Date: Subcontractor Company: Area(s) of Expertise:

Physical Address: Mailing Address:

Phone:

Website:

Fax:

Estimator’s Email:

Tax ID or Social Security Number: Contact Person: Type of Company: Sole Proprietorship Corporation Partnership

*Please attach a W-9.*

Date Company Formed:

Total Number of Employees:

States in which the company is legally qualified to do business: Names and titles of key people in company: Is the company a certified Minority Business Enterprise (MBE), Women Business Enterprise (WBE),

Small Business Enterprise (SBE), or any other type of certified business enterprise? If yes, which type? Please attach copies of all certifications.



**SAFETY**



Company Safety Contact: In the past five years, has your company been cited by OSHA? If yes, give details:

Please indicate your current Experience Modification Rate (EMR):

*(Please attach a copy of sheet from Work Comp)*

Do you have a written safety program? Do you have a Hazard Communication Program, and are you able to provide SDS records for any

hazardous products you may use? Yes No

Do you conduct project safety inspections? Yes No

If so, who conducts the inspection (name and title) and how often?

*Please attach a copy of your most recent OSHA 300 log and a copy of your 3 year loss history for liability insurance.*

Are there any other open or aggregate liability claims that would impair your ability to insure any project? Yes (attach explanation) No



**FINANCIALS**



*Please attach your financials*

Does the company have a line of credit from any lending institution? If yes, give details:

Lender’s Name, Lending Officer’s Name, Address, Phone:

Do you have bonding? If yes, give details:

Single Project Limit $

Aggregate Limit $

Bonding Company Name, Bonding Agent Name, Address, Phone:

Size of subcontract best suited for your organization: Low $ High $

Work now under contract $ Work presently bonded $

Work in place last year $

Insurance Agent, Phone:

*Please attach a current Certificate of Insurance*



**HISTORY**



|  |  |  |
| --- | --- | --- |
| Has company ever |   | failed to complete a contract? |
|  |   | been involved in bankruptcy or reorganization? |
|  |   | had pending judgment claims or suits? |
|  |   | been assessed liquidated damages on any project? |

If yes to any of the above, list general contractor, owner, project, description of work, and the circumstances involved on a separate sheet and attach to this form.



**REFERENCES**



How many of your staff are **Green Advantage Certified or LEED Accredited**? Please list certified projects where you have provided environmental construction and the level

achieved: \_

**Completed Projects** (Summarize representative projects completed in past 5 years.)

Name & Location of Project Scope of Work Contract Amount Completion Date

**Current Projects** (Work in progress.)

Name of Project Scope of Work Contract Amount Completion Date

Please provide three **General Contractors** with whom you have worked in the past two years:

**1.** Company Name & Address: Contact:

 Phone:

 Contract Amount:

Project Name:

Location:

**2.** Company Name & Address: Contact:

 Phone:

 Contract Amount:

Project Name:

Location:

**3.** Company Name & Address: Contact:

 Phone:

 Contract Amount:

Project Name:

Location:

Please provide three companies for **credit references**:

**1.** Company Name & Address: Contact:

 Phone:

 Account #

**2.** Company Name & Address: Contact:

 Phone:

 Account #

**3.** Company Name & Address: Contact:

 Phone:

 Account #

I hereby certify that to the best of my knowledge all of the information on this form is correct.

Signed:

Date:

Title:

**Please return to the relevant office contact below:**

* **Colorado Springs**: Dave Still (dstill@csigc.com)
* **Irvine**: Steve Ahmad (sahmad@csigc.com)
* **Portland**: Mike Gorman (mgorman@csigc.com)
* **Sacramento**: Luis Alvarez (lalvarez@csigc.com)
* **Phoenix**: Todd Asburry (tasburry@csigc.com)