Program.

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 Owners 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. _____

6. US CITIZENS

How many employees are US Citizens? _____ Office _____ Field

Please 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 Contact Name/#

2. CURRENT PROJECTS (Work in Progress)

Name of Project Scope of Work Contract Amount Completion Date Contact Name/#

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

Name	Address	Phone Number	Contact Name
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4. CLIENT REFERENCES (List three clients)

Name	Phone Number	Fax Number	Contact Name
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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.

Upon acceptance, you will be required to provide a W9, sign the Master Subcontract Agreement, and provide a Certificate of Insurance per our sample. Documents are on our website for your review.