Davenport Brothers

Building places, partnerships, and poss across the Midwest.

CONTRACTOR QUALIFICATION STATEMENT

Independent Davenport Brothers form - not an AIA document

Purpose

This form gives Davenport Brothers general information about a contractor, subcontractor, or supplier.
Complete the sections that apply. Attach supporting documents where requested. Information may be updated annually.
Use a separate confidentiality agreement before submitting information that requires confidential treatment.

1. SUBMISSION INFORMATION

Submitted by (full legal name)

Submitted to

Date submitted | **Prepared by / title**

Type of work typically performed

Statement includes (check all that apply)

- ☐ General company information
- ☐ Financial and performance information
- ☐ Project-specific information
- ☐ Past project experience
- ☐ Safety and insurance information
- ☐ Other attachments

2. PRIMARY CONTACT

Name

Title | **Email**

Phone | **Mobile**

Mailing address

3. ORGANIZATION

Full legal name

DBA / trade name

Prior names used

Headquarters address

Website **Main phone**

Legal structure ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole proprietorship ☐ Other

State of organization **Year organized**

Years under current name **Federal Tax ID (optional)**

Ownership / affiliated entities / parent company (if applicable)

4. OFFICES AND SERVICE AREA

Office locations and geographic markets served

States where licensed or authorized to perform work; include license numbers if applicable

5. SERVICES AND CAPACITY

Primary services / trades / scopes performed

Work normally self-performed

Typical percentage self-performed

Largest completed contract value

Average annual construction volume

Current backlog

Preferred maximum single-project value

6. STAFFING

Office employees

Field employees

Union / merit shop / other

Primary labor sources

Key personnel

Name	Title / role	Years with firm	Relevant experience

7. FINANCIAL INFORMATION

Provide only information appropriate for the intended recipient. Sensitive attachments may be submitted separately.

Primary bank

Bank contact / phone

Credit rating agency / rating (if used)

Annual revenue / construction volume

Year 1	Amount	Year 2	Amount	Year 3	Amount

Financial statement availability

☐ Audited ☐ Reviewed ☐ Compiled ☐ Internally prepared ☐ None

8. BONDING

Surety company

Bonding agent / contact

Single-project bonding limit

Aggregate bonding limit

Current bonded backlog

Bond rate (optional)

9. INSURANCE

Insurance agent / contact

General liability limits

Automobile liability limits

Workers compensation limits

Umbrella / excess limits

10. SAFETY PROGRAM

☐ Written safety program: Yes ☐ No ☐ Drug-free workplace program

Safety director / contact

Current EMR **Prior year EMR** **Two years prior EMR**

OSHA recordable / lost-time summary for the last three completed calendar years

Safety training, certifications, and specialized programs

11. PERFORMANCE, DISPUTES, AND DISCIPLINARY HISTORY

Has the organization failed to complete or been terminated from a contract? ☐ Yes ☐ No

Has the organization filed bankruptcy or undergone formal reorganization? ☐ Yes ☐ No

Are material claims, litigation, arbitration, or administrative proceedings pending? ☐ Yes ☐ No

Has a license, registration, or certification been suspended, revoked, or disciplined? ☐ Yes ☐ No

If yes to any item, identify the matter, status, date, jurisdiction, and resolution or expected outcome.

12. CURRENT WORK IN PROGRESS

List major current projects. Attach a separate WIP schedule if needed.

Project / location	Client / CM	Contract value	% complete	Scheduled completion

13. PROJECT-SPECIFIC INFORMATION (OPTIONAL)

Project name / location

Applicable license(s)

Performing office

Proposed key personnel and responsibilities

Proposed subcontractors / major suppliers

Work proposed to be self-performed

14. REPRESENTATIVE PROJECTS

Provide four representative projects. Attach additional sheets using the same categories if necessary.

PROJECT 1

Project / location		**Project type**			
Owner / client		**Architect / engineer**			
Delivery method		**Contract value**		**Completion date**	
Reference / phone / email					

PROJECT 2

Project / location		**Project type**			
Owner / client		**Architect / engineer**			
Delivery method		**Contract value**		**Completion date**	
Reference / phone / email					

PROJECT 3

Project / location		**Project type**			
Owner / client		**Architect / engineer**			
Delivery method		**Contract value**		**Completion date**	
Reference / phone / email					

PROJECT 4

Project / location		**Project type**			
Owner / client		**Architect / engineer**			
Delivery method		**Contract value**		**Completion date**	
Reference / phone / email					

REFERENCES, ATTACHMENTS, AND CERTIFICATION

15. REFERENCES

Organization	Contact person	Relationship	Phone	Email

16. ATTACHMENTS

- ☐ Organization chart
- ☐ Work-in-progress schedule
- ☐ Certificate of insurance
- ☐ Licenses / certifications
- ☐ Financial statement
- ☐ Surety letter
- ☐ Safety program / EMR letter
- ☐ Additional project sheets

17. CERTIFICATION

The undersigned certifies that the information submitted in this Contractor Qualification Statement and its attachments is true and complete to the best of the undersigned's knowledge. The undersigned is authorized to submit this statement on behalf of the organization. Davenport Brothers may request clarification, verify references, and require updated information before considering the organization for work.

Authorized representative

Title **Date**

Electronic signature / typed name

☐ I certify and agree

Davenport Brothers internal review

Reviewed by: Date: Status: