



Subcontractor Pre-qualification Questionnaire

All prospective subcontractors/suppliers interested in working on our projects are required to complete this questionnaire. The contents of this questionnaire will be considered confidential and used solely to determine your firm's qualifications and will not be disclosed to others. Please direct any questions and return the completed form to:

Contractor Name: R.P. Witt Construction, Inc.
Street Address: 12627 San Jose Blvd, Suite 505
City, State Zip code: Jacksonville, FL 32223
Fax No. 904-425-4968
Telephone No. 904-425-6755

I. General information

- A. Name and address of your business _____
- B. Telephone number: _____ Fax number: _____ Email: _____
- C. Contact Name and Title: _____
- D. Applicable SIC code(s): _____ Trade Description(s): _____

- E. Are you listed in Dun & Bradstreet? No Yes If yes, what is your rating? _____
- F. Is your operation Union or Non-Union or Both, please indicate here: _____

II. Organization

- A. Business Type: corporation partnership limited liability company sole proprietor
 other (specify) _____
- B. Date founded: _____ State of formation: _____
- C. Please indicate the following information about all officers, managers and principals on a separate sheet:
Full Name, Title, Age and length of time in this position
- D. Indicate if your business qualifies as one of the following: (Check all that apply):
 DBE MBE SBE WBE
- E. List all other names your firm has conducted operations _____
- F. Is your firm owned or controlled by a parent or any other organization? No Yes
If yes, please describe on a separate sheet.

III. Licensing information

- A. Please provide all trade and professional licenses, if any, required for you to perform your services.

<u>Type of license/name of licensee</u>	<u>State</u>	<u>License number</u>
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- G. Has any license ever been denied or revoked? No Yes If yes, please describe on a separate sheet.
- H. Has a complaint ever been filed with a Contractor's State License Board against your firm? No Yes If yes, please explain briefly the circumstances on a separate sheet.

(Rev Date 10/11/10)

IV. Work experience

- A. Please attach a list of the major projects your firm **has completed in the last three (3) years** showing the project name, location, owner, architect/engineer, general contractor, contract amount and the completion date and contact person with telephone number.
- B. What is your average job size? _____
- C. What was your largest job ever completed? In what year? _____
- D. What is your backlog?
As of today? _____
As of last financial statement? _____
As of 12 months ago? _____
- E. Has your firm or any other organization with which your officers or owners were involved **during the past three (3) years**, ever failed to complete any work awarded or been terminated for cause? No Yes If yes, please provide a complete explanation.
- F. Are there any judgments, claims, arbitration proceedings, or suits pending/out-standing against your firm or its officers or principals? No Yes If yes, please provide a complete explanation.
- G. Has your firm filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last three (3) years? No Yes If yes, please provide a complete explanation.
- H. Has your firm or any other organization with which your officers or owners were involved during the past three (3) years, ever been in bankruptcy or a voluntary or involuntary reorganization? No Yes If yes, please provide a complete explanation.
- I. Has your surety ever finished one of your construction projects? No Yes If yes, please provide a complete explanation.

V. Financial information

- A. Please attach you firm's most recent financial statement (audited, if available) for the entity that will be signing the subcontract.
- B. Please indicate this year's **estimated** annual sales volume? \$ _____
- C. Please indicate below the annual sales volume for the last three (3) years?
Year _____ \$ _____
Year _____ \$ _____
Year _____ \$ _____
- D. Please provide the following financial information from the above financial statement:
Working Capital \$ _____
Net Worth \$ _____
Your Current ratio = current assets divided by current liabilities _____
Your Leverage ratio = total liabilities divided by net worth (defined as assets minus liabilities) _____
- E. Please attach a list of major projects your firm **currently has in progress** indicating the project name, location, owner, architect/engineer, general contractor, contract amount, percent complete and scheduled completion date and contact person with telephone number.

VI. References

- A. Banking reference: _____
- B. Bonding reference: _____
 Bonding Agent: _____
 Bonding Company: _____
 Bonding capacity: single limit \$ _____ total program bonding limit \$ _____

VII. Safety and Health

- A. Please list your firm’s Workers compensation interstate experience modification rate for the **most recent three (3) years** (If available, please attach a copy of your insurance agent’s verification letter).
 Year _____ Experience Modification Rating _____
 Year _____ Experience Modification Rating _____
 Year _____ Experience Modification Rating _____
- B. Do you have a full-time safety representative? No Yes
- C. Has your firm had any OSHA fines or jobsite fatalities **within the last three (3) years**? No Yes If yes, please describe in detail on a separate sheet.
- D. Please attach copies of your OSHA No. 200 Log(s) for the most recent three (3) years.

VIII. Additional information

Please attach any additional information you feel will help us determine your firm’s qualifications and expertise, including owner or general contractor references, etc.

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

Completed By: _____
 (Name)

(Title)

(Signature)

(Date)