

Subcontractor Pre-Qualification Checklist

The following information is required by Gilmore Construction in order to qualify your bid and / or enter into a Contract Agreement:

- Completed Subcontractor's Pre-qualification Form
- W-9 (on the 2024 Form, signed)
- Current Underrepresented Business Certifications (Minority Business Enterprise, Woman-owned Business Enterprise, Small Business Enterprise, Disadvantaged Business Enterprise, Veteran-owned Business Enterprise, etc) – *if applicable*
- Current Experience Modification Rate (EMR) Sheet (with effective dates listed)
- OSHA 300 and 300A forms for the last 3 years
- Full year financials from last year (audited preferred, others accepted)
- Line of Credit / Good Standing Letter from your bank
- Bonding / Capacity Letter from your surety
- Copy of your Safety Manual
- Sample Certificate of Insurance evidencing your coverage for:
 - General Liability
 - Workers Compensation
 - Auto Liability

The timely return of this information will enable us to move forward in developing our business relationship. Please contact Gilmore Construction if you have any questions, do not qualify, or choose not to complete the prequalification form.

Please return this packet with all required information via email to prequal@gilmorecc.com

Thank you,

Gilmore Construction

***Please complete this form with as much detail as possible to assist us in evaluating your company's qualifications.*

General Information

Company Name: _____

Federal Tax ID# / FEIN: _____

Other Company Names (include subsidiaries) _____

Company founded in what year? _____

Is your Company incorporated? _____ Yes _____ No In What State? _____

Incorporated in what year? _____

If not incorporated, is your company a Sole Proprietorship? _____ Yes _____ No

Street Address: _____

Mailing Address: _____

Business Phone: _____

Website Address: _____

Management Contact: _____

Email: _____

Bidding Contact: _____

Email: _____

Authorized Signer(s): _____

Is your company certified as an underrepresented business entity (MBE, WBE, SBE, DBE, VBE, SBA 8, etc)? _____ Yes _____ No

Note: If YES, please attach/submit your current certifications.

What percentage of your work do you subcontract? _____ %

Please list the principle individuals of your organization, along with titles and experience.

(Please feel free to attach individual resume data if you so desire.):

NAME	YEARS	TITLE / RESPONSIBILITIES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Safety Information

Does your company qualify for an Experience Modification Rating (EMR)?

____ Yes ____ No

Note: If YES, please attach/submit your EMR Rating Sheet (with effective dates listed) for the past 3 years.

Does your company qualify for OSHA logs?

____ Yes ____ No

Note: If YES, please attach/submit your OSHA 300 -and- 300A logs for the past 3 years.

Emergency Safety Contact: _____

Phone: _____

Does your company have a safety program? ____Yes ____No

Note: If YES, please attach/submit your safety manual.

Have you ever had any OSHA violations on your jobs? ____Yes ____No

If so, please explain the circumstances:

Trade Classification Information

Contractor's License _____

(Number, State and Expiration Date)

please attach/submit a copy of your valid license

In what **trade categories** is your company legally qualified to engage and does your company customarily perform?

CSI Code	Description
_____	_____
_____	_____
_____	_____
_____	_____

What, if any, are your contractual limitations?

Have you performed work with City & County of Denver? Yes No

Are you open to performing work with City & County of Denver? Yes No

Have you performed Federal work? Yes No

Are you open to pursuing Federal work? Yes No

Are you open to pursuing work at Denver International Airport? Yes No

What is (are) your preferred geographic location(s)? _____

References

Please list three (3) **Vendors/Suppliers** with whom your company has previously worked.

1. Name: _____

Address: _____

Contact Name: _____

Email: _____

Phone: _____

2. Name: _____
Address: _____
Contact Name: _____
Email: _____
Phone: _____

3. Name: _____
Address: _____
Contact Name: _____
Email: _____
Phone: _____

Please list three (3) **General Contractors** with whom your company has previously worked.

1. Name: _____
Address: _____
Contact Name: _____
Email: _____
Phone: _____

2. Name: _____
Address: _____
Contact Name: _____
Email: _____
Phone: _____

3. Name: _____
Address: _____
Contact Name: _____
Email: _____
Phone: _____

General Volume Information

What is your largest contract to date? Contract Value: _____

Project: _____ Description of Scope: _____

Date: _____

Client: _____ Contact (Name/Number): _____

What is your current backlog? _____

Please list your annual business volume for the last 3 years.

\$ _____ (20__) \$ _____ (20__) \$ _____ (20__)

Note: If you have been in business less than 3 years, please list what you can

Financial Information

Are you willing to pursue prevailing wage projects?

If YES, are you familiar with submitting certified payroll reports on a weekly basis, as required?

_____ Yes _____ No

Do you have any issues with -or- do you require training on certified payroll reporting?

_____ Yes _____ No

Name of Financial Institution (Bank): _____

Address: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Does your company have a Line of Credit? _____ Yes _____ No

If YES, what is the amount? _____ What is the expiration date? _____

What is the current outstanding balance? _____

**Note: If YES, please attach/submit your Line of Credit/Good Standing letter from your bank.*

Have you ever defaulted on a loan? _____ Yes _____ No

Does your company have bonding capacity? Yes No

Name of Surety (Bonding Company): _____

Surety Address: _____

Contact Name: _____

Email: _____

Phone: _____

Bonding Capacity, Single Project Limit: _____

Bonding Capacity, Aggregate Limit: _____

**If YES, please attach/submit your Bond Capacity letter from your surety.*

***Surety must have an A.M Best Rating of A IX or better.*

Legal Information

Has your company ever been unable to complete a contract? Yes No

If YES, please explain the circumstances:

Have there been any judgements, claims, arbitration proceedings, or suits against your organization or it's officers in the last 5 years? Yes No

Are there any judgements, claims, arbitration proceedings, or suits pending or outstanding against your organization or it's officers? Yes No

If YES on either of the above, please explain the circumstances:

Has your organization filed any lawsuits or requested any arbitration regarding construction contracts within the past 5 years? Yes No

Are there any lawsuits or requested arbitrations regarding construction contracts, filed by your company, that are pending or outstanding? ___ Yes ___ No

If YES on either of the above, please explain the circumstances:

Insurance Information

Do you carry General Liability Insurance? ___ Yes ___ No

If YES, what are your policy limits?

Occurrence \$ _____

Aggregate \$ _____

Do you carry Auto Liability Insurance? ___ Yes ___ No

If YES, what are your policy limits?

Occurrence \$ _____

Aggregate \$ _____

Do you carry Worker's Compensation Insurance? ___ Yes ___ No

If YES, what are your policy limits?

Occurrence \$ _____

Aggregate \$ _____

If NO, have you filed exemption with the state of Colorado? ___ Yes ___ No

Note: If YES, please attach/submit your sample COI.

**All insurance companies must have an A.M. Best rating of; A IX or Better*

Prequalification Certification

The undersigned certifies that all statements and answers shown herein and above are complete, true, and correct. Undersign also authorizes that Gilmore Construction can contact sources for verification.

To the best of my knowledge, the information provided on this form, including attachments, are accurate.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Please email this completed form and additional documentation to:

prequal@gilmorecc.com

Or mail to:

Gilmore Construction Corporation

4949 Ironton Street

Denver, CO 80239