



WRIGHT BROTHERS
THE BUILDING COMPANY

Re: Subcontractor/Supplier Pre-Qualification

To Whom It May Concern:

We are interested in your company! Thank you for taking the time to introduce your **company** and **services** you provide. It is very important to us that we keep a current list of qualified subcontractors and suppliers to maintain the quality of service we provide our clients.

Our company policy requires that all subcontractors and suppliers complete out prequalification form. You can obtain this form at our office, or request that we email of fax a copy to you. The estimating department and owners will review the information and include all qualified companies on our bidders list.

Once again, I would like to thank you for your interest in working with our company. If you have any questions, I would be happy to discuss them with you.

Sincerely,

Wright Brothers, The Building Company, Eagle, LLC

Brian Ellway
Chief Estimator

Wright Brothers, The Building Company, Eagle, LLC Subcontractor and Supplier Qualification Form

Version April 21, 2014

Name of Company		Office Address		Date	
1)	Business Phone		Emergency Phone		
2)	Fax Number		Email Address		
	Name of Principal(s)				
	Home Address				
	PO Box				
	Home Phone		Emergency Phone		
3)	Type of services available				
4)	What type of projects do you specialize in?				
5)	Is your business seasonal	() yes		() no	
6)	If yes, high month		low month		
7)	Size of company (average gross sales)		Average contract size		
8)	Years company in business		same location?		
9)	Number of employees (maximum last year)				
10)	Is your payroll paid	() weekly	() bi-monthly	() monthly	
11)	Do your employees belong to a union?	() yes		() no	
12)	If yes, name of union				
13)	Minority Business Enterprise?	() yes		() no	
14)	Company Banks At:		Address		
	Contact Name:		Phone		
15)	Can you provide a performance & payment bond?	() yes		() no	
16)	If yes, maximum bond line		Rate %		
17)	Bonding company				
	Address				
	Agent		Phone		
18)	Can your company provide liability insurance?	() \$1,000,000	() \$2,000,000	() Other \$ _____	
19)	Other states your company is licensed in				

	License Number's				
20)	How far will you travel to do work (miles)?				
21)	Is your company certified or pre-qualified to do	() State	() Federal	() Municipal Work	
22)	Public Works license number				
23)	Federal Tax Identification Number				
24)	Name of three suppliers with whom you have a credit or do business with:				
	1.	Company Name			
		Business Physical Address			
		Business Mailing Address			
		Contract Person		Phone Number	
	2.	Company Name			
		Business Physical Address			
		Business Mailing Address			
		Contract Person		Phone Number	
	3.	Company Name			
		Business Physical Address			
		Business Mailing Address			
		Contract Person		Phone Number	
25)	Name of three companies with whom you have done business in the past year:				
	1.	Company Name			
		Business Physical Address			
		Business Mailing Address			
		Contract Person		Phone Number	
	2.	Company Name			
		Business Physical Address			
		Business Mailing Address			
		Contract Person		Phone Number	
	3.	Company Name			
		Business Physical Address			
		Business Mailing Address			

	Address				
	Contract Person		Phone Number		
26)	Has your company ever gone..	() bankrupt	() reorganized	If so, what year?	
27)	Has your company been involved in any lawsuit in the last 5 years?		() Yes	() No	
(If yes, please attach explanation on a separate sheet.)					
28)	How do you feel your company rates in terms of quality workmanship?		() very high	() above average	
			() average		
29)	Approximately what percentage of jobs bid is awarded to your company?				
30)	Do you provide written confirmation of bid figures?				
31)	Do you normally work by contract?		() Yes	() No	
32)	List your firm's workers' compensation Interstate Experience Modification Rate for the three most recent years.	1	2	3	
33)	Please use your last year's OSHA No. 300 Log to fill in:	Number of lost workday cases:			
		Number of fatalities			
34)	Do you have a written Accident Prevention Program?		() Yes	() No	
35)	Have you ever worked on a LEED Project?		() Yes	() No	
If yes, please list project info below.					
1.	Project Name				
	Project Address				
	Primary Contact		Phone Number		
2.	Project Name				
	Project Address				
	Contract Person		Phone Number		
3.	Project Name				
	Project Address				
	Primary Person		Phone Number		
Principal's Signature					
		Title		Date	
Chief Estimator Signature					
				Date	