



**PRE-QUALIFICATION FORM
(State of California)**

All information submitted for pre-qualification evaluation will be considered official information acquired in confidence.

NAME OF FIRM: _____

SENIOR MANAGER: _____

CONTACT: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

SENIOR ESTIMATOR(S) Email : _____

WEB SITE ADDRESS: _____

1. LICENSE

Contractor must be licensed in the State of California. Submit the following:

A. Name of license holder exactly as on file with the California State License Board.

B. License Number _____

License Classification _____ Expiration Date _____

2. COMPANY STRUCTURE

A. CORPORATION _____

Date of Incorporation _____ State of Incorporation _____

President _____ Vice President _____

Secretary _____ Treasurer _____

ROEM[®] BUILDERS

PARTNERSHIP

Date of Organization _____ General or Limited _____

Name and Address of Principals:

SOLE PROPRIETORSHIP

Name and Address of Owner(s): _____

B. How many years has your company been in business as a Contractor? _____

How many years has your company been in business under its present business name? _____

Under what other former names has your company operated?

Name _____ Years _____

Name _____ Years _____

List the scope / type of work normally performed with your own forces:

How much of your work is self-performed? _____ % Subcontracted? _____ %

Average Total Number of Employees: _____

Exempt: _____ Non-Exempt: _____ Craft: _____

Union Affiliation(s), if any: _____

Has your company preformed work on Prevailing Wage Job(s)? Yes / No (circle one)

If so list project name & location(s) _____

Please check all applicable project types your company has worked on

- Affordable Multi-Family Housing
- Affordable Senior Housing
- Market Rate Condos/Townhomes
- Market Rate Single Family Attached

ROEM[®] BUILDERS

FINANCIAL

A. What was your company's average yearly volume of work for the past three years in terms of revenue received?

20__ _____ 20__ _____ 20__ _____

What was your company's net income for each of the last three years?

20__ _____ 20__ _____ 20__ _____

B. Average Contract Size \$ _____

Minimum: \$ _____ Maximum: \$ _____

Geographical Area of Work (please Circle counties in which you conduct business): Los Angeles San Diego Fresno
Santa San San Marin Alameda Contra Santa Cruz Monterey San
Clara Mateo Francisco Costa Benito
Other: _____

C. Company's Dunn & Bradstreet No: _____

D. Has your company (either under current or previous name) ever filed for bankruptcy protection with the U.S. Bankruptcy Court? Yes _____ No _____

If yes, Date of Filing _____ Classification of Filing _____

E. Have any principals of your company, either past or present, been affiliated with any type of bankruptcy?

No _____ Yes _____ If yes, Explain and Provide Dates: _____

LITIGATION

A. Have you ever had a contract terminated for default within the past five years?

No _____ Yes _____ If yes, Why? _____

When? _____

B. Are there any judgments, claims, arbitration proceedings, or suits pending or out standing against your company?

No _____ Yes _____ If yes, Explain: _____

ROEM[®]

BUILDERS

C. Has your company filed any lawsuits, submitted claims, or been involved in any litigation with regard to your contract activity with in the last five years?

No _____ Yes _____ If Yes, Explain: _____

4. INSURANCE (see ROEM Standard Agreement Insurance Requirements) ROEM will provide an OCIP for all market rate projects

A. Can you provide current evidence or evidence of ability to insure to minimum limits ("Acord" Form or other of General Liability Insurance coverage as listed below (ROEM will not pay any special endorsements or waivers)?

Yes _____ No _____

- Commercial General Liability- \$1 million each occurrence / \$2 million per project aggregate
- Additional Insured Endorsement Listed owner, general contractor, lender and construction management firm
- Worker's Compensation & Employers' Liability Insurance- \$1 million
- Waiver of Subrogation Endorsement
- Automobile Liability (Owner, hired, Non-Owned) - \$1 million
- Excess Liability (Umbrella) – only required if General Liability is under \$2 million
- Admitted in California; minimum A.M. Best Rated A- VII or better

5. BONDING

If you anticipate a contract of over 200,000, please provide and complete the following:

A. Are you a bondable company? Yes / No (circle one)

If so, what is your company's bond rate? _____ % Capacity? \$ _____

What percentage of your company's capacity is available? _____ %

B. Bonding company name: _____

Address: _____

Agent Name: _____ Phone Number: _____

A.M. Best Rating: _____

6. REFERENCES

A. Bank Reference

ROEM[®] BUILDERS

Bank Name and Branch: _____

Account Manager: _____ Phone Number: _____

Address: _____

Line of Credit: _____ Amount in Use: _____

B. Customer

Please identify four General Contractors for whom you have worked in the past two years:

Company	Contact Person	Phone Number
---------	----------------	--------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Please identify three Subcontractor/ Supplier references with whom you have worked in the past two years:

Company	Contact Person	Phone Number
---------	----------------	--------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

7. SAFETY

A. List your company's experience modification rate (EMR) for the past three years.

20__ _____ 20__ _____ 20__ _____

B. Has your company been cited by Cal OSHA, the EPA, the Bay Area Air Quality Management District, or any other Air quality Management District (or similar jurisdiction or agency) in the past five years?

Yes _____ No _____ How Often? _____ (attach a sheet listing and describing each citation.)

C. Has your company ever been associated with or involved in a job site death(s)?

Yes _____ No _____

