

TRADE CONTRACTOR INFORMATION



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

Please complete this form and return it to Rockford Construction via e-mail ([flestimating@rockfordconstruction.com](mailto:flestimating@rockfordconstruction.com)).

**ALL FIELDS MUST BE FILLED IN. USE "NOT APPLICABLE", WHEN NECESSARY.**

**VENDOR INFORMATION**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Type of Company:  Corporation  Partnership  Sole Prop.  LLC

Check all that apply:  Architect  Engineer  Trade Contractor  Supplier  Other: \_\_\_\_\_

List ALL states where you are able to perform work: \_\_\_\_\_

Select areas that you are able to work in Florida:  All Florida  Southwest  Southeast (Keys)  
 Central  Central West  Central East  Northeast  Northwest  North Central



Select types of projects you are interested in:  Commercial  Residential

Trades That You Self-Perform (See attached CSI Code Breakdown): \_\_\_\_\_

\*If you perform sitework or paving, please attach a list of equipment you own or have access to.

Do you have any of the following certifications: (Check all that apply):  Minority-Owned Business Enterprise (MBE)  
 Women-Owned Business Enterprise (WBE)

Workforce:  Union (\*if Union please indicate affiliations) \_\_\_\_\_  Merit/Non-Union

Number of years in business under present name: \_\_\_\_\_

Has your firm gone through an ownership change in the last 12 months?  No  Yes \*If yes, please explain:

Federal Employer ID#: \_\_\_\_\_ Total number of office staff: \_\_\_\_\_ Total number of field staff: \_\_\_\_\_

Percentage of self-performed work: \_\_\_\_\_%

List any affiliated or related businesses & their relationship to the Company listed above:

**COMPANY CONTACTS**

Estimating Contact: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

E-mail address for bid invitations ( \_\_\_\_\_ same as above): \_\_\_\_\_

General Company Contact: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SAFETY INFORMATION**

Provide Workers Compensation Experience Modification Rate (EMR) for the last (3) years:

Current: \_\_\_\_\_ Last Year: \_\_\_\_\_ Two Years Prior: \_\_\_\_\_

\*\*If EMR is greater than 1.0, the following attachments must be attached to prequalification form: 1) OSHA Logs for Last Three Years; 2) Letter from Insurance Carrier Explaining Elevation; 3) Copy of Organization’s Safety Plan

**FINANCIAL INFORMATION**

As a part of this submission, we require a recent balance sheet showing your current assets, current liabilities and equity to calculate your aggregate contractual threshold limit. All Trade Contractor prequalification questionnaires and balance sheets are held in strict confidence and are only reviewed by our VP of Finance. We will be happy to sign a confidentiality statement, if requested.

Dun & Bradstreet (D&B) Number (if applicable): \_\_\_\_\_

Largest Contract in Past 36 Months (\$): \_\_\_\_\_

Historical Financial information for last three (3) years:

Year Ending	Revenue	Ending Backlog
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current Year:

Revenue Projection (\$) \_\_\_\_\_

Current Backlog (\$) \_\_\_\_\_

Current Number of Projects in Progress \_\_\_\_\_

Average Contract Size (\$) \_\_\_\_\_

Primary Financial Institution: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Bank Line of Credit: \_\_\_\_\_ Unused Portion: \_\_\_\_\_

Financial/Dispute Resolution:

Have you or one of your principals been involved in bankruptcy / reorganization proceedings?

Yes  No -- If you selected "yes", please submit on a separate sheet: (a) description of proceedings; (b) year, state, and (c) status/resolution.

Within the past 5 years: (1) Have you been involved in litigation, arbitration, or mediation within the past 5 years? (2) Have you failed to complete a contract within the past 5 years? And/or (3) Do you have any pending judgments, claims, or suits against you?

a.  Yes  No -- If you answered "yes" to any of the 3 questions, please submit on a separate sheet: (a) Year, State, City; (b) Name of the parties involved; (c) Description of the event and its resolution; (d) Could the event prevent you from completing work Rockford may award to you? If your answer is "no" to (d), please explain.

**SURETY AND BONDING**

Surety Company (indicate if none): \_\_\_\_\_

Surety Broker/Agent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Bonding Capacity: \$\_\_\_\_\_ Bonding Capacity per Job: \$\_\_\_\_\_ Value of Work Currently Bonded: \$\_\_\_\_\_

\*\*If bonding is not available, please explain: \_\_\_\_\_

**INSURANCE INFORMATION** \*See Rockford Construction’s Trade Contractor Insurance requirements attached

Does your Company’s existing insurance policy meet the attached requirements?  Yes  No \*if no, please explain:

\_\_\_\_\_  
\*\*Please provide a sample of your insurance certification as an attachment to this form

