



# VENDOR PREQUALIFICATION FORM

Date: \_\_\_\_\_

Please complete this form and return to Rockford Construction via e-mail ([pregual@rockfordconstruction.com](mailto:pregual@rockfordconstruction.com)) or fax (1-616-285-8423...must include the 1-616).

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

Contact Person and E-mail \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website \_\_\_\_\_

Architect  Engineer  Subcontractor  Supplier  Other \_\_\_\_\_

State(s) in which you are registered to do business: \_\_\_\_\_

If in Michigan, select all areas that apply  North (North of US 10)  West (South of US 10, West of I-75/US 127)  East (East of I-75/US 127)

Firm certified as?  MBE  WBE (attach copy of certificate)

Workforce is?  Union  Non-union

Number of years in business under present name \_\_\_\_\_

Total number of office staff \_\_\_\_\_ Total number of field staff \_\_\_\_\_

Average annual sales in the last three (3) years \$ \_\_\_\_\_

Percentage of self-performed work \_\_\_\_\_%

Total bonding capacity \$ \_\_\_\_\_ Bonding capacity per job \$ \_\_\_\_\_ Value of work currently bonded \$ \_\_\_\_\_

Current Workers Compensation Experience Modification Rate \_\_\_\_\_

Has/does firm? (Select all that apply and submit details on a separate sheet)

failed to complete a contract;  been involved in bankruptcy/reorganization;  pending judgments;  claims or suits against them

### COMPANY CONTACTS

Owner(s) Contact Name \_\_\_\_\_

Mobile Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Estimator(s) Contact Name \_\_\_\_\_

Mobile Phone \_\_\_\_\_ E-mail \_\_\_\_\_

E-mail address to which bid invitations are to be directed \_\_\_\_\_

Accounting Contact Name \_\_\_\_\_

Mobile Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### ADDITIONAL INFORMATION

Please feel free to include any other information that you feel would be of interest to us.

