

Subcontractor Pre-Qualification Index & Instructions

Included within this packet:

- PRIM Cover Letter describing our Pre-Qualification Process

- Subcontractor Qualification Statement (SQS)
 - Must be completed to do business with PRIM Construction.

 - If any questions is not applicable to your business, please state n/a.

- Subcontractor Information Release Authorization
 - Only to be completed if subcontractor has within the last 12 months been pre-qualified via another General Contractor.

- Required Attachments
 - Financial Statements for prior two years (*must be submitted in order to be prequalified for working with PRIM.*)

 - Letter from Surety or Surety Agent (not applicable to Suppliers)

 - Work in Progress Report (anticipated during the same duration as contemplated project)

 - Major Projects in the last 5 years

 - Commitment Report (actual work awarded)

 - Attach OSHA 300 Log for the last three years.

 - Sample of your insurance certificate



Re: Subcontractor Pre-Qualification Program

Dear Subcontractor:

Since opening our doors in 2007, we have worked hard to build a reputation for delivering quality work around the Dallas/Fort Worth Metroplex. This is in no little part to the work of our talented and trustworthy subcontractors, many of whom we've forged long-standing relationships. For those of you who have worked with us in the past – thank you. You have helped us continue to exceed client's expectations for quality, timeliness, transparency, and value. For those of you who are introducing yourself to PRIM, we appreciate your interest in doing business with us. We hope you will find our process clear and fair.

We are requesting all of our subcontractors, as a condition of working with us, to demonstrate to us their financial resources and financial capacity, similar to that which they would demonstrate to their own sureties. As we grow, we need to show our owners the strength of all our team members and have the peace of mind that our subcontractors adhere to the same high standards of safety and stability as we do. If you have been pre-qualified through another General Contractor within the last 12 months, we gladly accept the documents you submitted to them, as long as the fundamental questions and information within those documents match our own.

We trust that you will view this effort not as an invasion of your company's privacy, but as an effort to make sure that we have assembled a network of the most highly qualified subcontractors available to participate in our projects. If you have any questions or concerns while filling out these forms or putting together your company's information, please feel free to reach out to our office.

Thank you for your cooperation, and we look forward to seeing you on a PRIM jobsite soon.

Sincerely,

Trent Prim, Principal
PRIM Construction



Exhibit E

PRIM Project Name: _____ Project Manager: _____

CHECK HERE IF SUPPLIER

SUBCONTRACTOR / SUPPLIER QUALIFICATION STATEMENT

GENERAL INFORMATION			
Name of Business:			
Street Address:			
City, State, Zip:		County:	
Phone Number:		Fax No:	
Contact Name:			
Email Address:			
SIC Code:			
Fed. Employer I.D. No:			
State Sales Tax No:			
Company Web Site:			
Date business started:			
Type of business: (partner, Corp., etc.)			



OWNERSHIP					
Name of Owners, Corporate Officers and/or Shareholders-Partners-Proprietor:					
Name	Residence Address	Age	Position / Title	Held Since	% of Ownership

Have there been any changes in the control or management of the company during the last 5 years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:			
Has your company, or any of its principals, or a company with which they were associated ever failed in business, petitioned for bankruptcy, compromised with creditors, defaulted on a contract or caused a loss to a surety?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:			

# of Employees			
Is your company a M/WBE? Yes / No <i>If Yes, please check.</i>	Women-owned Business Enterprise		Small Disadvantaged Business
	Minority Business Enterprise		Emerging Small Business
	Disadvantaged Minority		HUB Zone
	Disadvantaged Business Enterprise		Veteran
	Small Business Enterprise		Other
Is your company Union or Nonunion?			
General Contractors References:			

OPERATIONS			
In which geographic area do you normally work?			
Do you ever work outside this area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, where and when?
In which states are you licensed?			
Has a complaint ever been filed with a State License Board against your firm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please describe:
Has your license ever been denied or revoked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please describe:
What percentage of your work is?	Public	Private	
What percentage of your work is usually subcontracted to others?			
Number of crews?			
Do you have a full-time safety representative?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many Corporate and how many in the Field?
Corporate	#	Field	#
Do you have a formal written Safety Manual/Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have a full-time QA/QC representative?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many Corporate and how many in the Field?
Corporate	#	Field	#
Do you have a formal written Quality Control Manual/Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	



