

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



Henderson, Inc. is a Class A bonded contractor offering over 50 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.



*"I found the Henderson group professional and attentive with a good command of scheduling, sub trades and excellent communications with all. The project was completed on time and within budget."*

~ Martin Emmer, Project Manager – Construction and Development, Prime Retail, LP



*"Henderson, Inc. put together the "A" team of contractors and employees to insure the Griffon was completed in record time, safely, met within our budget, and the quality of the project met our expectations."*

~ Larry Giles, P.E., Vice President Engineering and Maintenance, Busch Gardens Europe

Thank you for your interest in our company.

Henderson, Inc. prides itself on successful relationships with our subcontractors. Our subcontractors are not only committed to quality but 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. We ask our subcontractors to also participate in weekly coordination meetings so that all of these goals can be achieved.

Thank you,  
Henderson, Inc.

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*relationships • integrity • our people • quality • leadership*

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## PREQUALIFICATION QUESTIONNAIRE

Henderson, Inc.

**Preferred method of return: [prequal@hendersoninc.com](mailto:prequal@hendersoninc.com)**

Attn: Subcontractor Prequalification's  
 P.O. Box BM  
 Williamsburg, VA 23187

All subcontractors are required to complete this questionnaire. The contents of this questionnaire will be considered confidential and used solely to determine your firm's qualifications. Please direct any questions, and return this completed form to: [prequal@hendersoninc.com](mailto:prequal@hendersoninc.com). In addition please see our website for other Henderson, Inc. reference documents. Visit - <http://hendersoninc.com/subcontractors>.

**The items listed below are required documents to be returned with a pre-qualification package, although not limited by special projects that may require more. If we do not receive all of these items (A-F) Henderson, Inc. may not qualify you for potential work.**

Return Attachment	Description
Pgs 1-5	Prequalification Questionnaire
<b>A</b>	Work Experience – Projects in Progress, see section <b>2.1</b>
<b>B</b>	Work Experience – Projects Completed in the most recent 3 years, see section <b>2.1</b>
<b>C</b>	Financial Information – See form, attached section <b>2.2</b>
<b>D</b>	Blanket Certificate of Insurance per sample form, attached section <b>3.1</b>
<b>E</b>	W-9, attached section – See form, attached section <b>1.3</b>
<b>F</b>	Safety Information sheets per form, attached section <b>3.1</b>

### 1.1 Subcontractor to Fill Out – Type of Package

<input type="checkbox"/> New Subcontractor  <input type="checkbox"/> Pkg. Update  <input type="checkbox"/> Bidding  <input type="checkbox"/> Contract  Job Specific _____  Henderson Contact _____	Submission Date: _____  Requested By: <input type="checkbox"/> Subcontractor <input type="checkbox"/> Henderson Inc.
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Version PQ.4 dated 3-2012

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**1.2 General Information**

Business Name	
Street Address	
Mailing Address	
City, State, Zip Code	
Telephone #	
Fax #	
Email Address	
Website	
Contact	

**1.3 Organization**

This firm is a: ( ) C Corporation ( ) S Corporation ( ) Partnership ( ) Sole Proprietor ( ) LLC		
Federal Employer Identification	#	
Contractor's License	#	
Names of Officers, Managers or Principals	Title	Years in Position
Are you a qualified minority business?	Yes / No	
If so, Provide Certification #:	#	
Please provide the Company Tax ID (W-9). (Attachment E)		

**1.4 Contractor Profile**

Current Number of Office Employees	
Current Number of Field Employees	
Does your Firm Operate as a Union Shop?	
Does your Firm Perform Federal Work?	
Eligible for Federal Land Access?	

