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 W HESSconstruction.com



## PREQUALIFICATION APPLICATION

It is HESS policy that all subcontractors have a current prequalification application on file to be awarded a contract. Prequalification's are used by HESS to evaluate the qualifications of a subcontractor to perform the specific work for which they are being considered. Subcontractor financial information is held in strict confidence and only reviewed by our executive management team for the purpose of qualifying the organization. At no time will any information be shared with a third party.

HESS uses an internet and e-mail based system to collect evaluations from your references. Please be sure you have valid email addresses for your references.

Please return the prequalification application to Sasha Raab, [sraab@HESSconstruction.com](mailto:sraab@HESSconstruction.com).

### PREQUALIFICATION APPLICATION

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

New Application  Renewal

PROJECT SPECIFIC APPLICATION:

PRIME TRADE  
 BID PACKAGE: \_\_\_\_\_

(For Construction Management Projects)

### GENERAL INFORMATION

NAME OF COMPANY \_\_\_\_\_  
 ADDRESS 1 \_\_\_\_\_  
 ADDRESS 2 \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_ WEBSITE \_\_\_\_\_  
 # OF EMPLOYEES \_\_\_\_\_ STATE OF FORMATION \_\_\_\_\_  
 FED TAX ID# \_\_\_\_\_ DUNS# \_\_\_\_\_ DATE FORMED \_\_\_\_\_  
 \_\_\_\_\_  
 Contractor's License Number State Expiration

PRIMARY ESTIMATING CONTACT \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 CORPORATE OFFICER (Authorized to Sign Contracts)  
 \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

### CERTIFICATIONS

*HESS is committed to inclusion and maximizing participation of local, small, minority, veteran, women-owned and disadvantaged business enterprises on our projects.*

Subcontractor Certifications:  YES  SKIP

MDOT MBE Cert # \_\_\_\_\_  
 Prince George's County SDDD Cert # \_\_\_\_\_  
 City of Baltimore MWBOO Cert # \_\_\_\_\_

DSLBD CBE Cert # \_\_\_\_\_  
 Virginia SWaM Cert # \_\_\_\_\_  
 Other Cert # \_\_\_\_\_

### FINANCIAL

FINANCIAL (Audited Financial Statements for the last 3 years must accompany this form)

Year CURRENT \_\_\_\_\_ Last Year \_\_\_\_\_ Prior Year \_\_\_\_\_  
 Revenue(\$) \_\_\_\_\_

EXPECTED ANNUAL REVENUE THIS YEAR (\$) \_\_\_\_\_

CURRENT BACKLOG VALUE (\$) # OF PROJECTS IN CURRENT BACKLOG \_\_\_\_\_

FINANCIAL INSTITUTION CREDIT LINE (\$) \_\_\_\_\_

DO YOU HAVE AN INDEPENDENT ACCOUNTING FIRM?  YES  NO \_\_\_\_\_

NAME OF INDEPENDENT ACCOUNTING FIRM \_\_\_\_\_

### BONDING & INSURANCE

ARE YOU ABLE TO PROVIDE PAYMENT AND PERFORMANCE BONDS?

YES  NO

NAME OF SURETY \_\_\_\_\_

BONDING AGENCY \_\_\_\_\_

BONDING AGENT (Name of individual) \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

RATING \_\_\_\_\_

BONDING CAPACITY:

SINGLE (\$) \_\_\_\_\_ AGGREGATE (\$) \_\_\_\_\_

Date of Last Bond: \_\_\_\_\_ Amount \$ \_\_\_\_\_

**SERVICES**

Please select CSI Division(s) & Subcategories that most closely apply to your companies services:

Supplier or  Trade Contractor

Division 01 — General Requirements Subcategory:\*

- Testing & Inspections
- Final Cleaning
- Surveying
- Geotechnical Inspections
- Security Guard Services

