



**DATE:** \_\_\_\_\_

Summit Construction believes in clear communication with a contractor's capability and performance history. The form provided here is your tool to communicate with us your corporate history. Please complete the form accurately. Thank you.

**Subcontractor Pre-Qualification Form** *(please attach any additional sheets if needed)*

Company Name: \_\_\_\_\_ Primary Business Contact: \_\_\_\_\_  
Office Address: \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_  
Office Phone/Fax: \_\_\_\_\_ / \_\_\_\_\_ Web Address: \_\_\_\_\_  
DUNS #: \_\_\_\_\_ Surety Company & Contact: \_\_\_\_\_  
Trade Work Performed: \_\_\_\_\_ Company Type (Corp/Partnership/LLC/JV): \_\_\_\_\_

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**Key Personnel (President, Vice President, Project Executive, Project Manager, Estimator, etc.):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Years with Current Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Years with Current Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Years with Current Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Years with Current Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



Name: \_\_\_\_\_ Title: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Years with Current Firm \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Types:**

Please place a check mark or "x" next to all types of projects that apply

Residential \_\_\_\_\_ K-12 \_\_\_\_\_ Higher Education \_\_\_\_\_ Military \_\_\_\_\_ Religious \_\_\_\_\_

Utility \_\_\_\_\_ Industrial \_\_\_\_\_ Transportation \_\_\_\_\_ Healthcare \_\_\_\_\_ Government \_\_\_\_\_

Primary Work Type Performed: New Construction \_\_\_\_\_ Alterations & Renovations \_\_\_\_\_

Typical Project Size (\$): \_\_\_\_\_ Annual Volume of Work (\$) : \_\_\_\_\_

Years in business: \_\_\_\_\_ Avg. Number of Office Employees: \_\_\_\_\_

Avg. Number of Field Employees: \_\_\_\_\_

Open Shop: \_\_\_\_\_ Union Shop: \_\_\_\_\_ Current Backlog (\$): \_\_\_\_\_

Labor Affiliation (if any): \_\_\_\_\_ Overall Bonding Capacity (\$) : \_\_\_\_\_

Available Bank Line of Credit: \_\_\_\_\_

Business Certifications: (Mark all that apply. Attach documentation from any local, state or federal agency that has certified your company)

MBE \_\_\_\_\_ WBE \_\_\_\_\_ SBE \_\_\_\_\_ DBE \_\_\_\_\_ LBE \_\_\_\_\_ VBE \_\_\_\_\_ DVBE \_\_\_\_\_ EDGE \_\_\_\_\_

**Projects Recently Completed: List 4 Last Projects within the last 5 years.**

Project Title and Location: \_\_\_\_\_ Work Performed: \_\_\_\_\_

Contract Amt and Date Completed: \_\_\_\_\_ Owner: \_\_\_\_\_

CM/GC: \_\_\_\_\_

Contact Reference & Phone Number: \_\_\_\_\_



**Projects Recently Completed: List 4 Last Projects within the last 5 years: (continued)**

Project Title and Location: \_\_\_\_\_ Work Performed: \_\_\_\_\_

Contract Amt and Date Completed: \_\_\_\_\_ Owner: \_\_\_\_\_

CM/GC: \_\_\_\_\_ Contact Reference & Phone Number: \_\_\_\_\_

Project Title and Location: \_\_\_\_\_ Work Performed: \_\_\_\_\_

Contract Amt and Date Completed: \_\_\_\_\_ Owner: \_\_\_\_\_

CM/GC: \_\_\_\_\_ Contact Reference & Phone Number: \_\_\_\_\_

Project Title and Location: \_\_\_\_\_ Work Performed: \_\_\_\_\_

Contract Amt and Date Completed: \_\_\_\_\_ Owner: \_\_\_\_\_

CM/GC: \_\_\_\_\_ Contact Reference & Phone Number: \_\_\_\_\_

Project Title and Location: \_\_\_\_\_ Work Performed: \_\_\_\_\_

Contract Amt and Date Completed: \_\_\_\_\_ Owner: \_\_\_\_\_

CM/GC: \_\_\_\_\_ Contact Reference & Phone Number: \_\_\_\_\_

**List Major Suppliers Within the Past 5 Years:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Avg. Volume of Sales with Supplier: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Avg. Volume of Sales with Supplier: \_\_\_\_\_



**List Major Suppliers Within the Past 5 Years: (continued)**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Avg. Volume of Sales with Supplier: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Avg. Volume of Sales with Supplier: \_\_\_\_\_

In the past 5 years, has your firm filed a claim or had legal action taken by a Public Owner? YES \_\_\_\_\_ / NO \_\_\_\_\_  
If checked yes, please provide/attach all relevant information regarding the claim and/or legal action taken.

In the past 5 years, has your firm been requested by a public owner to return to address construction workmanship, performance, or installation issues other than minor warranty work? YES \_\_\_\_\_ / NO \_\_\_\_\_  
If yes, please provide/attach the project and type of contract and describe your response to the request.

Has a claim ever been made against your Surety? YES \_\_\_\_\_ / NO \_\_\_\_\_  
If yes, please provide/attach the project and type of contract and describe your response to the claim.



Please attach the following documents for our review upon submission of this form:

- A. Updated Equal Employment Opportunity Certificate.
- B. Updated BWC Certificate
- C. List of any OSHA violations over the past 5 projects.
- D. Key Staff Resumes
- E. Applicable licenses to perform the work outlined in the scope provided.
- F. Drug Free Work Place Certificate of Compliance
- G. Past 3 years of financial data. (if selected as qualified bidder)
- H. Subcontractor Safety Plan
- I. Subcontractor Quality Control Plan
- J. Insurance Certificate
- K. Letter of Bendability from Surety – include single project limits as well as aggregate bonding capacity
- L. Provide a list of current projects with contract values, cost to complete, and anticipated completion dates.  
Also include all projects that are under contract and/or with a Letter of Intent showing anticipated start/completion dates and contract values.