



## Subcontractor Prequalification Statement

It is Lefever Building Systems policy to prequalify our subcontractors. With the information provided a maximum contract limit will be established per project for your organization in pursuing work with Lefever. Establishment of this maximum contract value is a requirement of our surety company. Your prequalification status must be updated annually and in the event of any principal change or change in bonding.

If you wish to submit additional documents or brochures for our use, please do so; however, those will not be used as a substitute for items requested herein.

### 1. Company Information

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

Corporation    Partnership    Individual    Joint Venture    Other: \_\_\_\_\_

DBA (Doing Business As): \_\_\_\_\_

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

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

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

Federal Tax ID: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

How many years has your organization been in business under its present name? \_\_\_\_\_

Under what other or former names has your organization operated? \_\_\_\_\_

### 2. Principal contacts (Please list all officers, owners and principals of the company, attach a separate sheet if necessary)

Principal Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Principal Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Principal Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

### 3. Jurisdictions

List jurisdictions in which your organization is legally qualified to do business and note registration or license number if applicable:

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**4. Types of Projects:**

Are you willing to bid on prevailing wage projects? \_\_\_\_\_

List any LEED Certified Projects your organization has completed:

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

List data for your three most-recent completed fiscal years

Year	Annual Sales	Largest Single Contract Value and General Contractor
	\$	\$
	\$	\$
	\$	\$

Type and percentage of work you subcontract to others: \_\_\_\_\_

On the last page of this document is a list of CSI Divisions. Please check or circle those that apply to the work that your organization can perform successfully.

**7. Safety**

List your Experience Modification Rate (EMR) for last three years: Year \_\_\_\_\_ EMR \_\_\_\_\_  
 (Disregard if business is three or fewer years old) Year \_\_\_\_\_ EMR \_\_\_\_\_  
 Year \_\_\_\_\_ EMR \_\_\_\_\_

Number of OSHA Recordable Incidents over the past five years: \_\_\_\_\_

Does your organization have a written Safety Program? \_\_\_\_\_ (LBS may request a copy)

Does your organization have a pre-hire drug testing program? \_\_\_\_\_

Does your organization have a random drug testing program? \_\_\_\_\_

**8. References**

On a separate sheet, please provide the company name, address, phone number, fax number and contact person of **three suppliers** from whom you have obtained materials from **and three General Contractors** with whom you have done business.

**9. Claims or Suits (If the answer to any of the questions below is yes, please attach details.)**

a. Has your organization or officers/principals ever failed to complete a contract, been defaulted or had a contract terminated? \_\_\_\_\_

b. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers/principals? \_\_\_\_\_

c. Has your organization or any predecessor organization been involved in any litigation, arbitration, or legal dispute with an Owner, Architect or General Contractor? \_\_\_\_\_

**10. Current Bonding and Banking Information**

Is your company able to provide Performance and Payment Bonds? \_\_\_\_\_ Bond Rate: \_\_\_\_\_%  
Please **attach a current, annual letter** from your Surety outlining the single and aggregate amounts for which they will issue performance and payment bonds.

Name \_\_\_\_\_ your \_\_\_\_\_ bank:  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**11. Insurance Information (Please attach a sample current insurance certificate of insurance)** These are minimum insurance requirements in our standard subcontract agreement and by bidding projects with Lefever Building Systems subcontractor hereby agrees to comply with these requirements. These requirements are subject to change and may be different in the specifications provided for each project.

<b>Coverage</b>	<b>Statutory Limits</b>
<b>Workers' Compensation and Employer's Liability</b>	
Each Accident	<b>\$500,000</b>
Disease, Policy Limit	<b>\$500,000</b>
Disease, Each Employee	<b>\$500,000</b>
<b>Commercial General Liability (any applicable deductible must be shown on subcontractor insurance certificate)</b>	
Combined Bodily Injury and Property Damage Liability	
General Aggregate	<b>\$2,000,000</b>
Products - Completed Operations Aggregate	<b>\$2,000,000</b>
Each Occurrence	<b>\$1,000,000</b>
Personal Liability	<b>\$1,000,000</b>
<b>Business Auto Policy:</b>	
Bodily Injury and Property Damage Liability (Combined Single Limit):	
	<b>\$1,000,000</b> each accident
Liability Coverage for the following must be included: Any Automobile <b>OR</b> Owned, Non-Owned and Hired Automobiles	
<b>Umbrella/Excess Liability:</b>	
Each Occurrence	<b>\$1,000,000</b>
Aggregate Excess	<b>\$1,000,000</b>

If your General Liability policy does not include these, they will be required to be added by endorsement.

