



TRITEC Building Company
45 Research Way, Suite 100
East Setauket, NY 11733
Ph. 631-751-0300 F. 631-751-0868

Contractor Pre-Qualification Form

Entity Information:

Business Name: _____

Year Started: _____

Organization Trade Specialty (Include all that apply): _____

Type of Organization: Corporation State of Inc: _____ Date of Inc: _____
 Limited Liability Company (LLC) State of Inc: _____ Date of Inc: _____
 Partnership TYPE: General Limited Limited Liability (LLP)
 Sole Proprietorship
 Other Describe: _____

Years in business under present name: _____

What other names has your organization operated? _____

Business Website: _____ Main Phone: _____ Main Fax# _____

Business Phone: _____ Cell: _____ Fax: _____

Business Address: _____

City, State, Zip: _____

Have there been any changes in ownership over the past year: Yes No

If Yes, what changes have occurred: _____



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Key Contacts:

Presidents Name: _____ Email: _____ Phone: _____

Vice Presidents Name: _____ Email: _____ Phone: _____

Key Contact Person: _____ Email: _____ Phone: _____

Insurance Contact Person: _____ Email: _____ Phone: _____

Accounting Contact Person: _____ Email: _____ Phone: _____

Key Personnel (attach brief resumes if available):

Name	Age	Position	Years In Construction	Date of Hire

Are there any key positions in the company that remain unfilled at this time? YES NO POSITION: _____

Geographic Areas Serviced (check all that apply):

- Suffolk Nassau Queens Brooklyn Bronx Manhattan
 Staten Island Upstate New York New Jersey Connecticut DC Metro Area

Other (specify): _____



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Staffing: List the number of:

1. Supervisory staff: _____
2. Trades persons: _____
3. Administrative Staff: _____

Licensing:

1. List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration of license numbers, if applicable.
2. List jurisdictions in which your organizations' partnership or trade name is filed.

Labor Affiliation - (please provide the % of work you perform)

____ Open Shop ____ Prevailing Wage ____ Union If Union, Indicate Local(s): _____

Small / Disadvantaged Business Concerns (indicate if any of the following apply):

____ Small Business ____ Woman Owned ____ Minority Owned Other (specify): _____



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Experience and Reference Verification:

1. Provide a list of the major projects your organization has completed in the past five (5) years providing:

Name of Project	Owner	Contract Amount	Date of Completion	% of Work performed by own forces



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Experience and Reference Verification(cont'd):

2. State Average annual amount of construction work performed during the past five year:

Year					
Amount					

3. Provide a list of verifiable references.

Client Reference	Contact Name	Title	Telephone Number	Email

4. Provide the categories of work that your organization normally performs with its **own forces**.

a. _____

b. _____

c. _____

5. What percentage of your work is performed as Prime? _____% Subcontractor _____%



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Capacity/Bonding:

1. Name of Bonding Company: _____
2. Name and Address of Agent: _____
3. Provide a letter on surety letterhead confirming potential bonding capacity for:
 - a. Single Contracting Limit: _____ Current Bond Rate: _____
 - b. Aggregate Bonding Limit: _____

4. Provide a list of **major construction projects** your organization have in progress providing:

Name of Project	Owner	Contract Amount	Date of Completion	% of Work performed by own forces

5. State total worth of work in progress and under contract \$ _____



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Safety:

Within the past five (5) years has your organization:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Been cited for violations of Labor Law 220 or Davis Bacon wage violations? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Been cited by OSHA or other safety violations | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Been defaulted on any contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Been suspended, disqualified or barred from bidding with any owner/agencies | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Claim & Suits (If the answer to any of the questions below is yes, please attach details):

- Has your organization ever failed to complete any work awarded to it? Yes No
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? Yes No
- Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years? Yes No
- Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? Yes No