

## Subcontractor Qualification Form

Thank you for your interest in working with Paul Hemmer Company. To enter you as a vendor we need the following information from you. Please provide all the requested information and return this form to us at your earliest convenience.

Physical Address \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Estimating Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

Trade(s) of Work You Perform

Trade 1: \_\_\_\_\_  
Trade 2: \_\_\_\_\_  
Trade 3: \_\_\_\_\_  
Trade 4: \_\_\_\_\_  
Trade 5: \_\_\_\_\_

Accounting Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

Region(s) of Work You Perform

City 1: \_\_\_\_\_  
City 2: \_\_\_\_\_  
City 3: \_\_\_\_\_  
City 4: \_\_\_\_\_  
City 5: \_\_\_\_\_

Other Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

Please provide a brief description of your company and the type of work you do:

Form of Company \_\_\_\_\_  
(Corporation, LLC, Sole Proprietor, Partnership)  
Year Established \_\_\_\_\_  
EIN No. \_\_\_\_\_  
Bonding Limit \_\_\_\_\_  
EMR Rating \_\_\_\_\_  
Largest Project \$ \_\_\_\_\_  
Employees:  
    # in Office \_\_\_\_\_  
    # in Field \_\_\_\_\_

Insurance Provider \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Bonding Provider \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

What types of projects does your company perform? (Check all that apply)

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_ Institutional: \_\_\_\_\_ Hospital: \_\_\_\_\_

What types of projects does your company perform? (Check all that apply)

Plans & Spec : \_\_\_\_\_ Design / Build: \_\_\_\_\_ Service & Maintenance Work: \_\_\_\_\_

Special Status (Check all that apply)

WBE: \_\_\_\_\_ MBE: \_\_\_\_\_ DBE: \_\_\_\_\_ SBE: \_\_\_\_\_

Is your Company Open shop or Union? \_\_\_\_\_

Are you a member of ABC? \_\_\_\_\_

Have you received any OSHA Citations in the past 5 years? \_\_\_\_\_ Y \_\_\_\_\_ N

If yes, please provide details: \_\_\_\_\_

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

Have you filed a lien in the past 5 years? \_\_\_\_\_ Y \_\_\_\_\_ N

If yes, please provide details: \_\_\_\_\_

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

Have you been involved in a lawsuit in the past 5 years? \_\_\_\_\_ Y \_\_\_\_\_ N

If yes, please provide details: \_\_\_\_\_

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

Bank Provider \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Trade Reference \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Trade Reference \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Trade Reference \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Annual Volume

Total annual sales volume: (\$) Current Year: \_\_\_\_\_ (1)Year Previous: \_\_\_\_\_ (2)Year Previous: \_\_\_\_\_

Approximate number of projects completed in the previous year: \_\_\_\_\_

Average Contract Size (\$) \_\_\_\_\_  
 Current Year Annual Sales Breakdown by contract size  
 Service & Other Work (\$) \_\_\_\_\_  
 Less than \$100,000 \_\_\_\_\_  
 \$100,000-\$500,000 \_\_\_\_\_  
 Over \$500,000 \_\_\_\_\_

Largest contract: (\$) \_\_\_\_\_

**Financial Information**

Bank: \_\_\_\_\_  
 Bank Contact Name: \_\_\_\_\_  
 Bank Contact Phone: \_\_\_\_\_  
 Current D&B Rating: \_\_\_\_\_

**Insurance and Bonding**

Who is the contact at your office that handles your insurance? \_\_\_\_\_  
 Liability Insurance Carrier: \_\_\_\_\_  
 Local Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 What is the largest project you can bond? \_\_\_\_\_  
 Bonding Company: \_\_\_\_\_  
 Bonding Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

The above information was completed by: Name: \_\_\_\_\_  
 (Type or print)

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

Please attach the following information to this form:

- Current Certificate of Liability insurance
- Current Worker’s Comp Insurance Certificate (Ohio and Kentucky)
- List of Current Project in Progress
  - (Include contract amount, percent complete, and a list of contacts and phone numbers)
- List of Projects Completed in the last Two Years
  - (Include contract amount, percent complete, and a list of contacts and phone numbers)
- List of References
- W9

Please upload this form and attachments to <https://www.paulhemmer.com/subcontractor-app/>

If you are unable to submit online, please mail to

**Paul Hemmer Company**  
**Construction Department**  
**226 Grandview Drive**  
**Ft. Mitchell, KY 41017**