

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

**Company Information**

Company name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Company address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

List services Bidder provides: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Has Bidder ever worked with On Site Management, Inc. before? **Yes / No**

If yes, when? \_\_\_\_\_

Type of company: Corporation / Partnership / Sole Proprietorship **Date Formed:** \_\_\_\_\_

Have there been any significant changes to the ownership, management, or structure of Bidder's business within the last three years? **Yes / No**  
(If yes, please attach an explanation)

List trade membership or group membership names: \_\_\_\_\_

List trades typically performed by Bidder's own work forces: \_\_\_\_\_

List trades typically performed that Bidder subcontracts to others: \_\_\_\_\_

List states that your Company has licenses in:

State: \_\_\_\_\_ License Number: \_\_\_\_\_ State: \_\_\_\_\_ License Number: \_\_\_\_\_

State: \_\_\_\_\_ License Number: \_\_\_\_\_ State: \_\_\_\_\_ License Number: \_\_\_\_\_

State: \_\_\_\_\_ License Number: \_\_\_\_\_ State: \_\_\_\_\_ License Number: \_\_\_\_\_

**Company Experience & Performance**

(Please circle one)

Has Bidder ever failed to complete a contract? **Yes / No**  
(If yes, please attach an explanation)

Has Bidder ever been declared in default of a contract? **Yes / No**  
(If yes, please attach an explanation)

Has Bidder ever been terminated? **Yes / No**  
(If yes, please attach an explanation)

Has Bidder ever been involved in bankruptcy? **Yes / No**  
(If yes, please attach an explanation)

Has Bidder ever been involved in re-organization? **Yes / No**  
(If yes, please attach an explanation)

Are there or have there been any claims or suits, including arbitration or administrative proceedings by or against Bidder in relation to Bidder's performance or compliance with applicable laws on a construction project, either pending or resolved, within the last five years? **Yes / No**  
(If yes, please attach an explanation, including case name, docket number, jurisdiction, description of the claims at issues, and the outcome if applicable)

Are there any pending or unpaid debts against Bidder? **Yes / No**  
(If yes, please attach an explanation)

Has Bidder or any of its principals ever been banned from bidding any state or federal construction work or project? **Yes / No**  
(If yes, please attach an explanation)

Has Bidder or any of its principals ever been convicted of, or entered a plea of guilty, or nolo contendere, for criminal violations relating to, or arising out of, its business of the bidding or performance of a construction project? **Yes / No**  
(If yes, please attach an explanation, including case name, docket number, jurisdiction, description of the claims at issue, and the final outcome if applicable)

Has Bidder or any of its principals ever been found civilly liable for any criminal offense or civil action involving embezzlement such as: forgery, bribery, falsification or destruction of records, receipt of stolen property, collusion, antitrust, conspiracy, or other similar offenses arising out of its business or the bidding or performance of a construction project? **Yes / No**  
(If yes, please attach an explanation, including case name, docket number, jurisdiction, description of the claims at issue, and the outcome if applicable)

Does Bidder have a written safety program? **Yes / No**  
(If yes, please attach a copy)

Does Bidder require field employees to be OSHA 10 Hour Certified? **Yes / No**  
(If yes, please attach the safety training you provide)

Has Bidder been cited by OSHA within the last five years? **Yes / No**  
(If yes, please attach an explanation including dates, violation types, description, and inspection number of each violation)

Does Bidder have a written drug policy? **Yes / No**  
(If yes, please attach a copy)

Does Bidder employ a full-time site safety professional? **Yes / No**

Is Bidder bondable? **Yes / No**  
If yes, what are the limits: Per occurrence \$ \_\_\_\_\_ Aggregate \$ \_\_\_\_\_  
Insurance company agent name: \_\_\_\_\_ Phone: \_\_\_\_\_

What are Bidder's standard limits of insurance coverage for:  
General Liability: \$ \_\_\_\_\_ Phone Number: \_\_\_\_\_ Insurance Company: \_\_\_\_\_  
Umbrella: \$ \_\_\_\_\_ Phone Number: \_\_\_\_\_ Insurance Company: \_\_\_\_\_  
Design/Build: \$ \_\_\_\_\_ Phone Number: \_\_\_\_\_ Insurance Company: \_\_\_\_\_  
Workers Comp: \$ \_\_\_\_\_ Phone Number: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Does Bidder have a line of credit from any lending institution? **Yes / No**  
Please list three bank and credit references (include bank name, contact, and telephone number):  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Please list five projects that have been **completed** in the last five years. Be sure to include project name, contracting company, contact name and phone number, contract amount, completion date, and whether it was bonded.

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_  
\_\_\_\_\_  
4. \_\_\_\_\_  
\_\_\_\_\_  
5. \_\_\_\_\_  
\_\_\_\_\_

Please list any projects **in progress**. Be sure to include the project name, contracting company, contact name and phone number, contract amount, estimated completion date, and whether it is bonded.

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_  
\_\_\_\_\_

Please list any **future** projects. Be sure to include the project name, contracting company, contact name and phone number, contract amount, estimated completion date, and whether it will be bonded.

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_  
\_\_\_\_\_

What is the smallest job you would accept? \$ \_\_\_\_\_ Largest? \$ \_\_\_\_\_

**Acknowledgement & Signature**

The information is complete and accurate to the best of my knowledge. I understand that any falsification of the information provided may result in denial of a project award and/or immediate dismissal from job site.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form and any related attachments to:

**On Site Management, Inc.**  
Email: [info@onsitemanagement.com](mailto:info@onsitemanagement.com)