



## SUBCONTRACTOR PRE-QUALIFICATION PACKAGE

Thank you for your interest in working with Marlin Commercial Contractors, Inc.  
Please complete the following Subcontractor Pre-Qualifications and return to our office at  
[Jade@marlin-commercial.com](mailto:Jade@marlin-commercial.com)

DATE: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED PERSON: \_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CHECK ONE:    Corporation:     Partnership:     Individual:     Other:

TYPE OF WORK PERFORMED: \_\_\_\_\_

### W-9 AND INSURANCE REQUIREMENTS

1. Please attach your W-9 with this package.
2. Please provide a sample copy of your organization's insurance certificates, including policy limits per Occurrence and Aggregate.
  - o General Liability- \$1,000,000
  - o Workers Compensation- \$1,000,000
  - o Commercial Auto Liability - \$1,000,000



**ORGANIZATION**

1. How many years has your organization been in business under its present name?

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2. Under what other (or former) names has your organization operated and how long did your organization operate?

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3. If your organization is a corporation, answer the following:

- a. Date of incorporation: \_\_\_\_\_
- b. State of incorporation: \_\_\_\_\_
- c. President's name: \_\_\_\_\_
- d. Vice President's name(s): \_\_\_\_\_
- e. Secretary's name: \_\_\_\_\_
- f. Treasurer's name: \_\_\_\_\_

4. If your organization is a partnership, answer the following:

- a. Date of organization: \_\_\_\_\_
- b. Type of partnership (if applicable): \_\_\_\_\_
- c. Name(s) of general partner(s): \_\_\_\_\_

5. If your organization is individually owned, answer the following:

- a. Date of organization: \_\_\_\_\_
- b. Name of owner(s): \_\_\_\_\_



**EXPERIENCE AND FINANCIAL INFORMATION**

1. Claims and Suits (if the answer to any of the questions below is yes, be specific):

a. Has your organization ever failed to complete any work awarded to it? If yes, please explain.

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b. Are there any judgements, claims, arbitration proceedings, or suits pending or outstanding against your organization or its officers? If yes, please explain.

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c. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts in the last five years. If yes, please explain.

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d. Within the last five years , has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete construction contract? If yes, please explain.

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**REFERENCES**

1. List three suppliers for credit references (company name, address, and complete phone number must be included for this application to be processed).

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. List three general contractors for references.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_