



SUBCONTRACTOR PRE-QUALIFICATION

Company Name: _____ Contractor License #: _____
 Mailing Address: _____ Physical Address: _____
 City, State, Zip: _____ City, State, Zip: _____
 Phone: _____ Fax: _____

Contact Name: _____
 Title: _____ Phone: _____
 Fax: _____ Cell: _____
 Email Address: _____

SCOPE OF WORK/MATERIAL PROVIDED

Labor Only? Yes No Material/Labor? Yes No
 CSI Divisions/Trades: _____
 HUB Certified? Yes No Certified as (i.e. WBE, MBA, etc.): _____
 Certified by which agency? _____
 In what geographical area does your firm prefer to operate? _____

COMPANY STRUCTURE

Type of Organization: Corporation LLC Partnership Sole Proprietor Joint Venture
 Date Founded: _____ State Established: _____ Federal ID #: _____
 Under what other names has/does this company operate(d): _____
 Is company owned or controlled by any other organization? Yes No
 If yes, what organization? _____

OFFICERS (List all officers of the company with titles)

Name: _____ Title: _____
 Name: _____ Title: _____
 Name: _____ Title: _____
 Name: _____ Title: _____
 Name: _____ Title: _____

Current Number of Employees: Office _____ Field _____ Shop _____
 Any employees leased from a staffing firm(s)? Yes No
 If yes, what firm(s)? _____

Is your company affiliated with any other contracting firm? Yes No

If yes, please provide the following information:

Firm Name: _____

Address (Street, City, State, Zip): _____

Phone Number: _____ Fax Number: _____

Is your company party to any labor agreements? Yes No

If yes, which agreement(s): _____

REFERENCES

Have you worked with Emerson Construction Company, Inc. before? Yes No

If yes, which project(s)? _____

List five General Contractors with whom your company does business:

<i>Contractor Name</i>	<i>Address</i>	<i>Contact</i>	<i>Phone/Fax Number</i>	<i>Email</i>

List five Suppliers/Vendors with whom your company does business:

<i>Supplier/Vendor Name</i>	<i>Address</i>	<i>Contact</i>	<i>Phone/Fax Number</i>	<i>Email</i>

FINANCIAL

What is your current value of work under contract and in progress? _____

What is your backlog as of today? _____ As of 12 months ago? _____

List current vendors/suppliers currently extending credit to your company:

<i>Vendor/Supplier Name</i>	<i>Address</i>	<i>Phone Number</i>	<i>Contact</i>	<i>Account #</i>

Please provide a copy of your latest financial statement prepared by an outside accounting firm and a copy of your most recent internal financial statement.

BANK INFORMATION (financial information will be kept confidential)

Bank Name: _____

Address (*Street, City, State, Zip*): _____

Phone Number: _____

Banking Officer: _____ Officer Phone Number: _____

BONDING INFORMATION (please attach reference letter from bonding company that includes the information below)

Name of Surety Company: _____

Agent Name: _____ Email Address: _____

Address (*Street, City, State, Zip*): _____

Phone Number: _____ Fax Number: _____

Local Agent Name: _____ Email Address: _____

Address (*Street, City, State, Zip*): _____

Phone Number: _____ Fax Number: _____

Bonding Capacity for Single Project? _____ Aggregate? _____

SAFETY

List your Workers Compensation Experience Modifier?

Current Year: _____ Prior Year: _____ Two Years Ago: _____

Provide your reportable incident rate for each of the last three years:

Year: _____	Rate: _____
Year: _____	Rate: _____
Year: _____	Rate: _____

Has your company had a job site fatality? Yes No

If yes, how many and when? _____

Has your company had an OSHA Citation? Yes No

If yes, how many and when? _____

Does your company have a written Field Safety Program? Yes No

If yes, is a copy available upon request? Yes No

Does your company conduct Field Safety Meetings? Yes No

If yes, who conducts the meetings? _____ Frequency? _____

If no, why not? _____

Does your company have a Drug Testing Program? Yes No

Pre-employment Testing? Yes No

Post Incident Test? Yes No

Random Drug Test? Yes No If yes, frequency? _____

All information given herein will be considered privileged and confidential and use of the information shall be limited to the purpose of qualifying your company as a subcontractor or supplier of Emerson Construction Company, Inc. All other use is prohibited. Additionally, this information will only be used and/or viewed by Emerson Construction Company, Inc. associates and by no others. The information will not be transmitted to, or discussed with any third parties. Emerson Construction Company, Inc. is committed to protecting the privacy of the provider of the information contained in this document.

If any information provided herein is found to be materially erroneous, fraudulent or misleading, Emerson Construction Company, Inc. reserves the right to terminate any and all agreements entered into with the provider without claim or liability against Emerson Construction Company, Inc.

I have prepared and/or reviewed this completed document in its entirety. Based upon my knowledge, this document is complete and does not contain any material misstatements or omissions and fairly presents the conditions and operations of the company.

Printed Name: _____ Date: _____

Signature: _____ Title: _____