

*SUBCONTRACTOR PROFESSIONAL SERVICES*  
**PREQUALIFICATION FORM**



27 Main Street Danville, NH 03819 Phone: (603) 382-0279 Fax: (603) 382-0279

**Prequalification Form will NOT be accepted unless completed in its entirety.**

**Business Information**

Company Name: \_\_\_\_\_

Primary Address 1: \_\_\_\_\_

Primary Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Other Branch Offices: \_\_\_\_\_

Design/Build Experience: Yes  No

If Yes, engineering staff is: Internal  External

Years in Business Under Present Name: \_\_\_\_\_ Years

Status: Union  Non-Union

Employer Identification No.: \_\_\_\_\_

State Contractors License Number (where applicable) \_\_\_\_\_

Average Contract Size over the last five (5) years \$ \_\_\_\_\_

Average annual revenue over the last five (5) years \$ \_\_\_\_\_

Company Type: Corporation  Partnership  LLC  Individual

DBA  Joint Venture  Sole Proprietor

**Work Performed**

Please see the attached list of Construction Codes and mark all that your company typically performs

Check the categories your company has experience in:

|                                     |                                    |  |
|-------------------------------------|------------------------------------|--|
| Healthcare <input type="checkbox"/> | Education <input type="checkbox"/> | Higher Education <input type="checkbox"/>    |
| Apartments <input type="checkbox"/> | Condos <input type="checkbox"/>    | Single Family Homes <input type="checkbox"/> |
| Industrial <input type="checkbox"/> | Retail <input type="checkbox"/>    | Other Commercial _____                       |

## Business Classification

Does your business meet a special classification: Yes  No   
If yes, please complete the remainder of this section.

Minority Owned  Woman Owned  Small Business

Disadvantaged Business  HubZone  Veteran Owned

Other 1 \_\_\_\_\_ Other 2 \_\_\_\_\_ Other 3 \_\_\_\_\_

Minority Certification Status: N/A  Self  Public  Private

City: \_\_\_\_\_ NMSDC Affiliates: \_\_\_\_\_  
State: \_\_\_\_\_ (National Minority Supplier Dev. Council)  
Country: \_\_\_\_\_

## Insurance

Is your company Insurable? **Please attach a copy of your Insurance Certificate.**  
Yes  No

Can your company comply with the attached Insurance Requirements? Yes  No

If not please list your current insurance limits below:

General Liability Coverage Limits: \_\_\_\_\_

Auto Coverage Limits: \_\_\_\_\_

Umbrella Policy Limits: \_\_\_\_\_

Workers Compensation Limits: \_\_\_\_\_

## Bonding

Is your company bondable? Yes  No   
(If N/A or not bondable, please provide explanation.)

Bonding capacity in aggregate: \$ \_\_\_\_\_ Bonding capacity per projects \$ \_\_\_\_\_  
(Current \$\$ value required, DO NOT state unlimited)

Bonding Rate per \$1,000: \_\_\_\_\_

Bonding Company (Surety, not Agent): \_\_\_\_\_  
(List complete Surety Name as it appears on the Dept. of Treasury's Listing of Approved Sureties (Dept. Circular 570))

## Past Performance

Has your organization ever failed to complete any awarded work in the last seven (7) years?  
Yes  No

(If Yes, attach explanation)

Are there any judgments, claims, arbitration proceedings and/or suits pending  
against your organization or its officers in the last seven (7) years? Yes  No   
(If Yes, attach explanation)

Has your organization filed any lawsuits or requested arbitration with regard to  
construction contracts within the last seven (7) years? Yes  No   
(If Yes, attach explanation)

## Safety

Has your organization incurred any OSHA violations over the past three years? Yes  No

*If yes, how many?* \_\_\_\_\_

What is your organizations' Workers Comp EMR history for the past 3 years & the current year?

Currents Year \_\_\_\_\_; 1 Year Ago \_\_\_\_\_; 2 Years Ago \_\_\_\_\_; 3 Years Ago \_\_\_\_\_

What is the business' OSHA recordable incident rate for the past 3 years & the current year?

*(Number of recordables X 200,000 / man-hours worked)*

1 Year Ago \_\_\_\_\_; 2 Years Ago \_\_\_\_\_; 3 Years Ago \_\_\_\_\_

Has your organization incurred any fatalities over the past three years? Yes  No

*If yes, how many?* \_\_\_\_\_

Does your organization have a written safety policy? Yes  No

*(A copy will be required if selected for project)*

Does your company comply with the Drug Free Work Act? Yes  No

## References

List Contact information for three (3) projects and owners, general contractors, or construction managers for whom the company has worked in the past 5 years below:

| Project | General Contractor | Phone | Contract Amount |
|---------|--------------------|-------|-----------------|
| _____   | _____              | _____ | _____           |
| _____   | _____              | _____ | _____           |
| _____   | _____              | _____ | _____           |

List Contract information for three (3) suppliers from whom the company has purchased materials or subcontractors which the company has hired in the past 5 years below:

| Company | Contact | Phone | Email or Fax |
|---------|---------|-------|--------------|
| _____   | _____   | _____ | _____        |
| _____   | _____   | _____ | _____        |
| _____   | _____   | _____ | _____        |

List Fiduciary institutions with whom your company does business with:

| Bank  | Type of Account | Account # | Contact | Phone |
|-------|-----------------|-----------|---------|-------|
| _____ | _____           | _____     | _____   | _____ |
| _____ | _____           | _____     | _____   | _____ |
| _____ | _____           | _____     | _____   | _____ |

## Financial Status

Dunn & Bradstreet #: \_\_\_\_\_

Dunn & Bradstreet Rating: \_\_\_\_\_

The undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading.

