



Dear

Tri-North Builders has implemented a prequalification process that helps us ensure we have the right team working on every project. As such, we require that all subcontractors be prequalified annually in order to be eligible to bid and contract with us. We are in the process of conducting our annual review and need you to provide us with the all of the necessary information described herein. Please complete the questionnaire below, attach all requested supporting documents, and return this package to us by . We will review your submittal promptly and let you know if your

company has been added  
to our bid list.

All information is kept confidential and used solely for our prequalification purposes.

Please attach the following documents to this submittal. A failure to submit all requested documents without explanation may result in your firm not being added to our bid lists.

- ☐ Most recent year-end financial statement
- ☐ Current Work in Progress (WIP)
- ☐ Most recent interim Financial Statement if year end is more than 4 months old.
- ☐ Explanation Regarding Current Legal Action (Question 2)
- ☐ Explanation Regarding OSHA Violations (Question 4)
- ☐ Letter from your bank confirming line of credit (Question 7)
- ☐ Letter from your bonding company confirming capacity (Question 6)
- ☐ Current Certificate of Insurance

**NOTE:** Tri-North has specific insurance requirements for subcontractors. A copy of those requirements is attached hereto for reference.

- ☐ Any comments to Tri-North's standard subcontract

**NOTE:** Any successful bidders on a Tri-North project are expected to execute Tri-North's standard subcontract. A copy of this subcontract is attached hereto for reference. If your firm has any concerns regarding that document, they must be identified here. A failure to identify concerns with this submittal shall be deemed an acceptance of Tri-North's subcontract if a project is awarded to your firm.

Optional Additional Documents:

- ☐ Brochure and/or Letters of Recommendation
- ☐ Resumes of Owners / Key Employees

We appreciate your interest in working with Tri-North Builders. If you have any questions regarding the forms or the prequalification process, please feel free to contact us.

Thank you for your participation in this process.

Sincerely,

Tom Thayer  
President & CEO

TNB-1110 © 4/2013

P.O. Box 259568  
Madison, WI 53725-9568

2625 Research Park Dr.  
Fitchburg, WI 53711-4908

608.271.8717 phone  
608.271.3354 fax

[www.tri-north.com](http://www.tri-north.com)



# Subcontractor PreQualification Questionnaire



Name of Firm:	
Previous Firm Name:	
Contact Name:	
E-mail Address:	
Firm Address:	
Phone:	Fax:
Website:	
Type of Organization:	State of Inc.
Tax ID:	Year Formed:
State License Number(s) (list all applicable or attach):	
Classification: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/> Other(please specify)	
Is your firm union? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Full-Time Employees: _____ Current _____ Average	
Contracting Specialty:	
Cities / States / Provinces you work in:	

# Subcontractor PreQualification Questionnaire



List the corporate officers, partners, or proprietors of your firm:

Legal Name	Position	Percent Owned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Has your firm or any of its principals ever petitioned for bankruptcy? \_\_\_\_ Yes \_\_\_\_ No
2. Is your firm currently involved in any legal actions? \_\_\_\_ Yes \_\_\_\_ No  
If so, please attach an explanation
3. Has your company ever failed to complete a project? \_\_\_\_ Yes \_\_\_\_ No  
If so, please attach an explanation
4. Has your firm had any OSHA Violations in the last five years? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please attach an explanation
5. What is your current Worker's Compensation Mod?
6. What is your current bonding capacity, if any?  
Attach a letter from your bonding company confirming bonding capacity.
7. What is your current bank line of credit, if any?  
Attach a letter from your bank confirming line of credit.

# Subcontractor PreQualification Questionnaire

8. What percentage of your firm's work is normally subcontracted?

9. List three contractors that you do business with:

Name

Telephone

Contact

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. List three of your major suppliers:

Name

Telephone

Contact

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. List three examples of recent projects completed:

1. Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Owner: \_\_\_\_\_

Total Project Size: \_\_\_\_\_

Your Scope of Work: \_\_\_\_\_

Your Contract Amount: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_

# Subcontractor PreQualification Questionnaire



2. Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Project Owner: \_\_\_\_\_  
Total Project Size: \_\_\_\_\_  
Your Scope of Work: \_\_\_\_\_  
Your Contract Amount: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
\_\_\_\_\_

3. Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Project Owner: \_\_\_\_\_  
Total Project Size: \_\_\_\_\_  
Your Scope of Work: \_\_\_\_\_  
Your Contract Amount: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
\_\_\_\_\_

## 12. List three references:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

# Subcontractor PreQualification Questionnaire



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

Company: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Company: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## EXHIBIT A -- INSURANCE REQUIREMENTS

SUBCONTRACT #:

This Exhibit A is intended to supplement the requirements of Section 13 of the Subcontract. Please review both documents to ensure full compliance with all insurance requirements.

