

DALE CORP PRE-QUALIFICATION INSTRUCTIONS

Please complete each of the following sections of the Pre-Qualification Form

- | | |
|--------------------------|----------------------------------|
| I. General Information | V. Insurance / Bonding |
| II. Project Experience | VI. Legal |
| III. Bidding Information | VII. References |
| IV. Safety Program | VIII. Acknowledgment & Signature |

The intent of this pre-qualification is not to disqualify any vendor but rather to create a more comprehensive, diversified database while identifying and mitigating any potential risks to have a clear understanding of how best to utilize subcontractors on future projects.

Dale Corp has outsourced review of financials to SureTec Information Systems, Inc. Once you are in consideration for a project, we will follow up with additional instructions for a Qualification of your company's financials via SureTec.

Should you have any questions, please email prequal@daleco.net and the pertinent individual will reach out to answer your questions.

Upon completion, please submit the Pre-Qualification along with any required documentation (i.e. W9, COI, etc.) to prequal@daleco.net.

Additional Documentation

Master Subcontract Agreement**	Download Here
Sample Certificate of Insurance	Download Here
W-9 Form	Download Here


**Our Master Subcontract Agreement (MSA) is not a contract or an agreement for any specific project. It is for all our subcontractors to see and understand what Dale's typical general conditions are upfront. With the general conditions reviewed upfront, it will streamline the subcontract award, invoicing, and payment processing time on individual projects and simplify the bidding process. Once you bid and get awarded a subcontract from Dale, you will receive a job specific Subcontractor Work Order (SWO). The SWO will cover the specific job/owner requirements that the subcontractor will agree or negotiate with the job specific Dale project manager. The SWO will have the specific project name and price listed.



DALE CORP PRE-QUALIFICATION

SECTION 1: GENERAL INFORMATION

W9 (upload or attach with email)



Company Information

Company Name	
Address	
Business Phone	
Business Fax	
FEIN	
Formation Date	
State of Formation	

Company Officers, Owners, Partners, Members, and/or Major Shareholders

Name	Title	Years in Position	Total yrs of exp.	Authorized Signor (Y/N)

Contact Information (please provide contact persons for the following areas)

	Title	Name	Email
Executive			
Safety & Health			
Accounting			
Estimating			

Employee History

	Main Office	Field Supervisory	Trades People	Other	Total
Current # of Employees					
Three (3) Year Avg # of Employees					

Have you worked with Dale Corp in the last five (5) years? (Y/N)

Other / Previous names operated under

Any additional information about your company that you wish to share (i.e. complicated JV structure, add'l officers, etc.)

SECTION 2: PROJECT EXPERIENCE

Largest Contracts

	Largest Current Contract	Largest Contract in Last (3) Years
Project Type		
Project Name		
Owner		
Scope Description		
Subcontract Value		
Bonded (Yes/No)		
Completion Date		

What is your project backlog as of the date of this submission?

What is your project backlog as of your last financial statement?

What was your project backlog as of 12 months ago?

What is your largest incomplete backlog? (Please provide year)

Typical Contract Range

Minimum	Maximum

Types of Projects (please check all applicable sectors)

New Construction

Rehab

Design/Build

Subsidized/Government

Single-Family

Multi-Family

Senior Housing

Hotel

Apartments

Student Housing

University

Core/Shell

Gym/Sports Center

Labs

Interior Fit-Out

Warehouse

Other:



SECTION 3: BIDDING INFORMATION

Labor Type

Union

Non-Union

Prevailing Wages

Supply Only

Certifications (upload latest of any checked certification)

Women's Business Enterprise

Veteran-Owned Small Business

Minority Business Enterprise

8a Business Enterprise

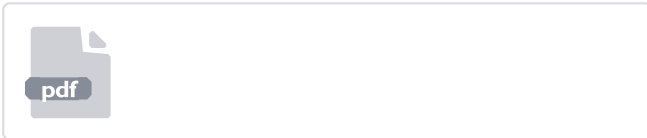
Native American Business

Historically Underutilized Business

Small Business Enterprise

Disadvantaged Business Enterprise

Certification[s] (upload or attach with email)



Provide all phase codes which your company performs per Dale Corp's phase code database (this will be the codes used for solicitation in PROCORE)

Phase Code / Description	Phase Code / Description	Phase Code / Description

Other:

License Information

State / Locality	License Number	Classification

Labor Agreements

Trade	National Agreement	Local Agreement	Expires

LEED Accreditation Experience (check all applicable)

- N/A
- Certified
- Silver
- Gold
- Platinum

How many LEED Accredited projects have you completed?

How many staff personnel are LEED Accredited Professionals (AP)?

SECTION 4: SAFETY PROGRAM

Current Experience Modification Rate (EMR)

Provide Workers Compensation EMR for the previous three (3) calendar years.

	Last Year	Two Years Ago	Three Years Ago
Year			
EMR			

Does your company have an alcohol/illegal substance testing policy for the following situations? (check each applicable)

Pre-Employment Testing

Random Testing

Post-Accident Testing

Other:

Does your company employ a full-time representative whose primary responsibility is to oversee Safety, Health & Environment? (Y/N)

How often are field inspections/audits for safety conducted?