**PROJECT EXPERIENCE**

List three (3) projects completed in the last five (5) years. Include three (3) projects per trade that you self-performed (if multiple trades performed on one project, please separate the value for each different trade performed (i.e. Concrete – \$150,000; General Trades – \$200,000)

**TRADE REFERENCES:**

Project	Trade Performed	GC/CM Name	Phone Number	Contract Amount	Year

**SUPPLIER REFERENCES:**

Project	Trade Performed	Supplier Name	Phone Number	Contract Amount	Year

Number of LEED Projects Completed \_\_\_\_\_

If you have regional offices in other locations besides the address listed on page one, please enter information below (attached additional sheets if necessary):

Check here if none:

**REGIONAL OFFICE(S):**

Contact Person and E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

This form must be signed by an officer of your company or an individual authorized by the company:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Trade Contractor Insurance Limits/Coverages/Requirements:

***To bid on Rockford Construction projects, the following are the standard required insurance limits and coverages. Owners may have additional requirements or higher limits that would be required in the prime contract; such requirements will be passed through to the Trade Contractor via the Trade Contract. Failure of the Trade Contractor to carry or secure the insurance coverages as specified herein may cause Trade Contractor to be ineligible to bid on project.***

Minimum Required Insurance Limits (Coverage on an Occurrence Basis, with the exception of Professional Liability). Coverage is to be provided by an insurer authorized/licensed/admitted to operate in the state where work is to be performed, with an AM Best Rating of at least A- VIII or better. A 30-day notice to Rockford is required for cancellation, and 10-day notice to Rockford for non-payment. Certificate of insurance is required to be on file until final payment.

**Certificate Holder:** Rockford Construction Co., 601 First Street NW, Grand Rapids, MI 49504

**Additional Insured to the General Liability & Umbrella:** Rockford Construction, its subsidiaries, Owner and any additional insureds required in the prime contract, *as required by contract, on a Primary & Non-Contributory Basis with Ongoing and Completed Operations for 3 years.*

***DELEGATED DESIGN / DESIGN-BUILD CONTRACTS: If Trade Contract contains Delegated Design, then \$1,000,000 Professional Liability limits are required with a Professional Liability certificate issued to Rockford Construction. If design is provided to Trade Contractor by a 3<sup>rd</sup> party, then Professional Liability certificate needs to be issued with Rockford as certificate holder and trade contractor name and project name noted in the description. Any 3<sup>rd</sup> party engineer/designer to Trade Contractor must carry a minimum \$1,000,000 Professional Liability limits that will not be subject to a limitation of liability clause.***

1. Commercial General Liability (CGL) with limits of insurance of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.
  - a. CGL coverage shall be provided on an ISO Occurrence form CG 00 01 with additional insured endorsements CG 20 10 / CG 20 37 or its equivalent and include a “per project” aggregate.
  - b. Trade Contractor shall maintain CGL coverage for itself and all specified additional insureds on a Primary and Non-Contributory Basis, for the duration of the Project and until paid in full and maintain Completed Operations coverage for itself and each additional insured for 3 years after completion of the Work.
  - c. Limits for Employer’s Liability, Commercial General Liability, and Automobile Liability may be attained by a combination of an underlying policy with an Umbrella and/or Excess Liability Policy.
  - d. CGL contains no professional exclusion, or if so, coverage is provided through a separate stand-alone professional policy.
  - e. Trade Contractor’s CGL policy shall not exclude losses due to microbial matter, including mold, fungi or bacteria, the Trade Contractor or one of its sub-trade contractors are performing work that is associated with keeping moisture out of the building, work that penetrates the building enclosure, or work with liquid conveying piping systems inside the building, minimum limits of liability of \$1,000,000 per occurrence and \$2,000,000 aggregate shall apply to include coverage for microbial matter, including mold, fungus or bacteria. This requirement can also be met by the Pollution Liability Insurance below.
2. Business Auto Policy
  - a. Business Auto Policy with limits of at least \$1,000,000 for each accident.
  - b. Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
  - c. The same Additional Insureds required on CGL are also required on the Auto.
3. Commercial Umbrella / Excess Liability
  - a. Umbrella limits must be at least \$2,000,000.
  - b. Umbrella coverage must include as additional insureds all entities that are additional insured on the CGL.
  - c. Umbrella coverage for such additional insureds shall apply as primary before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the

CGL, Business Auto Policy and Employers Liability coverages maintained by the Trade Contractor.