NO PAYMENTS WILL BE MADE TO SUBCONTRACTOR UNTIL TRI-NORTH RECEIVES, AT ITS CORPORATE HEADQUARTERS, THE FOLLOWING INSURANCE DOCUMENTS:

**1. Certificate of Insurance (including applicable endorsements) evidencing coverages required herein.**

-Must state project name and location:

-Certificate holder must read:  
Tri-North Builders, Inc.  
PO Box 259568  
Madison, WI 53725

**2. The attached *Subcontractor Insurance Coverage Checklist* which MUST be completed by your insurance agent and returned with your Certificate of Insurance.**

### **COVERAGE REQUIREMENTS**

Subcontractor shall purchase from and maintain in an insurance company or companies rated A or better by A.M. Best and lawfully authorized to do business in the jurisdiction in which the Project is located, the following insurance coverages:

**1. Workers Compensation and Employers Liability** (if exempt, please submit explanation and reference this project)

a. Workers' Compensation - Statutory Limits

b. Employer's Liability: \$1,000,000 Each Accident  
\$1,000,000 Each Employee  
\$1,000,000 Policy Limit

**2. General Liability:** \$2,000,000 Each Occurrence  
\$ 100,000 Fire Damage (any one fire)  
\$ 5,000 Medical Expense  
\$1,000,000 Personal/Advertising Injury  
\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate

-General Aggregate PER PROJECT endorsement is required  
-Products/Completed Operations Coverage must be maintained for a period of three (3) years after completion of the project.  
-You must disclose the amount of your self-insured retention or deductible amounts

**3. Automobile Liability:** \$1,000,000 Each Occurrence

**4. Umbrella** \$2,000,000 Each Occurrence  
\$2,000,000 Aggregate

PO Box 259568, Madison, WI 53725-9568 | 2625 Research Park Drive, Fitchburg, WI 53711-4908 | 608.271.8717 phone | 608.271.3354 fax



# Subcontractor PreQualification Questionnaire



## **ADDITIONAL REQUIREMENTS(Also Reference Section 13 of the Subcontract)**

- A. Additional Insured:** Contractor (Tri-North Builders, Inc.), , and any other party required under the Prime Contract must be named as additional insureds, on a primary and non-contributory basis, on all liability policies and endorsements thereto for both ongoing and completed operations.
- B. Waiver of Subrogation:** Subcontractor shall ensure that general liability, excess (umbrella) liability policies and workers' compensation policies be endorsed waiving the rights of subrogation against Contractor and Owner.
- C. Professional Liability:** If Subcontractor is providing professional services, including, but not limited to, design services, Subcontractor shall provide professional liability coverage in accordance with the requirements of Section 13(e) of the Subcontract.
- D. Notice of Cancellation:** Certificate(s) and policies shall contain a provision that coverages afforded under the policies will not be cancelled or allowed to expire until at least 30 days' prior written notice has been given to the Owner as evidenced by a signed return receipt of United States mail. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted upon each renewal or replacement of such coverage until the expiration of the time required herein. Failure to do so will result in withholding of payment.
- E. Meeting Limits:** Limits may be met by a combination of primary and excess liability limits.
- F. No Liability:** Contractor assumes no responsibility for Subcontractor's liabilities in the event that the limits set above are not adequate or coverage is not properly obtained by Subcontractor.

