

Subcontractor Prequalification Form

Referred by

Robins & Morton Contact: Robins & Morton Project:

Have you worked with R & M before? Yes No

I. General Information

Company

Federal ID Number

Address

Year Business Started

Main Contact

City

Contact Title

State Zip Code

Contractor's License(s), States and Numbers

Phone

State Number

Fax

State Number

Email

State Number

Website

State Number

Union Yes No

Subcontractor

Vendor/Supplier

II. Organization

Business Type: Corporation Partnership Limited Liability Company Sole Proprietor

List the name, title, years with company and percent of ownership of the company's principals

Name	Title	Yrs w/ Co	% Ownership
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is your company owned or controlled by a parent company or other organization? Yes No

Provide name of parent company:

Check applicable certification(s) MBE WBE DBE VBE Native American

Provide number of Office Staff Field Supervisors Average Field Labor Average Shop Labor

Subcontractor Prequalification Form

III. Legal Information

• Are there any judgments, claims, arbitration proceedings or suits pending/outstanding against your firm, its officers, or principals?

Yes No If yes, please attach a complete explanation.

• Has your company filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last three (3) years?

Yes No If yes, please attach a complete explanation.

• Has your company or any organization with which your officers were involved during the last three (3) years ever been in bankruptcy or a voluntary or involuntary reorganization?

Yes No If yes, please attach a complete explanation.

IV. Financial Information

Annual Volume

What was the average annual revenue from work completed in the last three (3) years and what is next year's forecasted revenue?

Year	<input type="text"/>	Year	<input type="text"/>	Year	<input type="text"/>	<input type="text"/>
Revenue	<input type="text"/>	Revenue	<input type="text"/>	Revenue	<input type="text"/>	Forecasted Revenue

To prequalify for contract, attach copies of your most recent annual financial statements (balance sheet, income statement, and cash flow). If your annual statements are more than six months old, please also include quarterly statement. R & M uses this information strictly for prequalification purposes and will not disclose this information to any third parties.

Previous experience with Textura Yes No

V. Safety

OSHA Record

Has your firm had any OSHA citations, fines, or jobsite fatalities within the most recent three (3) years?

Yes No If yes, please attach a detailed description of the incident and steps taken to prevent a recurrence.

Workers' Compensation

Please list your firm's workers' compensation experience modification rate (EMR) for the last three (3) years.

Year	<input type="text"/>	Year	<input type="text"/>	Year	<input type="text"/>
Rate	<input type="text"/>	Rate	<input type="text"/>	Rate	<input type="text"/>

Subcontractor Prequalification Form

V. Experience

Trade Categories

Please list the PRIMARY categories of work your firm performs.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Preferred contract size Up to \$250K Up to \$500K Up to \$1M Up to \$5M \$5M+

Geographic Areas of Work

Please check only those state where you will do work.

<input type="checkbox"/> AL	<input type="checkbox"/> CA	<input type="checkbox"/> DE	<input type="checkbox"/> ID	<input type="checkbox"/> IA	<input type="checkbox"/> LA	<input type="checkbox"/> MA	<input type="checkbox"/> MS	<input type="checkbox"/> NE	<input type="checkbox"/> NJ	<input type="checkbox"/> NC	<input type="checkbox"/> OK	<input type="checkbox"/> RI	<input type="checkbox"/> TN	<input type="checkbox"/> VT	<input type="checkbox"/> WV
<input type="checkbox"/> AZ	<input type="checkbox"/> CO	<input type="checkbox"/> FL	<input type="checkbox"/> IL	<input type="checkbox"/> KS	<input type="checkbox"/> ME	<input type="checkbox"/> MI	<input type="checkbox"/> MO	<input type="checkbox"/> NV	<input type="checkbox"/> NM	<input type="checkbox"/> ND	<input type="checkbox"/> OR	<input type="checkbox"/> SC	<input type="checkbox"/> TX	<input type="checkbox"/> VA	<input type="checkbox"/> WI
<input type="checkbox"/> AR	<input type="checkbox"/> CT	<input type="checkbox"/> GA	<input type="checkbox"/> IN	<input type="checkbox"/> KY	<input type="checkbox"/> MD	<input type="checkbox"/> MN	<input type="checkbox"/> MT	<input type="checkbox"/> NH	<input type="checkbox"/> NY	<input type="checkbox"/> OH	<input type="checkbox"/> PA	<input type="checkbox"/> SD	<input type="checkbox"/> UT	<input type="checkbox"/> WA	<input type="checkbox"/> WY

- Please attach a list of any other branch office locations.

Contract Method

Please indicate the percentage of your work load for each contract method.

Competitive Bid	<input type="text"/>	Negotiated/Design Assist	<input type="text"/>	Design Build	<input type="text"/>
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VI. Performance References

Provide four references below. Each reference should be from a different general contractor. These references should be for work completed in the last five years and should be representative of the work you are trying to prequalify for now. One must be for you largest project within the last two years. **NOTE: The contact provided must have direct knowledge of your performance on that project. Leaving out any requested contact information including email address will delay processing of your form.**

1. Project Name	General Contractor	Subcontract Value	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name	Contact E-Mail	Contact Phone	Contact Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Project Name	General Contractor	Subcontract Value	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Name	Contact E-Mail	Contact Phone	Contact Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subcontractor Prequalification Form

VI. Performance References (cont'd)

3. Project Name General Contractor Subcontract Value
Contact Name Contact E-Mail Contact Phone Contact Fax

4. Project Name General Contractor Subcontract Value
Contact Name Contact E-Mail Contact Phone Contact Fax

VII. References

Banking

Name Contact Phone
City State Zip Code Since

Bonding

 Attach formal letter from bonding company

Bonding Company Surety Broker/Agent
Contact Person Phone Time with Bond Co?
Bond Capacity per Project Aggregate
Bond Co. Rating Last Bond Issued Date Amount Rate %

Insurance

 Attach current copy of insurance certificate

General Liability Carrier Effective Expiration
Limit Insurance Broker/Agent Phone

Please provide Dunn & Bradstreet Number

Subcontractor Prequalification Form

VII. References (cont'd)

Supplier

1.	Supplier Name	<input type="text"/>	Location	<input type="text"/>
	Contact Name	<input type="text"/>	Phone	<input type="text"/>
2.	Supplier Name	<input type="text"/>	Location	<input type="text"/>
	Contact Name	<input type="text"/>	Phone	<input type="text"/>
3.	Supplier Name	<input type="text"/>	Location	<input type="text"/>
	Contact Name	<input type="text"/>	Phone	<input type="text"/>

VIII. Additional Information

Please attach any additional information to help us determine your company's qualifications and expertise.

IX. Signature

By signing this form, I certify that the information provided therein is accurate, correct, and true. By submitting a valid bid, the subcontractor or vendor authorizes Robins & Morton to obtain a written or oral credit report on the subcontractor's or vendor's business entity from any credit-reporting agency. The subcontractor or vendor authorizes any bank, commercial business, or bonding company with whom the subcontractor or vendor has current or inactive experience to give any and all necessary information to Robins & Morton, which will assist Robins & Morton in the Subcontractor/Vendor Evaluation. The subcontractor or vendor further authorizes Robins & Morton to reinvestigate the status from time-to-time, as Robins & Morton deems necessary.

Printed Name	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>	Phone	<input type="text"/>
Title	<input type="text"/>		
Prepared By	<input type="text"/>		