- d. If the Trade Contractor maintains higher limits than the minimum shown above, the Contractor requires and shall be entitled to coverage for the higher limits maintained by the Trade Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Contractor.
4. Workers Compensation and Employers Liability
  - a. Employers Liability Insurance limits of at least \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for injury by disease, and \$1,000,000 aggregate limit.
  - b. Staffing firms need to carry an Alternate Employer Endorsement (ISO Form: WC 00 03 01A) naming Rockford Construction, as well as provide a Waiver of Subrogation naming Rockford Construction. This is also required for Trade Contractors using staffing firms.
  - c. If Trade Contractor employs the services of leased employees for the work or for a portion of the work, it will be required to submit evidence, to the satisfaction of Contractor, that such leased employees are fully covered by the minimum limits of Workers' Compensation and Employer's Liability Insurance.
  - d. Where applicable, The Maritime Coverage Endorsement shall be attached to the policy. Where applicable, U.S. Longshore and Harborworkers Compensation Act Endorsement shall be attached to the policy.
5. Professional Liability – If Trade Contractor or any sub-trade contractor of any tier is providing any professional services, including but not limited to, design, architecture, engineering, testing, staking, surveying, geo-technical, or shoring, Trade Contractor shall provide Professional Liability insurance with minimum limits of 20% of the trade contractor's contract value, but not less than \$2,000,000 per Claim / Aggregate. Trade Contractors providing commissioning services are required to provide \$1,000,000 per Claim / Aggregate. Design Trade Contractor may not limit it's coverage to the value of their contract or billing. If Trade Contractor or any sub-Trade Contractor of any tier is providing any design-build or delegated design services, to include, but not limited to, Mechanical, Plumbing, Electrical, Fire Protection, Fire Suppression, Fire Alarm, Truss Manufacturers and Installers, Demolition, Retaining Wall Subs, SIPS, Curtain Wall, Subs are required to provide at least \$1,000,000 per Claim / Aggregate. In regard to Design Build / Delegated Design Subs who have their design stamped thru a 3<sup>rd</sup> party, the 3<sup>rd</sup> party is required to provide a Professional Liability certificate with Rockford Construction as the Certificate Holder and noted in the Description of Operations, the Trade Contractors name whom the design work was done and the project name. Any Design Professional Trade Contractor and Design Build Contractor/Trade Contractor and/or its Engineer shall provide and maintain Professional Liability Insurance at all times this Subcontract is in effect and for 3 years after final completion of the project. The maximum Self-Insured Retention (SIR) shall be \$50,000 per claim. The coverage shall provide notice of cancellation to Rockford of not less than 30 days.
6. Pollution Liability Insurance–If Trade Contractor's Work or its sub-Trade Contractor's work includes Environmental Services, then contractor's pollution liability insurance shall be provided by Trade Contractor on an occurrence basis, with limits of not less than \$2,000,000 per claim and \$2,000,000 aggregate or as specified by Rockford's contract with Owner. "Environmental Services" means any contact with a Hazardous Material, to include, but not limited to, and defined as "abatement, removal, remediation, transporting, or disposal of a "Hazardous Material" or working in areas where contact with such Hazardous Materials may take place. "Hazardous Material" means asbestos, asbestos containing material, lead (including lead-based paint), PCB, silica, silica dust, molds and microbial matter, any other chemical, material, or substance subject to regulation as a hazardous material, hazardous substance, toxic substance, or otherwise, under applicable federal, state, or local law; and any other chemical, material, or substance that may have adverse effects on human health or the environment. Limits of liability for Pollution Liability shall be provided for and kept in effect for 3 years after final completion of the project.
7. Sub-Contractors Tools, Equipment & Property- Trade Contractor is responsible for all Trade Contractor's equipment, property and tools used in the work.
8. Stored Materials – A certificate of insurance is required when billing for stored materials showing Rockford Construction as Loss Payee; Value of materials being invoiced; Location where materials are being stored.
9. Supplemental Requirements, if applicable
  - a. Watercraft Protection and Indemnity Liability Insurance if any of the Work is on or over navigable waterways or involves use of any vessel. Limits are to be approved by Contractor in writing.
  - b. Aircraft Liability Insurance if any aircraft is used in the performance of the Work. Limits are to be approved by Contractor in writing.

- c. Railroad Protective Liability Insurance if any of the Work is on or within 50 feet of any railroad or affects railroad property, including but not limited to track, bridges, tunnels, and switches. Limits are to be approved by Contractor in writing.
- Trade Contractor shall have current Certificates of Insurance on file with Rockford Construction before a contract can be released, and any Work is to be performed.
- Trade Contractor's obligation to endorse the above-described insurance policies to name Rockford as an additional insured shall also extend to any person or entity that Rockford agreed to make additional insured(s) on Rockford's insurance policies in Rockford's contract with the project owner.
- Insurance must be kept current and a certificate of insurance on file with Rockford for 3 years Completed Operations period.

**Waiver of Subrogation**

Trade Contractor's insurance policies will be expected to include a waiver of subrogation and Trade Contractor shall waive all rights against the indemnified parties to the extent these damages are covered or required in the Trade Contract to be covered by insurance.

