

SUBCONTRACTOR PRE-QUALIFICATION FORM



Revised February 13, 2019

Project Name: _____

Company Name: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Federal ID#: _____

Email Address: _____

Type of work qualified to perform: (masonry, steel, etc.) _____

Type of work your company intends to self-perform: _____

Type of work your company intends to subcontract: _____

What percentage of your company's work is normally subcontracted? _____

List the counties/geographical area in which you work and any union commitments in those areas:

Year Business Started: _____ Number of Employees: _____

Union / Signatory: Yes No If yes, indicate which trade unions: _____

Business Type: Corporation Partnership Limited Liability Company Sole Proprietor

Other (specify) _____

Name & Title of Corporate Officers	Years with Company

Is this company owned or controlled by a parent company or any other organization? YES NO
If yes, please describe on a separate sheet and attach.

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Is this company a certified: [] MBE [] WBE [] DBE [] VBE [] SBE [] Native American [] N/A

If no, provide a minimum of three (3) EDGE, MBE, or DBE certified businesses that this company may solicit to meet or exceed EDGE goals.

Company Name	Certification Number
1.	
2.	
3.	
4.	
5.	

Does this company have an Ohio EEO Certificate of Compliance? [] YES [] NO

*****If yes, please attach Ohio EEO Certificate.**

Is this company enrolled and in good standing in the Ohio Bureau of Workers' Compensation Drug-Free Safety Program? [] YES [] NO

Does this company have a current Workers Compensation Certificate? [] YES [] NO

*****If yes, please attach Current Workers Compensation Certificate.**

Does your company have any Unresolved Findings for Recovery through the Ohio Auditor of State? [] YES [] NO *****Please attach report from Ohio Auditor of State website, regardless of findings.**

Has this company or any of its officer(s) declared bankruptcy in last 5 years? [] YES [] NO

Has this company ever violated any affirmative action program within the last 5 years? [] YES [] NO

Current Contract Backlog: _____

Has this company ever failed to complete a project? [] YES (describe below) [] NO

Details: _____

Has this company ever failed to complete a project on time? [] YES (describe below) [] NO

Details: _____

Has this company ever defaulted or been terminated (for any reason) on a contract awarded to you? [] YES (describe below) [] NO

Details: _____

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Has this company ever performed work for this Owner? [] YES (describe below) [] NO

Details: _____

Is this company located in the County where the work will take place? [] YES [] NO

Details: _____

Contractor's License(s)

State: _____ No: _____

State: _____ No: _____

I. Legal Information

Have any owners, officers or major stock holders of your company ever been indicted or convicted of any felony or other criminal conduct? [] YES [] NO

If yes, please provide a complete explanation on a separate sheet.

Has this company ever been involved in any lawsuits, claims, or demands, related to the company or organization's participation on any public contract, whether the lawsuit, claim or demand was initiated by the public owner against the company or organization or initiated against the company or organization in its capacity as a subcontractor. [] YES [] NO

If yes, please provide a complete explanation on a separate sheet.

Are there any judgments, claims, arbitration proceedings, or suits pending/out-standing against this company or its officer or principals? [] YES [] NO

If yes, please provide a complete explanation on a separate sheet.

Has your company ever had a claim made against it for improper, delayed, defective, or non-compliant work or failure to meet warranty obligations? [] YES [] NO

If yes, please provide a complete explanation on a separate sheet.

In the past five years, has the company or organization ever been requested by a public owner to return to address construction workmanship, performance, or installation issues. [] YES [] NO

If yes, please provide a complete explanation on a separate sheet stating the project and contract

Has this 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 provide a complete explanation on a separate sheet.



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II. References

Banking

Name _____

Address _____

Contact Person _____

Telephone _____

Bonding

Surety _____

Surety Agent _____

Contact Person _____ Telephone _____

Bonding Capacity – Per Project \$ _____ Aggregate \$ _____

*****Please attach a formal letter from the surety describing capacity.**

Insurance

General Liability Carrier _____

Insurance Broker _____

Contact Person _____ Telephone _____

*****Please attach a blanket copy of insurance certificate.**

Supplier (provide three)

Supplier Name & Location _____

Contact Person _____ Telephone _____

Supplier Name & Location _____

Contact Person _____ Telephone _____

Supplier Name & Location _____

Contact Person _____ Telephone _____

Relevant Project Experience (provide three)

Project: _____

Contact: _____

Telephone: _____ Contract Amount: _____



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Project: _____

Contact: _____

Telephone: _____ Contract Amount: _____

Project: _____

Contact: _____

Telephone: _____ Contract Amount: _____

III. Financial Information

Indicate the size of project you are most competitive in performing (enter 1). Show in preference order (2, 3, ...) other size projects you are capable of performing:

Under \$100,000		\$1,000,000 - \$2,000,000	
\$100,000 - \$200,00		\$2,000,000 - \$5,000,000	
\$200,000 - \$500,000		\$5,000,000 - \$10,000,000	
\$500,000 - 1,000,000		\$10,000,000 - \$15,000,000	

What is the largest contract your company has completed?

Amount: _____ Year: _____

Project Name: _____ Scope: _____

What is the largest dollar volume job you expect to do during this year?

Amount: _____

Project Name: _____ Scope: _____

What is the expected annual volume this year?

Amount: _____

What was the average annual volume of work performed over the past three (3) years?

201__ : _____

201__ : _____

201__ : _____

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IV. LEED

Has your company had experience with LEED projects [] YES [] NO

Does your Company have a LEED AP on staff? [] YES [] NO

V. Safety

Does your firm have a written safety plan? [] YES [] NO

Does your company conduct Toolbox Safety Meetings? [] YES [] NO

Does your company conduct site safety inspections? [] YES [] NO

Has your firm had any OSHA citations or fines, within the last three (3) years? [] YES [] NO

If yes, please describe in detail on an attached sheet what occurred and what steps were taken by the company to prevent from happening in the future.

*****Please submit your OSHA 300 Logs for the three most recent years and list:**

	EMR Rate	OSHA Days Away Case Rate	Fatalities
20__			
20__			
20__			

VI. Additional Information

Please attach a list of current major projects giving name of project, address, owner, architect, general contractor, contract amount, with scope of work and scheduled completion. (Include contact people and phone numbers) *REQUIRED*

Please list any additional information you feel will help us determine your company’s qualifications and expertise: _____

As a corporate officer of the company, by signing below, I certify that the above information is true.

Completed By: _____

(Name)

(Title)

(Signature)

(Date)