



# SUBCONTRACTOR PREQUALIFICATION FORM

All subcontractors are required to complete this questionnaire. The contents of this questionnaire will be considered and used solely to determine your firm's qualification to perform work for Riley Construction. Return completed form to:  
*Riley Construction 5301 99<sup>th</sup> Avenue, Kenosha, WI 53144-7870, Attention: Subcontractor Prequalification*

**PLEASE NOTE:** This form must be filled out completely. Missing information may result in disqualification of consideration.

Application Date: \_\_\_\_\_

Date of Prequal Expiration: \_\_\_\_\_ April 30<sup>th</sup> Next Year

## Background

Company Name		Type of Work Performed	
Street Address		Phone Number	
City/State/Zip	Principal Contact		Email Address
Year Business was Established	States We Do Work In	<input type="checkbox"/> Union <input type="checkbox"/> Non-Union	Current Number of Employees
Qualified Minority Business? <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE			

## Safety

List your Company's # of Injuries/Illnesses from your OSHA 300 Logs as follows:	Last Year	1st Prior Year	2 <sup>nd</sup> Prior Year
Experience Modification Rate (EMR) for past three years (attach letter from Insurance Agency).			
Total # of Fatalities. (From Column G on the OSHA 300 Log)			
Total # of OSHA Recordable Incidents. (Total of Columns H, I, and J on the OSHA 300 Log)			
Total # of Lost Work Day Incidents. (Column H on the OSHA 300 Log)			
Total # of other recordable cases. (Column J on the OSHA 300 Log)			
Total # of Annual Man-Hours Worked.			
Please attach OSHA 300 logs for the last three years.			

## Schedule

Provide summary of three largest projects presently under construction.	Location	Start/Completion	Contract Amount

## Financial Information

	Last Year	1 <sup>st</sup> Prior Year	2 <sup>nd</sup> Prior Year
<b>Gross Revenue (\$)</b>			
What is your backlog as of today (attach copy of Work in Progress):    \$_____			
Please attach your firm's current balance sheet prepared by a 3rd party if the proposed contract value is greater than \$250,000. If typical contracts are less than \$250,000, in lieu of balance sheet, a current Surety Letter is acceptable (see page 2).			



# SUBCONTRACTOR PREQUALIFICATION FORM

<b>Please provide answers to the following questions and attach explanations where necessary:</b>	<b>Yes</b>	<b>No</b>
Are there any judgments, claims, arbitrations, proceedings or suite pending/outstanding against your firm or its officers or principals?		
Has your firm ever filed bankruptcy?		
Has your firm filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last three (3) years?		
Has your firm or any other organization, with which of the officers or partners were involved during the past three (3) years, ever failed to complete any work awarded? If yes, please provide further details.		

## Insurance & Bonding

<b>Please read Exhibit A in its entirety.</b>		
Does your company currently maintain insurance that meets Riley Construction's requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Please provide the following bonding information AND PROVIDE CURRENT LETTER FROM YOUR SURETY:</b>					
Can you provide a Performance Bond?	Bond Rating	Bonding Capacity	Single Project	Aggregate	Bond Cost (% or \$/1000)
Name of Bonding Company			Contact	Phone Number	
Last Type of Bond Issued			Date	Amount (\$)	

## References (The below references may be contacted by Riley Construction for verification purposes.)

<b>Provide three references. (Bank, Supplier, Customer, etc.)</b>		
Company Name	Contact	Phone Number
Company Name	Contact	Phone Number
Company Name	Contact	Phone Number

**If company has a line of credit, provide borrowing capacity and amount currently outstanding (provide letter from your bank).**

**I hereby certify that the information submitted herein, including all required attachments is true and sufficiently complete so as not to be misleading.**

Completed by: \_\_\_\_\_ (Print or Type) \_\_\_\_\_ (Signature)

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

**Riley Construction will use this documentation to pre-qualify contractors. Therefore, if you intend to continue to service our facilities, it is essential that you return the documentation as requested. This document should not be construed to constitute a commitment, or a request to perform any work.**



# SUBCONTRACTOR PREQUALIFICATION FORM

*For Office Use Only*

## Risk Evaluation

Additional information that should be taken into consideration:

**Override Approval**  
*(Any subcontract greater than the approval limit must be approved by the Chairman or President.)*

**Committee Approval:**

\_\_\_\_\_ CFO

\_\_\_\_\_ Risk Manager

\_\_\_\_\_ Date

\_\_\_\_\_ Date

Please note any special requirements: \_\_\_\_\_

**Disapproved:**

Reason for Disapproval: \_\_\_\_\_

**Disapproval Overruled:**

\_\_\_\_\_ Chairman or President

\_\_\_\_\_ Date