- Premises/Operations
- Products/Completed Operations
- Contingent liability for work performed by Subcontractors
- Explosion, Collapse, and Underground
- Broad Form Property Damage (including Completed Operations)
- Personal Injury liability (with contractual exclusion deleted)
- The policy shall state that it is **Primary and Non-contributory** with any insurance maintained by Lefever Building Systems and Owner, their subsidiaries, directors, officers, employees and agents.
- Contractual liability (including construction contracts)

**12. Financial Statements**

Provide an annual copy of your latest Balance Sheet, if available prepared by an outside accounting firm (Audited, Reviewed or Compiled Balance Sheet preferred) and a copy of your most recent internal balance sheet.

By submitting this form and the required attachments, the organization hereby warrants that the responses contained herein are true, accurate and complete.

Completed \_\_\_\_\_ by:  
Title: \_\_\_\_\_  
Email \_\_\_\_\_ Address: \_\_\_\_\_  
Date: \_\_\_\_\_

Throughout this prequalification statement, we have requested that you include the following attachments.

- Additional list of Officers/Principals if more space was needed
- Surety Reference Letter
- Sample Insurance Certificate
- Supplier References
- General Contractor References
- Balance Sheet and/or Audited, Reviewed or Complied Financial Statements
- Internal Financial Statements
- CSI Code Listing (Page 5 of this form)

**Your prequalification status cannot be determined until the prequalification statement is accurately completed and the necessary financial information is provided.**

# CSI List

CSI Division Number CSI Division Name

## DIVISION 01 00 00 GENERAL REQUIREMENTS

## DIVISION 02 00 00 SITE WORK

## DIVISION 03 00 00 CONCRETE

- 03 01 00 - Maintenance of Concrete
- 03 11 00 - Concrete Forming
- 03 11 19 - Insulating Concrete Forming
- 03 15 00 - Concrete Accessories
- 03 16 00 - Concrete Anchors
- 03 21 00 - Reinforcing Steel
- 03 24 00 - Fibrous Reinforcing
- 03 31 00 - Structural Concrete
- 03 31 16 - Lightweight Structural Concrete
- 03 37 00 - Specially Placed Concrete
- 03 38 00 - Post-Tensioned Concrete
- 03 41 00 - Precast Structural Concrete
- 03 41 10 - Precast Concrete Design
- 03 47 00 - Site-Cast Concrete
- 03 48 00 - Precast Concrete Specialities
- 03 51 00 - Cast Roof Decks
- 03 52 00 - Lightweight Concrete Roof Insulation
- 03 54 00 - Cementitious Underlayment

## DIVISION 04 00 00 MASONRY

- 04 01 20 - Maintenance of Unit Masonry
- 04 05 13 - Masonry Mortaring
- 04 05 13.23 - Surface Bonding Masonry Mortaring
- 04 05 19 - Masonry Anchorage and Reinforcing
- 04 05 19.16 - Masonry Anchors
- 04 05 23 - Masonry Accessories
- 04 20 00 - Unit Masonry
- 04 22 00 - Concrete Unit Masonry

- 04 27 00 - Multiple-Wythe Unit Masonry
- 04 51 00 - Flue Liner Masonry
- 04 53 00 - Castable Refractory Masonry
- 04 71 00 - Manufactured Brick Masonry
- 04 73 00 - Manufactured Stone Masonry

## **DIVISION 05 00 00 METALS**

- 05 05 23 - Metal Fastenings
- 05 10 00 - Structural Metal Framing
- 05 12 00 - Structural Steel Framing
- 05 20 00 - Metal Joists
- 05 31 00 - Steel Decking
- 05 31 13 - Steel Floor Decking
- 05 31 23 - Steel Roof Decking
- 05 35 00 - Raceway Decking Assemblies
- 05 36 00 - Composite Metal Decking
- 05 40 00 - Cold-Formed Metal Framing
- 05 40 19 - Cold-Formed Shear Wall Panels
- 05 41 00 - Structural Metal Stud Framing
- 05 42 00 - Cold-Formed Metal Joist Framing
- 05 50 00 - Metal Fabrications

## **DIVISION 06 00 00 WOOD, PLASTICS AND COMPOSITES**

- 06 02 00 - Design Information
- 06 05 23 - Wood, Plastic, and Composite Fastenings
- 06 05 23.10 - Adhesives
- 06 05 23.13 - Nails
- 06 05 73.13 - Preservative Wood Treatment
- 06 05 73.33 - Fire Retardant Wood Treatment
- 06 05 83 - Shop-Applied Wood Coatings
- 06 11 00 - Wood Framing
- 06 12 00 - Structural Panels
- 06 12 13 - Cementitious Reinforced Panels
- 06 12 19 - Shear Wall Panels
- 06 16 00 - Sheathing
- 06 17 00 - Shop-Fabricated Structural Wood

