

5806 Mooretown Road
Williamsburg, VA 23188
757-565-1090 Phone
757-564-9120 Fax



P.O. Drawer BM
Williamsburg, VA 23187
www.hendersoninc.com
2701-004849 "A"

SUBCONTRACTOR PREQUALIFICATION QUESTIONNAIRE

Thank you for your interest in working with Henderson, Inc.

Henderson, Inc. is a Class A bonded general contractor offering over 60 years of experience. Our site and construction operations are centrally located in Williamsburg, Virginia with more than 100 employees. We have been building in the south-eastern region of Virginia since 1957 and concentrate on general contracting, construction management, site development, and design/build construction. Experience in the public, private, and federal markets fortifies our ability to perform in a variety of contract capacities and work to our client's specific expectations. We come highly recommended by our clients and work diligently to deliver on our commitments to integrity, quality, leadership, and strong relationships.

We pride ourselves on successful relationships with our subcontractors. Our subcontractors are not only committed to quality, but also to the overall concept of teamwork. They are committed to competitive, best-value pricing and the ability to help deliver a project to our clients that is on schedule and within budget.

In order to work with Henderson, Inc. all subcontractors are required to complete this questionnaire. The contents of this questionnaire are confidential and used solely to determine your firm's qualifications. Please direct any questions and return this completed form to prequal@hendersoninc.com. In addition, please see our website for other Henderson, Inc. reference documents. <http://hendersoninc.com/subcontractors>.

The items listed below should be returned and supplemental information could be requested at a later date. Should you choose not to return all documents, this may limit your ability to bid on projects for Henderson, Inc.

Thank you and we look forward to hearing back from you.

Sincerely,

HENDERSON, INC.

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Section 1. General Company Information

Business Name	_____
Street Address	_____
City, State, Zip Code	_____
Office Phone	_____
Mobile Phone	_____
Fax	_____
Primary Contact Name	_____
Primary Contact Email	_____
Secondary Contact Name	_____
Secondary Contact Email	_____
Website	_____
Company Type	<input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> LLC
Federal Employer ID	_____
Contractor License #	_____

Are you a union shop?

☐

Yes

☐

No

Do you perform Federal work?

☐

Yes

☐

No

Are you eligible for Federal land access?

☐

Yes

☐

No

What \$ value are you
qualifying for?

☐

< \$50,000

☐

\$50,000 - \$100,000

☐

\$100,000 - \$200,000

☐

\$200,000 - \$500,000

☐

\$500,000 - \$1 mil

☐

> \$1 mil

What geographic areas
within Virginia do you
perform work?

☐

Peninsula

☐

Southside/VA Beach

☐

Richmond

☐

Northern VA

☐

Northern Neck

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What Scopes are you qualifying to perform? (Check all that apply.)

<input type="checkbox"/>	Aluminum Fab	<input type="checkbox"/>	Equipment/Specialties	<input type="checkbox"/>	Paint/Wall Covering
<input type="checkbox"/>	Architects/Engineers/Designers	<input type="checkbox"/>	Erectors	<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Architectural Metal Panels	<input type="checkbox"/>	Exterior Siding/Trim	<input type="checkbox"/>	Pool
<input type="checkbox"/>	Architectural Precast Concrete	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	Rebar
<input type="checkbox"/>	Asbestos Abatement	<input type="checkbox"/>	Finish Cleaning	<input type="checkbox"/>	Retaining Walls
<input type="checkbox"/>	Automatic Entrances	<input type="checkbox"/>	Fire/Water Restoration	<input type="checkbox"/>	Roofing
<input type="checkbox"/>	Awnings	<input type="checkbox"/>	Fireproofing	<input type="checkbox"/>	Saunas
<input type="checkbox"/>	Blinds/Shades	<input type="checkbox"/>	Flooring	<input type="checkbox"/>	Security
<input type="checkbox"/>	Brick Pavers	<input type="checkbox"/>	Framing	<input type="checkbox"/>	Shotcrete
<input type="checkbox"/>	Building Materials	<input type="checkbox"/>	Furnishings	<input type="checkbox"/>	Signage
<input type="checkbox"/>	Casework	<input type="checkbox"/>	Geothermal Well Drilling	<input type="checkbox"/>	Site Contractors
<input type="checkbox"/>	Caulking - Waterproofing	<input type="checkbox"/>	GWB	<input type="checkbox"/>	Solar Systems
<input type="checkbox"/>	Civil Engineers	<input type="checkbox"/>	Gyp Crete Topping	<input type="checkbox"/>	Special Construction
<input type="checkbox"/>	Commissioning	<input type="checkbox"/>	Helical Anchors	<input type="checkbox"/>	Specialties
<input type="checkbox"/>	Concrete	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	Specialty Flooring
<input type="checkbox"/>	Concrete Decorative	<input type="checkbox"/>	Interior Trim Labor	<input type="checkbox"/>	Specialty Steel
<input type="checkbox"/>	Concrete Forming	<input type="checkbox"/>	Kitchen Equipment	<input type="checkbox"/>	Sprinkler
<input type="checkbox"/>	Concrete Restoration	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Stone
<input type="checkbox"/>	Concrete Saw Cutting	<input type="checkbox"/>	Lightweight Insulating Concrete	<input type="checkbox"/>	Storefronts
<input type="checkbox"/>	Controls	<input type="checkbox"/>	Louvers	<input type="checkbox"/>	Structural Precast Concrete
<input type="checkbox"/>	Conveying Systems	<input type="checkbox"/>	Marine Construction	<input type="checkbox"/>	Structural Steel
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Masonry	<input type="checkbox"/>	Survey and Stakeout
<input type="checkbox"/>	Dewatering	<input type="checkbox"/>	Masonry Suppliers	<input type="checkbox"/>	TAB
<input type="checkbox"/>	Doors/Toilet Partitions	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Telecommunications
<input type="checkbox"/>	EIFS	<input type="checkbox"/>	Mechanical Insulation	<input type="checkbox"/>	Termite Treatment
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Metal Buildings	<input type="checkbox"/>	Testing
<input type="checkbox"/>	Electrical Suppliers	<input type="checkbox"/>	Metal Trusses	<input type="checkbox"/>	Windows
<input type="checkbox"/>	Electrical Testing	<input type="checkbox"/>	OH Doors	<input type="checkbox"/>	Wood Trusses
<input type="checkbox"/>	Elevator				

