

The following is a checklist of major sections and sub-section headings for your prequalification questionnaire. Each sub-section typically has multiple questions.



## Business

- ☐ Business Attributes
- ☐ Corporate Officers and/or Shareholders/Partners/Proprietor
- ☐ Parent, Affiliate and/or Subsidiary Companies
- ☐ Employees
- ☐ Operations
- ☐ Equipment
- ☐ Litigation/Bankruptcy/Judgments



## Insurance

- ☐ Contact for Insurance Information
- ☐ Insurance Information
- ☐ Surety Relations



## Financial

- ☐ Job History
- ☐ Largest Contracts
- ☐ Capacity
- ☐ Anticipated Annual Volume



## References

- ☐ Banking Relations
- ☐ List three (3) major suppliers
- ☐ List three (3) General Contractors for whom you have worked in the last three (3) years



## Bidding Interests

- ☐ Add Bidding Interests



## Safety Statistics

- ☐ Experience Modification Rating
- ☐ Workers Compensation
- ☐ OSHA Recordkeeping
- ☐ Safety Performance History
- ☐ Regulatory



## Safety Programs & Procedures

- |   |   |
|---|---|
| <input type="checkbox"/> Written Safety and Health Program                | <input type="checkbox"/> Safety Inspections   |
| <input type="checkbox"/> Written Safety Program Administrative Procedures | <input type="checkbox"/> PPE, Equipment Inspections, Audits   |
| <input type="checkbox"/> Site-Specific Safety plan                        | <input type="checkbox"/> Meetings   |
| <input type="checkbox"/> Policies   | <input type="checkbox"/> Subcontractors   |
| <input type="checkbox"/> Substance Abuse Policy                           | <input type="checkbox"/> Safety Training/Orientation  |
| <input type="checkbox"/> Respiratory Protection                           | <input type="checkbox"/> Training Records   |
| <input type="checkbox"/> Management                                       | <input type="checkbox"/> Safety Orientation Program for Newly Hired or Promoted Foremen/Supervisors |
| <input type="checkbox"/> Utilize Services                                 | <input type="checkbox"/> OSHA Construction Safety Courses   |
| <input type="checkbox"/> Medical  | <input type="checkbox"/> Craft Training   |
| <input type="checkbox"/> Benefits   | <input type="checkbox"/> Comprehension  |
| <input type="checkbox"/> Accident Investigation Procedure                 |   |



## Supporting Documents

- ☐ Certificate of Insurance
- ☐ OSHA 300 log
- ☐ NCCI letter (EMR)
- ☐ Contractor General Conditions Agreement
- ☐ Other desired documents