

“Please Add Us to Your Bid List”
Chris Morton, CPE, LEED® AP

General contractors hear this every day! I am hearing it more often than ever before. Not only am I getting several calls a day, I am now seeing subcontractors who just drop by without an appointment. You would be surprised at what they leave for me if I am not able to visit with them. Some simply leave a business card with a note asking to be added to our list. Others give us a poorly written letter of introduction that are sometimes filled with typos. A few actually leave or send us well-done pre-qualification statements.

Because a general contractor (GC) must guarantee clients that the work will be done on time, within budget and in accordance with the contract documents, they must pre-qualify their subcontractors! In order to adequately pre-qualify a subcontractor, a GC should be provided with the following:

- Company name, address, telephone number, fax number and email addresses if applicable
- Is the company a corporation, partnership, sole proprietorship?
- Years in business under the current company name
- Names of company officers, principals, partners or owners
- The types and size of projects you would like to bid
- Type of work you do with your own forces
- Type of work you subcontract to others
- List of jurisdictions in which your firm is licensed
- Average annual dollar volume for the past three years
- Number of current employees in the office and field
- List of current projects including contract amount, percent complete, expected completion date, architect name and general contractor name, contact and phone number
- List of completed projects including contract amount, completion date, architect name and general contractor name, contact and phone number
- Ability to bond and bonding capacity, both per project and aggregate
- Bonding agent name, contact and phone number
- Federal tax ID number
- At least three business references including company, contact and phone number
- At least three vendor/supplier reference including company, contact and phone number
- Insurance agent name, contact and phone number
- Bank name, contact and phone number
- If possible, a sample certificate of insurance
- A list of trade associations of which you are a member
- Any other information that will help differentiate you from your competition

One form available to provide this information is the AIA A305 Pre-Qualification Statement. However, you do not need to use the AIA form as long as you provide the needed information. Many GCs, including my firm, have their own pre-qualification forms so be sure to ask if they do.

Subcontractors, please remember that asking to be added to a bid list is a marketing opportunity. Your goal is to provide as much information to the GC as you can. This makes their job of pre-qualifying you easier. Even if you have provided this information to a GC in the past, it is beneficial to update the information once per year. This not only allows you to provide more up

to date information about your firm, it also keeps your name in front of the GC and demonstrates your interest in continuing to do work for them.

So, the next time you are dropping off or sending some information to a GC in hopes of being added to their bid list, ask yourself one question: "Did we provide them with enough information about us so that they can't say no?"

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