

# CONTRACTOR QUALIFICATION FORM

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

Corporation     Sole Proprietor     Partnership     LLC    Date Established: \_\_\_\_\_

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

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

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

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

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

License Number: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

## Officer/Owners

\_\_\_\_\_  
Name Title Email

\_\_\_\_\_  
Name Title Email

\_\_\_\_\_  
Name Title Email

### Experience (check all that applies)

Commercial     Ground Up     Tilt Up     Restaurant     Retail  
 Industrial     Residential     Tenant Improvement     Strip Mall     Medical

### We specialize in:

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

Please include bank references as well as a list of projects completed by your company on a separate sheet of paper. Please submit this form via fax to 916-923-0333.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

**Tri-Quest**

Builders & Developers, Inc.

*California License 536906*

Phone 916.923.0333

Fax 916.923.0933

4630 Northgate Blvd. Ste. 110

Sacramento, CA 95834

## General Requirements

### **ALL BIDDING SUBCONTRACTORS MUST INCLUDE AND COMPLY WITH THE FOLLOWING CRITERIA:**

Obtain proper insurance as per project requirements.

Maintains OSHA approved safety practices, including maintaining equipment and tools.

Obtain all necessary/required city license and permits within one week of job start.

Ensure information provided in bid is accurate (pricing, statements, qualification, addendums, etc.)

All Change Orders are required for submittal within 48 hours of notification and execution of such changes suspended until approved.

All Subcontractors are required to provide a submittal package for their respective trades unless otherwise directed

A complete set of Red Line/As Built drawings are required from applicable subcontractors (1) week after job completion.

Awareness of all applicable terms and conditions of bid documents.

Subcontractor is responsible for information on all sheets provided; No specification substitutions allowed.

Examination of potential project to familiarize yourself with existing conditions

Provide all necessary equipment and tools to complete scope of work

Provide labor to clean up debris after every shift and remove to Tri-Quest provided dumpster

Must dress in professional job/construction attire (work boots, long pants and shirt)

Construction hours of operation are Mon.-Fri. 6:30am to 3:30pm.

## Bidding Requirements

### **MATERIAL SUBSTITUTIONS ARE NOT ALLOWED UNLESS PRIOR APPROVAL BY THE ARCHITECT HAS BEEN ISSUED**

#### Mechanical

Label Equipment on Roof  
Label Thermostats  
Provide thermostat covers when requested  
Receive and inventory owner supplied equipment  
Provide Title 24 sheets prior to Final Inspection  
Provide representative for water test on grease duct and Air Balance  
Provide roof jacks and flashing as required  
Provide Stainless Steel/Metal Water Heater Flues

#### Plumbing

Paint exposed gas pipes on roof  
Remove spoils from any plumbing trenches  
Plumbing contractor to certify RP/Backflow Valves and Provide Backflow certificate  
Grease interceptor install to include in all site work  
Remove all stickers and labels from all exposed pipes  
Take care of own core drillings for pipe penetrations  
Caulk and/or seal all penetrations  
Silicone all escutcheons  
All porcelain sinks to be installed with carrier arms  
Provide PVC Water Heater Flues  
All condensate drains  
Insulate all water pipes

#### Electrical

Provide Title 24 sheets prior to Final inspection  
Remove all exposed stickers or labels  
Take care of own core drilling for conduit penetrations  
Label all outlet switches and disconnects  
Receive and inventory owner supplied fixtures  
Provide temporary power and lighting to jobsite

#### Architectural

Acoustical to supply tie wire for all lighting and HVAC  
All Subcontractors responsible for fire caulking their own penetrations at fire rated walls and ceilings  
Glazing subcontractors providing ADA operator are responsible for installation of said operator

Please sign below and return with your proposal acknowledging that you have read the above items