Completed By: \_\_\_\_\_

*(Print or Type)*

\_\_\_\_\_

*(Signature)*

Title: \_\_\_\_\_

Date Completed: \_\_\_\_\_

To be completed by Charters Brothers Construction, LLC.

**Estimator Comments:**

- Approved
- Called References
- Not Approved

If not approved why and how can we get the approval: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Estimator Signature

\_\_\_\_\_  
Date

**Project Manager Comments:**

- Approved
- Called References
- Not Approved

If not approved why and how can we get the approval: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Project Manager Signature

\_\_\_\_\_  
Date

**Chief Executive Officer Comments:**

- Approved
- Called References
- Not Approved

If not approved why and how can we get the approval: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
CEO Signature

\_\_\_\_\_  
Date

| <b>Construction Codes</b> |                                     | <b>Check codes you will bid</b> |
|---------------------------|-------------------------------------|---------------------------------|
| <b>Code</b>               | <b>Code Description</b>             |                                 |
| 01137                     | Engineering Services                |                                 |
| 01330                     | Surveying                           |                                 |
| 01400                     | Quality Control / Requirements      |                                 |
| 01410                     | SWPPP Design                        |                                 |
| 01500                     | Temporary Construction Facilities   |                                 |
| 01515                     | Final Cleaning                      |                                 |
| 02000                     | Site Construction                   |                                 |
| 02050                     | Demolition                          |                                 |
| 02070                     | Asbestos Abatement                  |                                 |
| 02075                     | Saw Cutting                         |                                 |
| 02120                     | SWPPP Implementation                |                                 |
| 02300                     | Earthwork                           |                                 |
| 02350                     | Piles & Caissons                    |                                 |
| 02360                     | Steel Helical Piles                 |                                 |
| 02361                     | Termite Control                     |                                 |
| 02500                     | Paving                              |                                 |
| 02510                     | slurry Seal                         |                                 |
| 02513                     | Asphalt Concrete Paving             |                                 |
| 02580                     | Pavement Marking                    |                                 |
| 02600                     | Site Utilities                      |                                 |
| 02685                     | Liquid Petroleum                    |                                 |
| 02688                     | Natural Gas Systems                 |                                 |
| 02720                     | Storm Drainage                      |                                 |
| 02751                     | Cement Concrete Pavement            |                                 |
| 02830                     | Fencing                             |                                 |
| 02840                     | Parking Barriers                    |                                 |
| 02842                     | Parking / Traffic Signage           |                                 |
| 02900                     | Landscaping                         |                                 |
| 03000                     | Concrete                            |                                 |
| 03110                     | Curbs & Gutters                     |                                 |
| 03200                     | Concrete Reinforcement              |                                 |
| 03400                     | Auger Cast in Place Piles           |                                 |
| 03500                     | Cementations Decks & Underlayment's |                                 |
| 03900                     | Concrete Restoration & Cleaning     |                                 |
| 04000                     | Masonry                             |                                 |
| 04400                     | Stone                               |                                 |
| 04700                     | Simulated Masonry                   |                                 |
| 04900                     | Masonry Restoration & Cleaning      |                                 |
| 05000                     | Metals                              |                                 |
| 05100                     | Structural Metal Framing            |                                 |
| 05101                     | Structural Corrections              |                                 |
| 05200                     | Metal Joists                        |                                 |
| 05300                     | Metal Deck                          |                                 |
| 05400                     | Cold Formed Metal Framing           |                                 |
| 05500                     | Metal Fabrications                  |                                 |
| 05510                     | Metal Stairs                        |                                 |
| 05520                     | Handrails & Railing                 |                                 |
| 05700                     | Ornamental Metal                    |                                 |
| 06100                     | Rough Carpentry                     |                                 |

