



SUBCONTRACTOR QUALIFICATION FORM

GENERAL INFORMATION

Company Name _____ Years in Business _____

Address _____

Scope of Work _____

Is this a Subsidiary? Yes No Parent Company _____

Owners _____

Telephone No. _____ Fax Number _____

Other Number _____ Email Address _____

Tax ID Number _____ Contact's Name _____

PROJECT INFORMATION (relevant for state of project location)

Proper Trade License in State? Yes No

License Number _____ Sales Tax Number in State _____
 (ATTACH COPY OF LICENSE)

Registered with the State Dept. of Revenue or Secretary of State? _____

Similar Project References:

Project Name	General Contractor	Size (square feet)	\$ Amount of Subcontract

Ability to Bond this Size Project? Yes No Bonding Rate _____ % per _____

Project Experience (circle all that apply)

Industrial	Mixed-use	Parking Garages/Decks
Healthcare/Medical	K-12	Higher Education
Religious	Multi-Family	Single Family
Retail	Office/Commercial	Entertainment/Restaurant

Are you primarily a residential or commercial or both subcontractor?

Size of Projects _____ square feet to _____ square feet

ATTACH RESUMES OF LEAD OPERATIONS PERSONNEL

FINANCIAL INFORMATION

ATTACH RECENT AUDITED FINANCIAL STATEMENT

Banking Reference _____

Address _____

Phone Number _____ Contact _____

Bonding Company _____ AM Best Rating _____

Phone Number _____ Contact _____

Trade References (Company, Phone Number and Contact)

1. _____

2. _____

3. _____

Any litigation/arbitration involving current projects or projects in the last five years? Yes No

If so, attach the details including the parties involved, nature and amount of the dispute(s).

INSURANCE REQUIREMENTS

Concorde Construction Co.'s insurance requirements should be provided prior to performing work on the site and shown below. (Please attach an original insurance certificate.)

1. Workers Compensation – Statutory Limits.
2. General Liability - \$1,000,000 Minimum per Occurrence;\$2,000,000 General Aggregate, X,C & U must be certified, if applicable.
3. Automobile Liability - \$1,000,000 each occurrence.
4. Professional Liability - \$1,000,000 (only if providing design services).
5. Insurance is Primary, not excess.
6. Concorde Construction Co. is named as an additional insured under General Liability and Automobile Liability policies.
7. 30-day Notice of Cancellation working as follows: "Should any of the above described policies be cancelled or materially changed before the expiration date, thereof, the issuing company will mail 30 days written cancellation notice to the certificate holder names at left".
8. Waiver of subrogation: Auto Liability, General Liability, Workers Compensation.

SAFETY AND LOSS CONTROL INFORMATION

1. List your firm's Experience Modification Rate (EMR) for the past three years and the current year.

Year _____ EMR _____ Year _____ EMR _____
Year _____ EMR _____ Year _____ EMR _____

2. Has your company been cited by OSHA over the last five years? Yes No
If so, please attach explanation including date, location and citation.

3. Do you have a written Safety Program? Yes No

4. Does your company policy require regular site safety meetings? Yes No
If so, how often and who attends?

5. Does your company have a safety officer? Yes No

If not, who is in charge of safety and to what extent? _____

6. Do you conduct documented safety inspections? Yes No

7. Does home office personnel visit the job site? Yes No

8. Do you have trained "Competent Persons" in the following areas?

Fall Protection Yes _____ No _____
Excavation Yes _____ No _____
Electrical Yes _____ No _____

BILLING/PAYMENT INFORMATION

The following are requirements for payment:

1. A signed W-9 is required prior to payment.
2. Progress invoices must be submitted or accompanied by a Sub Pay App G702-3 form, which includes a partial lien waiver. (This will be in the subcontract package.)
3. Original insurance certificates must be in accounting or premiums for Concorde Construction Co. coverage will be withheld from checks.
4. You may be subject to state withholdings requirements if you are not registered with the Department of Revenue or the Secretary of State of the project location.
5. A Joint Check Agreement for all sub-subcontracts or supply contracts in excess of \$10,000.00.
6. For release of retainage or final payment, a final lien waiver for the total contract amount is required. This may be conditional unless the owner has different requirements.
7. A sales tax certification may be required for tax-exempt owners.

The above information is true and accurate, dated this _____ day of _____,
20____.

By: _____

Print Name: _____

Title: _____