

**SUBCONTRACTOR PREQUALIFICATION REQUEST**  
(Required for all Contracts/Purchase Orders in excess of \$75,000)

Project \_\_\_\_\_ Number \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact (s) \_\_\_\_\_ Title \_\_\_\_\_

Type of Work \_\_\_\_\_ (\_\_\_\_) Labor (\_\_\_\_) Materials

Amount of Bid \_\_\_\_\_ Requested By \_\_\_\_\_

Nearest Bidder \_\_\_\_\_ Date \_\_\_\_\_

Amount in The Douglas Company Estimate \_\_\_\_\_

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Project Manager approval of the operation prequalification: \_\_\_\_\_ Date: \_\_\_\_\_

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Financial Approval is ( Not ) Granted \_\_\_\_\_ Date \_\_\_\_\_

Subject to the following terms:

- Pay all amounts due to Suppliers and Subcontractors Directly via Joint Check.
- Pay all amounts due to Suppliers and Subcontractors Filing a Notice to Owner or
- Notice of Furnishing via Joint Check.
- Furnish Subcontractors'/Suppliers' Waivers for:
  - 1) The current month from all Subcontractors/Suppliers which have been paid in full through the billing date, and
  - 2) Prior month waivers from Subcontractors/Suppliers which have an unpaid balance through the billing date and will be paid by Joint Check
- Furnish Subcontractors'/Suppliers' waiver for the prior month.
- Performance and Payment Bonds from an acceptable "A" rated surety, in amount equal to the contract value.
- Certified Payrolls and Prevailing Wage will be provided monthly.
- Monthly Sworn Statements are required to be submitted with each invoice.
- Subcontract/Purchase Order must be signed by President/Vice President.
- Personal Guarantee of Subcontractor's Principal.
- Other \_\_\_\_\_

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Accounting Department Use (Project Manager is encouraged to state specific recommendations.)

Joint check Exception Limits: \_\_\_\_\_

Special Large Supplier to Joint Check: \_\_\_\_\_

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