

Subcontractor Questionnaire

Please complete and submit the following questionnaire to be considered for bidding work with SBC.
Please email the following additional items with your completed questionnaire to billing@stava.com

1. Current Insurance Certificate

2. M/WBE Certificates if applicable **GENERAL INFORMATION**

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____ State: _____ Zip Code: _____
(if different)

Contact Name: _____ E-Mail: _____

Telephone: _____ Fax: _____

Website: _____

Federal Taxpayer ID No: _____

COMPANY INFORMATION

What year was the company formed: _____

Organized as a (check one):

Corporation General Partnership Joint Venture Proprietorship
S-Corporation Limited Partnership LLC Other

State of Incorporation: _____

List of Owner, Officers, and Key Personnel:

<u>Name</u>	<u>Years in Position</u>	<u>Position</u>	<u>%Ownership</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Number of Employees: _____

**Stava Building Corporation
Subcontractor Pre-qualification Questionnaire**

Has your company operated under any other name or in any other organization structure in the past 5 years?

Yes No

If yes, please explain: _____

INSURANCE INFORMATION

Insurance Agent: *Stava Building Corporation must be listed as additional insured.*

Agency Name: _____ City: _____

Contact: _____ Phone: _____

Email: _____

Insurance Company(s):

Workers Comp Policy(s):

Company Name: _____

Contact: _____

Phone: _____

Email: _____

CGL Policy (if different):

Company Name: _____

Contact: _____

Phone: _____

Email: _____

Excess/Umbrella Liability Policy (if different):

Company Name: _____

Contact: _____

Phone: _____

Email: _____

Auto Policy (if different):

Company Name: _____

Contact: _____

Phone: _____

Email: _____

BANK INFORMATION

Name the Company's current primary banking relationship:

Institution: _____ Contact Name: _____

Location: _____ Phone: _____

How Long? _____

BOND INFORMATION

What percentage of work is currently bonded? _____% Largest job bonded? \$ _____

Bonding Capacity: Aggregate limit: \$ _____ Single project limit: \$ _____

Bonding Agency and Agent:

Agency Name: _____

Contact: _____ Phone: _____

How Long? _____

During the past five years, have any liens been filed against you by any of your subcontractors or suppliers?

Yes No (Give details for any liens over \$5,000)

Has your Company or any affiliated company or any of its principals ever petitioned for bankruptcy, failed in business, closed a business, defaulted or failed to complete on a contract, or been asked to post collateral against a loss?

Yes (if yes, explain) No

**Stava Building Corporation
Subcontractor Pre-qualification Questionnaire**

Typical project size:

<\$50,000 \$50,000 - \$250,000 \$250,000 - \$500,000
\$500,000 - \$1,000,000 \$1,000,000 - \$2,500,000 >\$2,500,000

Percentage of self-performed work: _____%

Does your company furnish: Labor only Material only Labor & Materials

Please describe the largest three projects completed in the last five (5) years?

Project/Location: _____ CSI Division: _____ Contract Amt: _____
Project/Location: _____ CSI Division: _____ Contract Amt: _____
Project/Location: _____ CSI Division: _____ Contract Amt: _____

Total number of contracts now in progress? _____

Total contract value of current contracts? _____

Annual Revenue the last three years \$ _____ \$ _____ \$ _____

SAFETY AND HEALTH INFORMATION

Does your company have a written safety plan? Yes No



WE CERTIFY THAT ALL INFORMATION IN THIS QUESTIONNAIRE AND THE ATTACHMENT IS TRUE AND CORRECT. WE HEREBY AUTHORIZE STAVA BUILDING CORPORATION. AND THEIR REPRESENTATIVES, TO INVESTIGATE DIRECTLY WITH THE REFERENCES GIVEN HEREIN, ANY INFORMATION PERTAINING TO THE UNDERSIGNED AND/OR THE INDIVIDUALS INVOLVED THEREIN. WE AUTHORIZE OUR FINANCIAL INSTITUTIONS, PRIOR AND EXISTING SURETIES, CUSTOMERS, CREDITORS AND SUPPLIERS TO RELEASE CREDIT HISTORY AND OTHER UNDERWRITING/QUALIFICATION INFORMATION.

Submitted By:

Name: _____ **Title:** _____

Date: _____