

BUSINESS QUALIFICATIONS RESUME (Construction)
To be submitted and certified by an authorized officer of the firm

I. NAME AND ADDRESS:

TELEPHONE:

II. OWNERSHIP OF FIRM:

Is the firm owned and controlled by members of minority or other disadvantaged groups?

Yes No If Yes, what minority? _____

Type ownership: Individual Partnership Corporation

Partnership: Is 50 percent ownership owned by a minority partner?

Corporation: Is 51 percent of stock owned by minorities?

Name and address of stockholders/partners owning more than 10% interest and % ownership:

Name of President: _____

Name of Treasurer: _____

Name of Other Officers: _____

Name of "Silent Partners": _____

III. WHAT TYPE OF CONSTRUCTION DOES FIRM ENGAGE IN?

(General Construction, paving, plumbing, electrical, remodeling, etc.)

If this is a general contracting firm, list the work the firm normally performed with its own forces:

How far will the firm travel to do a job? _____

IV. ABILITY TO PERFORM PROPOSED WORK:

A. RESOURCES:

(1) Labor

Regular Office Force (number and positions)

Names of Field Superintendent (indicate years of experience as superintendent):

Number of regular field workers by trade:

Is hiring for individual jobs done through Union Hall?

If not, what is the source for workers?

- (2) Equipment:
List the equipment owned by the firm (do not include hand tools.)

List the equipment rental companies your firm has rented equipment from in the past year.

What heavy construction equipment has the firm rented in past 2 years and from which rental companies or other construction firms?

- (3) Materials:
List material suppliers who will carry your firm's account for 30 days or more. (What materials, in what quantities and what has been the maximum order to date?)

- (4) Transportation (are means available for moving men, equipment, and materials from source to job site, etc.?)

List vehicles owned by company:

- (5) Finances:
Average monthly payroll for past 12 months:
Does this firm have or has it ever had a line of credit? Give amount and source:

Average cash balance for past 12 months:

- (6) Supervision (will the contractor personally supervise the "on-the-job" work and does he possess the necessary "know how"? If not, can he readily secure competent supervision and will he be competitive?)

Attach experience resumes of all key supervisory personnel and background of principals. (See Question II.).

- (7) Professional/Technical Assistance:
Attach a list of Name, Address, and Telephone No. of: firm's accountant; firm's attorney (if any); firm's Engineering/Estimating consultant (if any); and, firm's Business Consultant.

(8) Membership in trade associations:

B. OTHER COMMITMENTS:

Work on hand (in \$'s) for past 12 months on monthly basis and number of contracts:

V. BONDING/LICENSES

Date, amount and source (include name, address, telephone number of the agent) of the last Bid/Performance or Payment Bond obtained:

Licenses in effect:

VI. CONTRACTS OR JOBS RECENTLY COMPLETED:
(List all for last 2 years - attach another page if necessary)

<u>Contracts or Jobs</u>	<u>Amount (\$)</u>	<u>Description</u>
(1)		
(2)		
(3)		
(4)		
(5)		

BUSINESS QUALIFICATIONS AND PROJECTIONS
(Construction)

<u>Contracts or Jobs</u>	<u>Amount (\$)</u>	<u>Description</u>	<u>Scheduled Completion Date</u>	<u>% Complete</u>
(1)				
(2)				
(3)				
(4)				
(5)				