

Contractors Qualification Statement

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

Submitted To: Navy Federal Credit Union or Architect

Address: _____

Submitted by: _____

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Principal Office: _____

Name of Project (if applicable): _____

Type of Work: _____ General Construction _____ HVAC
_____ Electrical _____ Plumbing

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 owned, 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:
- 1.7 Please include a completed W-9 with the submission of this Contractors Qualification Statement.

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 judgments, claims, arbitration proceedings or suites 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 ever 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, provide a list of 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, provide a list of major construction projects your organization has completed in the past five years, giving the name of the project, owner, architect, contract amount, percent complete and percentage of the cost of the work performed with your own forces.
- 3.6 On a separate sheet, provide a list including 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 and address of agent:

5. **SIGNATURE** _____

Name: _____

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

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 Facility Management
Attn: Construction Division
820 Follin Lane, S.E.,
Vienna, VA 22180

No phone calls please.