

**Monitor Builders Inc.**  
**TRADE CONTRACTOR QUALIFICATION QUESTIONNAIRE**

**Date:** \_\_\_\_\_

1. Company name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Street address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Overnight delivery address: \_\_\_\_\_  
Internet address (and/or web site): \_\_\_\_\_

**2. Company officers and percentage of ownership:**

Chief Executive Officer: \_\_\_\_\_  
President: \_\_\_\_\_  
Vice President: \_\_\_\_\_  
Chief Operating Officer: \_\_\_\_\_  
Treasurer: \_\_\_\_\_  
Secretary: \_\_\_\_\_

3. Corporation or partnership? \_\_\_\_\_ Year incorporated: \_\_\_\_\_

4. Date business was founded: \_\_\_\_\_

5. Under present management since: \_\_\_\_\_

6. Number of employees: \_\_\_\_\_ Office: \_\_\_\_\_ Field: \_\_\_\_\_ Shop: \_\_\_\_\_

**7. List geographic areas covered: (states or regions)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. List trades and locations in which company holds licenses: (trade, city or state, license #)**

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

**9. List trade labor working agreements to which you are signatory:**

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

**10. List major services or products provided in order of expertise:**

a. _____	Subcontracted: _____ %
b. _____	Subcontracted: _____ %
c. _____	Subcontracted: _____ %
d. _____	Subcontracted: _____ %
e. _____	Subcontracted: _____ %

**11. Indicate job cost range within which you prefer and are currently able to bid:**

Minimum: \$ \_\_\_\_\_ Maximum: \$ \_\_\_\_\_

**12. Dollar volume of past three (3) years:**

2003 \$ \_\_\_\_\_  
2002 \$ \_\_\_\_\_  
2001 \$ \_\_\_\_\_

**13. Volume of work under contract, but not yet invoiced:**

\$ \_\_\_\_\_

**14. Bank references:**

Bank: _____	Contact: _____	Phone: _____
Bank: _____	Contact: _____	Phone: _____
Bank: _____	Contact: _____	Phone: _____

**15. Bonding company:**

Underwriter: \_\_\_\_\_  
Agent: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**16. Present bonding capacity:**

Single Job Limit: \$ \_\_\_\_\_ Aggregate: \$ \_\_\_\_\_

**17. Three (3) trade references:**

Company: _____	Contact: _____	Phone: _____
Company: _____	Contact: _____	Phone: _____
Company: _____	Contact: _____	Phone: _____

**18. Three (3) major projects completed within the last year:**

Project: _____	Contractor: _____
Contract amount: \$ _____	Contact: _____
Start date: _____	Phone: _____
Completion date: _____	
Project: _____	Contractor: _____
Contract amount: \$ _____	Contact: _____
Start date: _____	Phone: _____
Completion date: _____	
Project: _____	Contractor: _____
Contract amount: \$ _____	Contact: _____
Start date: _____	Phone: _____
Completion date: _____	

**19. Three (3) major projects currently under construction:**

Project: _____	Contractor: _____
Contract amount: \$ _____	Contact: _____
Start date: _____	Phone: _____
Completion date: _____	
Project: _____	Contractor: _____
Contract amount: \$ _____	Contact: _____
Start date: _____	Phone: _____
Completion date: _____	
Project: _____	Contractor: _____
Contract amount: \$ _____	Contact: _____
Start date: _____	Phone: _____
Completion date: _____	

**20. Have you ever failed to complete a project?** \_\_\_\_\_ (If yes, attach an explanation)

**21. Trade association memberships: (organization, offices held, years associated)**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**22.** Do you have a written safety program? \_\_\_\_\_

**23.** Have you been cited by OSHA within the last year? \_\_\_\_\_ (If yes, attach an explanation)

**24. Insurance coverages:**

General liability:      Limit:      \$ \_\_\_\_\_  
   Company: \_\_\_\_\_  
   Broker: \_\_\_\_\_  
   Phone: \_\_\_\_\_

Umbrella:                      Limit:      \$ \_\_\_\_\_  
   Company: \_\_\_\_\_  
   Broker: \_\_\_\_\_  
   Phone: \_\_\_\_\_

Workers compensation:      Company: \_\_\_\_\_  
   Broker: \_\_\_\_\_  
   Phone: \_\_\_\_\_

**25.** Workers Compensation Modification Rating: \_\_\_\_\_

**26. Use this space for additional information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**27. Information provided by:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_