

**Please follow all steps:**

- 1 Please have a representative from your company fill this form out completely, legibly.
- 2 Make a copy for your records.
- 3 FAX it to 781 828-0010
- 4 Mail it to: Stan Miller

KeithConstruction  
ATTN: Stan Miller  
14 Page Terrace  
Soughton, MA 02072

Keith Construction, Inc  
14 Page Terrace  
Soughton, MA 02072

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

Attn : Stan Miller

Project : \_\_\_\_\_  
(if applicable)

## SUBCONTRACTOR QUALIFICATION FORM

*It is our policy, before we use quotes or sign subcontracts, that we ask subcontractors to submit this qualification form. This enables us to categorize subcontractors within their trade by types and sizes of contracts they can handle.*

### 1. SUBCONTRACTOR IDENTITY

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

Additional addresses/Locations :

Address:

(We must have a physical address for overnight deliveries. Please list P.O. Box's as additional addresses.)

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

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

Telephone # :

\_\_\_\_\_

\_\_\_\_\_

Fax# :

\_\_\_\_\_

\_\_\_\_\_

Emergency # :

\_\_\_\_\_

(After hours) (beeper, answering service, other)

Are you Union?

Y

N

If YES, which affiliations?

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

To whom should the Bid invitation be addressed?

**(We can not send an invite without contact information!)**

AND list other contacts (i.e. Estimator, Project Manager, Owner, etc)

Name :

\_\_\_\_\_

Name :

\_\_\_\_\_

Title :

\_\_\_\_\_

Title :

\_\_\_\_\_

Cell :

\_\_\_\_\_

Cell :

\_\_\_\_\_

Pager :

\_\_\_\_\_

Pager :

\_\_\_\_\_

Email :

\_\_\_\_\_

Email :

\_\_\_\_\_

Name :

\_\_\_\_\_

Name :

\_\_\_\_\_

Title :

\_\_\_\_\_

Title :

\_\_\_\_\_

Cell :

\_\_\_\_\_

Cell :

\_\_\_\_\_

Pager :

\_\_\_\_\_

Pager :

\_\_\_\_\_

Email :

\_\_\_\_\_

Email :

\_\_\_\_\_

Number of full time employees : Shop \_\_\_\_\_

Field \_\_\_\_\_

Office \_\_\_\_\_

Number of years in business? \_\_\_\_\_ Years

Please list previous name of company if applicable : \_\_\_\_\_

Corporation, Partnership or Individually Owned? \_\_\_\_\_

Date of Incorporation/Partnership: \_\_\_\_\_

State of Incorporation/Partnership \_\_\_\_\_

**2. VENDOR CLASSIFICATION / CERTIFICATION**

Disadvantaged-EDIC	YES_____	Small Business-EDIC	YES_____		
Disadvantaged-Self Cert.	YES_____	Small Business-Self Cert.	YES_____		
Disadvantaged-SOMWBA	YES_____	Small Business-SOMWBA	YES_____		
Minority-EDIC	YES_____	Veterans-EDIC	YES_____	Women-EDIC	YES_____
Minority-Self Cert.	YES_____	Veterans-Self Cert	YES_____	Women-Self Cert.	YES_____
Minority-SOMWBA	YES_____	Veterans-SOMWBA	YES_____	Women-SOMWBA	YES_____

**3. BANK / SALES REFERENCE**

Federal Employer ID Number : \_\_\_\_\_

Bank Reference	Annual Sales Volume
Name : _____	2005 _____
Contact : _____	2006 _____
Telephone # : _____	2007 _____

**4. BONDING CAPACITY**

Do you have Bonding?  Y  N      If yes, give details: \_\_\_\_\_

Single Project Limit: \_\_\_\_\_

Aggregate Limit: \_\_\_\_\_

Bonding Company Name / Address: \_\_\_\_\_

**5. WORK TYPES**

Please check off work types that your company will do :

All _____	Institutional _____
Corporate _____	Malls _____
Hospitals _____	Restaurant _____
Tenant Fit up _____	Retail _____
Multi-family Residential _____	_____

**Work Categories:**

- Keith Construction categorizes subcontractors by their trades.
- Please be sure to list all that applies to your company.
- Attached is Keith's Cost Code List, please provide both the code and trade description.

