

Subcontractor Pre-Qualification Form

GENERAL INFORMATION

Name of Subcontractor/Vendor: _____ Other Names: _____

Address: _____

Main Contact Name: _____ Years in business: _____

Phone: _____ Fax: _____

Estimating Contact: _____ Cell#: _____ Email: _____

Business Type: _____ Corporation _____ LLC _____ Partnership _____ Individual

Date of Incorporation: _____ State: _____

Principals:	Name	Address	Phone	Email
President:	_____	_____	_____	_____
Vice President:	_____	_____	_____	_____
Secretary:	_____	_____	_____	_____
Treasurer:	_____	_____	_____	_____

LICENSE & INSURANCE

Scope of Work Performed/Trade: _____

ROC License No _____

<p>Required documents to be attached (check if applicable):</p> <p><input checked="" type="checkbox"/> Certificate of Insurance naming SDB, inc Additional insured</p> <p><input checked="" type="checkbox"/> Worker's Comp Certificate or Sole Proprietor Waiver (if applicable)</p> <p><input checked="" type="checkbox"/> Certificate of Auto, General liability listing SDB, inc as additional insured</p>	<p>\$1,000,000 Minimum Insurance Required:</p> <ul style="list-style-type: none"> • Auto • Workers comp • Liability
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_____ Are you a member of a Union? If Yes, which one? _____

_____ MBE _____ WBE _____ DBE _____ SBE _____ SDVOSB _____ Other?

_____ Certified by? *Attach a copy of certifications*

SAFETY

REQUIRED:	Safety contact person _____		
Experience Modification Rate	2011 _____	2010 _____	2009 _____
Lost workday incident rate	2011 _____	2010 _____	2009 _____
Injury incident rate	2011 _____	2010 _____	2009 _____

Include letter from Insurance Company stating EMR Rate

Provide a copy of OSHA 300 Logs for the last 3 years. (Attach a separate page.)

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PROJECT CAPACITY

Areas of Operation: _____ All of AZ _____ Maricopa County only _____ Other

List the types of work you self-perform: _____

Maximum contract amount you can handle at this time: _____

Have you ever been awarded an SDB project? (provide the following for any SDB project):

Project Name	Dates	Contract Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

List major contracts you have in progress. Include dollar amounts and % complete. (Attach a separate page.)

BANKING & BONDING

Annual Gross Sales (past three years): 2011 _____ 2010 _____ 2009 _____

Bonding Limit per project: \$ _____ Maximum Bonding Capacity: \$ _____

Insurance Company: _____ Bonding Company: _____

(Attach a letter from the bonding company stating capacity.)

Trade References:	Name	Contact	Address	Phone
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Bank Reference: _____

CLAIMS & LITIGATION

Has your organization ever failed to complete any work awarded to you? Y N

Any judgements, law suits, claims or arbitration proceedings pending against your organization or officers? Y N

Does your company have any pending law suits? Y N

Provide, project names, dates and explanation. Attach additional pages if necessary

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FINANCIAL STATEMENT

Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

- 1)
 - **CURRENT ASSETS**
(e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);
 - **NET FIXED ASSETS**
 - **OTHER ASSETS**
 - **CURRENT LIABILITIES**
(e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes)
 - **OTHER LIABILITIES**
(e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus and retained earnings).

- 2) Name and address of firm preparing attached financial statement, and date thereof:

Is the attached financial statement for the identical organization named on page one?

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

Will the organization whose financial statement is attached act as guarantor of the contract for construction?

Prepared by: _____

Signature: _____

Title: _____

Date: _____