Subcontractor prequalification form

For the subcontractor: fill in the Company, Safety, References, and Workload sheets, sign at the bottom of the Company sheet, and return the file with the attachments it asks for.

Answer every question. Write None or Not applicable rather than leaving a line blank.

On the Safety sheet, enter one column per year, most recent first. Take the hours, cases, and fatalities from your OSHA Form 300A summary for each year.

The Safety sheet works out your recordable and DART rates from those numbers. Compare them with the rates your insurer and your own records show.

Attach your EMR letter or experience rating worksheet, a letter from your surety stating your bonding capacity, a certificate of insurance, and your latest financial statement.

For the general contractor: the Scoring and Limits sheets are yours. Keep them out of the copy you send.

On the Scoring and Limits sheets, type each subcontractor's name over Bidder 1 to Bidder 4. On Scoring, set a weight for each criterion so the weights add up to 100%.

Score each subcontractor from 1 to 5 on each criterion, where 5 is best. Leave a score blank only when the criterion does not apply. A blank score drops out of that subcontractor's weighted score.

The Weighted score row divides each subcontractor's weighted points by the weights it was scored on, so it always reads from 1 to 5.

On the Limits sheet, enter each subcontractor's revenue, bonding limits, and bonded backlog from their form. Set your own cap on one job as a share of revenue, or leave it blank to skip it.

Largest job to award is the lowest of the single-job bonding limit, the aggregate bonding left, and your revenue cap.

Verify the key answers at the source before you score them. Call the surety, the insurance agent, and the references.

Do not type in the shaded cells. They hold the formulas.

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Company

Question	Answer
Company	
Legal name of the company	
Trade names and former names used in the last 5 years	
Main office address	
Contact for this form: name, title, phone, and email	
Type of entity (corporation, LLC, partnership, sole proprietor)	
Year the company started under its current name	
Owners and officers, with their titles	
Parent company or affiliated companies	
Union or open shop, and which locals	
Number of field employees and office employees	
Trade and work history	
Trades or CSI divisions you perform	
Work you perform with your own crews	
Work you usually subcontract to others	
Typical contract size, smallest to largest	
Largest contract finished in the last 5 years (project and value)	
Building types you build (such as healthcare, schools, office)	
Cities or regions you work in	
Has the company ever failed to finish a contract? If yes, explain.	
Has a surety ever finished work or paid a claim for the company? If yes, explain.	
Lawsuits or arbitration with an owner or contractor in the last 5 years	
Liens or payment claims filed by your suppliers or subcontractors in the last 5 years	
Has the company or an owner filed for bankruptcy? If yes, when?	
Is the company or an owner debarred, suspended, or excluded from public work?	
Safety	
EMR, hours, recordable cases, fatalities, and citations: fill in the Safety sheet	
Written safety program (attach a copy)	
Person who runs your safety program (name and title)	
Safety training your field crews must have (such as OSHA 10 or OSHA 30)	
Drug and alcohol testing program (yes or no)	
Financial	
Annual revenue, most recent fiscal year	
Annual revenue, year before	

Question	Answer
Annual revenue, two years before	
Backlog: signed work not yet billed (list the projects on the Workload sheet)	
Latest financial statement (audited, reviewed, or compiled by a CPA; attach it)	
CPA firm and contact	
Bank, banker's name, and phone	
Line of credit amount, and the amount available today	
Bonding	
Surety company	
Surety agent or broker (name and phone)	
Bonding capacity, single job	
Bonding capacity, aggregate (all bonded work at once)	
Bonded work on hand today (value of work left to finish)	
Letter from your surety stating your bonding capacity (attach)	
Insurance	
Insurance agent or broker (name and phone)	
General liability limits, each occurrence and aggregate	
Auto liability limit	
Umbrella or excess liability limit	
Workers' compensation and employer's liability limits	
Professional or pollution liability limits, if your trade needs them	
Insurance companies and their A.M. Best ratings	
Certificate of insurance (attach)	
Licenses and registrations	
Contractor license: state, number, class, and expiration date	
Trade licenses your supervisors hold	
Business certifications (such as MBE, WBE, DBE, or SBE)	
Unique Entity ID in SAM.gov, for federal work	
References	
Completed projects: list them on the References sheet	
Supplier reference 1: company, contact, and phone	
Supplier reference 2: company, contact, and phone	
Signature	
I certify that the answers on this form and its sheets are true and complete.	
Name and title of the person signing	
Signature	

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Question	Answer
Date	

Safety

Safety record	Most recent year	Year before	Two years before	3 years
Calendar year				
EMR (experience modification rate)				
Total hours worked by all employees				
Deaths (Form 300A, column G)				
Cases with days away from work (column H)				
Cases with job transfer or restriction (column I)				
Other recordable cases (column J)				
OSHA citations (serious, willful, or repeat)				
Total recordable cases (G + H + I + J)				
DART cases (H + I)				
Total recordable incident rate (TRIR)				
DART rate				

References

Completed project and location	General contractor or owner	Contact name, phone, and email	Your contract value	Year finished	Your scope
Projects like this one, finished in the last 5 years (at least three)					

Workload

Current project and location	General contractor and contact	Your contract value	Work left to bill	Planned finish
Total (work left to bill is your backlog)				

Scoring

Criterion	Weight	Bidder 1	Bidder 2	Bidder 3	Bidder 4
		Score (1 to 5)	Score (1 to 5)	Score (1 to 5)	Score (1 to 5)
Score each criterion from 1 to 5, where 5 is best					
Safety: EMR, recordable and DART rates, citations					
Financial strength: statements, revenue, credit					
Bonding: capacity for this job, and the surety					
Insurance limits meet your requirements					
Experience with this type and size of work					
References from general contractors					
Current workload and crews free for this job					
Licenses and registrations in order					
Weights total (make it 100%)					
Weighted score (1 to 5)					

Limits

Limit	Your setting	Bidder 1	Bidder 2	Bidder 3	Bidder 4
		Amount	Amount	Amount	Amount
Annual revenue, most recent year					
Bonding capacity, single job					
Bonding capacity, aggregate					
Bonded work on hand					
Aggregate bonding left					
Your cap: one job as a share of annual revenue					
Your revenue cap					
Largest job to award					