



Nielsen Subcontractor Qualification Form

Please attach to this form, a copy of your certificate of insurance indicating current limits and a current financial statement.

Firm:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	President:	_____
	_____	Contact Name:	_____
Federal ID#:	_____	Contact Email:	_____
Virginia Contract License #:	_____	Former Co. Name:	_____
Avg. Annual Sales Last 3 Years:	_____	Date Co. began under present name:	_____
Work Specialty:	_____	Years performing work specialty:	_____

Counties Work Performed in:	_____		
Bank reference:	_____	Please indicate firm's classification:	Small Business Y N
Bank Address:	_____		Women- Owned Y N
	_____		Minority-Owned Y N
	_____		Other _____
		SWAM info	Cert. # _____
			Exp date: _____

Bonding Co.	_____	Bond Agent Phone:	_____
Bonding Agent:	_____	Bonding Co's Best Rating:	_____
Address:	_____		

Is firm in compliance with all EEO requirements? Y N	Current E.M.R	_____
Has firm:		
Failed to complete a contract? Y N	Been involved in a bankruptcy or reorganization? Y N	
Pending Judgements claims or suits again firm Y N	If answer is yes to any of above three questions, submit details on a separate sheet.	

Staff Employed:	Engineers _____	Work now under contract:	_____
	Project Managers _____	% of work performed by own forces:	_____
	Estimators _____		
	Draftsmen _____		
	Purchasing Agents: _____		
	Total Staff Employed _____		

Safety

- Does your firm have a written safety program? Yes___No___
- Do you have an orientation program for new hires? Yes___No___
- In the previous three years has your firm been cited for a serious (as defined by O.S.H.A.) violation? Yes___No___

If yes explain:

Please attach log and summary of occupational injuries and illnesses as required by the U.S. Department of Labor for the last (12) twelve months (O.S.H.A. Form No. 200).

List four (4) most significant projects completed in the last (5) years.

Project and Address	Architect	Owner	Contract Amount	Award Date	List Contact & Phone # for Reference

List three (3) most significant projects presently under construction.

Project and Address	Architect	Owner	Contract Amount	Award Date	List Contact & Phone # for Reference

Financial Statement:

(Financial Statement to be made available upon request. This information will be handled confidentially).

The financial statement should contain data and reflect the general current financial condition of the firm and include:

Current Assets: Cash, joint venture accounts, accounts receivable, notes receivable, accrued interest on notes, deposits, and material and prepaid expenses, net fixed assets and other assets.

Current Liabilities: Accounts payable, notes payable, accrued interest on notes, provision for income taxes, advances received from owners, accrued salaries, accrued payroll taxes, other liabilities and capital, capital stock, authorized and outstanding shares par values, earned surplus.

Date of statement or balance sheets: _____ Name of firm preparing statement: _____

This form must be signed by an Officer of the firm or an individual so authorized by an Officer of the firm.

Signature: _____

Title: _____

Name: _____

Federal ID No. _____