



*We Beautify the World*

## Subcontractor Pre-Qualification Worksheet

### I. General Information

Numbers:	Contractor's License(s) States and	
From:	State: _____	No.:
Address:	State: _____	No.:
	State: _____	No.:
Phone:	State: _____	No.:
Fax:	Federal I.D. No.:	
E-Mail:	Estimating Contact:	
Website:	Contact Title:	
Year Business Started: _____	Referred By:	

Union/ Signatory: Yes [ ] No [ ] Subcontractor: [ ] Vendor/Supplier: [ ]

### II. Organization

Business Type: [ ] Corporation [ ] Partnership [ ] Limited Liability Company [ ] Sole Proprietor [ ] Other (specify)

List the name, title, years with the company and percent of Ownership of the Company's Principals:

Name & Title	Years with Company	Percent Ownership

Is your company owned or controlled by a parent or any other organization? [ ] YES [ ] NO

***If yes, please describe on a separate sheet.***

Is your company a certified: [ ] MBE [ ] WBE [ ] DBE [ ] VBE [ ] SBE [ ] Native American [ ] N/A

Provide number of:

Office Personnel		Field Supervisors		Avg. Field Labor		Avg. Shop Labor	
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### III. Legal Information

Are there any judgments, claims, arbitration proceedings, or suits pending/out-standing against your firm or its officers or principals?  YES  NO

***If yes, please provide a complete explanation on a separate sheet.***

Has your company filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last three (3) years?  YES  NO

***If yes, please provide a complete explanation on a separate sheet.***

Has your company or any other organization with which your officers were involved during the past three (3) years, ever been in bankruptcy or a voluntary or involuntary reorganization?  YES  NO

***If yes, please provide a complete explanation on a separate sheet.***

### IV. Revenue

Annual Volume: What was the average annual volume of work completed in the last three years as well as next year's forecast? (Forecast Volume)

	\$		\$		\$		\$
							(Forecast Volume)

### V. Experience

Trade Categories: List categories of work you are qualified to perform.

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Geographic Areas of Work: Please check only Locations in which you want to bid:

- Arizona  Utah  Nevada  Colorado  Central California  Northern California  
 Southern California  Other

Project Types: Please check the type and size of building projects your company has completed.

- Commercial  Industrial Bldg  Correctional Facilities  Other  
 Custom Home  Healthcare  Design Build/Design Assist  Other  
 Clubhouse/Resorts  Casinos  High Rise Office Building  Other

Sports/Entertainment     Retail     Mid Rise Office Building      
 Other

Preferred Project Size:  Up to \$250K    Up to \$500K    \$1M    \$5M    \$5M+

Has your company had experience with LEED projects?  yes    no

Performance Reference: Provide a minimum of five recently completed jobs with **five DIFFERENT General Contractors, Contact Names** with the largest most recent project and corresponding references for the above selected project types. Additional job list and company brochure appreciated.

PROJECT	GENERAL CONTRACTOR & CONTACT NAME	TELEPHONE NUMBER	FAX NUMBER	SUBCONTRACT VALUE
				\$
				\$
				\$
				\$
				\$

**VI. Safety**

Has your firm had any OSHA citations, fines or jobsite fatalities within the most recent three (3) years?

YES    NO

*If yes, please describe in detail on an attached sheet what occurred and what steps were taken by the company to prevent from happening in the future.*

OSHA Incident Rate: Please list your firm's OSHA incident rate for the most recent three (3) years:

Yr./Rate		Yr./Rate		Yr./Rate	
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Worker's Compensation: Please list your firm's Worker's Compensation experience modification rate (EMR) for the most recent three (3) years:

Yr./Rate		Yr./Rate		Yr./Rate	
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**Quality:** Has your company implemented a Total Quality Management (T.Q.M.) System?

YES    NO

Do you have a written manual?  YES    NO

**VII. References**

Banking

Name & Branch		Since?	
City, State, Zip			

	Telephone	
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Contact Person

**Bonding**

Bonding Company		Since?	
Surety Broker/Agent		Since?	
Contact Person		Telephone	
Bonding Capacity – Per Project \$		Aggregate \$	
Last Bond Issued – Date		Amount \$	Rate %

***Please attach a formal letter from your bonding company.***

**Insurance**

General Liability Carrier		Since?	
Insurance Broker/Agent		Since?	
Contact Person		Telephone	

What is your limit to Liability Insurance?

**Supplier**

Supplier Name & Location		
Contact Person		Telephone
Supplier Name & Location		
Contact Person		Telephone
Supplier Name & Location		
Contact Person		Telephone

**VIII. Financial Information**

**Financial Reference: *Please attach a copy of the following:***  
***Your most recent full fiscal-year-ending Balance Sheet, Income Statement and Cash Flow.***  
***Your most recent quarterly year-to-date Balance Sheet, Income Statement and Cash Flow.***

**IX. Additional Information**

Please attach any additional information you feel will help us determine your company's qualifications and expertise.

I hereby certify that the above information is accurate, correct and true.

Completed By: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Date)

Thank you for your interest in AAA Landscape. Please return this form to one of the offices listed below. Indicate which office you are interested in pre-qualifying with by checking the adjacent box.

**Phoenix Office**      **Phone: (602)437-2690**      **Fax: (602)437-2690**  
**Attn: Cheryl Balbinot**      **E-Mail: C.Balbinot@aaalandscape.com**  
**3747 E Southern Avenue, Phoenix, AZ 85040**

**Tucson Office**      **Phone: (520)696-3223**      **Fax: (520)696-0314**  
**Attn: Virginia Verdin**      **E-Mail: V.Verdin@aaalandscape.com**  
**4742 North Romero Road, Tucson, AZ 85705**

AAA Landscape CONFIDENTIAL WHEN COMPLETED



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