06 17 13 - Laminated Veneer Lumber  
06 17 23 - Parallel Strand Lumber  
06 17 25 - Laminated Strand Lumber  
06 17 27 - Oriented Strand Lumber  
06 17 33 - Wood I-joists  
06 17 36 - Metal-Web Wood Joists  
06 17 53 - Shop-Fabricated Wood Trusses  
06 18 00 - Glued Laminated Construction  
06 18 13 - Glued-Laminated Beams  
06 43 00 - Wood Stairs and Railings  
06 50 00 - Structural Plastics  
06 51 13 - Plastic Lumber  
06 53 00 - Plastic Decking  
06 63 00 - Plastic Railings

## **DIVISION 07 00 00 THERMAL AND MOISTURE PROTECTION**

07 11 00 - Dampproofing  
07 13 00 - Sheet Waterproofing  
07 14 00 - Fluid-Applied Waterproofing  
07 16 16 - Crystalline Waterproofing  
07 18 13 - Pedestrian Traffic Coatings  
07 21 00 - Thermal Insulation  
07 22 00 - Roof and Deck Insulation  
07 24 00 - Exterior Insulation and Finish Systems  
07 24 19 - Water-Drainage Exterior Insulation and Finish System  
07 25 00 - Water-Resistive Barriers/Weather Barriers  
07 27 00 - Air Barriers  
07 30 05 - Roofing Felt and Underlayment  
07 31 00 - Shingles and Shakes  
07 31 13 - Asphalt Shingles  
07 31 16 - Metal Shingles  
07 31 29 - Wood Shingles and Shakes  
07 31 33 - Composite Rubber Shakes  
07 31 53 - Plastic Shakes  
07 32 00 - Roof Tiles

07 32 01 - Roof Tile Accessories  
07 32 03 - Roof Tile Adhesive  
07 32 13 - Clay Roof Tiles  
07 32 16 - Concrete Roof Tiles  
07 32 19 - Metal Roof Tiles  
07 32 26 - Plastic Roof Tiles  
07 40 00 - Roofing and Siding Panels  
07 41 00 - Roof Panels  
07 41 13 - Metal Roof Panels  
07 41 43 - Composite Roof Panels  
07 42 13 - Metal Wall Panels  
07 42 33 - Plastic Wall Panels  
07 42 43 - Composite Wall Panels  
07 44 00 - Faced Panels  
07 44 53 - Glass-Fiber-enforced Cementitious Panels  
07 46 00 - Siding  
07 46 23 - Wood Siding  
07 46 26 - Hardboard Siding  
07 46 33 - Plastic Siding  
07 46 46 - Fiber-Cement Siding  
07 52 00 - Modified Bituminous Sheet Roofing  
07 53 23 - Ethylene-Propylene-Diene-Monomer Roofing  
07 54 00 - Thermoplastic Membrane Roofing  
07 54 19 - Polyvinyl-Chloride Roofing  
07 54 23 - Thermoplastic-Polyolefin Roofing  
07 56 00 - Fluid-Applied Roofing  
07 57 00 - Coated Foam Roofing  
07 65 00 - Flexible Flashing  
07 71 16 - Manufactured Counterflashing Systems  
07 72 26 - Ridge Vents  
07 72 27 - Eave Vents  
07 72 29 - Roof Exhaust Vents  
07 72 36 - Smoke Vents  
07 76 13 - Roof Ballast Pavers

07 77 00 - Wall Specialties  
07 81 00 - Applied Fireproofing  
07 81 33 - Mineral-Fiber Fireproofing  
07 84 00 - Firestopping  
07 84 16 - Annular Space Protection  
07 84 26 - Thermal Barriers for Plastics  
07 87 00 - Smoke Containment Barriers

## **DIVISION 08 00 00 OPENINGS**

08 11 16 - Aluminum Doors and Frames  
08 11 73 - Sliding Metal Fire Doors  
08 15 00 - Plastic Doors  
08 30 00 - Specialty Doors and Frames  
08 33 26 - Overhead Coiling Grilles  
08 35 13.23 - Accordion Folding Fire Doors  
08 42 29 - Automatic Entrances  
08 45 00 - Translucent Wall and Roof Assemblies  
08 51 23 - Steel Windows  
08 56 00 - Special Function Windows  
08 62 00 - Unit Skylights  
08 84 00 - Plastic Glazing  
08 87 16 - Safety Films  
08 95 00 - Vents