**1.5 Work Classification**

Please list the dollar value you are qualifying for:		
<input type="checkbox"/> \$0 - \$50,000	<input type="checkbox"/> \$50,000 - \$100,000	<input type="checkbox"/> \$100,000 - \$200,000
<input type="checkbox"/> \$200,000 - \$500,000	<input type="checkbox"/> \$500,000 - \$1,000,000	<input type="checkbox"/> \$1,000,000 +
Please list the geographic areas you prefer to work in: <input type="checkbox"/> Peninsula <input type="checkbox"/> Southside		
<input type="checkbox"/> Richmond	<input type="checkbox"/> Northern VA	<input type="checkbox"/> Northern Neck <input type="checkbox"/> Virginia <input type="checkbox"/> East Coast

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**1.5 Work Classification** - Please check the scope(s) you are qualifying to perform:

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

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**1.6 Business Classification**

<b>Please check the following that apply:</b>	Small Business	
	SBA Certified 8(a)	
	SWaM	
	HUBZone	
	Minority Owned	
	Women Owned	
	Women Owned Small Business	
	Economically Disadvantaged Woman Owned	
	Veteran Owned	
	Service Disabled Veteran Owned	
	Alaska Native Corporation	

**2.1 Work Experience**

<p>Please attach a list of the major projects your firm currently has <b>in progress</b> showing the project name, location, owner, architect / engineer, general contractor, contract amount, percent complete and scheduled completion date, and contact person          (Attachment A)</p>
<p>Please attach a list of the major projects your firm <b>has completed in the last (3) years</b> showing the project name, location, owner, architect / engineer, general contractor, contract amount and completion date, and contact person.          (Attachment B)</p>

**2.2 Financial Information**

<p>Please attach you firm's current and prior year balance sheet and income statements, for the entity that will be signing the subcontract.          (Attachment C)</p>
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Note: The financial information requested is used by our CFO and Vice President as a necessary risk management tool in this current economic climate. These documents are kept confidential and are shredded upon executive review. The refusal of said documents will hinder our ability to make the most informed decision as to our risk when entering into contracts. This may result in lower contract value approvals, joint check agreements, disclosure forms, bonds, personal guarantees, etc. We are confident that in the long run this will help to protect the client, general contractor, subcontractor and supplier. Thank you.

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**2.3 References**

<b>Bank Reference</b>	Company	
	Contact	
	Telephone	
<b>Bonding Reference</b>	Company	
	Contact	
	Telephone	
Bonding Capacity \$ per project		
Bonding Capacity \$ aggregate		
<b>Vendor Credit Reference</b>	Company	
Recently or Most Used	Contact	
	Email	
	Telephone	
	Fax	
<b>Vendor Credit Reference</b>	Company	
Recently or Most Used	Contact	
	Email	
	Telephone	
	Fax	
<b>Vendor Credit Reference</b>	Company	
Recently or Most Used	Contact	
	Email	
	Telephone	
	Fax	

**3.1 Safety, Health, and Environmental**

Attach a blanket certificate of insurance provided by your insurance carrier to determine ability to meet insurance requirements (requirements attached) **(Attachment D)**  
 Return attached safety information sheets (pages 1 & 2) **(Attachment F)**

**3.2 Additional Information**-attach additional pages if needed

**Subcontractor Representative Prequalification Questionnaire was completed by:**

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUBCONTRACTORS: PLEASE REVIEW THE FOLLOWING PAGES FOR FURTHER UNDERSTANDING OF DOING BUSINESS WITH HENDERSON, INC. WE LOOK FORWARD TO THE OPPORTUNITY OF POTENTIALLY WORKING WITH YOU.**

**SUBCONTRACTOR INSURANCE REQUIREMENTS**

Reference for use in Attachment D

Page 1 of 1

The following are required insurance coverage's, limits, terms & conditions for all Henderson, Inc. subcontractors.

