

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

WEBSITE ADDRESS: _____

A. COMPANY DATA:

1. Please indicate

Contractor Vendor/Supplier Architectural/Engineering Other _____

Corporate Officers & Main Contacts Names	Title	Telephone Number	Cell Phone Number	Fax Number	E-mail Address
Bid Packages should be sent to:					

2. If a CORPORATION

Date of Incorporation _____ State of Incorporation _____

If not a corporation indicate (Company, LLC, Partnership, Etc.): _____

3. How many years is your organization been in business under the current name? _____

4. Federal Tax Identification Number: _____

5. Number of personnel in your organization:

Current:

Home Office/
Administrative _____ Field Supervisors _____ Trade People _____ Total _____

Past Three Years:

Home Office/
 Administrative _____ Field Supervisors _____ Trade People _____ Total _____

6. Is your firm a union shop? Yes _____ No _____

If no, do you pay prevailing wages? Yes _____ No _____

7. Please Indicate:

UNION INFORMATION		
Union Local Number	Union Name	

TRADE ASSOCIATIONS NAMES		
Union Local Number	Union Name	

8. Project Experience:

Largest Contract Completed: Amount: _____ Year: _____
 Project _____ Name: _____
 Scope: _____

Largest job your company expects to do during this year:

Amount: _____ Year: _____
 Project Name: _____
 Scope: _____

The expected annual volume this year: Amount: _____ Number of Projects: _____

Percentage of work normally Subcontracted: _____ %

9. Provide the following information:

- 1) A complete list of current projects (sorted by category, i.e. Residential, Commercial, Public, Other) giving name of project, address, owner, architect, general contractor, contract amount scope of work and scheduled completion. (Include contact people and phone numbers).
- 2) A complete list of projects completed in the last five years giving name of project, address, owner, architect, general contractor, contract amount, scope of work and scheduled completion. (Include contact people and phone numbers).

10. Annual volume of work performed over the past 5 years:

Year 2011 Average Volume \$ _____
Year 2012 Average Volume \$ _____
Year 2013 Average Volume \$ _____
Year 2014 Average Volume \$ _____
Year 2015 Average Volume \$ _____

11. On which project size are you most competitive?

Under \$100,000	\$3,000,000-\$6,000,000
\$100,000-\$200,000	\$6,000,000-\$9,000,000
\$200,000-\$500,000	\$10,000,000-\$15,000,000
\$500,000-\$1,000,000	Over \$15,000,000
\$1,000,000-\$3,000,000	

B. BANK AND BONDING INFORMATION:

1. Surety Company Name: _____
2. Surety Broker Name, Address & Telephone No. _____
3. Date of last Bond: _____
4. Bonding Capacity per Job: _____
5. Aggregate Bonding Capacity: _____
6. Bank References: _____ Branch: _____
Address: _____
Tel. No. _____

C. INSURANCE:

Insurance Company Information:

Name: _____
Address: _____
Telephone: _____ Agent: _____
Excess General Liability Amount: _____

Have you ever been enrolled in an Owner Controlled Insurance Program (OCIP)? Yes No

D. M/WBE:

Check all certifications that apply:

1. Minority Business Enterprise (MBE) _____
2. Women Business Enterprise (WBE) _____
3. Local Business Enterprise (LBE) _____
4. Disadvantage Business Enterprise (DBE) _____
5. Small Business Enterprise (SBE) _____
6. List agencies with which your company has certification and expiration date (if applicable):

	Expiration
	Expiration
	Expiration
	Expiration
	Expiration
	Expiration
	Expiration

E. SAFETY INFORMATION:

1. Current EMR Rate: _____
2. Prior Year EMR Rate: _____
3. Two Years Prior: _____
4. Contact Person for Corporate Safety Issues: _____
5. Telephone No. _____

F. INTEGRITY

NOTE: For the following 6 questions where “Yes” is selected, please provide an explanation.

1. In the past five (5) years, has your firm or any principal, officer or director thereof been subject to any action for suspensions, debarment or disqualifications?

Yes No
2. In the past five (5) years, has your firm, its parent, a subsidiary or affiliate been declared ineligible or disbarred to bid on a contract?

Yes No
3. In the past seven (7) years, has your firm, its parent, a subsidiary or affiliate or any principal, officer, director or employee thereof been subpoenaed by a local, state, multi-state, or federal governmental agency or authority?

Yes No
4. In the past seven (7) years, has your firm, its parent, a subsidiary or affiliate or any principal, officer, director or employee thereof been the target or subject of any investigation by a local, state, multi-state, or federal governmental agency or authority?

Yes No

5. In the past seven (7) years, has your firm, its parent, a subsidiary or affiliate or any principal, officer, or director been convicted of a crime, indicted or otherwise charged or fined? Yes No
6. Does your firm, its parent, a subsidiary or affiliate or any principal, officer or director thereof have any business or financial dealings with an employee of Burling Builders, Inc? Yes No

G. WORK EXPERIENCE

NOTE: For the following 7 questions where “Yes” is selected, please provide an explanation.

1. In the past five (5) years, has your firm or any other organization led by your firm’s principals, executive officers and directors failed to complete any contract work or been terminated by cause? Yes No
2. In the past five (5) years, has your firm defaulted on a contract or been assessed liquidated damages? Yes No
3. In the past five (5) years, has your firm been the subject of a lien or claim of \$50,000 or more by a subcontractor or material supplier? Yes No
4. Are there any judgments, claims, arbitration proceedings, or suits pending/out-standing against your firm or its officers or principals? Yes No
5. In the past five (5) years, has your firm filed any lawsuits or requested arbitration or mediation with regard to construction contracts? Yes No
6. In the past seven (7) years, has your firm or any principal, officer or director thereof been a party to a bankruptcy or reorganization proceedings? Yes No
7. Has your surety ever been called upon to finish one of your construction projects? Yes No