Cost Code :	Trade Description	Cost Code :	Trade Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**6. REFERENCES**

**PROJECT REFERENCE :** Summarize two (2) representative projects completed in the past two (2) years.

Name of Project :	_____	_____
GC or Client Contact :	_____	_____
Tel # :	_____	_____
Scope of work :	_____	_____
Contract Amt :	_____	_____
Completion Date :	_____	_____

**GENERAL CONTRACTOR / CLIENT REFERENCE :** Please list two (2).

Name of Project :	_____	_____
GC or Client Contact :	_____	_____
Tel # :	_____	_____
Scope of work :	_____	_____
Contract Amt :	_____	_____
Completion Date :	_____	_____

**7. CURRENT PROJECTS :** Summarize (2) current projects.

Name of Project :	_____	_____
GC or Client Contact :	_____	_____
Tel # :	_____	_____
Scope of work :	_____	_____
Contract Amt :	_____	_____
Scheduled Completion Date :	_____	_____

**8. SUPPLIERS :** Please list two (2) suppliers / vendors for your company.

Name : _____	Name : _____
Address : _____	Address : _____
Phone # : _____	Phone # : _____
Contact Name : _____	Contact Name : _____

**\*\* If requested, upon intent to award a contract, I agree to provide all requested financial information regarding our organization.      \_\_\_ Yes      \_\_\_ No**

**9. SAFETY & LOSS CONTROL DATA**

List your firms Experience Modifier Rate for the past three (3) years and current year.

2005 \_\_\_\_\_ 2006 \_\_\_\_\_ 2007 \_\_\_\_\_ 2008 \_\_\_\_\_

Has your company been sited by OSHA in the past five (5) years?  YES  NO

If Yes, please explain : \_\_\_\_\_

Does your insurance company's loss control specialist visit the project site?  YES  NO

If Yes, how often : \_\_\_\_\_

Do you require documented safety meetings for:

Project Managers  YES  NO

Supervisors/ Foreman  YES  NO

Workman  YES  NO

Do you have a written Safety Program?  YES  NO

If awarded Keith's job contract,  
you must submit a copy to Keith Construction's  
Superintendent.

**10. Keith CONSTRUCTION'S PROGRAMS**

We agree to execute Keith Construction's Subcontract without modification.

(Copy attached)  YES  NO

We agree to actively participate in Keith Construction's :

Job Safety Program :  YES  NO

Job Close-out Program :  YES  NO

Client Satisfaction Program :  YES  NO

**11. SUBCONTRACTORS SIGNATURE**

The undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading.

