



# 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. Electronic submission is preferred.

If mailed, please return completed form to:

Riley Construction, Attn: Mark Toepfer - Subcontractor Prequalification, 5301 99th Avenue, Kenosha, WI 53144-7870

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

<b>Application Date:</b>		<b>Date of Prequal Expiration:</b>	April 30, 2025
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## Company Information

**Company Name**

**Street Address**

<b>City</b>	<b>State</b>	<b>Zip</b>

**Principal Contact** **Principal Contact Email Address**

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<b>Year Business was Established</b>		<b>Union Status</b>	Union	Non-Union	
<b>States We Do Work In</b>					
<b>Current Number of Employees</b>		<b>Qualified Minority Business?</b>	MBE	WBE	DBE

Type of Work Performed (Select All That Apply)		
Demolition (Div. 2)	Openings & Glazing (Div. 8)	Electrical (Div. 26)
Concrete (Div. 3)	Finishes (Div. 9)	Earthwork (Div. 31)
Masonry (Div. 4)	Fire Suppression (Div. 21)	Exterior Improvements (Div. 32)
Metals (Div. 5)	Plumbing (Div. 22)	Site Utilities (Div. 33)
Roofing & Therm./Moisture Protection (Div. 7)	HVAC (Div. 23)	Other

## Safety

List your Companys # of Injuries/Illnesses from your OSHA 300 Logs as follows:	2023	2022	2021
Experience Modification Rate (EMR) for past three years			
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.			

<b>Required Documentation:</b>	
Please attach your EMR Letter from your Insurance Agency	Attach Letter in PDF Format to Email Submission
Please attach OSHA 300 logs for the last three years.	Attach Logs in PDF Format to Email Submission

Please continue to the following page

## Current Work in Progress

Provide a summary of the three largest projects presently under construction for your firm

Project Name	City	State	Start Date	End Date	Contract Amount

## Financial Information

	2023	2022	2021
Gross Revenue (\$)			

### Required Documentation:

Please attach your Current Backlog (as of today) of Work in Progress:	Attach Current WIP in PDF Format to Email Submission
Please attach your firm's current balance sheet prepared by a 3rd-party if the proposed contract value is greater than \$250,000. <i>If typical contracts are less than \$250,000, in lieu of a balance sheet, a current Surety Letter is acceptable.</i>	Attach Balance Sheet (or Surety Letter if applicable) in PDF Format to Email Submission

Please provide answers to the following questions and explain where necessary

	Yes	No	Explanation
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

Please read the attached Exhibit A in its entirety prior to responding to this question

	Yes	No
Does your company currently maintain insurance that meets Riley Construction's requirements?		

Please provide the following bonding information

Can you provide a Performance Bond?		Bond Rating	Bonding Capacity	Single Project	Aggregate	Bond Cost (Provide Either/Or)	
						Cost %	Cost \$/1000
Yes	No						
Name of Bonding Company			Bonding Company Contact		Bonding Company Phone #		
Last Type of Bond Issued			Date Issued		Amount (\$)		

<b>Required Documentation:</b>	Please attach a current letter from your Surety:	Attach Surety Letter in PDF Format to Email Submission
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Please continue to the following page

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

*Provide three references. (Bank, Supplier, Customer, etc.)*

Company Name	Contact Name	Phone Number

*If the company has a line of credit, please provide the additional documentation below:*

**Required Documentation:**

Letter from your bank establishing borrowing capacity and outstanding amount

*Attach Bank Letter in PDF Format  
to Email Submission*

**The undersigned, on behalf of the Subcontractor, certifies under oath that the information provided herein, including any schedule or attachment, 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.***