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Please check any of the following classifications that apply and provide your certification number (if applicable).

	Business Classification	Certification # (if applicable)
	Small Business	
	SBA Certified 8(a)	
	SWaM	
	HUBZone	
	Minority Owned	
	Woman Owned - Large	
	Woman Owned Small Business	
	Small Disadvantaged Business	
	Economically Disadvantaged Woman Owned	
	Veteran Owned	
	Service-Disabled Veteran Owned	

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Section 2. References

BANK REFERENCE

Bank Name _____
Contact Name _____
Telephone _____
Email _____

BONDING REFERENCE

Bonding Company Name _____
Contact Name _____
Telephone _____
Email _____
Bonding Capacity per project _____
Bonding Capacity total _____

VENDOR CREDIT REFERENCES

Company Name _____
Contact Name _____
Telephone _____
Email _____

Company Name _____
Contact Name _____
Telephone _____
Email _____

Company Name _____
Contact Name _____
Telephone _____
Email _____

****Please provide a letter on your Company letterhead authorizing these companies to communicate with Henderson, Inc. regarding prequalification.**

integrity • quality • relationships • safety

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Section 3. Safety

Company Name _____

How many years has your company been in business? _____

On average, how many employees work for your company? _____

Has your company done business under another name in the last 5 years? _____

If yes, what name? _____

Do you have a written safety policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your company a drug and alcohol-free workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have there been any fatalities in the past 5 years? (If yes, please attach explanation)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

OSHA/VOSH Violations in the past 5 years (if more space is needed, please attach separate sheet)

Year	# of Violations	# of Citations Upheld	Citation Paid (\$)

Company Safety Contact Name and Title _____

Telephone (O) _____

Telephone (M) _____

Email _____

NOTE – Some projects may have additional requirements for safety, such as specific types of training or qualifications. While we will do our best to bring any such requirements to your attention during pre-bid, potential subcontractors should always read the job specifications to determine if any such requirements exist and bid accordingly.

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Section 4. Attachments

The following attachments should accompany your prequalification submission. Any missing information may delay the processing of your prequalification packet.

1. W-9 Form
2. Copy of your Contractor's License
3. Blanket Certificate of Insurance
4. Letter on your Company's letterhead authorizing your references to communicate with Henderson, Inc. regarding prequalification
5. Work Experience
 - a. Listing of major projects currently in progress. Please include project name, location, contract amount, estimated completion date.
 - b. Listing of major projects completed within the last 3 years. Please include project name, location, contract amount, completion date.
6. OSHA Form 300A for the past 5 years (not applicable if company has fewer than 10 employees for entire calendar year)
7. EMR (Experience Modification Rating) Letter from your insurance agent or worker's comp carrier with your EMR rating for the past 5 years (not applicable if company is less than 3 years old)
8. Financial Information – Please provide the MOST RECENT
 - a. Balance sheet
 - b. Income Statement

NOTE – The financial information requested is only viewed by the two individuals responsible for processing prequalification submissions as a necessary risk management tool.

This form has been completed by:

Name and Title

Date

Signature