\_\_\_\_\_

**TRADE(S) – Please select all that apply**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 01 Testing                           | <input type="checkbox"/> 06 Finish Carpentry                      | <input type="checkbox"/> 09 Resinous Flooring                     |
| <input type="checkbox"/> 01 Special Inspections               | <input type="checkbox"/> 06 Fixturing                             | <input type="checkbox"/> 10 Visual Display Surfaces               |
| <input type="checkbox"/> 01 Construction Trailer              | <input type="checkbox"/> 06 Millwork                              | <input type="checkbox"/> 10 Exterior Signage                      |
| <input type="checkbox"/> 01 Sanitary Facilities               | <input type="checkbox"/> 06 Architectural Woodwork                | <input type="checkbox"/> 10 Partitions                            |
| <input type="checkbox"/> 01 Staking                           | <input type="checkbox"/> 06 Structural Plastics                   | <input type="checkbox"/> 10 Toilet, Bath, and Laundry Accessories |
| <input type="checkbox"/> 01 Cleaning and Waste Management     | <input type="checkbox"/> 06 Plastic Fabrication                   | <input type="checkbox"/> 10 Fireplaces                            |
| <input type="checkbox"/> 02 Surveys                           | <input type="checkbox"/> 06 Structural Composites                 | <input type="checkbox"/> 10 Safety Specialties                    |
| <input type="checkbox"/> 02 Environmental Assessment          | <input type="checkbox"/> 06 Composite Fabrications                | <input type="checkbox"/> 10 Storage Specialties                   |
| <input type="checkbox"/> 02 Hazardous Material Assessment     | <input type="checkbox"/> 07 Dampproofing and Waterproofing        | <input type="checkbox"/> 10 Exterior Specialties                  |
| <input type="checkbox"/> 02 Subsurface Investigation          | <input type="checkbox"/> 07 Thermal Protection                    | <input type="checkbox"/> 10 Sunshades                             |
| <input type="checkbox"/> 02 Demolition and Structure Moving   | <input type="checkbox"/> 07 EIFS                                  | <input type="checkbox"/> 10 Awnings                               |
| <input type="checkbox"/> 02 Site Remediation                  | <input type="checkbox"/> 07 Weather Barriers                      | <input type="checkbox"/> 10 Flagpoles                             |
| <input type="checkbox"/> 02 Snow Control                      | <input type="checkbox"/> 07 Steep Slope Roofing                   | <input type="checkbox"/> 10 Other Specialties                     |
| <input type="checkbox"/> 02 Contam Site Material Removal      | <input type="checkbox"/> 07 Roof Panels                           | <input type="checkbox"/> 11 Vehicle and Pedestrian Equipment      |
| <input type="checkbox"/> 02 Water Remediation                 | <input type="checkbox"/> 07 Siding                                | <input type="checkbox"/> 11 Loading Dock Equipment                |
| <input type="checkbox"/> 02 Asbestos Remediation              | <input type="checkbox"/> 07 Membrane Roofing                      | <input type="checkbox"/> 11 Security, Detention, Banking Equip    |
| <input type="checkbox"/> 02 Lead Remediation                  | <input type="checkbox"/> 07 Flashing and Sheet Metal              | <input type="checkbox"/> 11 Commercial Equipment                  |
| <input type="checkbox"/> 02 Mold Remediation                  | <input type="checkbox"/> 07 Roof/Wall Specialties and Accessories | <input type="checkbox"/> 11 Residential Equipment                 |
| <input type="checkbox"/> 03 Concrete Forming and Accessories  | <input type="checkbox"/> 07 Gutters and Downspouts                | <input type="checkbox"/> 11 Foodservice Equipment                 |
| <input type="checkbox"/> 03 Concrete Reinforcing              | <input type="checkbox"/> 07 Fire and Smoke Protection             | <input type="checkbox"/> 11 Educational and Scientific Equipment  |
| <input type="checkbox"/> 03 Cast-in-Place Concrete            | <input type="checkbox"/> 07 Joint Protection                      | <input type="checkbox"/> 11 Entertainment Equipment               |
| <input type="checkbox"/> 03 Colored Concrete Finishing        | <input type="checkbox"/> 08 Metal Doors and Frames                | <input type="checkbox"/> 11 Athletic and Recreation Equipment     |
| <input type="checkbox"/> 03 Precast Concrete                  | <input type="checkbox"/> 08 Wood Doors                            | <input type="checkbox"/> 11 Healthcare Equipment                  |
| <input type="checkbox"/> 03 Cast Decks and Underlayment       | <input type="checkbox"/> 08 Plastic Doors                         | <input type="checkbox"/> 11 Collection and Disposal Equipment     |
| <input type="checkbox"/> 03 Concrete Grouting                 | <input type="checkbox"/> 08 Composite Doors                       | <input type="checkbox"/> 11 Refrigeration                         |
| <input type="checkbox"/> 03 Mass Concrete                     | <input type="checkbox"/> 08 Specialty Doors and Frames            | <input type="checkbox"/> 12 Art                                   |
| <input type="checkbox"/> 03 Concrete Cutting and Boring       | <input type="checkbox"/> 08 Coiling Doors and Grilles             | <input type="checkbox"/> 12 Window Treatments                     |
| <input type="checkbox"/> 04 Unit Masonry                      | <input type="checkbox"/> 08 Entrance, Storefronts, Curtain Walls  | <input type="checkbox"/> 12 Casework                              |
| <input type="checkbox"/> 04 Stone Assemblies                  | <input type="checkbox"/> 08 Windows                               | <input type="checkbox"/> 12 Furnishings and Accessories           |
| <input type="checkbox"/> 04 Refractory Masonry                | <input type="checkbox"/> 08 Roof Windows and Skylights            | <input type="checkbox"/> 12 Furniture                             |
| <input type="checkbox"/> 04 Corrosion-Resistant Masonry       | <input type="checkbox"/> 08 Hardware                              | <input type="checkbox"/> 12 Multiple Seating                      |
| <input type="checkbox"/> 04 Manufactured Masonry              | <input type="checkbox"/> 08 Glass & Glazing                       | <input type="checkbox"/> 12 Telescoping Stands                    |
| <input type="checkbox"/> 05 Structural Metal Framing Erector  | <input type="checkbox"/> 08 Mirrors                               | <input type="checkbox"/> 12 Other Furnishings                     |
| <input type="checkbox"/> 05 Structural Metal Framing Supplier | <input type="checkbox"/> 08 Louvers and Vents                     | <input type="checkbox"/> 12 Site Furnishings                      |
| <input type="checkbox"/> 05 Metal Joists                      | <input type="checkbox"/> 09 Plaster and Gypsum Board              | <input type="checkbox"/> 13 Swimming Pools                        |
| <input type="checkbox"/> 05 Metal Decking                     | <input type="checkbox"/> 09 Metal Stud Framing                    | <input type="checkbox"/> 13 Fountains                             |
| <input type="checkbox"/> 05 Cold-Formed Metal Framing         | <input type="checkbox"/> 09 Tiling                                | <input type="checkbox"/> 13 Aquariums                             |
| <input type="checkbox"/> 05 Cold-Formed Metal Trusses         | <input type="checkbox"/> 09 Ceilings                              | <input type="checkbox"/> 13 Amusement Park Structures Equip       |
| <input type="checkbox"/> 05 Metal Fabrications                | <input type="checkbox"/> 09 Flooring                              | <input type="checkbox"/> 13 Tubs and Pools                        |
| <input type="checkbox"/> 05 Decorative Metal                  | <input type="checkbox"/> 09 Athletic Flooring                     | <input type="checkbox"/> 13 Ice Rinks                             |
| <input type="checkbox"/> 06 General Trades                    | <input type="checkbox"/> 09 Wall Finishes                         | <input type="checkbox"/> 13 Kennels and Animal Shelters           |
| <input type="checkbox"/> 06 Rough Carpentry Installer         | <input type="checkbox"/> 09 Acoustic Treatment                    | <input type="checkbox"/> 13 Special Purpose Rooms                 |
| <input type="checkbox"/> 06 Rough Carpentry Supplier          | <input type="checkbox"/> 09 Painting                              | <input type="checkbox"/> 13 Special Structures                    |

