

## Subcontractor Prequalification Statement

Completion of this form is required in advance of consideration to bid on \_\_\_\_\_ . The undersigned certifies that the statements and answers are true and correct. (Please Type)

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**Return form to:**                    **E. R. Stuebner, Inc.**  
  **227 Blair Avenue**  
  **Reading, PA 19601**  
**Attn: Steve Sostak, VP of Estimating**  
**Email: [ssostak@erscon.com](mailto:ssostak@erscon.com)**

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Company Name: \_\_\_\_\_  
Primary Project Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Principal Office Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Regional/Local Office that will manage the \_\_\_\_\_ (if different than above):  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Principal-in-charge for the: \_\_\_\_\_  
Actual Total Contracted Value for the past 4 years (\$): \_\_\_\_\_  
Value of projects in progress(\$): \_\_\_\_\_  
Largest Project (\$): \_\_\_\_\_  
SBE/MBE/WBE\*: \_\_\_\_\_

\*Please provide proof of designation with returned prequalification form.

Open Shop, Merit, or Union: \_\_\_\_\_  
State Sales Tax ID#: \_\_\_\_\_

**1.0** Provide certification that your organization is legally qualified to do business in the state of Pennsylvania (provide your license number).

**2.0** How many years has your organization been actively engaged in business? How many years has your organization been actively engaged in business? How many years at your headquarters? How many years at your regional/local office that will manage the: \_\_\_\_\_

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**3.0** Check the trades that currently cover the performance of your work

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|--|--------------------------------------|------------------------------------|
| 🍏 0101 Professional Services Equipment | 🍏 0725 Fireproofing                  | 🍏 1116 Loading Dock                |
| 🍏 0102 Testing and Inspection          | 🍏 0737 Metal Siding/Panel-Suppliers  | 🍏 1117 Waste Handling              |
| 🍏 0105 Surveyors/Layout Engineers      | 🍏 0738 Metal Siding/Panel Erectors   | 🍏 1130 Fluid Waste Disposal Equip  |
|  | 🍏 0750 Membrane (Built-Up Roofing)   | 🍏 1145 Refrigeration Equipment     |
| 🍏 0207 Demolition Equipment            | 🍏 0760 Flashing/Sheet Metal Work     | 🍏 1147 Dark Room                   |
| 🍏 0219 Earthwork                       | 🍏 0780 Roof Accessories              | 🍏 1160 Laboratory Equipment        |
| 🍏 0225 Pest Control                    | 🍏 0787 Skylights                     | 🍏 1190 Education Equipment         |
| 🍏 0237 Dewatering                      | 🍏 0790 Caulking and Sealants         |                                    |
| 🍏 0243 Piling, Sheeting and Shooting   |                                      | 🍏 1211 Blinds and Shades           |
| 🍏 0262 Site Utilities                  | 🍏 0801 Hollow Metal Doors & Frames   | 🍏 1212 Carpets and Mats            |
| 🍏 0271 Asphalt Paving                  | 🍏 0805 Special Doors and Frames      | 🍏 1215 Cabinets and Furniture      |
| 🍏 0272 Curbs & Gutters/Site Concrete   | 🍏 0810 Wood Doors                    |                                    |
| 🍏 0280 Site Improvements               | 🍏 0815 Plastic Doors and Windows     | 🍏 1390 Miscellaneous Special Const |
| 🍏 0285 Fence Work                      | 🍏 0821 Sliding Fire Doors            |                                    |
| 🍏 0290 Landscaping                     | 🍏 0823 Overhead & Misc. Doors        | 🍏 1405 Elevators and Escalators    |
|  | 🍏 0837 Steel Windows                 |                                    |
| 🍏 0310 Concrete Access./Forms          | 🍏 0838 Aluminum Windows              | 🍏 1500 Mechanical                  |
| 🍏 0315 Concrete Formwork Only          | 🍏 0850 Finish Hardware               | 🍏 1510 HVAC/Sheet Metal Work       |
| 🍏 0316 Concrete Const-Structural       | 🍏 0875 Glass, Glazing and Storefront | 🍏 1525 Mechanical Insulation       |
| 🍏 0324 Concrete Reinforcing-Fab        | 🍏 0880 Curtainwall System            | 🍏 1540 Plumbing                    |
| 🍏 0330 Concrete Reinforcing-Install    |                                      | 🍏 1550 Fire Protection             |

