



Subcontractor/Vendor Pre-Qualification Application

It is the policy of Fort Myer Construction Corporation to pre-qualify our subcontractors prior to bidding on any of our projects. You will be required to pre-qualify annually to be able to continue bidding on work. Fort Myer Construction Corporation may request that this form be completed on a job specific basis rather than just annually if the scope or size of the project is greater than the subcontractor's historical amount.

All financial information collected will be kept confidential.

Project Name _____
(If applicable)

General Information

Legal Name of Firm: _____

Registered Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax _____

Your business is: Sole Proprietorship Partnership
Corporation LLC

If incorporated, please provide date and state of incorporation:

Provide the names and titles of your firm's principal contacts

Principal Contact _____ Title _____

Phone _____ Fax _____

Email Address _____

Estimating Contact _____ Title _____

Phone _____ Fax _____

Email Address _____

Safety

Do you have a written safety plan that satisfies OSHA requirements?

Yes _____ No _____

Do you have a designated Safety Officer?

Yes _____ No _____

If yes, Name: _____ Phone _____

Fort Myer Construction may require additional information regarding your company’s safety history and record upon review of the information provided herein.

Geographical Work Area, Certification, and Capabilities

List the states in which you are licensed to perform work:

List categories of work you are qualified to perform with your own personnel

List categories of work that you normally subcontract to others

		Yes	No
Certifications	MBE	<input type="checkbox"/>	<input type="checkbox"/>
	DBE	<input type="checkbox"/>	<input type="checkbox"/>
	DDOT/WMAT/VDOT/	<input type="checkbox"/>	<input type="checkbox"/>
	WBE	<input type="checkbox"/>	<input type="checkbox"/>
	CBE	<input type="checkbox"/>	<input type="checkbox"/>
	8A SBA	<input type="checkbox"/>	<input type="checkbox"/>
	Disabled Veteran Owned Business	<input type="checkbox"/>	<input type="checkbox"/>
	Hub-Zone Business	<input type="checkbox"/>	<input type="checkbox"/>

List all Contractors licenses

List all Equipment and Company Vehicles

References

List the three largest projects you have worked on in the last three years: Commercial or Government, were you the Prime or Subcontractor? Yes___ No___

1. Project Name: _____

Contract Value: _____ Date of Completion: _____

General Contractor: _____

Contact: _____ Phone: _____

Brief Description:

2. Project Name: _____

Contract Value: _____ Date of Completion: _____

General Contractor: _____

Contact: _____ Phone: _____

Brief Description:

3. Project Name: _____

Contract Value: _____ Date of Completion: _____

General Contractor: _____

Contact: _____ Phone: _____

Brief Description:

List any major projects you have worked on with Fort Myer Construction Corporation:

List three major General Contractors you have worked with in the last three years:

1. Company Names: _____

Address: _____

Phone: _____ Fax: _____

Contact: _____

2. Company Names: _____

Address: _____

Phone: _____ Fax: _____

Contact: _____

3. Company Names: _____

Address: _____

Phone: _____ Fax: _____

Contact: _____

List three major Suppliers you have worked with in the last three years :

1. Company Names: _____

Address: _____

Phone: _____ Fax: _____

Contact: _____

2. Company Names: _____

Address: _____

Phone: _____ Fax: _____

Contact: _____

3. Company Names: _____

Address: _____

Phone: _____ Fax: _____

Contact: _____

Financial Information

Name of Your Primary Bank: _____

Address: _____

Phone: _____ Fax: _____

Contact: _____

Bonding Capacity

What is your bonding capacity?

Who is your bonding company?

Name: _____

Address: _____

Phone: _____ Fax: _____

Contact: _____

Additional Attachments

In order for pre-qualification to be accepted, please attach the following items

- A copy of your standard insurance certificate listing all insurance coverage types and limits
- Provide copies of all your certifications

Please assure that the application is completed in its entirety and return to Fort Myer Construction Corporation.

Mail

Fort Myer Construction Corporation

Email

Attn: Estimating

bids@fortmyer.com

2237 33rd Street, NE

Fax

Washington, DC 20018-1594

(202) 204-6325

www.fortmyer.com

Fort Myer Construction Corporation reserves the right to reject any subcontractor or supplier based upon review of the enclosed information and any additional information requested.

Fort Myer Construction Corporation is an equal opportunity employer.

Completed by

Signature: _____

Print Name: _____

Title: _____

Date: _____