

1. ORGANIZATION

1.1 How many years has your organization been in business as a Contractor?

1.2 How many years has your organization been in business under its present business name?

1.2.1 Under what other or former names has your organization operated?

1.3 If your organization is a corporation, answer the following:

1.3.1 Date of incorporation:

1.3.2 State of incorporation:

1.3.3 Presidents Name:

1.3.4 Vice-President's name(s):

1.3.5 Secretary's name:

1.3.6 Treasurer's name:

1.4 If your organization is a partnership, answer the following:

1.4.1 Date of organization:

1.4.2 Type of partnership (if applicable):

1.4.3 Name(s) of general partner (s):

1.5 If your organization is individually owner, answer the following:

1.5.1 Date of organization

1.5.2 Name of owner:

1.6 If the form of your organization is other than those listed above, describe it and name the principles:

2. LICENSING

2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

2.2 List jurisdiction in which your organization's partnership or trade name is filed.

3. EXPERIENCE

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

- 3.2 Claims and Suits. (If the answer to any of the questions below is yes ,please attach details.)
- 3.2.1 Has your organization ever failed to complete any work awarded to it?
- 3.2.2 Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
- 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?
- 3.3 Within the last five years, has any officer or principal of your organization even been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details).
- 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of the project, owner, architect, contract amount, percent complete and scheduled completion date.
- Multiple projects ongoing at any given time.
- 3.4.1 State total worth of work in progress and under contract:
- 3.5 On a separate sheet, list the major projects your organization has completed in the past five years giving the name or project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.
- 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

4. **REFERENCES**

4.1 Trade References:

4.2 Bank References:

4.3 Surety:

4.3.1 Name of bonding company:

4.3.2 Name of address of agent:

5. SIGNATURE

6.1 Dated _____ day of _____ in the year Two Thousand Nine

Name of Organization:

Title:

If your firm is interested in becoming pre-qualified to participate in the bidding process, please fill out this questionnaire and return it to:

Navy Federal Credit Union
Branch Operations Facilities Management
Construction Division
820 Follin Lane, S.E.
Vienna, VA 22180

No phone calls please.