

# SUBCONTRACTOR QUALIFICATION FORM

Date: \_\_\_\_\_ Project Reference: \_\_\_\_\_

Requested By (TMG Contact: ) \_\_\_\_\_

If you are a new subcontractor, check box

## COMPANY INFORMATION

Name of Firm: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Principals of Firm:

Name	Title	Email
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1. _____		
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2. _____		
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3. _____		
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Years in Business: \_\_\_\_\_ Website: \_\_\_\_\_

Federal ID#: \_\_\_\_\_ D&B#: \_\_\_\_\_

Type of Organization (circle one): Corporation / Partnership / Proprietorship / Joint Venture

Type of Company (circle one): Subcontractor / Supplier / Consultant / Engineer / Other Type

of Subcontractor (circle one): Union Shop / Merit Shop

Primary Markets Served (circle all that apply): Multi-Family / Office / Healthcare / Industrial / Educational / Hospitality / Religious / Retail / \_\_\_\_\_

Type/Scopes of Work: \_\_\_\_\_

State license Numbers: State: \_\_\_\_\_ License No.: \_\_\_\_\_

State: \_\_\_\_\_ License No.: \_\_\_\_\_

State: \_\_\_\_\_ License No.: \_\_\_\_\_

Primary Work Area: New Orleans / Outside New Orleans

What is your average job size? \_\_\_\_\_

Preferred contract amount: \$ \_\_\_\_\_ Maximum: \$ \_\_\_\_\_

Most of your projects are obtained via: Hard Bid / Negotiated Work (Circle one)

Company Status (Circle one that applies.): MBE / WBE / DBE / SDV / HUBZONE / 8A

Number of Employees: \_\_\_\_\_

Worker's Compensation Modifier (EMR): \_\_\_\_\_

OSHA Recordables: \_\_\_\_\_

Does your company have a written, formal QA/QC program/manual? (Circle one): Yes / No

DISA Approved? (Circle one): Yes / No

ISNET and/or Avetta ID: \_\_\_\_\_

**BONDING INFORMATION**

Is your company bondable? \_\_\_\_\_

If yes, what is your Single Project Limit? \_\_\_\_\_

Who is your bonding company? \_\_\_\_\_

Has your surety ever finished one of your construction projects? \_\_\_\_\_

If yes, provide a complete explanation using a separate sheet.

Has your company ever been assessed liquidated damages on a project? \_\_\_\_\_

If yes, please explain. (Use separate sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any remaining issues or conflicts of interest that would have material effect on your company, its owners or officers, in their operation, financial structure or ability to perform work for The McDonnell Group? Yes / No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Has your firm or any other organization with which your officers or owners were involved during the past three years, ever failed to complete any work awarded or been terminated for cause? Yes / No  
If yes, please provide a complete explanation. (Use separate sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CURRENT WORK- LOAD**

Number of Jobs in Progress: **(Please provide your current WIP - Work in Progress Report)**

Project Name / Amt. Left to Complete / Projected Completion Date / Contract Amount

\_\_\_\_\_  
\_\_\_\_\_

**BID CONTACT INFORMATION**

Contact Name for Bid Solicitation: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Specific Sections Normally Bid (List all that apply):

Related Work Which is Typically **Excluded** from Your Bid:

**REFERENCES**

You must provide a **minimum of three references, preferably general contractors.**

General Contractor References:

Firm	Representative	Position	Phone	Email
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\_\_\_\_\_

\_\_\_\_\_

Other Reference:

Firm	Representative	Position	Phone	Email
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\_\_\_\_\_

**LITIGATION**

Has your firm or any other organization with which your officers or owners were involved during the past three years, ever been in bankruptcy or a voluntary or involuntary reorganization? Yes / No  
If yes, please provide a complete explanation. (Use separate sheet if necessary).

\_\_\_\_\_

Has your firm filed any lawsuits or requested arbitration or mediation regarding construction contracts within the last three years? Yes / No  
If yes, please provide a complete explanation. (Use separate sheet if necessary).

\_\_\_\_\_

Has your company had any active litigation or unsettled claims within the past five years? Yes / No  
If yes, please indicate any relationship with parties involved on a prospective TMG project.

\_\_\_\_\_

Are there any judgments, claims, arbitration proceedings, or suits pending/outstanding against your firm or its officers or principals? If yes, please provide complete explanation. (Use separate sheet if necessary).

\_\_\_\_\_

\_\_\_\_\_

**FINANCIAL CONTACT INFORMATION**

Financial Contact / Title: \_\_\_\_\_ / \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SIGNATURE**

The information on all pages of this application is true to the best of my knowledge.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED  
ONLY IF THIS APPLICATION IS FOR CONSIDERATION OF AN IMMEDIATE  
PROJECT**

Provide a resume' for each person who will fill the following roles on this project:

- 1. Project Executive
- 2. Principal in Charge
- 3. Superintendent
- 4. Project Manager
- 5. Labor Personnel
- 6. Foreman

The resume' should include the person's project experience and tenure with the company.

**THE FOLLOWING INFORMATION IS REQUIRED  
ONLY IF THE CONTRACT AMOUNT IS GREATER THAN \$100,000.**

This following information should be sent separately to our Controller via the secure email [confidential@mcdonnel.com](mailto:confidential@mcdonnel.com). This information remains strictly confidential.

- 1. A copy of your most recent Internal Income Statement, Balance Sheet, and WIP.
- 2. A copy of your most recent audited / reviewed year-end Financial Statement.
- 3. A reference letter from your bank, which includes the following:
  - a. Date the account was opened
  - b. Average checking account balance for the last 12 months
  - c. Number and dollar amount of any NSF or returned items in the last 12 month
  - d. Statement that accounts are in good standing

**\*\*Attach your W-9 when returning the completed application\*\***