

SUBCONTRACTOR PREQUALIFICATION FORM

Date: _____

All subcontractors are required to complete this questionnaire. The contents will be considered confidential and used solely to determine your firm's qualification for specific projects. The information provided will not be disclosed to project staff.

1. General Information: Please complete the following:

Name of Firm: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Office Fax: _____

Company Contact Name: _____

Company Contact Email: _____

Company Contact Mobile (optional): _____

Estimating Contact Name: _____

Estimating Contact Email: _____

Estimating Contact Mobile (optional): _____

FEIN #: _____

MBE #: _____ WBE #: _____

2. Bonding Agent:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Company: _____

Bonding Company: _____

3. License Information: Please provide all trade and professional licenses, if any, required for you to perform your services: _____

Type of License/Name on License	State	License Number	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
MBE: _____	_____	_____	_____
WBE: _____	_____	_____	_____

4. Organization: Please indicate your firm’s legal structure:

This firm is a :

- C Corporation S Corporation
- Partnership Sole Proprietor
- Limited Liability Company

Date Founded: _____

Corporate Officers (President, Treasurer, Secretary, etc.):

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

5. Work Classifications:

Wage Scale Work (check one):

- Perform wage scale work only
- Do not perform wage scale work
- Both wage scale and non-wage scale work

6. Work Experience:

List the categories of work your company performs with its own forces:

7. Claims & Suits: If the answer to any of the questions below is yes, please attach details on a separate sheet of paper:

Has your organization ever failed to complete a work awarded to it? Yes No

Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers within the past five (5) years? Yes No

Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last 5 years? Yes No

Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? Yes No

8. Does your organization have a safety program? Yes No

If yes, please attach the Table of Contents from the program description.

EMR Rating for the past three (3) years: Year _____: _____ Year _____: _____ Year _____: _____

9. Completed Projects:

List major construction projects your company has in progress:

(1) Project: _____ Owner: _____
 Project Contact: _____ Architect: _____
 Contract Amount: _____ Completion Date: _____

(2) Project: _____ Owner: _____
 Project Contact: _____ Architect: _____

Contract Amount: _____ Completion Date: _____

(3) Project: _____ Owner: _____

Project Contact: _____ Architect: _____

Contract Amount: _____ Completion Date: _____

State average annual amount of construction work performed during the past five (5) years: _____

10. References:

(1) **Project Name:** _____

Contact Name: _____

Contact Number: _____

Contact Email: _____

(2) **Project Name:** _____

Contact Name: _____

Contact Number: _____

Contact Email: _____

(3) **Project Name:** _____

Contact Name: _____

Contact Number: _____

Contact Email: _____

11. Trades – please choose all applicable trades from the attached list.



1318 E. Fort Avenue
Baltimore, Maryland 21230
410.332.4134

southwaybuilders.com

12. Required Attachments:

Letter from bonding company stating bonding capacity, if applicable
Certificate of Insurance

The undersigned hereby certifies that he/she is authorized to execute this document on behalf of said firm and that the statement(s) contained herein are true:

Signature: _____

Printed Name: _____

Southway Builders, Inc

ATTACHMENT B

Insurance Requirements Master Subcontract Agreement All Projects

1. Coverage should be written on standard ISO forms or its equivalent. Carriers should be AM Best rated "A" or better.
2. Worker's Compensation
 - a. State or District of Project Location Statutory
 - b. Employer's Liability Including Board \$500,000 Each Incident
Form and Voluntary Compensation \$500,000 Disease, per Employee
\$500,000 Disease Policy Limit
3. Contractor's Liability Insurance including \$2,000,000 Products/Completed
Contractual Liability in the form of Comprehensive Operations Aggregate
General Liability – per project aggregate \$2,000,000 Annual Aggregate
\$1,000,000 per Occurrence
4. Automobile Liability (Owned, Non-Owned, \$1,000,000 per Occurrence
Leased, or Hired)
5. Umbrella Excess Liability \$1,000,000 Aggregate
\$1,000,000 per Occurrence

Notes:

1. Southway Builders, Inc. shall be added as an Additional Insured on General Liability, Auto Liability, and Umbrella policies. The additional insured provision for General Liability will include the ISO CG 2010 11 85 or its equivalent.
2. Project Name and Project number must be noted on the certificate of insurance or it must state "All Operations for Southway Builders, Inc"
3. Only the original certificate of insured will be accepted.
4. Subcontractor may not commence work on site until Subcontractor's certificate of insurance is received by Southway Builders, Inc e.
5. Cancellation clause shall not be less than thirty (30) days. Policies may not be cancelled without proof of adequate substitution prior to cancellation.
6. If the Umbrella coverage contains a General Aggregate Limit, such General Aggregate Limit shall apply separately to each project.
7. Umbrella coverage for such additional insured's shall apply as primary before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the Comprehensive General Liability, Automobile Liability, and Employer's Liability maintained by the Subcontractor.
8. Subcontractor waives all rights against Contractor, Owner and Architect and their agents, officers, directors and employees for recovery of damages to the extent these damages are covered by commercial general liability, commercial umbrella liability, automobile liability or workers compensation and employers liability insurance maintained per requirements stated above.
9. With reference to General Liability coverage, there will be no exclusions or limitations with regard to contractual liability, damage to your work, or XCU. There will be no exclusions for EIFS, if you are an EIFS subcontractor, or exclusions for residential construction (pertaining to all).

