



PREQUALIFICATION STATEMENT

In order to be considered for placement on our Approved Bidders List, please fill out the information requested below and return to L.S. Brinker’s Office to the attention of **Dave Avery via email at avery@brinkergroup.com**

COMPANY NAME: _____

ADDRESS: _____

INCORPORATED IN: _____

[State(s), or Form of Organization]

WEBSITE ADDRESS: _____

CONTACT PERSON: _____

PHONE NO: _____ **FAX NO:** _____

CELL PHONE NO: _____ **EMAIL ADDRESS:** _____

TRADES FOR CONSIDERATION: _____

I. PROJECT EXPERIENCE

- A. Please attach a listing of projects completed in the last five years. Please use the form attached and make as many copies as necessary. (List all references, contract amount, contact names and phone numbers where applicable.)
- B. Design Build Experience:
 Years of experience _____ Number of project completed: _____
 Please attach a listing of Design Build Projects completed in the last five years. Please use the attached form and make as many copies as necessary.
- C. Attach any company brochure or literature.

II. FINANCIAL CAPABILITY

- A. For working capital and current ratio, **please attach a current CPA prepared financial statement and the most current internal quarterly financial statement.**
- B. Bonding – capacity available, bonding company, agency and contact person:
 Bonding Company _____
 Bonding Agent: _____
 Address _____
 Contact Person _____ Phone Number _____
 Bonding Capacity _____ Per project _____ Aggregate _____
- C. Bank reference – bank name, officer handling account and years of service:

D. Judgments, pending claims, and lawsuits – list all:

(Circle one)

E. Has the Applicant ever defaulted on or failed to finish a project? Yes/No

F. Has the Applicant ever declared for bankruptcy protection? Yes/No

G. Have any of the Applicant's owners ever declared bankruptcy protection? Yes/No

H. Have any of the Applicant's owners been convicted of a felony or other criminal conduct? Yes/No

I. Has the Applicant's Surety ever had to provide funding or take over a project? Yes/No

Please briefly clarify if E-I are yes _____

III. INSURANCE

A. Current Insurance Carrier _____
Current Insurance Agent _____
Address _____
Contact Person _____
Phone Number _____ Fax Number _____

B. Current Insurance Limits: (Attach copy of current insurance certificate)

- a. General Liability _____
- b. Auto _____
- c. Umbrella _____
- d. Professional Liability _____

IV. COMPANY ORGANIZATION/CAPACITY: Firm has been in business for _____ years.

A. Top Management – list President and Officers: Years in Industry:
_____ Title: _____
_____ Title: _____
_____ Title: _____

B. Home office support – list office supervisory support staff to be involved with project:
_____ Title: _____
_____ Title: _____
_____ Title: _____

C. Capacity of active projects:
No. of current year projects: _____ Volume of current year projects: _____
x = No. of projects one year ago _____ x = Volume of projects one year ago _____
y = No. of projects two years ago _____ y = Volume of projects two years ago _____

D. Affiliation with labor and/or trade organizations: _____

E. Are you a Union Contractor? Yes/No (Circle one)
If yes, with what trade unions are you signatory? _____

V. JOB ORGANIZATION/CAPABILITY

A. Supervisory project jobsite staff: Years in Industry:
_____ Title: _____
_____ Title: _____
_____ Title: _____

B. Self-performed work – list average percentage of work
Self-performed (vs. subcontracted): _____

C. Field Work Force:
Current field work force _____
Average field work force one year ago _____
Average field work force two years ago _____

VI. QUALITY CONTROL

A. List the formal quality procedures/policies used in your company:

B. Is your company ISO certified? _____
Please provide an uncontrolled copy of your quality manuals.

C. Is your company in process or planning for ISO certification? _____
If yes, please indicate anticipated completion/certification schedule. _____

D. What preventive action does your company rely on to assure a quality project? *Explain*

E. What corrective action implementation does your company provide when quality issues occur on a project? *Explain*

VII. SAFETY AND LOSS CONTROL DATA

- A. List your firm's experience modification rate (EMR) and case ratings for the past four years and current year. Provide a letter from your insurance carrier or state fund (**on their letterhead, verifying the EMR data**). Case rating= (Number of recordable cases from most recent MIOSHA 200 form x 200,000) = (Number of work hours in the period covered by MIOSHA 200 form)

| EMR | Case Rating |
|------------|-------------|
| 2016 _____ | 2016 _____ |
| 2015 _____ | 2015 _____ |
| 2014 _____ | 2014 _____ |
| 2013 _____ | 2013 _____ |
| 2012 _____ | 2012 _____ |

Are the above rates interstate or intrastate/ if intrastate, which state? _____

- B. Provide your company's injury experience for the past four years using OSHA No. 300 logs. Furnish copies. If you do not complete OSHA 300 forms, explain why.