**(a) Commercial General Liability**

Coverage	Minimum Limits
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000

**NOTE: Policy must include Henderson, Inc. as an additional insured.**

**(b) Business Automobile Liability**

Coverage	Minimum Limits
Bodily Injury & Property Damage	\$1,000,000
Combined Single Limit	

**NOTE: This policy shall include all Owned, Hired & Non-Owned Autos.**

**(c) Workers' Compensation & Employers Liability**

Coverage	Minimum Limits
Workers' Compensation	Statutory Limits
Employers' Liability	
Each Accident	\$ 100,000
Disease/Each Employee	\$ 100,000
Disease Policy Limit	\$ 500,000

**(d) Umbrella/Excess Liability**

Coverage	Minimum Limits
Bodily Injury & Property Damage	
Combined Single Limit	\$1,000,000
Aggregate	\$1,000,000

**NOTE: Policy must include Henderson, Inc. as an additional insured.**

**NOTE: Owner additional insurance may also be required on a job specific basis.**

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BEYOND THE BUILDING

## HENDERSON, INC. SUBCONTRACTOR SAFETY

Attachment F - Page 1 of 2

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Does this company have a written safety program?

Yes / No

Does this company have a drug testing policy?

Yes / No

Have there been any employee deaths in the past 5 years

Yes / No

(If yes please explain, attach 2<sup>nd</sup> sheet if required) \_\_\_\_\_

Experience Modification Rate for the past 5 years:

\_\_\_\_\_

Incident Rate for the past 5 years: Incident Rate=  $\frac{(200,000 \times \text{number of OSHA Recordables})}{\text{Total Man-hours Worked}}$

\_\_\_\_\_

Severity Rate for the past 5 years: Severity Rate=  $\frac{(200,000 \times \text{Total Lost Work Days})}{\text{Total Man-hours Worked}}$

\_\_\_\_\_

OSHA Violations in the past 5 years: (attach 2<sup>nd</sup> sheet if required):

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

Who is your companies contact for safety related issues?

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Be advised that some projects may require additional requirements for safety, such as specific types of training (including OSHA 10 and/or 30 Hour Awareness), or other training or qualifications. While we will do our best to bring any such requirements to your attention during the pre-bid, potential subcontractors should always read the job specifications to determine if any such requirements exist and bid accordingly.

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## HENDERSON, INC. SUBCONTRACTOR SAFETY

Attachment F - Page 2 of 2

Henderson Inc. recognizes the value of safety on all of our projects. As such, this document is intended to convey our expectations concerning safety on our projects.

- All subcontractors are required to have a written Safety Program on file with Henderson, Inc. or agree to Henderson, Inc.'s *minimum* safety standards listed below.
- All personnel working on any Henderson Inc. job are required to wear hard hats and safety glasses while working. This stands for all phases of construction. Personnel without hard hats or safety glasses will not be allowed to work.
- Henderson Inc. holds weekly toolbox safety meetings. All personnel on site are invited to attend. Subcontractors who hold their own safety meetings should provide a copy of the minutes to the Site Super.
- The subcontractor is responsible for supplying any personal protective equipment that may be required.
- Subcontractors must keep their work areas clean, and must clean up after themselves. Housekeeping is critical to maintaining a safe work site. Henderson Inc. will perform at least weekly safety inspections of the entire site.
- Subcontractors are invited to join. Any problems found during these walkthroughs will be addressed immediately.
- In the eventuality of a VOSH or OSHA inspection, Henderson Inc. expects all subs to be fully co-operative with the inspector and the inspection process.
- All Henderson Inc. job sites are Drug-Free Workplaces. Anyone found to be using drugs or alcohol in violation of this will be removed from the site. Anyone suspected of drug or alcohol use will be asked to leave.
- All personnel are to wear long pants and shirts that cover at least the shoulders while on the project. Proper footwear is also required (sturdy work boots or other appropriate footwear). Tennis shoes are not usually considered to be appropriate and will be allowed for certain roofing applications only. Such applications will be determined by the project superintendent.
- All applicable State and Federal safety regulations will be upheld by all personnel.
- Subcontractor is responsible for any/all Miss Utility marking for their scope of work.

I, as the representative for the subcontractor, agree and comply with the above Henderson, Inc. safety requirements

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Version SA.3 dated 3-2012

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