



# Contractor Qualification Form

*It is our policy, before we use quotes or sign contracts, to ask contractors to submit this qualification form. This enables us to categorize contractors within their trade by types and sizes of contracts they can handle.*

Please complete the form and submit the following attachments with it:

- Licenses (copies of your current license or certification, if you are an electrician, plumber, asbestos handler, or in any other trade that requires a license or certification to perform work);
- Resumes (copies of the resumes of all your key people— that is, officers, partners, owners, and managers with experience in the type of work for which you seek qualification.

## **1. Contractor Identity**

Area of Expertise\_\_\_\_\_

Company Name\_\_\_\_\_

Address\_\_\_\_\_

Phone #\_\_\_\_\_ Fax #\_\_\_\_\_ E-mail address\_\_\_\_\_

Tax ID or SS#\_\_\_\_\_ Contact person\_\_\_\_\_

Type of company:  Sole proprietorship  Corporation  Partnership Date formed\_\_\_\_\_

States in which the company is legally qualified to do business\_\_\_\_\_

Total number of employees\_\_\_\_\_

Names of key people in company\_\_\_\_\_

Has the company operated under any other name in the past five (5) years?  Yes  No

Is yes, give name(s)\_\_\_\_\_

## **2. MBE/WBE/SBE Certification**

Is the company a certified Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), or any other type of certified business enterprise?  Yes  No

If yes, list\_\_\_\_\_

## **3. Bank Reference**

Does the company have a line of credit from any lending institution?  Yes  No If yes, give details

AMT. OF CREDIT	OUTSTANDING BALANCE	LENDER'S NAME/ INSTITUTION	LENDER'S NAME/PHONE #
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## **4. Bonding Capacity**

Do you have bonding?  Yes  No If yes, give details

Single project limit\_\_\_\_\_ Aggregate limit\_\_\_\_\_

Bonding company name/ address\_\_\_\_\_

Bonding agent name/ address/ phone #\_\_\_\_\_

**5. Labor**

Is your company a union shop?  Yes  No If yes, list trades \_\_\_\_\_

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

**5. Completed Projects (Summarizes representative projects completed in the past five (5) years)**

NAME OF PROJECT                      SCOPE OF WORK                      CONTRACT AMOUNT                      COMPLETION DATE

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

**6. Current Projects (Summarize current projects)**

NAME OF PROJECT                      SCOPE OF WORK                      CONTRACT AMOUNT                      COMPLETION DATE

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

**7. Trade References (List a couple of your subcontractors or suppliers)**

NAME OF PROJECT                      SCOPE OF WORK                      CONTRACT AMOUNT                      COMPLETION DATE

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

**7. Client References (List three clients)**

NAME OF PROJECT                      SCOPE OF WORK                      CONTRACT AMOUNT                      COMPLETION DATE

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

**9. Other Information**

Has your company or any of its people been a party to a bankruptcy or reorganization proceeding?  Yes  No  
If yes, give date \_\_\_\_\_

During the past five (5) years, have any liens been filed against you by any of your subcontractors or suppliers?  
 Yes  No If yes, give details for any liens over \$5,000 \_\_\_\_\_

Have you ever failed to complete a contract, been defaulted, or had a contract terminated?  Yes  No  
If yes, give details \_\_\_\_\_

In the past five (5) years, has your company or any of its key people been involved in any lawsuits arising from  
construction projects?  Yes  No If Yes, give details \_\_\_\_\_

In the past five (5) years, has your company or any of its key people been investigated for or found to have committed a violation of any labor law?  Yes  No If Yes, give details\_\_\_\_\_

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In the past five (5) years, has your company or any of its key people been investigated for or found to have committed a serious OSHA violation?  Yes  No If Yes, give details

Is there any other information you would like to give us? \_\_\_\_\_

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**Please mail completed form to:**

JCI Contractors, Inc  
Dept. of Estimating  
529 W. Prospect Rd., Suite 101  
Ashtabula, OH 44004

**-OR-**

Fax: 440-998-1485

*JCI Contractors, Inc. is an open shop, non-union commercial & industrial construction company and encourages both union and non-union subcontractors to apply for qualification.*



[www.accorp-inc.com](http://www.accorp-inc.com)