Division 02 — Site Construction Subcategory:\*

- Excavation/Earthwork
- Selective Demolition
- Demolition & Hazardous Material Remediation
- Asphalt Paving
- Pavement Markings
- Synthetic Turf
- Site Concrete
- Segmental Retaining Walls
- Fences & Gates
- Fuel Storage Tanks, Tank Removal
- Unit Pavers
- Shoring
- Caissons
- Landscaping & Irrigation
- Pest Control & Termite Treatment
- Site Furnishings
- Site Utilities

Division 03 — Concrete Subcategory:\*

- Cast-in-Place Concrete
- Concrete Reinforcing
- Precast Architectural Concrete
- Precast Structural Concrete
- Tilt-up Concrete

Division 04 — Masonry Subcategory:\*

- Masonry
- Cast Stone
- Stone Masonry
- Masonry Supplier

Division 05 — Metals Subcategory:\*

- Structural Steel Framing
- Steel Erection
- Misc Metal Fabrication (stairs, ladders)
- Expansion Joint Assemblies
- Ornamental Metals

Division 06 — Wood and Plastics Subcategory:\*

- Carpentry (Framing) Subcontractor
- Architectural Woodwork
- Wood Trusses

Division 07 — Thermal and Moisture Protection Subcategory:\*

- Dampproofing, Waterproofing, Caulking & Sealants
- EIFS / Stucco
- Fireproofing / Firestopping
- Insulation
- Metal Wall Panels
- Roofing
- Siding
- Skylights

Division 08 — Doors and Windows Subcategory:\*

- Coiling Doors & Grills / Overhead Doors
- Doors/Frames/Hardware
- Entrances/Storefronts/Glazing
- Louvers & Vents

Division 09 — Finishes Subcategory:\*

- Drywall & Acoustics
- Ceramic Tile
- Terrazzo
- Wood flooring
- Rubber Athletic Flooring
- Resilient Tile & Carpet
- Painting

Division 10 — Specialties Subcategory:\*

- Access Flooring
- Architectural Trim Mfg.
- Awnings, Canopies, Walkways, Covers, etc.
- Chalkboards, Markerboards & Tackboards
- Cubical Curtains & Track
- Display Cases
- Fire Extinguishers & Cabinets
- Flagpoles
- Lockers
- Operable Partitions
- Signage
- Toilet Partitions & Accessories
- Wall, Corner & Door Guards
- Wire Partitions

Division 11 — Equipment Subcategory:\*

- Athletic Equipment
- Audio Visual Equipment
- Entrance Mats
- Food Service Equipment
- Loading Dock Equipment
- Projection Screens
- Residential Appliances
- Auditorium Seating
- Bleachers
- Theater & Stage Equipment
- Trash Compactors
- Library Security System

Division 12 — Furnishings Subcategory:\*

- Manufactured Casework
- Wood Casework
- Plastic Laminate Casework
- Library Casework
- Music Instrument Storage
- Window Treatment

Division 13 — Special Construction Subcategory:\*

- Green Houses
- Pre-Engineered Buildings
- Swimming Pools

Division 14 — Conveying Systems Subcategory:\*

- Elevators
- Lifts (wheelchair lifts , etc.)

Division 15 — Mechanical Subcategory:\*

- Fire Protection
- Geothermal
- HVAC
- HVAC Controls
- Plumbing
- Testing and Balancing

Division 16 — Electrical Subcategory:\*

- Electrical
- Data & communications ( Low Voltage)
- Fire Alarm

### REFERENCES

Provide project information and references utilizing this form below, on your companies 5 largest relevant projects completed in the 24 months prior to the date of submission. Include a description of the scope of work provided on each project. Also provide reference contact names, addresses, telephone numbers, and e-mail addresses for each project. Projects submitted as references must be verifiable. Failure to provide project references that can be verified will result in an incomplete application.

