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## **SUBCONTRACTOR/SUPPLIER QUALIFICATION STATEMENT**

We appreciate the recent interest you have expressed in being added to Poe Construction's select subcontractor/supplier bid list. Please provide the following information to help us evaluate your qualifications.

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**PRINCIPAL OFFICE:** \_\_\_\_\_

**TYPE OF WORK:** \_\_\_\_\_

**BID CONTACT NAME/EMAIL:** \_\_\_\_\_

### **ORGANIZATION**

1. How many years has your organization been in business as a Subcontractor/Supplier/ Contractor? \_\_\_\_\_

2. How many years has your organization been in business under its present business name? \_\_\_\_\_

3. Under what other or former names has your organization operated? \_\_\_\_\_  
\_\_\_\_\_

- CORPORATION, answer the following:
- a. Date and State of incorporation: \_\_\_\_\_
  - b. President's name: \_\_\_\_\_
  - c. Vice President's name(s): \_\_\_\_\_
  - d. Secretary's name: \_\_\_\_\_
  - e. Treasurer's name: \_\_\_\_\_

- PARTNERSHIP, answer the following:
- a. Date of organization: \_\_\_\_\_
  - b. Type of partnership (if applicable): \_\_\_\_\_
  - c. Name(s) of general partner(s): \_\_\_\_\_

- INDIVIDUALLY OWNED, answer the following:
- a. Date of organization: \_\_\_\_\_
  - b. Name of owner: \_\_\_\_\_

**LICENSING**

1. List jurisdictions and trade categories, including union affiliation, in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

JURISDICTION	LICENSE / REGISTRATION #	TRADE CATEGORIES/ UNION AFFILIATION

**EXPERIENCE**

1. List the type of work that your organization normally performs:

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2. What is the geographical range of your typical projects?

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3. What is the range of contract value for your work that you wish to be considered for?

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4. On Attachment A, list the major projects your organization has completed in the past two years, giving the name of project, owner, general contractor, architect, contract amount, date of completion and the cost of the work performed with your own forces.

5. Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

- a. Has your organization ever failed to complete any work awarded to it?  Yes  No
- b. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?  Yes  No
- c. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?  Yes  No

6. Within the last five 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 (If the answer is yes, please attach details.)

**SAFETY**

1. List your Department of Labor & Industries “Experience Factor” for the past three years.

YEAR	EXPERIENCE FACTOR

2. Attach a ‘Site Specific Safety Plan’ from a recent project.
3. Have you been cited by a WISHA Inspector in the past two years?  Yes  No  
If yes, please attach details including measures taken to prevent repeat citations.

**REFERENCES**

1. Supplier References:

FIRM NAME	ADDRESS	CONTACT PERSON	PHONE NO.	FAX NO.

2. Bank References: \_\_\_\_\_  
\_\_\_\_\_

3. Name of Bonding Company: \_\_\_\_\_  
Bonding Capacity: \_\_\_\_\_

**FINANCING**

1. Attach your most recent Financial Statement.

**INSURANCE**

1. Attachment B, Special Conditions to Subcontract, contains our insurance requirements for subcontractors. All costs for these coverages should be included in your bid proposals. Review the requirements and list any specific omissions in your policy.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Insurance Agent: \_\_\_\_\_ Phone: \_\_\_\_\_



## ATTACHMENT A MAJOR CONSTRUCTION PROJECTS

PROJECT NAME	OWNER	ARCHITECT	GENERAL CONTRACTOR	SUBCONTRACT AMOUNT	PERCENT COMPLETE	SCHEDULED COMPLETION DATE

## ATTACHMENT B SPECIAL CONDITIONS TO SUBCONTRACT

The following subcontract Special Conditions shall supplement and, where applicable, take precedence over the Main Contract Provisions and the Subcontract General Provisions. However, nothing in these Subcontract Special Conditions shall act to waive the provisions and requirements of Paragraph 2 of the Subcontract Agreement, insofar as they are otherwise applicable to the Subcontract.

### 1) Insurance

#### a) Subcontractor's Liability Insurance

- i) Subcontractor shall purchase and maintain such insurance as will protect it from the claims set forth below which may arise out of or result from Subcontractor's operations under this agreement whether such operations be by itself or by any sub-Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:
  - (1) Claims under Workers' Compensation, Disability Benefit and other similar employee benefit acts which are applicable to the work to be performed.
  - (2) Claims for damages because of bodily injury, occupational sickness or disease, or death of its employees under any applicable employer's liability law.
  - (3) Claims for damages because of bodily injury or death of any person other than its employees.
  - (4) Claims for damages insured by usual personal injury liability coverage.
  - (5) Claims for damages because of injury to or destruction of tangible property. Including loss of use therefrom.
  - (6) Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.
  
