



July 11, 2018

### **Subcontractor Pre-Qualification Instructions**

To Whom It Concerns:

At Summit, we seek to partner with Contractors & Vendors of the highest quality and standards with whom we share similar goals. Our Subcontract Pre-Qualification process will help us determine which prospective partners are qualified for the work Summit performs, as well as identify the appropriate opportunities for partnership.

Please complete, in full, the attached Subcontractor Qualification Statement and return with the applicable submittal documents. For any items which do not apply, please note "Not Applicable" or N/A. Note that incomplete Qualification Statements cannot be processed and that an approved Pre-Qualification is required to prior to working with Summit. Additionally, a completed and/or approved Pre-Qualification does not guarantee work.

Thank you for your interest in partnering with Summit Industrial.

Nick Maddox  
Vice President of Operations

***PLEASE CHECK ALL ITEMS ENCLOSED***

- Completed Pre-Qualification Form
- OSHA Logs (Previous 3 Years)
- OSHA Citation/Jobsite Incident Write-up (if applicable)
- Copy of Corporate Safety Manual
- EMR Letter on Insurance Carrier's Letterhead
- List of State Licenses and License Numbers
- Construction Experience and References
- Copy of W-9
- Audited Financials (Previous 2 Years)
- Bonding Capacity on Surety's Letterhead (if applicable)
- Sample Certification of Insurance

Attachments:

Subcontractor Qualification Statement



# Subcontractor Qualification Statement

## Contact Information

Contractor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Principle Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## I. Employees (Avg Number over last 2 years)

Corporate and Satellite Office: \_\_\_\_\_  
 Field Construction Management: \_\_\_\_\_  
 Field Construction Staff: \_\_\_\_\_

## II. Financial Data

\*\*Please attach Audited Financial Statements for previous 2 years

Annual Revenue	Total Man Hours
2017 _____	2017 _____
2016 _____	2016 _____
2015 _____	2015 _____

Largest Contract Completed \_\_\_\_\_

Project Name: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 Date Completed: \_\_\_\_\_

D & B # \_\_\_\_\_ Rating: \_\_\_\_\_  
 Surety: \_\_\_\_\_ Rate: \_\_\_\_\_

## III. Construction Experience

\*\*Please attach lists of the following items:

- |   |   |
|---|---|
| A. Current Projects Under Contract        | **Items A and B should include the following at a minimum |
| B. Projects completed in the last 2 years | 1. Location of project and Owner                          |
| C. List of 5 Construction References      | 2. Description of work performed                          |
|   | 3. Final Contract Value                                   |

## IV. Labor Affiliation (Check One)

Merit Shop     Union     Both

## V. Affiliated Programs (Check all that apply)

MBE     DBE     WBE    Other: \_\_\_\_\_

## VI. Qualified Project Locations

\*\*Please attach a list of work location and applicable license numbers for those locations

## VII. Safety Record (Section Must be Completed in Full)

\*\*Please attach a copy of your company's safety program for the current year

\*\*Please attach a copy of your company's OSHA 300 and 300-A logs

EMR	LTIR	TRIR	DART
2017 _____	2017 _____	2017 _____	2017 _____
2016 _____	2016 _____	2016 _____	2016 _____
2015 _____	2015 _____	2015 _____	2015 _____

OSHA Citations within the past 3 years: \_\_\_\_\_

Jobsite Fatalities within the past 3 years: \_\_\_\_\_

\*\*\*Please attach a detailed write up and corresponding corrective actions for all OSHA citations and/or jobsite fatalities from the past 3 Years