**YOUR INSURANCE COMPANY MUST RETURN THE ATTACHED SUBCONTRACTOR INSURANCE COVERAGE CHECKLIST AND YOUR INSURANCE CERTIFICATE, WHICH SHOULD MATCH THE SAMPLE INCLUDED IN THIS PACKET. PAYMENT WILL NOT BE MADE UNTIL THESE INSURANCE DOCUMENTS ARE PROVIDED TO TRI-NORTH AND ANY GAPS IN COVERAGE ARE RESOLVED TO TRI-NORTH'S SATISFACTION.**

# Subcontractor PreQualification Questionnaire



## SUBCONTRACTOR INSURANCE COVERAGE CHECKLIST

**Subcontractor Name:**

**Subcontract #:**

This document supplements the Certificate of Insurance and must be completed and signed by the Subcontractor's insurance agent (not an employee of the Subcontractor) and returned with Subcontractor's Certificate of Insurance, Additional Insured Endorsement(s) and all other required contract documents **before any payment will be made to Subcontractor**. The purpose of this document is to confirm that the requirements contained in the Subcontract have been met by the Subcontractor.

**Does Commercial General Liability Include:**

- Occurrence Limit of \$2,000,000 (may be supplemented with umbrella)
- Aggregate Limit of \$2,000,000 (may be supplemented with umbrella)
- Per Project Aggregate
- Primary and Non-Contributory Coverage
- Waiver of Subrogation
- 30 days' Notice of Cancellation
- Completed Operations Coverage (must be maintained for 3 years)
- Additional insured includes ongoing operations
- Additional Insured includes completed operations
- Self-Insured Retention or Deductible identified

YES

NO

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Does Automobile Liability Include:**

- Limits of \$1,000,000 CSL
- Coverage for all owned, non-owned and hired vehicles
- Primary and Non-Contributory Coverage
- Waiver of Subrogation
- 30 Days' Notice of Cancellation

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Does Workers' Compensation Include:**

- Statutory Limits for Workers' Comp Coverage
- Waiver of Subrogation
- 30 days' Notice of Cancellation
- Coverage for owners/partners/proprietors

_____	_____
_____	_____
_____	_____
_____	_____

**Does Umbrella Liability Include:**

- Follow-form coverage (over GL, AL and EL), including additional insured
- Primary and Non-Contributory Coverage
- 30 days' notice of cancellation

_____	_____
_____	_____
_____	_____

**Professional Liability:**

- Is Subcontractor providing professional services?
- If yes, does coverage contain per claim and annual aggregate limits of \$1,000,000
- Is the professional liability coverage through a separate professional policy?

_____	_____
_____	_____
_____	_____

**All Lines of Coverage**

- Are there any states that are excluded through a separate policy? Please list.

_____	_____
-------	-------

**Name of Agency Completing Form:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

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

**PLEASE RETURN THIS COMPLETED FORM AND THE CERTIFICATE OF INSURANCE (INCLUDING CARRIER ENDORSEMENTS) TO:**

Tri-North Builders, Inc.  
PO Box 259568  
Madison, WI 53725  
fax (608)271-3354

# Subcontractor PreQualification Questionnaire



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/21/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Agent Address Town WI 00000-0000	<b>CONTACT</b> Name PHONE JAC No Ext 000-000-0000 FAX JAC No 000-000-0000 E-MAIL 0000.0000@agency.com PRODUCER CUSTOMER ID#														
<b>INSURED</b> ABC Construction 123 Main Street Anytown WI 00000-0000	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: XY Insurance Company</td> <td>9999</td> </tr> <tr> <td>INSURER B: EF Insurance Company</td> <td></td> </tr> <tr> <td>INSURER C: XY Insurance Company</td> <td>9999</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: XY Insurance Company	9999	INSURER B: EF Insurance Company		INSURER C: XY Insurance Company	9999	INSURER D:		INSURER E:		INSURER F:	
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INSURER C: XY Insurance Company	9999														
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**      **CERTIFICATE NUMBER:** 795191936      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	ADOL	FURN	INER	WCD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y	Y			01222222	1/1/2013	1/1/2014	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC								
A	AUTOMOBILE LIABILITY	Y				AL333333	1/1/2013	1/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS								
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	Y	Y			00000000	1/1/2013	1/1/2014	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in WI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	Y			W0111111	1/1/2013	1/1/2014	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability					00000000	1/1/2013	1/1/2014	1,000,000 1,000,000 Each Claim Aggregate

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 RE: (Project Name and Location). Tri-North Builders, Inc., Owner and any other party required under the Prime Contract are named as additional insureds under general liability for both ongoing and completed operations, and on automobile and umbrella policies on a primary and noncontributory basis. Subrogation is waived under general liability, excess (umbrella) and workers compensation coverage.

