

SUBCONTRACTOR  
QUALIFICATION  
PROCEDURE 703P



Company and Contact Information:

Company Name (legal): \_\_\_\_\_

DBA (does business as, if applicable): \_\_\_\_\_

Summary of services offered: \_\_\_\_\_  
(trades, scope, CSI codes)

# of office employees: \_\_\_\_\_ # of field employees: \_\_\_\_\_

Date of incorporation or establishment: \_\_\_\_\_ State where incorporated or established: \_\_\_\_\_

Company Structure: \_\_\_\_\_  
(sole proprietor, partnership, LLC, or etc.)

Main Office Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Nevada Office Address: \_\_\_\_\_  
(if different than above)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Other Locations: (list city/st) \_\_\_\_\_

Principals:  
(list principal names and titles)

*name* \_\_\_\_\_ *title* \_\_\_\_\_ *phone* \_\_\_\_\_

*name* \_\_\_\_\_ *title* \_\_\_\_\_ *phone* \_\_\_\_\_

*name* \_\_\_\_\_ *title* \_\_\_\_\_ *phone* \_\_\_\_\_

Qualification Main Contact:  
(for follow-up re: this form) *name* \_\_\_\_\_ *phone* \_\_\_\_\_

*e-mail* \_\_\_\_\_ *fax* \_\_\_\_\_

Estimating Main Contact  
(for bid related correspondence) *name* \_\_\_\_\_ *phone* \_\_\_\_\_

*e-mail* \_\_\_\_\_ *fax* \_\_\_\_\_

SUBCONTRACTOR  
QUALIFICATION  
PROCEDURE 703P



### Industry Information

Contractors license(s):

State: _____	Lic. No.: _____	Class(es): _____	Expiration: _____
State: _____	Lic. No.: _____	Class(es): _____	Expiration: _____
State: _____	Lic. No.: _____	Class(es): _____	Expiration: _____
State: _____	Lic. No.: _____	Class(es): _____	Expiration: _____

Have any of your company's licenses ever been revoked or suspended?  Yes  No

If Yes, please explain: *(include dates)*

---

Has your company been disciplined or fined by another state or federal agency for conduct that relates to contracting or construction?  Yes  No

If Yes, please explain:

---

Preferred geographical work areas (check as many as apply):

Northern Nevada	_____	Idaho	_____	Colorado	_____
Southern Nevada	_____	Montana	_____	Utah	_____
Eastern Nevada	_____	Arizona	_____	New Mexico	_____
Northern California	_____	Washington	_____	Oregon	_____
Southern California	_____	Texas	_____	Wyoming	_____

Minority, Small, or Disadvantaged Business Status(es): (list or enter "none") \_\_\_\_\_

CCR.gov CAGE Code: \_\_\_\_\_

SUBCONTRACTOR  
QUALIFICATION  
PROCEDURE 703P



## References and Trade Associations

Please list 3 trade references with whom you have worked in the last year:

<u>Name</u>	<u>Address</u>	<u>Contact</u>	<u>Phone</u>

Please list 3 General Contractors with whom you have worked in the last year:

<u>Name</u>	<u>Address</u>	<u>Contact</u>	<u>Phone</u>

Please list any Trade Association Memberships

Please list any union agreements to which you are signatory

Please list National/Local Accredited Training Programs in which you participate

Please list achievement awards

# SUBCONTRACTOR QUALIFICATION

PROCEDURE 703P



## Financial Information

Please enclose a **current year and previous year's financial statement and a copy of your latest AR and AP aging reports**, in a separate sealed envelope. Mark it "Confidential, Financial Statements" and include your company name as well. If you do not have an audited statement for the current year, please provide the past two statements and an interim statement for the current year. Audited financial statements are preferred when available.

### Volume and Backlog:

Average Annual Volume:	\$ _____	State of Nevada Contractor's License Limit if applicable:	\$ _____
Largest contract:			
2008	\$ _____	General Contr.:	_____
2009	\$ _____	General Contr.:	_____
2010	\$ _____	General Contr.:	_____
Amount of Work Currently Under Contract:	\$ _____	Backlog Volume:	\$ _____

### Banking: *(enclose bank letter of reference attesting to length of relationship and status)*

Primary Bank Name:	_____		
Bank Officer's Name:	_____	Phone:	_____
Line of Credit:	\$ _____	Unused Portion:	\$ _____
		Exp. Date:	_____

### Bonding: *enclose a statement from your surety company (not your broker or insurance company) attesting to capacity and limits*

Average \$ Value for Bonds Obtained in Last 3 Years:	\$ _____	Largest Bond Obtained in Last 3 Years:	\$ _____
Bonding Co.:	_____	Contact Person:	_____
Phone:	_____	E-mail:	_____
Broker:	_____	Contact Person:	_____
Phone:	_____	E-mail:	_____
Bonding Co. Best Rating:	_____	Bonding Co. Surety Max. Fed Register Bond Limit:	_____
		Bonding Capacity:	
		<input type="checkbox"/> single job	_____
		<input type="checkbox"/> aggregate	_____

### Other:

Federal Tax ID:	_____	Dunn & Bradstreet No.:	_____
-----------------	-------	------------------------	-------



# SUBCONTRACTOR QUALIFICATION

PROCEDURE 703P



## Litigation Information

Please attach a separate letter to this form to explain any "YES" answers.

1. Has your company been terminated from a contract before completion?  Yes  No
2. Has your firm been declared to be in default on any contract before completion?  Yes  No
3. Has a settlement been paid by your firm in excess of \$25,000?  Yes  No
4. Has there been a judgment rendered for breach of contract in the last 5 years?  Yes  No
5. Has the company been disqualified from being awarded a contract by a public body?  Yes  No
6. Has the company been convicted of a violation for discrimination in employment in the 2 years preceding the date of application?  Yes  No
7. Has the company ever been fined by a state contractor's board or another state or federal agency?  Yes  No
8. Has your company filed as debtor under the provisions of the United States Bankruptcy Code within the last 5 years?  Yes  No
9. Has your company forfeited any bonds posted by the company in the last 5 years?  Yes  No
10. Have liquidated damages been assessed against your firm in the last 5 years?  Yes  No
11. In the last 10 years, has your firm or any of its owners, officers or partners, been found liable in a civil suit, or convicted/found guilty in a criminal action: (a) involving the awarding of a contract of a government construction project, (b) involving the bidding or performance of a government contract, (c) involving fraud, theft or any other act of dishonesty, including but not limited to the Federal False Claims Act?  Yes  No

## Applicant's Certification

I, the undersigned, as an Owner or Officer of the applicant company, certify and declare that I know the contents of all documents submitted pursuant to the Q&D Subcontractor Qualification process, have read the foregoing answers to the Qualification Form 703.1, and enclosed required attachments and know their contents. The matters contained in, or submitted pursuant to the Qualification Form 703.1 and all documents submitted herewith, are true of my own knowledge and belief. I declare that the foregoing is true and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_