BANK/FINANCIAL INFORMATION	
Name of primary banking Relationship:	
Contact Name & Phone	
Location	
How long with this bank?	
Do you have a line of credit with this bank? Yes / No	
If yes, amount of Line	
Expiration / Renewal Date	
<i>FINANCIAL STATEMENTS FOR PRIOR TWO YEARS (Attach) Audited Financials are preferred</i>	

SURETY INFORMATION	
(IF YOU ARE A SUPPLIER – NO NEED TO COMPLETE THIS SECTION)	
Name of Bonding Company:	
How long with this surety?	
Name and Address of Agent:	
Bonding Capacity	Single Job Limit \$
	Aggregate Limit \$
What percent of your work is bonded?	
Largest bonded Job	\$
Has a payment and performance bond been issued within the last 12 months to Beck?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Bond:	Project Name:
Letter from Surety or Surety Agent must be attached indicating that you are bondable. Letter must identify single project and aggregate bonding capacity.	

EXPERIENCE

List the categories of work that your organization normally performs with its own forces.

Total Value of Work in Progress \$

Please attached a complete schedule of Work in Progress showing: name of project, owner, architect, contract amount, percent complete, scheduled completion date, and if they are bonded.

On a separate sheet, list the five (5) major projects your organization has completed in the past five (5) years, giving the name of the project, owner, architect, contract amount, date of completion, percentage complete, the cost of the work performed with your own forces, and if the project was bonded.

State average annual amount of construction work performed during the past five (5) years: \$

On a separate sheet, list the construction projects that your organization has committed to work on (include project name, contract amount, city, state and approximate start and end dates).

CLAIMS

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

- 1. Has your organization ever failed to complete any work awarded to it? No Yes
- 2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? No Yes
- 3. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years? No Yes

Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If yes, please attach details.) No Yes

OSHA Citations / OSHA 300 Log

- 1. Has your organization received any OSHA Citations in the last five (5) years? If the answer is yes, please attach details. No Yes
- 2. Has your organization had any jobsite fatalities in the last five (5) years? If the answer is yes, please attach details. No Yes
- 3. Attach OSHA 300 Log for the last three years.



REFERENCES
A. Trade References:
B. Bank References:

EXPERIENCE MODIFIER RATE (EMR)					
(IF YOU ARE A SUPPLIER – NO NEED TO COMPLETE THIS SECTION)					
Please provide the last three years of your EMR					
Year 1		Year 2		Year 3	
Rate		Rate		Rate	

CONTRACT DOCUMENTS							
Confirm your company can sign and abide by the following:							
PRIM Subcontractor Agreement	Yes		No		Not Reviewed		
PRIM Insurance Requirements	Yes		No		Not Reviewed		
<i>(please attached a sample of your insurance certificate)</i>							

RELEASE AUTHORIZATION

WE CERTIFY THAT ALL INFORMATION IN THIS QUESTIONNAIRE AND THE ATTACHMENTS IS TRUE AND CORRECT. WE HEREBY AUTHORIZE SURETEC INFORMATION SYSTEMS AND ITS REPRESENTATIVES TO INVESTIGATE DIRECTLY WITH THE REFERENCES GIVEN HEREIN, ANY INFORMATION PERTAINING TO THE UNDERSIGNED AND/OR THE INDIVIDUALS INVOLVED THEREIN. WE AUTHORIZE OUR FINANCIAL INSTITUTIONS, PRIOR AND EXISTING SURETIES, CUSTOMERS, CREDITORS AND SUPPLIERS TO RELEASE CREDIT HISTORY AND OTHER UNDERWRITING/QUALIFICATION INFORMATION.

Subcontractor Signature: _____ **Date:** _____
Print Name and Title: _____

PLEASE COMPLETE CAREFULLY, ATTACH REQUESTED INFORMATION AND SUBMIT DIRECTLY TO:

Amy Womack
Office Manager
PRIM Construction
252 Roberts Cut Off Road
Fort Worth, Texas 76114
P: 817.885.7851
F: 817.885.7852
E: AWomack@PRIMconstruction.com



NOTE: This form is utilized when a subcontractor has already been pre-qualified but for a different General Contractor, but wants to make the existing pre-qualification report available to PRIM.

INFORMATION RELEASE AUTHORIZATION

This Information Release is made and executed this ___ day of ____, 20__ by _____
("Subcontractor").

Whereas Subcontractor has previously provided certain financial information on Subcontractor
to _____ ("General Contractor") for review and evaluation.

Whereas Subcontractor desires to make this information available to PRIM Construction, LLC for review
and evaluation to facilitate pre-qualification of Subcontractor.

Subcontractor Name

By: