

Subcontractor Prequalification Questionnaire

All prospective subcontractors/suppliers interested in working on our projects are required to complete this questionnaire. The contents of this questionnaire will be considered confidential and used solely to determine your firm's qualifications and will not be disclosed to others

I. General information

- A. Name and address of your business:

- B. Telephone number: _____ Fax number: _____ Email: _____
- C. Contact name and title:
- D. Applicable SIC code(s):
- E. Trade description(s):
- F. Are you listed in Dun & Bradstreet? _____ If yes, what is your rating?
- G. Is your operation union or non-union or both, please indicate here:

II. Organization

- A. Business type: Corporation Partnership Limited Liability Company Sole Proprietor
 Other (specify) _____
- B. Date founded: _____ State of formation: _____
- C. Please indicate the following information about key officers, managers and principals **on a separate sheet:**
 Full name, title and length of time in this position
- D. Indicate if your business qualifies as one of the following: (check all that apply):
 DBE MBE SBE WBE
- E. List all other names your firm has conducted operations:
- F. Is your firm owned or controlled by a parent or any other organization?
 If yes, please describe on a separate sheet.

III. Licensing information

- A. Please provide all trade and professional licenses, if any, required for you to perform your services.

<u>Type of license/name of licensee</u>	<u>State</u>	<u>License number</u>
- B. Has any license ever been denied or revoked?
 If yes, please describe on a separate sheet.
- C. Has a complaint ever been filed with a Contractor's State License Board against your firm?
 If yes, please explain briefly the circumstances on a separate sheet.

Subcontractor Pre-qualification Questionnaire (continued)

IV. Work experience

- A. Please attach a list of the major projects your firm **has completed in the last three years** showing the project name, location, owner, architect/engineer, general contractor, contract amount and the completion date and contact person with telephone number.
- B. What is your average job size?
- C. What was your largest job ever completed? In what year?
- D. What is your backlog?
As of today?
As of last financial statement?
As of 12 months ago?
- E. Has your firm or any other organization with which your officers or owners were involved **during the past three years**, ever failed to complete any work awarded or been terminated for cause?
If yes, please provide a complete explanation.
- F. Are there any judgments, claims, arbitration proceedings, or suits pending/out-standing against your firm or its officers or principals?
If yes, please provide a complete explanation.
- G. Has your firm filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last three years?
If yes, please provide a complete explanation.
- H. Has your firm, or any other organization with which your officers or owners were involved during the past three years, ever been in bankruptcy or a voluntary or involuntary reorganization?
If yes, please provide a complete explanation on a separate sheet.
- I. Has your surety ever finished one of your construction projects?
If yes, please provide a complete explanation on a separate sheet.

V. Financial information

- A. Please attach you firm's most recent financial statement (audited, if available) for the entity that will be signing the subcontract.
- B. Please indicate this year's **estimated** annual sales volume?
- C. Please indicate below the annual sales volume for the last three (3) years?
Year: Volume:
Year: Volume:
Year: Volume:
- D. Please provide the following financial information from the above financial statement:
Working Capital:
Net Worth:
Your Current ratio = current assets divided by current liabilities
Your Leverage ratio = total liabilities divided by net worth (defined as assets minus liabilities)

Subcontractor Pre-qualification Questionnaire (continued)

- E. Please attach a list of major projects your firm **currently has in progress** (included projects awarded but not started), indicating the project name, location, owner, architect/engineer, general contractor, contract amount, percent complete and scheduled completion date and contact person with telephone number.

VI. References

- A. Supplier reference (Provide 3 supplier references, including Name and Phone Number):
- B. Banking reference (include Name and Phone Number):
- C. Bonding reference (include Name and Phone Number):
- Bonding agent:
- Bonding company:
- Length of Current Surety Relationship:
- Bonding capacity: Single Limit
- Total Program Bonding Limit:

VII. Safety and health

- A. Please list your firm's Workers compensation interstate experience modification rate for the **most recent three years** (If available, please attach a copy of your insurance agent's verification letter).
- Year: Experience Modification Rating:
- Year: Experience Modification Rating:
- Year: Experience Modification Rating:
- B. Do you have a full-time safety representative?
- C. Has your firm had any OSHA fines or jobsite fatalities **within the last three years**?
- If yes, please describe in detail on a separate sheet.
- D. Please attach copies of your OSHA No. 300 Log(s) for the most recent three years along with your most current log to date of this submission.
- E. Please attach copies of your OSHA Recordable Incident Rate and Lost Workday Incident Rate for the most recent three years including current year to date.

VIII. Additional information

Please attach any additional information you feel will help us determine your firm's qualifications and expertise, including owner or general contractor references, etc.

I hereby certify that the above information is accurate, correct and true.

Completed by: _____

(Name)

(Title)

(Signature)

(Date)