**TRADE(S) - Continued**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 13 Metal Building Structures        | <input type="checkbox"/> 27 Data Communications                | <input type="checkbox"/> 33 Water Utilities                     |
| <input type="checkbox"/> 13 Special Instrumentation          | <input type="checkbox"/> 27 Voice Communications               | <input type="checkbox"/> 33 Wells                               |
| <input type="checkbox"/> 13 Special Instrumentation          | <input type="checkbox"/> 27 Audio-Video Communications         | <input type="checkbox"/> 33 Sanitary Sewerage Utilities         |
| <input type="checkbox"/> 14 Dumbwaiters                      | <input type="checkbox"/> 27 Distrib Comm/Monitoring Systems    | <input type="checkbox"/> 33 Storm Drainage Utilities            |
| <input type="checkbox"/> 14 Elevators                        | <input type="checkbox"/> 28 Fire Alarm & Security              | <input type="checkbox"/> 33 Fuel Distribution Utilities         |
| <input type="checkbox"/> 14 Escalators and Moving Walks      | <input type="checkbox"/> 31 Site Clearing / Sitework*          | <input type="checkbox"/> 33 Hydronic/Steam Energy Utilities     |
| <input type="checkbox"/> 14 Lifts                            | <input type="checkbox"/> 31 Earth Moving*                      | <input type="checkbox"/> 33 Electrical Utilities                |
| <input type="checkbox"/> 14 Turntables                       | <input type="checkbox"/> 31 Earthwork Methods*                 | <input type="checkbox"/> 33 Communications Utilities            |
| <input type="checkbox"/> 14 Scaffolding                      | <input type="checkbox"/> 31 Shoring and Underpinning*          | <input type="checkbox"/> 34 Off-site Road Improvements          |
| <input type="checkbox"/> 14 Other Conveying Equipment        | <input type="checkbox"/> 31 Excavation Support and Protection* | <input type="checkbox"/> 34 Transportation Signaling Equipment  |
| <input type="checkbox"/> 21 Water-Based Fire-Suppression     | <input type="checkbox"/> 31 Driven Piles/Caissons*             | <input type="checkbox"/> 40 Gas and Vapor Process Piping        |
| <input type="checkbox"/> 21 Fire-Extinguishing Systems       | <input type="checkbox"/> 31 Tunneling and Mining*              | <input type="checkbox"/> 40 Liquids Process Piping              |
| <input type="checkbox"/> 21 Fire-Pumps                       | <input type="checkbox"/> 32 Bases, Ballasts, and Paving*       | <input type="checkbox"/> 40 Solid/Mixed Mtrls Piping & Chutes   |
| <input type="checkbox"/> 21 Fire-Suppression Water Storage   | <input type="checkbox"/> 32 Pavers*                            | <input type="checkbox"/> 40 Process Piping and Equip Protection |
| <input type="checkbox"/> 22 Plumbing                         | <input type="checkbox"/> 32 Site Improvements*                 | <input type="checkbox"/> 40 Commissioning of Process Systems    |
| <input type="checkbox"/> 23 HVAC                             | <input type="checkbox"/> 32 Fences and Gates*                  | <input type="checkbox"/> 40 Instrumentation for Process Systems |
| <input type="checkbox"/> 23 Snow Melt                        | <input type="checkbox"/> 32 Retaining Walls*                   | <input type="checkbox"/> 42 Process Heating Equipment           |
| <input type="checkbox"/> 26 Electric Power Gen/Storing Equip | <input type="checkbox"/> 32 Wetlands*                          | <input type="checkbox"/> 42 Process Cooling Equipment           |
| <input type="checkbox"/> 26 Electric                         | <input type="checkbox"/> 32 Irrigation*                        | <input type="checkbox"/> 42 Process Drying Equipment            |
| <input type="checkbox"/> 26 Lighting                         | <input type="checkbox"/> 32 Planting / Landscaping*            | <input type="checkbox"/> 48 Electrical Power Generation Equip   |
| <input type="checkbox"/> 27 Structured Cabling               | <input type="checkbox"/> 32 Asphalt Paving                     |   |

\*If you have selected trades from Division 31 or 32, an equipment list must be submitted with this form.