<b>CERTIFICATE HOLDER</b>  Tri-North Builders, Inc. PO Box 259568 Madison WI 53725	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

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# Subcontractor PreQualification Questionnaire



PO Box 259568, Madison, WI 53725-9568 | 2625 Research Park Drive, Fitchburg, WI 53711-4908 | 608.271.8717 phone | 608.271.3354 fax

## SUBCONTRACT

Subcontract:  
TNB Job No.:

Payment Terms: 10% RET / AFTER PYMT BY OWNER

This is an agreement, dated \_\_\_\_\_, by and between \_\_\_\_\_, hereinafter called the Subcontractor and TRI-NORTH BUILDERS INC, 2625 RESEARCH PARK DR, FITCHBURG, WI 53711, hereinafter called the Contractor.

Witnesseth, that the Subcontractor and Contractor for the considerations hereinafter named, agree as follows:

The Subcontractor agrees to furnish all material and perform all work as described below at \_\_\_\_\_ in accordance with this Agreement, the Agreement between the Owner and Contractor, and in accordance with the Terms and Conditions of the Contract, Supplementary General Conditions, the Drawings, Specifications and Addenda.

The commencement date of the Subcontractor's Work on the Project shall be \_\_\_\_\_ and the completion date for the Work shall be \_\_\_\_\_ as modified by Contractor on a go forward basis

The Subcontractor and the Contractor agree that the materials, labor and equipment to be furnished and work to be done by the Subcontractor and the compensation to be paid by the Contractor are as follows:

Item	Description	Quantity	Unit Price	Total
------	-------------	----------	------------	-------

SAMPLE

Total for Subcontract: \_\_\_\_\_

### Important Notice:

1. This Subcontract Agreement subject to acceptance by the Supplier and/or Subcontractor.
2. This Contract is subject to the additional Terms and Conditions attached hereto.
3. This Contract Price includes all applicable sales and use tax.
4. Subcontractor is also bound by Exhibit A: Insurance Requirements, attached hereto and made a part hereof.

WORK SHOULD NOT BEGIN ON SITE AND NO PAYMENTS WILL BE MADE WITHOUT CONTRACTOR'S RECEIPT, AT ITS CORPORATE HEADQUARTERS, OF THE FOLLOWING: (A) SIGNED COPY OF THIS SUBCONTRACT; AND (B) EVIDENCE OF PROPER INSURANCE. CONTACT WITH THE OWNER IS PROHIBITED AND MAY SUBJECT SUBCONTRACTOR TO BACKCHARGES.

# Subcontractor PreQualification Questionnaire

## SUBCONTRACT

Subcontract:

### TERMS AND CONDITIONS

#### 1. The Contract.

(a) The Contract consists of (i) the Agreement, including these Terms and Conditions and all exhibits or documents identified or incorporated in the Agreement, (ii) any written change orders or other written modifications to the Contract issued after the execution of the Agreement, and (iii) the Prime Contract. The foregoing may also be referred to herein as the Contract Documents. The Contract Documents do not include Subcontractor's estimate, proposal, or bid.

(b) The "Prime Contract" is the agreement between Contractor and Owner, including all the general, supplementary and special conditions, drawings, specifications and addendums, written change orders, amendments and other written modifications to the Prime Contract, and all other documents enumerated in or attached to the Prime Contract. Subcontractor, by signing this Contract, acknowledges that it has independently assured itself that the Prime Contract has been made available to it and confirms that it has had the opportunity to examine all documents comprising the Prime Contract. Contractor, in its sole discretion, may withhold any portion of the Prime Contract which contains proprietary and/or pricing information. Subcontractor shall report to Contractor, in writing, any errors, omissions or inconsistencies in the Prime Contract, including the drawings and specifications. Subcontractor shall not be entitled to any relief arising from any errors, omissions or inconsistencies in the Prime Contract to the extent it should have identified the error, omission or inconsistency prior to performing the Work.