Mark any trade codes your company performs**Company Name:** _____

- _____ 01 32 23 - Survey and Layout
- _____ 01 35 53 - Security Guards & Equipment
- _____ 01 45 23 - Testing & Inspections
- _____ 01 52 00 - Construction Facilities
- _____ 01 56 00 - Temporary Barriers And Enclosures
- _____ 01 57 16 - Temporary Pest Controls
- _____ 01 74 00 - Cleaning
- _____ 01 74 19 - Waste Management & Disposal
- _____ 02 41 00 - Demolition
- _____ 02 50 00 - Site Remediation
- _____ 02 82 00 - Asbestos Remediation
- _____ 02 83 00 - Lead Remediation
- _____ 02 85 00 - Mold Remediation
- _____ 03 00 00 - Concrete Work
- _____ 03 01 00 - Maintenance of Concrete
- _____ 03 35 43 - Polished Concrete
- _____ 03 40 00 - Precast Concrete
- _____ 03 48 00 - Precast Specialties
- _____ 03 54 00 - Cementitious Underlayment
- _____ 03 80 00 - Concrete Drilling And Sawcutting
- _____ 04 00 00 - Masonry
- _____ 04 01 20:52 - Masonry Cleaning
- _____ 04 01 20:91 - Masonry Restoration
- _____ 04 43 00 - Stone Masonry
- _____ 05 05 23 - Metal Fastening
- _____ 05 10 00 - Structural Steel
- _____ 05 30 00 - Metal Decking
- _____ 05 40 00 - Cold-formed Metal Framing
- _____ 05 50 00 - Metal Fabrications
- _____ 05 70 00 - Decorative Metal
- _____ 06 00 01 - Lumber Supplier
- _____ 06 10 00 - Rough Carpentry
- _____ 06 11 00 - Wood Framing
- _____ 06 13 26 - Wood Trusses
- _____ 06 16 00 - Sheathing
- _____ 06 17 53 - Wood Trusses
- _____ 06 20 00 - Finish Carpentry
- _____ 06 22 00 - Millwork
- _____ 06 48 00 - Wood Door Frames
- _____ 06 78 00 - Exterior Wood Decking
- _____ 07 10 00 - Dampproofing And Waterproofing
- _____ 07 19 00 - Water Repellents
- _____ 07 21 00 - Thermal Insulation
- _____ 07 21 29 - Sprayed Insulation
- _____ 07 22 00 - Roof & Deck Insulation
- _____ 07 24 00 - Exterior Insulation & Finish (EIFS)
- _____ 07 27 00 - Air Barrier
- _____ 07 31 00 - Shingle Roofing
- _____ 07 33 00 - Natural Roof Coverings
- _____ 07 41 13 - Metal Roof Panel

- _____ 07 42 13 - Metal Wall Panel
- _____ 07 42 63 - Fabrication Wall Panel Assembly
- _____ 07 46 00 - Siding
- _____ 07 60 00 - Sheet Metal Flashing And Trim
- _____ 07 50 00 - Membrane Roofing
- _____ 07 72 00 - Roof Accessories
- _____ 07 81 00 - Applied Fireproofing
- _____ 07 84 00 - Firestopping
- _____ 07 92 00 - Joint Sealant
- _____ 08 01 52:91 - Window Restoration
- _____ 08 11 00 - Metal Doors And Frame
- _____ 08 13 73 - Sliding Metal Doors And Grille
- _____ 08 14 00 - Wood Doors
- _____ 08 16 00 - Composite Doors
- _____ 08 31 16 - Access Panels & Frames
- _____ 08 33 00 - Coiling Doors And Grille
- _____ 08 41 00 - Entrances and Storefront
- _____ 08 44 00 - Curtainwall
- _____ 08 51 13 - Aluminum Window
- _____ 08 52 00 - Wood Window
- _____ 08 53 13 - Vinyl Window
- _____ 08 60 00 - Skylight
- _____ 08 71 00 - Door Hardware
- _____ 08 80 00 - Glazing
- _____ 08 90 00 - Louvers and Vents
- _____ 09 01 60:91 - Floor Restoration
- _____ 09 21 13 - Plaster Assemblies
- _____ 09 21 16 - Gypsum Board Assemblies
- _____ 09 24 23 - Stucco
- _____ 09 30 00 - Tiling
- _____ 09 51 00 - Acoustical Ceilings
- _____ 09 60 13 - Acoustic Underlayment
- _____ 09 64 00 - Wood Flooring
- _____ 09 65 00 - Resilient Flooring
- _____ 09 66 00 - Terrazzo Flooring
- _____ 09 67 00 - Fluid Applied Floor Coating
- _____ 09 68 00 - Carpet
- _____ 09 72 00 - Wall Coverings
- _____ 09 80 00 - Acoustic Treatment
- _____ 09 91 00 - Painting
- _____ 09 97 00 - Special Coatings
- _____ 10 11 00 - Visual Display Boards
- _____ 10 14 00 - Signage
- _____ 10 21 00 - Compartments And Cubicle
- _____ 10 21 13 - Toilet Compartments
- _____ 10 22 00 - Operable Partition
- _____ 10 28 00 - Toilet, Bath And Laundry Accessories
- _____ 10 28 19 - Shower & Tub Enclosures
- _____ 10 26 00 - Wall and Door Protection
- _____ 10 30 00 - Fireplaces & Stoves