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|--------------------------------------|-------------------------------------|--------------------------------------|
| 🍏 0333 Concrete Post Tensioned       | 🍏 0910 Gypsum Drywall               | 🍏 1565 Refrigeration                 |
| 🍏 0343 Concrete – Ready Mix          | 🍏 0920 Ceramic-Quarry Tile-Terrazzo | 🍏 1581 Testing Balancing & Adjusting |
| 🍏 0350 Specially Finished Concrete   | 🍏 0950 Acoustical Treatment         | 🍏 1590 Mechanical System Controls    |
| 🍏 0386 Precast Concrete Arch. Panel  | 🍏 0960 Wood Flooring                |                                      |
| 🍏 0390 Concrete Finishing            | 🍏 0970 Resilient Flooring           | 🍏 1600 Electrical Contractors        |
|                                      | 🍏 0971 Carpet Floor                 | 🍏 1610 Electrical Equipment Supplier |
| 🍏 0401 Masonry                       | 🍏 0975 Special Flooring             | 🍏 1650 Electrical Lighting           |
| 🍏 0415 Masonry Suppliers             | 🍏 0980 Special Coatings             | 🍏 1660 Electrical Special Systems    |
| 🍏 0420 Restoration and Cleaning      | 🍏 0985 Painting/Wall Covering       |                                      |
| 🍏 0440 Cut Stone Suppliers           |                                     |                                      |
|                                      | 🍏 1002 Toilet Compartments          |                                      |
| 🍏 0501 Structural Steel Fabrication  | 🍏 1010 Demountable Partitions       |                                      |
| 🍏 0502 Structural Steel Erection     | 🍏 1015 Retractable Partitions       |                                      |
| 🍏 0545 Miscellaneous Steel Fabricate | 🍏 1020 Lockers                      |                                      |
| 🍏 0560 Ornamental Metals             | 🍏 1021 Louvers & Grilles            |                                      |
|                                      | 🍏 1024 Toilet Accessories           |                                      |
| 🍏 0600 Rough Carpentry               | 🍏 1030 Miscellaneous Specialties    |                                      |
| 🍏 0630 Interior Ornamental Panels    | 🍏 1035 Flagpoles                    |                                      |
| 🍏 0660 Millwork and Cabinetwork      | 🍏 1040 Signs and Ident. Devices     |                                      |
|                                      | 🍏 1095 Waste Disposal Units         |                                      |
| 🍏 0701 Waterproofing &               | 🍏 1113 Audio/Visual Equipment       |                                      |
| 🍏 0720 Building Insulation           | 🍏 1115 Parking Equipment            |                                      |

**Other Units of work not listed:**

WHEELCHAIR LIFTS  
RESIDENTIAL ELEVATORS  
FREIGHT LIFTS  
LULA LIFTS

- 4.0 List the addresses and phone numbers of your branch offices (if not listed above).
- 5.0 List any union trade agreements you presently have in effect. Are all your union benefits current?
- 6.0 List the construction experience of the principal individuals of your organization (**Resume Optional** – include the principal in charge of \_\_\_\_\_).
- 7.0 Have you ever performed work for E.R. Stuebner, Inc.: If so state project names, locations and work performed.

- 8.0** Bank references: **(name, address and phone number)**
- 9.0** Provide a Dun & Bradstreet full report. Please include a separate report for the regional office if it is separately rated.
- 10.0** Name of Insurance Company: (name, address and phone number of agent, current limits).
- 11.0** Name of Bonding Company: (name, address and phone number of agent, current limits).
- 12.0** Please provide a letter from your company's surety company, indicating your current single project and total projects bonding capacity including such information for the regional office responsible for the project.
- 13.0** Provide the current number of bonded projects with their respective bonding values.
- 14.0** Have you ever failed to complete any work awarded to you? Was a bond called upon? If yes, please provide a detailed explanation on a separate sheet signed by a legal officer of the company.
- 15.0** List 3 to 5 projects completed within the past four (4) years of similar size, scope and complexity of this project. Designate the project name, owner's representative, phone#, architect phone#, your status as prime or subcontractor, General Contractor/Construction Manager reference, contract amount, schedule, type of project (**attach separate sheet if necessary**).
- 16.0** Please provide the dollar volume of project work completed in the past four (4) years by your company.
- 17.0** Please provide the largest dollar value project, which the intended responsible office has completed in the last four (4) years.
- 18.0** Attach a dated financial statement or balance sheet for your company.  
Name of firm preparing statement: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_
- 19.0** Please provide the number of OSHA recordables, the number of lost time accidents, the number of OSHA/EPA/other federal agency citations, the number of fatalities and the company's EMRs over the last four (4) years.
- 20.0** Has your firm ever had financial difficulties that resulted in declaring Chapter 11? Have any vendors put liens against your firm?

**21.0** If your firm is a small business, minority or woman-owned firm, list all locations in which you are certified and the certification numbers.

**22.0** Prepared this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

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