Daily

Monthly

Weekly

Other:

Does your company have a written Safety & Health Program? (Y/N)

Does your company have a written Pandemic Program adherent to local, state, and/or federal requirements? (Y/N)

Have your company's job-site supervisors completed a minimum of 30-hour Construction Safety Course? (Y/N)

Do your company's job-site supervisors maintain a current First Aid/CPR Training? (Y/N)

Does your company conduct regular safety meetings? (Y/N)

Who conducts pre-project hazard analysis and creates the Site-Specific Safety Program?

Name	Title

How does your company communicate the Site-Specific program to employees and other Contractors on the site?

How does your company enforce compliance to the Site-Specific Safety Program?

Please provide data for the previous three (3) calendar years

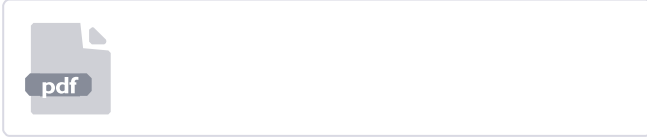
	Last Year	Two Years Ago	Three Years Ago
Year			
# of OSHA Recordable Injury Cases			
OSHA Recordable Incident Rate			
# of Lost Time Accidents / Illnesses			
Total Missed Workdays due to injury			
Total Employes Hours Worked			
Number of Fatalities			

Please list number of OSHA Non-Compliance Citations received in the previous three (3) years

	Last Year	Two Years Ago	Three Years Ago
Year			
# of Serious Citations			
# of Repeat Citations			
# of Willful Citations			

SECTION 5: INSURANCE / BONDING

Blanket COI (upload or attach with email)



Is your company capable of providing a payment and performance bond equal to 100% of the contract amount? (Y/N)

Has your company had any performance or payment bond claims in the past 5 years? (Y/N)

Do you have any previous disputes or Claims with Owners on bonded projects? (Y/N)

Has your company ever had a bond request denied or granted with conditions considered unacceptable? (Y/N)

Has your company ever had a bond credit terminated? (Y/N)

Date of last Bond

SECTION 6: LEGAL

Has your business license been revoked at any time in the past five (5) years? (Y/N)

Have any of the owners, officers, or major stockholders of your company ever been indicted or convicted of any felony or other criminal conduct? (Y/N)

Are there any pending claims, litigation, administrative or criminal actions, arbitration, or other dispute resolution proceedings by or against your company and/or officers? (Y/N)

Has a Project Owner, General Contractor, Construction Manager, other subcontractor, or Architect filed a claim in court, arbitration, or any other legal dispute resolution or administrative forum within the past five (5) years, including any current actions, against your company? (Y/N)

Within the past five (5) years, has your company filed a claim in court, arbitration, or any other legal dispute resolution or administrative forum, including any current actions, against a Project Owner, General Contractor, Construction Manager, other subcontractor, or Architect? (Y/N)

In addition to any other form of legal action previously filed by or against your company, does your company have any current lien claims in the form of a mechanics lien or materialmen's lien against any Project Owner, Surety, Lender, General Contractor, or Construction Manager? (Y/N)

Has your company or any of its principals ever petitioned for bankruptcy, failed in business, defaulted, or been terminated on a contract awarded to you? (Y/N)

Are there any actions, legal or otherwise, by or against your company, or any other elements of your company, which would disqualify you from bidding or performing work on a public project? (Y/N)

Has your company received any citation(s) for, notice(s) of, or otherwise been alleged to have committed any labor law violations? (Y/N)

Has your company received any citation(s) for, notice(s) of, or otherwise been alleged or asserted to have committed any affirmative action violations? (Y/N)

Has your company received any citation(s) for, notice(s) of, or otherwise been alleged or asserted to have breached or violated any prevailing wage requirements? (Y/N)

Has your company been required to accept payment in the form of a joint party check to you and any third party? (Y/N)

Has your company been assessed liquidated damages or actual damages for untimely performance of your work on a project by any party able to impose such discipline? (Y/N)

Has your company ever failed to complete a project? (Y/N)

Does your company have any uncollected judgments against it? (Y/N)

Has your company or any owners, officers, or major stockholders ever been suspended, debarred or otherwise precluded from pursuing public work or ever been found to be non-responsive by a public agency? (Y/N)

Are there any other issues not addressed in the above questions which are relevant and should be addressed in evaluation of your company's qualification for either public or private projects?

SECTION 7: REFERENCES

	Company	Telephone	Contact Person	Title	Email
Reference #1					
Reference #2					
Reference #3					

SECTION 8: ACKNOWLEDGEMENT

I understand and agree that the information requested herein is subject to change, and that I am expected to supplement any information provided herein in the event of any change. I further understand that nothing in the Pre-Qualification Form represents a guarantee or promise of an award of any present or future projects to your company by Dale Corp, but it is intended to serve as a resource to Dale Corp in evaluating your company's potential fit on any such project.

As an officer of the company, I certify that the information in this Pre-Qualification Form is correct and complete as of the date of the submission of the Pre-Qualification Form. I further certify that I have reviewed all documents provided, including the Master Subcontract Agreement and Insurance Requirements.

Signature

Name

Date