

CONTRACTOR'S PREQUALIFICATION FORM

Firm Name _____ Phone _____ Fax _____

Federal EIN	Illinois Taxpayer ID no.
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Email: _____ Web: _____

Business address _____

(NUMBER) (STREET) (CITY) (STATE) (ZIP CODE)

1. Principal type of work that you do:

2. Geographical areas of your operations (Indicate if you are currently licensed to operate in each area):

3. Type of Organization:

Corporation _____ General Partnership _____ Limited Partnership _____ Proprietorship _____
 Where Incorporated _____ Year incorporated _____

4. Officers, Partners or Owners

Name	% ownership	Position	Years with firm	Telephone no.

5. Key Operating Employees

Name	Position	Key responsibilities	Years with firm	Telephone no.

6. Subsidiary and Branch office Operations

Name	Address	City, State, Zip	Principal Function

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7. Trade work that you do with your own forces:

TRADE	No. full-time journeymen	Approx. annual dollar volume performed in this trade	Indicate if you work as a subcontractor in this trade	Union affiliation, if any

8. If your firm is signatory, please list the unions to which you are signatory

Trade	Union name and local no.	City where union office is located

9. Recent project references

Project Name	City and State	Description	Contract amount	Owner name and Phone

10. Insurance and Bonding:

	Current limit	Surety/Insurer	Representative	Phone	Expiration	Experience mod.
Bonding						N/A
Workers Compensation						
General liability/umbrella						N/A
Automobile, other						N/A

11. Please list your construction volume and total employment for the last five years:

YEAR	Construction volume	Backlog at end of year	Average management employment	Average trade employment

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12. Please list your current construction program. (attach additional sheets if necessary)

Project name	Contract amount	% compl	Remaining backlog	Date expect to complete
Total work in progress:				

13. Please list any legal proceedings that involved your firm in the past 5 years.

Type of proceeding (claim, lien, liability suit, employee litigation, NLRB action, etc)	Name(s) of plaintiff(s)	Name(s) of defendant(s)	City and State	Indicate if settled or open

14. Please describe your company's safety program and enforcement of worker safety in the field.

15. Please list the construction software systems that you use for scheduling, project management, and communications.

16. Please describe the ideal project for your company at this time (size, scope, location, and any particular characteristics that you look for in selecting projects to bid on):

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17. Please list any special talents or capabilities that you feel you would bring to us, should you be successful on our upcoming projects:

18. If you are planning to bid on any projects over \$1 million, we require your most recent annual CPA review or audited financial statements and a current certificate of insurance which lists all your current coverage and dates of expiration.

The undersigned authorized representative of our company herewith certifies that the information contained in this document is correct and true.

Name _____ Position _____ Date _____

Please fax or email this completed form to:

Vennen Company
Attn: Dennis L. Vennen
3464 Old Mill Road
Highland Park, IL 60035
Fax: 847-748-7506
Email: dvennen@vennencompany.com