



## Subcontractor - Vendor Pre-Qualification Form

### COMPANY INFORMATION

Company Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_ Established: \_\_\_\_\_

Trade / Material / Services: \_\_\_\_\_

List largest 3 completed projects:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INSURANCE / BONDING INFORMATION

Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ Fax: \_\_\_\_\_

General Liability Limits: Required \$1 Million – **Attach Policy**

Worker's Compensation? State Minimum Required -**Attach Policy**

No State Exemption Allowed

Auto Limits: – **Attach Policy**

Are you a bondable Subcontractor:  Yes  No

If Yes what is your bonding capacity: \_\_\_\_\_

Does your company have a Safety Program:  Yes  No

### General Contractor References

Company: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Subcontractor \_\_\_\_\_ Trade \_\_\_\_\_ License \_\_\_\_\_ No. \_\_\_\_\_

List all minority certifications: \_\_\_\_\_

Section 3 Certified?  Yes  No

LEED Certified?  Yes  No

Have you ever failed to complete work awarded?  Yes  No

If yes, explain on separate sheet \_\_\_\_\_

### TRADE EXPERIENCE

Public Work  School Board  Institutional  Healthcare

Parks & Recreation  Commercial Other \_\_\_\_\_

Any pending litigation, claims, suits or arbitration? \_\_\_\_\_

**If yes, Attach separate sheet with explanation**

List of current and completed projects – size, scope, and details.  
**(Attach separate sheets with project details and pictures if avail.)**

### Supplier References

Company: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Phone / Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_