

Date: _____

Subcontractor prequalification is an integral part of our risk management. Please complete this questionnaire to help us better understand your operational capabilities, safety record and liquidity.

Company Information

Legal Name of Company:				
Street Address		City	State	Zip Code
Mailing Address		City	State	Zip Code
Phone	Fax	Website	E-mail Address	
Federal ID #		Contractors License #		State
Year Founded	Staff (# of Employees) Office: Field:		Organization: (Corp, Sole Proprietor, Etc.)	
Owner Name		Position		Years in Position
Owner Name		Position		Years in Position
Primary Contact		Position		LEED Credential
Phone	Fax	E-Mail Address		

Financial Information

Is your company able to provide Performance and Payment Bonds? Y/N:		Bond Rate %:	Limit \$
Surety		Surety Contact	Surety Phone
Bonding Agency		Bonding Agency Contact	Bonding Agency Phone
Bank	Branch	Bank Contact	Bank Phone
Line of Credit	Available	Expiration Date	
Provide current internal financial statements AND prior two years of your (audited or reviewed) financial statements prepared by an outside accounting firm.			
Current Year projections:			
Current # of projects in progress:		Current Backlog (\$):	
Largest contract in the past 3 years:		Average Contract Size:	
Has your company been a party in any lawsuits or judgments in the past five years? Y/N:			
If Yes Explain:			
Have any of your Principals or Officers ever filed bankruptcy either personally or for a business they were associated with? Y/N:			
If Yes Explain:			

Insurance Information

Gramoll Construction Insurance Requirements

\$1,000 Deductible	Broad Form Property Damage	Premises-operations	Explosion and collapse hazard
Underground	\$2,000,000 Each Occurrence	\$2,000,000 Aggregate	\$1,000,000 Bodily injury and per accident
\$500,000 Workers comp coverage (please review the Gramoll Construction contract for specifics to insurance requirements)			

Does your company meet or exceed Gramoll Constructions insurance requirements as referenced above? Y/N

Please provide a sample of your insurance certificate.

References & Experience

Please provide a list of current and past Contractors, Architects and Trade Partners (5) each that includes the following information: Project Name, Project Value, Contract Value, LEED Rating, GC/ Owners name, Contact, Phone number.

What market sectors have you completed projects in?

What scope of work are you interested in performing?

Safety

Current Mod rate:

Last Years Mod Rate:

Do you have a written safety plan? Y/N

In the last 5 years has your company been cited by OSHA for a "serious" or "willful" violation? Y/N

If Yes Explain:

Performance

Has an owner or general contractor terminated your contract for cause in the last 5 years? Y/N

If Yes Explain:

Has your company failed to complete any construction contracts in the last 5 years? Y/N

If Yes Explain:

Has an owner or general contractor in any way supplemented your work force or back charged you for materials procured in your behalf? Y/N

If Yes Explain:

Agreements

Gramoll Construction has a standard subcontract agreement and a standard professional services agreement which are required to be used on all projects. By bidding projects and submitting proposals with Gramoll Construction we hereby agree to execute the applicable standard agreement and comply with its terms and conditions, including possibly being required to sign a personal guaranty and/or provide payment and performance bonds. All contract negotiations should be done prior to bidding/proposing on a project.

Completed by: _____

E-Mail Address: _____

Title: _____

Signature: _____

Check List of Required Documents

Completed Pre-Qualification worksheet

Copy of all licenses

Copy of internal financial records

Copy of audited financial records (2 Years)

Sample of your insurance certificate

References

Gramoll Use Only

Risk Management Team Initials _____

Date reviewed: _____

Approved? Y/N: _____

Contract Limits: _____