Mark any trade codes your company performs

Company Name: _____

- _____ 10 44 00 - Fire Extinguishers & Cabinets
- _____ 10 55 00 - Postal Specialties
- _____ 10 51 00 - Lockers
- _____ 10 56 00 - Storage Assemblies
- _____ 10 57 23 - Closet and Utility Shelving
- _____ 10 71 13 - Exterior Sun Control Devices
- _____ 10 73 00 - Protective Covers
- _____ 10 74 00 - Manufactured Exterior Specialties
- _____ 10 75 00 - Flagpoles
- _____ 10 81 00 - Pest Control Devices
- _____ 11 13 00 - Loading Dock Equipment
- _____ 11 23 00 - Commercial Equipment
- _____ 11 30 00 - Residential Equipment
- _____ 11 40 00 - Food Service Equipment
- _____ 11 52 00 - Audio Visual Equipment
- _____ 11 61 00 - Theatre And Stage Equipment
- _____ 11 65 00 - Athletic, Recreational,Playground Equip
- _____ 11 80 00 - Solid Waste Handling Equipment
- _____ 12 20 00 - Window Treatment
- _____ 12 22 00 - Curtains & Drapes
- _____ 12 30 00 - Manufactured Casework
- _____ 12 36 00 - Countertops
- _____ 12 48 00 - Rugs & Mats
- _____ 12 51 00 - Furniture
- _____ 12 93 00 - Interior Site Furnishings
- _____ 13 11 00 - Swimming Pools
- _____ 13 20 00 - Special Purpose Rooms
- _____ 14 00 00 - Conveying Equipment
- _____ 14 20 00 - Elevator
- _____ 14 40 00 - Lifts
- _____ 14 80 00 - Scaffolding
- _____ 14 91 00 - Chutes
- _____ 21 00 00 - Fire Suppression
- _____ 21 20 00 - Fire Extinguishing Systems
- _____ 22 00 00 - Plumbing
- _____ 23 00 00 - HVAC
- _____ 23 08 00 - HVAC Commissioning
- _____
- _____
- _____
- _____
- _____
- _____

- _____ 23 10 00 - Fuel Systems
- _____ 23 30 00 - HVAC Air Distribution
- _____ 23 56 00 - Solar Energy Equipment
- _____ 25 00 00 - Integrated Automation
- _____ 26 00 00 - Electrical
- _____ 26 01 00 - Electrical Maintenance of Systems
- _____ 26 08 00 - Electrical Commissioning
- _____ 26 40 00 - Lightning Protection
- _____ 26 50 00 - Lighting
- _____ 27 00 00 - Communications
- _____ 28 00 00 - Electronic Safety and Security
- _____ 31 20 00 - Earth Moving
- _____ 31 31 00 - Soil Treatments
- _____ 31 32 00 - Soil Stabilization
- _____ 31 40 00 - Shoring and Underpinning
- _____ 31 56 00 - Slurry Walls
- _____ 31 60 00 - Piles and Caissons
- _____ 32 12 16 - Asphalt Paving
- _____ 32 12 36 - Seal Coats
- _____ 32 13 13 - Concrete Paving
- _____ 32 14 00 - Unit Pavers
- _____ 32 16 00 - Curbs, Gutters & Sidewalks
- _____ 32 17 00 - Pavement Markings
- _____ 32 18 00 - Athletic Surfacing
- _____ 32 31 00 - Fences and Gates
- _____ 32 32 00 - Retaining Walls
- _____ 32 33 00 - Site Furnishings
- _____ 32 80 00 - Irrigation
- _____ 32 90 00 - Planting
- _____ 32 94 43 - Tree Grates
- _____ 33 00 00 - Site Utilities
- _____ 33 20 00 - Wells
- _____ 33 49 23 - Storm Drainage Water Retention Structures
- _____ 33 51 00 - Natural Gas Distribution
- _____ 33 71 00 - Electrical Utility Distribution
- _____ 41 22 00 - Hoist and Cranes
- _____
- _____
- _____
- _____
- _____
- _____