| Code  | Code Description               |  |
|-------|--------------------------------|--|
| 06110 | Sub Floor Framing              |  |
| 06112 | Exterior Gypsum Sheathing      |  |
| 06150 | Siding & Exterior Trim         |  |
| 06180 | Glued Laminated Beam           |  |
| 06190 | Truss (Prefab)                 |  |
| 06200 | Finish Carpentry               |  |
| 06400 | Custom Casework                |  |
| 07000 | Thermal & Moisture Protection  |  |
| 07100 | Waterproofing                  |  |
| 07150 | Damp Proofing                  |  |
| 07180 | Water Repellants               |  |
| 07190 | Vapor Barrier                  |  |
| 07200 | Insulation                     |  |
| 07210 | Loss Fill Insulation           |  |
| 07240 | EIF System / Stucco            |  |
| 07250 | Fireproofing                   |  |
| 07310 | Shingle Roofing                |  |
| 07400 | Metal Roofing                  |  |
| 07500 | Membrane Roofing               |  |
| 07600 | Flashing & Sheet Metal         |  |
| 07625 | Gutters & Downspouts           |  |
| 07700 | Roof Specialties & Accessories |  |
| 07800 | Fire & Smoke Protection        |  |
| 07842 | Fire Resistive Joint Systems   |  |
| 07900 | Joint Sealers                  |  |
| 08150 | Metal Doors & Frames           |  |
| 08200 | Wood & Plastic Doors           |  |
| 08300 | Specialty Doors                |  |
| 08311 | Access Door                    |  |
| 08360 | Overhead doors                 |  |
| 08400 | Entrances & Storefronts        |  |
| 08500 | Windows                        |  |
| 08520 | Aluminum Windows               |  |
| 08565 | Vinyl Windows                  |  |
| 08600 | Skylights                      |  |
| 08610 | Wood Windows                   |  |
| 08700 | Hardware                       |  |
| 08800 | Glazing                        |  |
| 08900 | Glazed Curtain Wall            |  |
| 09005 | Countertops                    |  |
| 09100 | Metal Support Assemblies       |  |
| 09110 | Metal Studs                    |  |
| 09200 | Stucco                         |  |
| 09260 | Gypsum Drywall                 |  |
| 09300 | Flooring                       |  |
| 09310 | Ceramic tile                   |  |
| 09400 | Terrazzo                       |  |
| 09500 | Acoustical Treatment           |  |
| 09510 | Acoustical Ceilings            |  |
| 09530 | Sound Attention Blankets       |  |
| 09600 | Resilient Athletic Flooring    |  |

| Code  | Code Description               |  |
|-------|--------------------------------|--|
| 09640 | Stone Flooring                 |  |
| 09650 | Resilient Tile Flooring        |  |
| 09660 | Resilient Flooring             |  |
| 09680 | Carpet                         |  |
| 09700 | Wall Finishes                  |  |
| 09742 | Epoxy Polyurethane Floor       |  |
| 09900 | Paints & Coatings              |  |
| 09950 | Wall Coverings Coating         |  |
| 10100 | Visual Display Boards          |  |
| 10150 | Compartments & Cubicles        |  |
| 10155 | Toilet Compartments            |  |
| 10200 | Lovers & Vents                 |  |
| 10263 | Corner Guards                  |  |
| 10300 | Fireplaces & Stoves            |  |
| 10350 | Flagpoles                      |  |
| 10400 | Identification Devices         |  |
| 10500 | Lockers                        |  |
| 10521 | Fire Extinguishers & Cabinets  |  |
| 10550 | Postal Specialties             |  |
| 10600 | Partitions                     |  |
| 10670 | Shelving                       |  |
| 10800 | Bath Accessories               |  |
| 10900 | Wardrobe & Closet Specialties  |  |
| 11050 | Library Theft Detection        |  |
| 11100 | Mercantile Equipment           |  |
| 11400 | Food Service Equipment         |  |
| 11450 | Appliances                     |  |
| 11470 | Photo Laboratory Equipment     |  |
| 11480 | Athletic Equipment             |  |
| 11600 | Laboratory Equipment           |  |
| 11700 | Medical Equipment              |  |
| 11900 | Detention Doors & Gates        |  |
| 12000 | Furnishings                    |  |
| 12010 | Furniture /Fixtures            |  |
| 12300 | Manufactured Casework          |  |
| 12400 | Furnishings & Accessories      |  |
| 12450 | Window Coverings               |  |
| 12500 | Projection Screens             |  |
| 12600 | Multiple Seating               |  |
| 12700 | Floor Mats                     |  |
| 13121 | Pre Engineered Buildings       |  |
| 13200 | Storage Tanks                  |  |
| 13700 | Security Access & Surveillance |  |
| 13800 | Buildings Automation & Control |  |
| 13900 | Fire Suppression               |  |
| 14000 | Conveying Systems              |  |
| 14100 | Utility Connections to Modular |  |
| 14125 | ADA Access Lift                |  |
| 14200 | Elevators                      |  |
| 14300 | Escalators & Moving Walks      |  |
| 14400 | Lifts                          |  |

| <b>Code</b> | <b>Code Description</b>  |  |
|-------------|--------------------------|--|
| 15000       | Mechanical               |  |
| 15100       | Plumbing                 |  |
| 15300       | Fire Protection Piping   |  |
| 15700       | HVAC                     |  |
| 16000       | Electrical               |  |
| 16400       | Low Voltage Distribution |  |
| 16500       | Lighting                 |  |
| 16700       | Communications           |  |
| 16720       | Fire Alarm Systems       |  |
| 16725       | Security Systems         |  |
| 16800       | Sound & Video            |  |