**PROJECT INFORMATION**

List three (3) most significant projects completed in last five years: (If your company performs multiple trades, please include a separate sheet showing 3 references per trade)

Project	Trade Performed	Architect	Contract Amount	Year Completed	Reference	Phone

List three (3) most significant projects currently under construction: (If your company performs multiple trades, please include a separate sheet showing 3 references per trade)

Project	Trade Performed	Architect	Contract Amount	Year Completed	Reference	Phone

If you have regional offices in other locations besides the address listed on page one, please enter those addresses and phone numbers below:

**REGIONAL OFFICE 1:**

Contact Person and E-mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REGIONAL OFFICE 2:**

Contact Person and E-mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REGIONAL OFFICE 3:**

Contact Person and E-mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REGIONAL OFFICE 4:**

Contact Person and E-mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REGIONAL OFFICE 5:**

Contact Person and E-mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REGIONAL OFFICE 6:**

Contact Person and E-mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

This form must be signed by an officer of your company or an individual authorized by the company:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Type of Company:  Corporation  Partnership  Sole Prop.  LLC

## **Subcontractor Insurance Limits/Coverages/Requirements:**

To bid on Rockford Construction projects, the following are the standard required insurance limits and coverages. Owners may have additional requirements that are job specific. Failure of the Subcontractor to carry or secure the insurance coverages as specified herein may cause Subcontractor to be ineligible to bid on project.

Minimum Required Insurance Limits (Coverage on an Occurrence Basis):

1. Commercial General Liability (CGL) with limits of insurance of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
  - a. CGL coverage shall be provided on an ISO Occurrence form CG 2010 0704 or its equivalent, and include a "per project" aggregate, using ISO form CG 2037 0704, or its equivalent.
  - b. Subcontractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and until paid in full and maintain Completed Operations coverage for itself and each additional insured for at least three years after completion of the Work.
2. Business Auto Policy
  - a. Business Auto Policy with limits of at least \$1,000,000 each accident.
  - b. Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
3. Commercial Umbrella
  - a. Umbrella limits must be at least \$2,000,000.
  - b. Umbrella coverage must include as insureds all entities that are additional insured on the CGL.
  - c. Umbrella coverage for such additional insureds shall apply as primary before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the CGL, Business Auto Policy and Employers Liability coverages maintained by the Subcontractor.
4. Workers Compensation and Employers Liability
  - a. Employers Liability Insurance limits of at least \$500,000 each accident for bodily injury by accident, \$500,000 each employee for injury by disease, and \$500,000 aggregate limit.
  - b. Where applicable, U.S. Longshore and Harborworkers Compensation Act Endorsement shall be attached to the policy.
  - c. Where applicable, The Maritime Coverage Endorsement shall be attached to the policy.

Waiver of Subrogation:

Subcontractor waives all rights against Contractor, Owner, and Architect and their agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by commercial general liability, commercial umbrella liability, business auto liability or workers compensation and employer's liability insurances maintained per requirements stated above.

- Subcontractor shall have current Certificates of Insurance on file with Rockford Construction before a contract can be issued and any Work is to be performed. Insurance required is: Worker's Compensation, Auto, Umbrella and General Liability, naming Rockford Construction Co. and its subsidiaries as an additional insured with respect to the General Liability coverage. Subcontractor insurance shall be primary and non-contributory with a 30-day notice of cancellation, completed operations coverage for itself and each additional insured for at least three (3) years after completion of work and a waiver of subrogation favoring Rockford. Subcontractor shall provide Rockford with Certificates of Insurance reflecting the requirements described herein.

- Subcontractor's obligation to endorse the above-described insurance policies to name Rockford as an additional insured shall also extend to any person or entity that Rockford agreed to make additional insured(s) on Rockford's insurance policies in Rockford's contract with the project owner. Subcontractor shall provide Rockford with a copy of each such endorsement. Subcontractor's failure to comply with this provision would be deemed a breach of contract.
- Insurance must be kept current until final payment is made, no funds will be released to Subcontractor without a valid certificate of insurance.
- Subcontractor shall keep in force without interruption during the course of contract, policies of insurance covering subcontractor for Worker's Compensation, Commercial General Liability insurance and a Business Auto Policy (including hired and non-owned automobile liability) with minimum limits set forth with an insurer or insurers either licensed/admitted/authorized or eligible by the state's insurance regulatory authority to operate in the state where the work is to be performed and except for worker's compensation and the business auto policy, subcontractors shall cause such policies to be endorsed to name Rockford as Additional Insured on such policies with respect to the project identified herein.