## **DIVISION 09 00 00 FINISHES**

09 00 00 - Finishes  
09 21 16 - Gypsum Board Assemblies  
09 21 16.23 - Gypsum Board Shaft Wall Assemblies  
09 21 16.33 - Gypsum Board Area Separation Wall Assemblies  
09 22 13 - Metal Furring  
09 22 16.13 - Non-Structural Metal Stud Framing  
09 22 16.23 - Fasteners  
09 22 16.33 - Non-Structural Metal Stud Framing  
09 22 26 - Suspension Systems  
09 22 36 - Lath  
09 24 00 - Portland Cement Plastering

09 28 13 - Cementitious Backing Boards  
09 29 00 - Gypsum Board  
09 29 10 - Gypsum Board Accessories  
09 30 00 - Tiling  
09 51 13 - Acoustical Panel Ceilings  
09 51 23 - Acoustical Tile Ceilings  
09 53 00 - Acoustical Ceiling Suspension Assemblies  
09 54 00 - Specialty Ceilings  
09 69 00 - Access Flooring  
09 77 00 - Special Wall Surfacing  
09 80 00 - Acoustic Treatment  
09 84 00 - Acoustic Room Components  
09 96 43 - Fire-Retardant Coatings

#### **DIVISION 10 00 00 SPECIALTIES**

10 22 19 - Demountable Partitions  
10 31 00 - Manufactured Fireplaces  
10 32 00 - Fireplace Specialties  
10 73 00 - Protective Covers

#### **DIVISION 11 00 00 EQUIPMENT**

#### **DIVISION 13 00 00 SPECIAL CONSTRUCTION**

13 11 00 - Swimming Pools  
13 11 13 - Below-Grade Swimming Pools  
13 17 00 - Tubs and Pools  
13 20 00 - Special Purpose Rooms  
13 34 00 - Fabricated Engineered Structures  
13 48 13 - Manufactured Sound and Vibration Control Components

#### **DIVISION 14 00 00 CONVEYING EQUIPMENT**

#### **DIVISION 21 00 00 FIRE SUPPRESSION**

#### **DIVISION 22 00 00 PLUMBING**

22 00 00 - Plumbing  
22 05 23 - General-Duty Valves for Plumbing Piping  
22 09 00 - Instrumentation and Control for Plumbing  
22 11 16 - Domestic Water Piping  
22 11 23 - Domestic Water Pumps

- 22 13 16 - Sanitary Waste and Vent Piping
- 22 13 19.36 - Air-Admittance Valves
- 22 14 13 - Facility Storm Drainage Piping
- 22 30 00 - Plumbing Equipment
- 22 40 00 - Plumbing Fixtures
- 22 66 00 - Chemical-Waste Systems for Laboratory and Healthcare

## **DIVISION 23 00 00 HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)**

- 23 00 00 - Heating, Ventilating, and Air Conditioning (HVAC)
- 23 05 23 - General-Duty Valves for HVAC Piping
- 23 11 00 - Facility Fuel Piping
- 23 20 00 - HVAC Piping and Pumps
- 23 21 13 - Hydronic Piping
- 23 31 00 - HVAC Ducts and Casings
  - 23 31 13 - Metal Ducts
  - 23 31 16.16 - Thermoset Fiberglass-Reinforced Plastic Ducts
- 23 33 00 - Air Duct Accessories
  - 23 33 46 - Flexible Ducts
    - 23 33 46.13 - Hangers and Supports for Flexible Ducts
- 23 38 13 - Commercial-Kitchen Hoods
- 23 38 16 - Commercial-Kitchen Hood Grease Ducts
- 23 50 00 - Central Heating Equipment
- 23 51 24 - Gas Vent Caps
- 23 81 03 - Unitary HVAC Equipment Accessories

## **DIVISION 26 00 00 ELECTRICAL**

- 26 31 00 - Photovoltaic Collectors
- 26 52 00 - Emergency Lighting

## **DIVISION 31 00 00 EARTHWORK**

- 31 31 00 - Soil Treatment
- 31 31 16 - Termite Control
- 31 60 00 - Special Foundations and Load-Bearing Elements
- 31 63 00 - Bored Piles
- 31 64 00 - Caissons

## **DIVISION 32 00 00 EXTERIOR IMPROVEMENTS**

- 32 32 00 - Retaining Walls

**32 32 23 - Segmental Retaining Walls**

**DIVISION 33 00 00 UTILITIES**

**33 46 00 - Subdrainage**

**DIVISION 40 00 00 PROCESS INTEGRATION**