PROJECT ONE			
Name of Project:		Project Location:	
Project Completion Date:		Scope of Work:	
Original Contract Amount:		Final Contract Value:	
Reference Company/Agency Name:		Reference Contact Name/Title:	
Reference Contact Telephone:		Reference Contact E-Mail:	
PROJECT TWO			
Name of Project:		Project Location:	
Project Completion Date:		Scope of Work:	
Original Contract Amount:		Final Contract Value:	
Reference Company/Agency Name:		Reference Contact Name/Title:	
Reference Contact Telephone:		Reference Contact E-Mail:	
PROJECT THREE			
Name of Project:		Project Location:	
Project Completion Date:		Scope of Work:	
Original Contract Amount:		Final Contract Value:	
Reference Company/Agency Name:		Reference Contact Name/Title:	
Reference Contact Telephone:		Reference Contact E-Mail:	
PROJECT FOUR			
Name of Project:		Project Location:	
Project Completion Date:		Scope of Work:	
Original Contract Amount:		Final Contract Value:	
Reference Company/Agency Name:		Reference Contact Name/Title:	
Reference Contact Telephone:		Reference Contact E-Mail:	
PROJECT FIVE			
Name of Project:		Project Location:	
Project Completion Date:		Scope of Work:	
Original Contract Amount:		Final Contract Value:	
Reference Company/Agency Name:		Reference Contact Name/Title:	
Reference Contact Telephone:		Reference Contact E-Mail:	

**INSURANCE**

**Attach evidence that your firm has the following minimum Insurance coverage:** A Certificate of Insurance is required to be submitted with the Prequalification Application verifying that the Contractor Maintains Comprehensive General Liability, Umbrella Liability, Workers Compensation and Comprehensive Automotive Liability as indicated below.

The Contractor shall purchase from and maintain such insurance as will protect him and the State of Maryland and the Maryland Stadium Authority, and the Baltimore City Board of School Commissioners, and the Baltimore City Public School System, and the City of Baltimore, and HESS from claims that may arise out of, or result from, the Contractor's operations and completed operations under the Subcontract whether such operations be by himself or by any subcontractor, lower tier contractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them be liable. Waiver of Subrogation shall apply to all policies and a 30-Day Notice of Cancellation provision will be required.

The following minimum coverage and limits are required of all vendors unless required by bid documents to be greater:

- General Liability, including Products Liability & Completed Operations - \$1,000,000 per occurrence/\$2,000,000 aggregate
- Excess and/or Umbrella Liability - \$5,000,000 aggregate \$5,000,000 each occurrence
- Employers Liability - \$1,000,000 each accident/\$1,000,000 injury by disease/\$1,000,000 injury by disease aggregate (Only required if the Contractor will be delivering the product(s) to our building).
- Auto Liability - \$1,000,000 combined single limit (Only required if the Contractor will be delivering the product(s) to our building)

**SAFETY**

Any OSHA Citations in the last 3 years?	Yes	If yes, please explain:	
	No		
Do you perform regular job site safety inspections?	Yes		
	No		

**EXPERIENCE MODIFICATION RATE**

Experience Modification Rate (EMR for past three (3) years) *Attach Insurance Broker NCCI verification of most current EMR *If current EMR is above 1.00, attach letter of explanation	201_____ EMR# _____	201_____ EMR# _____	201_____ EMR# _____
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**PLEASE MAKE SURE THE FOLLOWING ARE ATTACHED:**

- Audited financial statements for last 3 years
- Surety bonding confirmation letter
- Sample insurance certificate
- Insurance broker / NCCI verification of EMR

COMPLETED BY \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

*If you are unable to complete this form on line, please download the pdf version and save this completed form to your computer, create a new e-mail to Sasha Raab, [sraab@HESSconstruction.com](mailto:sraab@HESSconstruction.com) and manually attach the file and required all attachments.*

Thank you.

**Estimating Department**

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W [HESSconstruction.com](http://HESSconstruction.com)

Please email proposals to:  
[bids@HESSconstruction.com](mailto:bids@HESSconstruction.com)