

# CONTRACTOR PREQUALIFICATION FORM



<b>Date:</b>					
<b>Firm:</b>					
<b>Address:</b>					
<b>Telephone No.:</b>		<b>Fax No.:</b>			
<b>E-mail Address:</b>					
<b>Firm Contacts for Inquiries:</b>					
<b>Geographic Area of Business Operation:</b>					
<b>Years in Business Under Present Name:</b>					
<b>Work Now Under Contract:</b>					
<b>Work in Place Last Year:</b>					
<b>Total Bonding Capacity:</b>					
<b>Value of Work Presently Bonded:</b>					
<b>Total # of Staff Employed By Firm:</b>		<b>Project Mgrs.</b>	<b>Estimators:</b>	<b>Superintendents</b>	<b>Other Staff:</b>
<b>Is Organization a Qualified MBE Firm:</b>		<b>Yes</b>		<b>No</b>	
<b>Is Firm in Compliance with all EEO Requirements:</b>		<b>Yes</b>		<b>No</b>	
<b>Contracting Interests:</b>		<b>And Trades Used:</b>			
<b>Union/Affiliations:</b>		<b>Local</b>		<b>National</b>	
<b>Contract Expirations Dates:</b>					
<b>Accept Site Labor Agreement:</b>		<b>Yes</b>		<b>No</b>	
<b>Years Performing Work Specialty:</b>					
<b>Percent of Work Performed By Own Forces:</b>					
<b>Average Annual Sales Last Three (3) Years</b>					
<b>Bonding Company:</b>					
<b>Insurance Agent &amp; Company:</b>		<b>Name:</b>			
		<b>Phone:</b>			
<b>EMR Last 3 Years:</b>		<b>Are Copies of Last 3 Years OSHA 300A Attached:</b>			
<b>Has Company Had Any Serious OSHA Citations?</b>		<b>Yes</b>		<b>No</b>	

<b>Approximate Value of Capital Equipment Owned by Firm:</b>		
<b>Bank References and Addresses:</b>		
<b>Has Firm Failed to Complete a Contract?</b>	<b>Yes</b>	<b>No</b>
<b>Been Involved in Bankruptcy or Reorganization?</b>	<b>Yes</b>	<b>No</b>
<b>Pending Judgments, Claims or Suites Against Firm?</b>	<b>Yes</b>	<b>No</b>

**List four (4) most significant projects completed in the last five (5) years.**

<b>Project &amp; Location</b>	<b>Architect</b>	<b>Contract With</b>	<b>Contract Amount</b>	<b>Date Completed</b>

**List three (3) most significant projects presently under construction:**

<b>Architect</b>	<b>Contract With</b>	<b>Contract Amount</b>	<b>Date Completed</b>

**Financial Statement:** (Submission of financial statement is not specifically requested at this time.)

The financial statement should contain reasonably current data and reflect the general current financial condition of the firm and include:

**Current Assets:** (Cash, joint venture accounts, accounts receivable, notes receivable, accrued interest on notes, deposits, and materials and prepaid expenses, not fixes assets and other assets).

**Current Liabilities:** (Accounts payable, notes payable, accrued interest on notes, provision for income taxes, advances received from owners, accrued salaries, accrued payroll taxes, other liabilities and capital stock, authorized and outstanding shares per values, earned surplus).

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**This form must be signed by an Officer of the firm or an individual so authorized by an officer or the firm.**

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_



**NOTE: CONTRACTORS MUST HAVE BONDING CAPACITY. INSURANCE AND SURETY COMPANIES MUST HAVE A POLICY HOLDERS RATING OF "A", A FINANCIAL CATEGORY NOT LESS THAN CLASS VII AND POLICY HOLDER SURPLUS OF NOT LESS THAN \$25,000,000 OR ALL AS SHOWN ON "BESTS KEY RATING GUIDE", LATEST EDITION.**

**THE SKILLMAN CORPORATION**

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