- C. Has your company been cited by OSHA in the past five years?

Yes _____ No _____ How Often _____

If yes, for what? _____

- D. Name of your senior site representative who reviews safety compliance (safety representative) List the locations, OSHA incident frequency rates, and lost time frequency rates for each of his/her last three projects.

Safety Representative _____

1). _____

2). _____

3). _____

- E. Does your company have a written safety policy? _____ Yes _____ NO

- F. Does your company required drug testing of employees? _____ Yes _____ NO

If yes, how often? _____

- G. Does your company participate with MUST or a similar program? _____ Yes _____ NO

Details _____

VIII. SAFETY AND LOSS CONTROL DATA CONTINUED

- A. Will your insurance company's loss control specialist visit the project site?

Yes _____ No _____

- B. Worker's Compensation Insurance: Most recent Modifier Factor _____ %

- C. Do you require documented safety meetings be held for:
- | | | | |
|-----------------------|-----------|----------|-----------------|
| 1). Field Supervisors | Yes _____ | No _____ | Frequency _____ |
| 2). Employees | Yes _____ | No _____ | Frequency _____ |
| 3). New Hires | Yes _____ | No _____ | Frequency _____ |
| 4). Subcontractors | Yes _____ | No _____ | Frequency _____ |
- D. Do you conduct documented safety inspections?
Yes _____ No _____
- E. Do you have some office safety representatives who visit/audit the job?
Yes _____ No _____

IX. EQUAL OPPORTUNITY EMPLOYMENT – Minority Business Enterprise (MBE) / Women Owned Business Enterprise (WBE) / Detroit Small Business (DSB) / Detroit Based Enterprise (DBE) / Detroit Headquartered Business (DHB) / Small Business Enterprise (SBE)

- A. MBE/WBE participation – list actual average percentages of Subcontracted work awarded to MBE and WBE firms over the last three years: _____
- B. Detroit resident work force – list actual average percentage utilization for Detroit resident work force over the last Three years: _____
- C. Minority work force – list actual average percentage utilization for minority work force over the last three years: _____
- D. Female work force – list actual average percentage utilization for female work force over the last three years: _____
- E. If your firm is a MBE/WBE, which entity are you certified by (i.e. MMBDC, MUCP, Wayne County, City of Detroit, etc.)? _____ (attach certificate)
- F. Is your firm a certified Detroit Based Business, Detroit Headquartered or Small Business as defined under Executive Order No. 4 _____ (attach certificate)
- G. Is your firm a certified Veteran Owner Business? _____

X. TAX INFORMATION

- A. Michigan State Sales Tax Registration Number _____ or
B. Michigan Business Tax Number (IBT) _____

The above information is true to the best of my knowledge and belief.

NAME: _____
TITLE: _____

DATE: _____

| |
|---|
| L.S. Brinker Review and Approval: (President/VPO/MPE) _____ Signature/Date |
|---|

PROJECT EXPERIENCE

Project Name _____ **Year Completed** _____

Trade work performed _____ **Type of Contract:** _____

Lump Sum ___ **Design Build** ___ **Cost Plus**

Dollar amount of contract \$ _____ **Bonded:** ___ **Yes** ___ **No**

Contract with _____

Contact Name and Phone Number _____

Project Name _____ **Year Completed** _____

Trade work performed _____ **Type of Contract:** _____

Lump Sum ___ **Design Build** ___ **Cost Plus**

Dollar amount of contract \$ _____ **Bonded:** ___ **Yes** ___ **No**

Contract with _____

Contact Name and Phone Number _____

Project Name _____ **Year Completed** _____

Trade work performed _____ **Type of Contract:** _____

Lump Sum ___ **Design Build** ___ **Cost Plus**

Dollar amount of contract \$ _____ **Bonded:** ___ **Yes** ___ **No**

Contract with _____

Contact Name and Phone Number _____

Project Name _____ **Year Completed** _____

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Lump Sum ___ **Design Build** ___ **Cost Plus**

Dollar amount of contract \$ _____ **Bonded:** ___ **Yes** ___ **No**

Contract with _____

Contact Name and Phone Number _____