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

Print name here : \_\_\_\_\_

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

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

# GEOGRAPHICAL SERVICE AREAS

*Please check off areas that your company will work in.*

<input type="checkbox"/> <b>Alabama</b>  <input type="checkbox"/> <b>Arizona (All)</b> <i>Phoenix</i> <i>Tucson</i>  <input type="checkbox"/> <b>Arkansas</b>  <input type="checkbox"/> <b>California (All)</b> <i>Los Angeles</i> <i>San Diego</i> <i>San Francisco</i>  <input type="checkbox"/> <b>Colorado (All)</b> <i>Aspen</i> <i>Denver</i>  <input type="checkbox"/> <b>Connecticut (All)</b> <i>Hartford (North)</i> <i>New Haven (South)</i> <i>New London (S/E)</i> <i>Stamford (South)</i>  <input type="checkbox"/> <b>Delaware</b>  <input type="checkbox"/> <b>Florida (All)</b> <i>Jacksonville</i> <i>Miami</i> <i>Orlando</i> <i>Tampa</i> <i>Palm Beach</i>  <input type="checkbox"/> <b>Georgia (All)</b> <i>Atlanta</i>  <input type="checkbox"/> <b>Idaho</b>  <input type="checkbox"/> <b>Illinois (All)</b> <i>Chicago</i>  <input type="checkbox"/> <b>Indiana (All)</b> <i>Indianapolis</i>	<input type="checkbox"/> <b>Iowa</b>  <input type="checkbox"/> <b>Kansas</b>  <input type="checkbox"/> <b>Kentucky</b>  <input type="checkbox"/> <b>Louisiana</b>  <input type="checkbox"/> <b>Maine (All)</b> <i>Bangor (Central)</i> <i>Houlton (North)</i> <i>Portland (South)</i>  <input type="checkbox"/> <b>Maryland</b>  <input type="checkbox"/> <b>Massachusetts (All)</b> <i>Boston (East)</i> <i>New Bedford (South)</i> <i>Springfield (West)</i> <i>Worcester (Central)</i> <i>Cape &amp; Islands</i>  <input type="checkbox"/> <b>Michigan (All)</b> <i>Detroit</i>  <input type="checkbox"/> <b>Minnesota (All)</b> <i>Minneapolis</i>  <input type="checkbox"/> <b>Mississippi</b>  <input type="checkbox"/> <b>Missouri (All)</b> <i>Kansas City</i>  <input type="checkbox"/> <b>Montana</b>  <input type="checkbox"/> <b>NATIONAL</b>  <input type="checkbox"/> <b>Nebraska</b>  <input type="checkbox"/> <b>Nevada (All)</b> <i>Las Vegas</i>	<input type="checkbox"/> <b>New Hampshire (All)</b> <i>Exeter</i> <i>Nashua (South)</i> <i>North Conway (North)</i> <i>Manchester/Concord</i>  <input type="checkbox"/> <b>New Jersey (All)</b> <i>Cherry Hill</i> <i>Newark</i>  <input type="checkbox"/> <b>New Mexico</b>  <input type="checkbox"/> <b>New York (All)</b> <i>Albany</i> <i>Brooklyn</i> <i>Long Island</i> <i>New York City</i>  <input type="checkbox"/> <b>North Carolina</b> <i>Charlotte</i> <i>Raleigh</i>  <input type="checkbox"/> <b>North Dakota</b>  <input type="checkbox"/> <b>Ohio (All)</b> <i>Cleveland</i> <i>Columbus</i>  <input type="checkbox"/> <b>Oklahoma</b>  <input type="checkbox"/> <b>Oregon (All)</b> <i>Portland</i>  <input type="checkbox"/> <b>Pennsylvania</b> <i>Philadelphia</i> <i>Pittsburgh</i>  <input type="checkbox"/> <b>Rhode Island (All)</b> <i>Newport (South)</i> <i>Providence (North)</i>  <input type="checkbox"/> <b>South Carolina</b>	<input type="checkbox"/> <b>South Dakota</b>  <input type="checkbox"/> <b>Tennessee (All)</b> <i>Nashville</i>  <input type="checkbox"/> <b>Texas (All)</b> <i>Austin</i> <i>Dallas</i> <i>Houston</i>  <input type="checkbox"/> <b>Utah</b>  <input type="checkbox"/> <b>Vermont</b>  <input type="checkbox"/> <b>Virginia</b>  <input type="checkbox"/> <b>Washington (All)</b> <i>Vancouver</i> <i>Washington D.C.</i> <i>Seattle</i>  <input type="checkbox"/> <b>District of Columbia</b>  <input type="checkbox"/> <b>West Virginia</b>  <input type="checkbox"/> <b>Wisconsin</b>  <input type="checkbox"/> <b>Wyoming</b>
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<input type="checkbox"/> <b>Canada (All)</b> <i>Alberta</i> <i>British Columbia</i> <i>Manitoba</i> <i>New Brunswick</i> <i>New Foundland</i> <i>Northwest Territories</i> <i>Nova Scotia</i>  <input type="checkbox"/> <b>Nunavut</b> <input type="checkbox"/> <b>Ontario</b> <input type="checkbox"/> <b>Prince Edward Island</b> <input type="checkbox"/> <b>Quebec</b> <input type="checkbox"/> <b>Saskatchewan</b> <input type="checkbox"/> <b>Toronto</b> <input type="checkbox"/> <b>Yukon</b>	<input type="checkbox"/> <b>Other, Please List</b>  <hr/> <hr/> <hr/>
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# KEITH CONSTRUCTION COST CODE LISTING

