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**SUBCONTRACTOR PRE-QUALIFICATION APPLICATION**

Please submit by email to: [Estimating@Citnalta.com](mailto:Estimating@Citnalta.com)

**I. General Information**

A. Name and address of your business:

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

This Company and address is the:

Main Office  Regional Office  Other:\_\_\_\_\_

B. Does your firm operate under any other name? (If yes, please detail)

Yes \_\_\_\_\_  No

C. List all trades and corresponding professional licenses, if applicable, by state that you perform work under (attach list if necessary).

State	Trade	License Number and Expiration Date
_____	_____	_____
_____	_____	_____

D. Bid Contact Name(s):\_\_\_\_\_

Phone Number:\_\_\_\_\_

Fax Number:\_\_\_\_\_

Bid Invitation E-Mail:\_\_\_\_\_

E. Company Website: \_\_\_\_\_

F. Briefly describe the nature of your company:

\_\_\_\_\_

G. What Division(s) from the 16 Construction Specifications Institute does your company classify:

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H: NYC School Construction Authority certified?  Yes  No  +\$1M?  -\$1M?

I: Bondable  Yes up to \$\_\_\_\_\_  No

## II. Organization

A. Business Type:

- Corporation  Partnership  Limited Liability Company  Joint Venture  
 Sole Proprietor  Other:

B. What year was your company founded? \_\_\_\_\_

C. State of Incorporation: \_\_\_\_\_

D. Federal ID Number: \_\_\_\_\_

E. Indicate if your business qualifies as one of the following:

- DBE  MBE  SBE  WBE  LBE  SDVOB

(Please attach copies of all certifications)

F. Is your firm owned or controlled by a parent or any other organization? (If yes, please detail)

- Yes  No

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G. Has any license ever been denied or revoked? (If yes, please detail)

- Yes  No

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Has a complaint ever been filed with a Contractors State License Board against your firm? (If yes, please detail)

- Yes  No

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H. Is your Company Union, Non-Union or Both?

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I. Please list any Union commitment that you have.

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J. Have any of the Owners, officers, major stockholders, or senior management of your Company ever been indicted or convicted of any felony or other criminal conduct? (If yes, please detail)

Yes  No

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### III. Work Experience

A. How many persons does your firm presently employ? Corporate:

Field Supervisory: \_\_\_\_\_

Tradespeople: \_\_\_\_\_

Other: \_\_\_\_\_

B. How many people did your firm employ on average over the prior three years?

	Last Year	2 Years Ago	3 Years Ago
Corporate:	_____	_____	_____
Field Supervisory:	_____	_____	_____
Tradespeople:	_____	_____	_____
Other:	_____	_____	_____

C. Has your Company ever petitioned for bankruptcy, failed in a business endeavor, defaulted or been terminated on a contract awarded to you? (If yes, please detail)

Yes  No

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D. Has your Company ever been disbarred or precluded from public work? (If yes, please detail)

Yes  No

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E. Has any entity ever made a claim against your Company for defective, improper or non-conforming work, or failing to comply with warranty obligations? (If yes, please detail)

Yes  No

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F. Are there any outstanding Judgments or Claims against your Company? (If yes, please detail)

Yes  No

\_\_\_\_\_

G. Has any entity made a claim against your Company for failing to make payments to that or any other entity? (If yes, please detail)

Yes  No

\_\_\_\_\_

H. What trades do you normally Subcontract?

\_\_\_\_\_

I. What % of your work is normally subcontracted? \_\_\_\_\_

J. What is the largest contract your company has completed?

Amount: \_\_\_\_\_

Year: \_\_\_\_\_

Project Name: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

K. What is the largest contract you expect to complete this year?

Amount: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Project Name: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

L. Has your surety ever finished one or more of your construction projects? (If yes, please describe)

Yes  No

\_\_\_\_\_

\_\_\_\_\_

M. Please indicate the number of contracts you have completed in the last 5 years in the volume ranges indicated below:

Under \$100,000	_____
\$100,001 to \$250,000	_____
\$250,001 to \$500,000	_____
\$500,001 to \$1,000,000	_____
\$1,000,001 to \$2,500,000	_____
\$2,500,001 to \$5,000,000	_____
\$5,000,001 to \$7,500,000	_____
\$7,500,001 to \$10,000,000	_____
\$10,000,001 to \$15,000,000	_____
\$15,000,001 to \$25,000,000	_____
Above \$25,000,000	_____