- ii) Coverage Forms.
  - (1) Subcontractor's General Liability insurance shall be written on an industry standard Commercial General Liability Occurrence form (CG 00 01) and shall include the following coverage extensions: Stop Gap Liability and per Project Aggregate (CG 25 03).
  - (2) In addition, Contractor and Owner shall be named as additional insureds (form CG 2010 07/04 and CG2037 07/04 or equivalent) with respect to work performed by or for the Subcontractor on behalf of the Contractor.
  - (3) Subcontractor's General Liability insurance shall be primary as respects Contractor and Owner, and any other insurance maintained by Contractor or Owner shall be excess and not contributing insurance with Subcontractor's insurance, and include a waiver of subrogation in favor of the contractor.
  - (4) Subcontractor shall maintain Completed Operations Liability insurance for a period of thirty-six months following completion of Subcontractor's work.
  - (5) Subcontractor's Auto Liability insurance shall be written on an industry standard Business Auto Liability policy form (CA 00 01) and should include coverage for owned, non-owned, and hired autos.
  - (6) Subcontractor's Workers' Compensation insurance shall be written on an industry standard Workers' Compensation and Employer's Liability policy form (WC 00 00 00), where applicable.
  - (7) In the State of Washington, Subcontractor shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington. Any subcontractor or sub-Subcontractor or employer qualified as a self-insurer in accordance with Chapter 51.14 of the Revised Code of Washington shall so certify by a letter signed by a corporate officer setting forth the limits of any policy of excess insurance covering their employees. Subcontractor shall be responsible for confirming compliance of all sub-Subcontractors with this provision.
  - (8) All workers' compensation insurance companies shall have a Bests rating of "A-VI" or better.
  
- iii) Subcontractor's Liability insurance, as required by subparagraphs 1)a)i) and 1)a)ii) shall be written for not less than the following limits of liability:
  - (1) Workers' Compensation  
Statutory Bodily Injury by Accident or Disease
  - (2) Employer's Liability  
\$1,000,000      Bodily Injury by Accident – Each Accident

- \$1,000,000 Bodily Injury by Disease – Policy Limit
- \$1,000,000 Bodily Injury by Disease – Each Employee
- (3) General Liability – Bodily Injury, Personal Injury, and Property Damage
  - \$2,000,000 General Aggregate
  - \$2,000,000 Products and Completed Operations Aggregate
  - \$1,000,000 Personal Injury
  - \$1,000,000 Each Occurrence
- Stop Gap Liability
  - \$1,000,000 Each Accident
  - \$1,000,000 Disease – Policy Limit
  - \$1,000,000 Disease - Each Employee
- (4) Automobile Liability
  - \$1,000,000 Bodily Injury and Property Damage – Per Accident
- (5) Excess/Umbrella Liability
  - \$2,000,000 Each Occurrence

iv) **All electrical, plumbing, mechanical, fire alarm, fire sprinkler subcontractors providing design/build services shall carry and maintain professional liability insurance for the activities and services provided by Contractor, Subcontractors, and sub-subcontractors, as applicable, with limits not less than \$1,000,000 per claim and \$2,000,000 aggregate, which professional liability insurance shall be maintained continuously starting on or before commencement of the work and continuing for a period of three years after the date of final payment.**

v) Certificates of Insurance evidencing the above coverages shall be filed with Contractor within (5) working days of award of Subcontract and prior to commencement of the work. Such certificates shall show that Contractor and Owner have been named as additional insureds on the General Liability policy (and Excess Liability policy, if any), and that such policies provide primary coverage with respect to Contractor and Owner. In addition, such certificates shall provide Contractor with 45 days notice in case of cancellation or non-renewal, except 10 days for non-payment of premium.

b) Property Insurance

- i) Contractor shall have the obligation to provide, or cause Owner to provide, only Fire and Extended Coverage insurance or Builder’s Risk insurance that is specifically required by the Main Contract with Owner and will be responsible to Subcontractor only to the extent that any claims for loss or damage that subcontractor may make is reimbursable to Contractor by such insurance.
- ii) Subcontractor shall provide insurance against any and all other losses that may occur to the work, tools, equipment, facilities, and stored materials, including stored materials for which it has been paid, and shall make its own provision for reimbursement of such deductible amounts as may be applicable to Contractor or Owner’s insurance.
- iii) Coverage Forms  
Subcontractor’s Equipment insurance shall provide coverage for physical damage to Subcontractor’s owned, leased, rented, or borrowed equipment used on the job site, including continuing rental charges. Subcontractor shall waive all rights against Contractor and Owner for damages covered by such insurance.
- iv) All Property insurance companies shall have a Best’s rating of “A-VII” or better.
- v) Certificates of Insurance evidencing the above coverage shall be filed with contractor within (5) working days of award of Subcontract and prior to commencement of the work. Such certificates shall indicate that a waiver of subrogation provision in favor of contractor and Owner is included in Subcontractor’s equipment insurance policy.