AS OF 4/01

## DIV 1 General Requirements

00150 Final Cleaning

## DIV 2 Sitework

02010 Quality Testing  
02011 Asbestos Removal/Hazardous Matl  
02050 Demolition  
02100 Site Prep./Excavation/Backfill  
02350 Piles & Caissons  
02500 Bituminous Paving  
02900 Landscaping & Hardscaping  
02950 Other

## DIV 3 Concrete

03100 Formwork  
03200 Reinforcement  
03302 Flatwork  
03305 Miscellaneous Concrete  
03310 Concrete Materials  
03380 Concrete Cutting/Core  
03400 Concrete Precast  
03950 Other

## DIV 4 Masonry

04200 Masonry Brick/Block  
04400 Stone/ Marble/Slate  
04500 Restoration & Clean  
04950 Other

## DIV 5 Metals

05100 Structural Steel  
05520 Miscellaneous Metal  
05700 Ornamental Metal  
05950 Other

## DIV 6 Wood & Plastics

06100 Rough Carpentry  
06400 Architectural Millwork  
06950 Other

## DIV 7 Thermal & Moisture Protection

07100 Waterproof & Dampproof  
07240 Exterior Insulation & Finish Sys  
07250 Fireproofing  
07460 Metal Siding/Roofing  
07500 Roofing Membrane/Flashing  
07900 Caulking  
07950 Other

## DIV 8 Doors & Windows

08100 Wood/Metal Doors & Hardware  
08300 Special Doors and Windows  
08400 Entrances and Storefronts  
08800 Glass/Glazing  
08950 Other

## DIV 9 Finishes

09200 Lath/Plaster/Stucco  
09250 Gypsum Drywall  
09300 Ceramic/Quarry/Stone  
09400 Terrazzo Flooring  
09510 Acoustical Ceiling  
09520 Acoustical Walls  
09540 FRP  
09550 Wood Flooring  
09680 Carpeting/Resilient Flooring  
09780 Floor Preparation  
09900 Painting/Wall Covering  
09950 Other

## DIV 10 Specialties

10100 Chalk Boards & Tack Boards  
10200 Louvers & Vents  
10270 Access Flooring  
10290 Pest Control  
10400 Signage  
10520 Fire Extinguishers  
10530 Awnings  
10651 Folding Partitions  
10800 Toilet & Bath Accessories  
10950 \*\*\*Misc. Specialties\*\*\*  
10980 Install Owner Items

## DIV 11 Equipment

11020 Audio/Visual Equip.  
11050 Security Equipment  
11400 Food Service Equipment  
11450 Residential Appliances  
11950 Other

## DIV 12 Furnishings

12500 Window Treatment  
12670 Entrance Mats  
12950 Other

## DIV 13 Special Construction

13500 Theatrical Lighting/Audio Visual  
13600 Theming  
13950 Other

## DIV 14 Conveying Systems

14100 Dumbwaiters  
14200 Elevators  
14700 Escalators  
14950 Other

## DIV 15 Mechanical

15300 Sprinkler  
15400 Plumbing  
15500 HVAC  
15900 Testing and Balancing  
15950 Other

## DIV 16 Electrical

16050 Electrical  
16700 Tel/Data Systems  
16800 Fire Alarm  
16950 Other