



SUBCONTRACTOR/ VENDOR PRE-QUALIFICATION STATEMENT

GENERAL INFORMATION

Date: _____ Major Trade: _____

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact Name: _____ Email Address: _____

Web Address: _____

Type of Company: Corporation Partnership Sole Proprietorship

Date Formed: _____ State of Incorporation: _____

CAPABILITIES

List Geographic Areas Covered: _____

Bidding Limits: Maximum \$ _____ Minimum \$ _____

Number of Employees: _____ Office _____ Field _____ Shop

Have you ever worked for Essex Builders before? Yes No
(If yes, please list 3 most recent projects)

List Trades and State(s) in Which Company Holds Licenses:

_____ License Number: _____

_____ License Number: _____

_____ License Number: _____

Do you have a Service Department? Yes No

Do you have 24 hour coverage? Yes No

Do you have experience pertaining to Leadership in Energy and Environmental Design (L.E.E.D.) certified projects?
If so, please list 3 projects (project names and locations):



List categories of work you are qualified to perform with your own personnel:

List categories of work you normally subcontract to others:

List predominant markets "niches" (i.e. healthcare, academic, etc):

List of Company Officers & Percentage of Ownership:

Chief Executive Officer: _____ %

President: _____ %

Vice President: _____ %

Chief Operating Office: _____ %

Treasurer: _____ %

Secretary: _____ %

LABOR RELATIONS Union Merit Shop Non-Union

If Union, please list collective bargaining agreements you are signatory to (i.e. Local # _____)

FINANCIAL INFORMATION

Federal Tax ID#: _____

Avg. work in place (last 5 years): \$ _____ Work under contract: \$ _____

Avg. project size in place last year: \$ _____ Uncompleted backlog: \$ _____

List Volume for the Past Three Years:

	20____	20____	20____
Private Work	\$ _____	\$ _____	\$ _____
Public Work	\$ _____	\$ _____	\$ _____



BONDING CAPACITY

Surety Company Name: _____

Surety Broker Name: _____

Bonding Capacity: \$ _____ Per Job \$ _____ Aggregate

Date of Last Bond: _____ Bond Rate: _____ %

Please list the contact information for persons or entities who provide indemnification to your Surety:

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____ Fax: _____

Mobile: _____ Email: _____

INSURANCE

Please attach an insurance certificate from one of your previous projects in order to illustrate your standard insurance coverage.

BANK & CREDIT REFERENCES

Do you have a line of credit from any lending institution? Yes No Amount: \$ _____

Please list three bank and credit references (include Company Name, Contact & Phone Number)

TRADE REFERENCES

List Six Trade References (Contact & Phone):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

List Three Major Projects Presently Under Construction:

Project: _____ Owner: _____

Contact: _____ Phone: _____

Start Date: _____ Finish Date: _____ Contract Amount: _____

Project: _____ Owner: _____

Contact: _____ Phone: _____

Start Date: _____ Finish Date: _____ Contract Amount: _____

Project: _____ Owner: _____

Contact: _____ Phone: _____

Start Date: _____ Finish Date: _____ Contract Amount: _____

MINORITY CERTIFICATION

 Do you qualify as an approved Minority Business Enterprise (MBE) ? Yes No

 Do you qualify as an approved Women Owned Business Enterprise (WBE)? Yes No

 Do you qualify as a Small Business Enterprise? Yes No

 Is your organization an Equal Employment Opportunity Employer? Yes No

PERFORMANCE & CLAIM HISTORY

 Do You Have a Written Safety Program That is Available upon Request Yes No

 Do You Require Your Field Employees to be OSHA, 10 Hour Certified?
(If No, Please describe Safety Training you provide) Yes No

 Have You Been Cited by OSHA Within the Last Four Years?
(Explain) Yes No

 Have you ever failed to complete a project?
(If yes, please explain on a separate page) Yes No

 Have you ever failed to complete a project on time?
(If yes, please explain on a separate page) Yes No

 Has your Company or any of its Owners declared bankruptcy in the last 5 years? Yes No

 Are there, or have there been, any claims or suits (including arbitration or administrative proceedings) by or against you in relation to your performance or compliance with applicable laws on a construction project, either pending or resolved, within the last five years? Yes No

(If yes, please provide a description of all such claims or suits on a separate page, including case name, docket number, jurisdiction, description of the claims at issue, and the final outcome if applicable)



Are there any pending or unpaid debts or judgments against you? Yes No

Have you or any of your principals ever been debarred from bidding any state or federal public construction work? (If yes, please provide a detailed explanation on a separate page) Yes No

Have you or any of its principals ever been convicted of, or entered a plea of guilty, or nolo contendere, for criminal violations relating to, or arising out of, its business or the bidding or performance of a construction project? Yes No

(If yes, please provide a detailed explanation on a separate page, including the case name, docket number, jurisdiction, and case description) Yes No

Have your or your principals ever been found civilly liable for any criminal offense or civil action involving embezzlement, forgery, bribery, falsification or destruction of records, receipt of stolen property, collusion, antitrust, conspiracy or other similar offenses arising out of its business or the bidding or performance of a construction project? Yes No
(If yes, please provide a description of all such claims or suits on a separate page, including the case name, docket number, jurisdiction, and case description).

Signature _____
Print Name _____
Title _____
Date _____

If for any reason you would not like to remain on our bid list, please date & sign above & provide a brief explanation below.

Explanation for removal from bid list: _____

**Submit to:
Essex Builders Corp.
400 Blue Hill Drive, Suite 2C
Westwood, MA 02090**

Or by Fax: (781) 326-3477