

# HAMILTON SOUTHEASTERN SCHOOLS



## New Elementary School #13

### SUBCONTRACTOR PREQUALIFICATION FORM

**Bid Package 02 – Concrete/Structural Steel & Misc. Steel/Asphalt Paving and Concrete  
Curbs/Landscape Plantings and Seeding**

**Subcontractors must submit fully completed form for review and approval by Dec. 07, 2017.**

Please fill out all the information requested and return to;

**Hagerman, Inc.**  
**10315 Allisonville Road**  
**Fishers, IN 46038**  
**Greg Delagrang**  
[gdelagrang@hagermangc.com](mailto:gdelagrang@hagermangc.com)

GENERAL INFORMATION			
Company Name:			
Street Address:			
P. O. Box #:			
City, State, Zip Code			
Phone:		Website:	
If company is a subsidiary, list Parent Company name:			
Year the business was established:			
Other names the company has operated under, as well as other companies that are ( or have been ) founded by the current company;			

**Company Type:**    Corporation                  Sole Proprietors                  Joint Venture                  LLC  
                                  Partnership                  DBIA                                  Individual

**Ownership type:** (include a copy of all certifications that apply to the ownership)

Minority Owned Business Enterprise	Women Owned Small Business
Business Women Owned Business Enterprise	HUB Zone Small Business
Small Business	Veteran Owned Small Business
Small Disadvantaged Business	Service Disabled Veteran Owned Small Business

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## Business Type

List the trade work your company performs:													
List the geographical areas in which your company works:													
Total number of employees	Total:		Office:		Shop:		Field:						
Are you directly or indirectly signatory to any labor union agreements?								Yes		No			
If yes, which union:													

## Work Experience

1. Please attach a list of the **major projects** your company has in progress indicating the project name, location, owner, general contractor, contract amount, percent complete, scheduled completion date, and the contact person.
  
2. Please attach a list of the major projects your company has completed in the last 3 years indicating the project name, location, owner, general contractor, contract amount, completion date, and the contact person.
  
3. Please attach a list of any projects you have completed for Hamilton Southeastern Schools' facilities in the last 5 years indicating the project name, location, general contractor, contract amount, completion date, and contact person.
  
4. Please list major projects you have completed with Hagerman – Project name and contract amount only.
  
5. Has your organization ever failed to complete a project you were awarded? \_\_\_\_ Yes \_\_\_\_ No  
  
 If YES Provide Explanation of the circumstances.  


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6. Has your organization ever requested arbitration, agreed to a request to enter arbitration, or entered into arbitration in the last 5 years? \_\_\_\_ Yes \_\_\_\_ No  
  
 If YES Provide Explanation of the circumstances.  


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## Work Experience

7. Has your organization filed any lawsuits, had any lawsuits filed against them, or have been party to any lawsuit within the last 5 years? \_\_\_ Yes \_\_\_ No

If YES Provide Explanation of the circumstances.

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8. Have you been assessed liquidated damages on any projects in the last 10 years?  
If YES Provide Explanation of the circumstances.

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Average project size:

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## Financial

Annual sales volume for last 3 years	Year	Sales

Largest single contract awarded in the last 3 years:

Current backlog:

Backlog 12 months ago:

**Please attach last 2 years of audited financial statements including balance sheets, income statements, and opinion letter from auditors. Also include your most recent WIP Statement. Submit this information in a separate sealed envelope and mark confidential.**

## Banking

Bank name:	
Bank address:	
Contact name:	
Contact Phone #:	

Does your company have a line of credit?	Yes	No	Secured	Unsecured
What is the amount of your line of credit?				
Amount currently available on your line of credit?				

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## Bonding

Is your company bondable?	Yes	No	
If yes, the bonding company name:			
Bonding agency:			
Bonding agent name:			
Bonding agents address:			
Phone #			
Your bonding capacity per project:		Aggregate Amount:	

## Insurance

Insurance agent / broker:	
Contact:	
Phone #:	
<p><b>Please attach a Blanket Certificate of Insurance with this pre-qualification form, with your contract limits.</b></p> <p><b>A project-specific Certificate of Insurance will be required at a later date for each job your company works on.</b></p>	

## Safety

Please provide your Experience Modification Rating (EMR) for the past 3 years. This section must be completed using the OSHA 300 Form. Please attach OSHA 300:	<b>Year</b>	<b>EMR</b>
How many OSHA violations were recorded for the most recent year?		
Were any violations willful?	Yes    No	If yes, attach explanation
Any employee deaths in the past 3 years?	Yes    No	If yes, attach explanation
Does your company have a qualified person responsible for safety within your company?	Yes    No	
Please provide the name and contact information for that person:		
Does this person do safety inspections on all your projects?		

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## References

Company	Contact	Phone #

**The undersigned certifies under oath that the information provided herein is true and complete.**

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Date completed: \_\_\_\_\_

**Required attachments:**

Major projects in process

Blanket Certificate

Major projects completed

OSHA Form 300A

Financial statements & WIP

Projects for Hamilton  
Southeastern & Hagerman

Financial Statements & WIP  
(Separate sealed envelope)

**Optional Attachments:**

Explanations / Certifications

The Basis for evaluation of the subcontractor prequalification form is as follows:

Project Experience:

0 – 20 Points

- Similar Projects
- Experience with HSE Schools
- Experience with Hagerman
- Claims/Legal Actions

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Financial Information/Business Organization:

0 – 10 Points

Safety:

0 – 10 Points

- EMR/Form 300A
- Experience with HSE & Hagerman

Minimum Subcontractor Prequalification Approval Score

25 Points