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## Sub General Requirements

### ALL BIDDING SUBCONTRACTORS MUST INCLUDE AND COMPLY WITH THE FOLLOWING CRITERIA:

- Obtain proper insurance as per project requirements. Minimum Requirements are:
  - Current Certificate of General Liability with of a minimum limit of \$1,000,000 per occurrence, \$2,000,000 minimum limit for General Aggregate and \$2,000,000 minimum limit for Products-Comp Op Agg per Project or Location; naming General Contractor, Client and Property Owner as additionally insured and referencing the job name/address and a Waiver of Subrogation.
  - Current Certificate of Insurance for Automobile Liability with a minimum limit of \$1,000,000 for "Any Auto" or a combination of "Owned Autos Only," Hired Autos Only," and "Non-Owned Auto Only," naming General Contractor, Client and Property Owner as additionally insured and referencing the job name/address and a Waiver of Subrogation.
  - Current Certificate of Insurance for Workers Compensation and Employer's Liability with a minimum limit of \$1,000,000 per Statute; E.L. Each Accident, E.L. Disease - EA Employee, and E.L. Disease - Policy and a Waiver of Subrogation.
- Subcontractor, prior to submitting a bid, shall verify Subcontractors ability to meet all required project specific safety requirements, training, education, and certifications required by the bid documents.
- Adheres to all OSHA approved safety practices, including maintaining tools and equipment.
- Obtain and maintain all necessary/required city licenses and permits within 48 hours of contract execution.
- Ensure information provided in bid is accurate (pricing, statements, qualification, addendums, etc.) Subcontractor to state on bid that "bid is per plans and specifications".
- All Change Orders are to be approved by the Project Manager prior to performance of work. Project Manager is to be notified in writing of necessary change orders immediately upon discovery. Change Order pricing and backup shall be in the format required by General Contractor.
- All Subcontractors are required to provide a submittal package as required by project specifications for their respective trades unless otherwise directed.
- A complete set of Red Line/As Built drawings are required from applicable subcontractors upon completion of scope.
- Awareness of all applicable terms and conditions of bid documents.
- Subcontractor is responsible for reading and understanding all information on all sheets and specifications. No specification substitutions allowed unless approved by client prior to bid.
- Attend scheduled site walks to familiarize themselves with existing conditions and possible issues.
  - Sub to request site walk prior to bidding if none are scheduled to become familiar with project.
- Provide all necessary equipment, tools and all means and methods necessary to complete scope of work.
- Subcontractors to submit ALL RFI's during bidding by date given to address any issues or questions.
- Provide labor to clean up ALL debris generated by them after every shift and dispose of it in an appropriate receptacle. Tri-Quest provides construction debris dumpster only.
- Must dress in professional job/construction attire (PPE as required by all applicable codes and regulations including but not limited to steel toed work boots, long pants, and shirt, hard hat, gloves, safety glasses).
- Construction hours of operation for jobsite are Mon.-Fri. 6:30am to 3:30pm.
- All MEP, Fire Sprinkler, and Fire Alarm Subs are to provide a representative for all respective inspections.

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Subcontractor Initials \_\_\_\_\_

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## Sub Bidding Requirements

MATERIAL SUBSTITUTIONS ARE NOT ALLOWED UNLESS PRIOR APPROVAL BY THE ARCHITECT HAS BEEN ISSUED

### Mechanical

- Label Equipment on Roof
- Label Thermostats
- Provide thermostat covers when requested.
- Receive and inventory owner supplied equipment.
- Provide Title 24 sheets prior to Final Inspection
- Provide representative for water test on grease duct and Air Balance
- Provide roof jacks and flashing as required.
- Provide Stainless-Steel/Metal Water Heater Flues
- Provide all Stainless-Steel Metal indicated on plans.

### Electrical

- Provide Title 24 sheets prior to Final inspection.
- Remove all exposed stickers or labels.
- Take care of own core drilling for conduit penetrations
- Label all outlet switches and disconnects.
- Receive and inventory owner supplied fixtures.
- Provide temporary power and lighting to jobsite.
- Label all panels and breakers.

### Fire Sprinkler & Fire Alarm

- Provide cost for Plan Check & Permits fees.
- Provide cost for ALL design & Engineering.

### Plumbing

- Paint exposed gas pipes on roof
- Remove spoils from any plumbing trenches.
- Plumbing contractor to certify RP/Backflow Valves and Provide Backflow certificate.
- Grease interceptor install to include all site work and vents whether or not shown on the plans
- Remove all stickers and labels from all exposed pipes.
- Take care of own core drillings for pipe penetrations
- Caulk and/or seal all penetrations.
- Silicone all escutcheons
- All porcelain sinks to be installed with carrier arms.
- Provide PVC Water Heater Flues
- All condensate drains.
- Insulate all water pipes. PVC covers on exposed pipes on Chipotles.
- Paint exposed interior gas lines with semi-gloss white paint.

### Architectural

- Acoustical to supply tie wire for all lighting and HVAC.
- Framing contractor is responsible for any galvanized sheeting behind hood.
- All Subcontractors responsible for fire caulking their own penetrations at fire rated walls and ceilings.
- Glazing subcontractors providing ADA operator are responsible for installation of said operator.

Please sign below and return with your proposal acknowledging that you have read the above items.

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

Printed Name: \_\_\_\_\_

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