(c) Subcontractor is bound to Contractor in the same manner and to the same extent as Contractor is bound to Owner and others under the Prime Contract with respect to the Work, unless a more stringent requirement is required under this Agreement, in which case the more stringent requirements shall control and Contractor may exercise against Subcontractor any rights that Owner may exercise against Contractor under the Prime Contract. In the event of any inconsistency among the Contract Documents, the manner of resolving such conflict shall be at Contractor's discretion.

#### 2. The Work.

(a) The Work. Subcontractor shall perform the Work in strict accordance with the Contract Documents and to the satisfaction of Contractor, Owner, and Architect. The Work includes all construction, labor, materials and services required by the Contract Documents or reasonably inferable there from and all supervision, winter conditions, heat, transportation, tools, equipment and other things necessary for the proper and timely performance of the Work. Subcontractor hereby assumes the entire responsibility and liability for all Work until completion and final acceptance of the Work by Owner. In the event of any loss, damage or destruction thereof from any cause, Subcontractor shall be liable thereof, and shall repair, rebuild and make good said loss, damage or destruction at Subcontractor's cost, except to the extent that such loss, damage or destruction is covered by insurance proceeds actually received by the applicable parties in interest under any applicable Builder's Risk policy. If Subcontractor's Work depends in any way on the proper, workmanlike or accurate performance of any work by Owner's own forces or by other subcontractors of Contractor, Subcontractor shall use all means necessary to discover any defects in the work of such other forces or subcontractors, shall report the same in writing to Contractor prior to proceeding with the relevant Work, and shall provide such other forces or subcontractors sufficient time to remedy such defects, which time will result in an extension of Subcontractor's time for performance. A failure to bring any such defect to Contractor's attention shall be a waiver of any claims Subcontractor may have for additional time or cost resulting from such defects. If the Project is designed to be LEED certified, Subcontractor's Work shall include all labor, materials, and documentation required to achieve the required level of LEED certification. By signing the Contract, Subcontractor represents that it has made such investigations as it deems necessary for Subcontractor's Work to meet any and all applicable LEED certifications for the Project.

(b) Site Investigation. By executing this Contract, Subcontractor represents and warrants that it has made a thorough examination of the Project Site, it is aware of the physical conditions of the Project Site as well as local available labor, weather, transportation, utilities, and storage conditions, and it has located and allowed for all conditions, including concealed or subsurface conditions that may be encountered in the performance of the Work. Subcontractor further represents and warrants that it has not relied upon any representations made or implied by Contractor regarding conditions at or affecting the Project Site. Subcontractor has taken all such conditions into account in arriving at the Subcontract Price. No additional compensation or extension of time shall be allowed because of physical, subsurface, concealed, abnormal, unknown, unforeseen or other conditions at or affecting the Project Site. Subcontractor is solely responsible for the location and identification of all underground utilities. Subcontractor shall contact the local "One Call" system and any non-participating utilities for the location and marking of underground utilities prior to any excavation.

(c) Sub-subcontractors. Subcontractor is responsible for the acts, omissions and performance of any portion of the Work by any sub-subcontractor, material supplier, laborer or other consultant of Subcontractor of any tier ("Sub-subcontractor.") As such, and by way of example only, the failure of a Sub-subcontractor to perform or otherwise comply with this Contract shall also constitute Subcontractor's breach of this Contract.

(d) Facilities; On-Site Representative. Subcontractor shall provide, both in the shops and at the Project, sufficient, safe and proper facilities at all times for the inspection of the Work by Owner, Architect, Contractor, inspectors, and/or the authorized representative of any of them. Subcontractor shall furnish a competent representative who is to be kept constantly on the Project Site while the Work is in progress to represent Subcontractor for the purpose of receiving notices, orders, and instructions.

(e) Quality of Materials and Progress. Upon request of Contractor, and as a condition precedent to any payment if so requested, Subcontractor shall produce evidence of the quality of materials used and proper performance of the Work in place and report the progress of the Work. If Subcontractor institutes a substitution, deviation or change in the Subcontractor's Work that is not permitted by the Contract and/or that causes expense to Contractor or other contractors or subcontractors, Subcontractor shall be liable for all costs and expenses arising from such substitution, deviation or change, including overhead and profit markups of the parties impacted by Subcontractor's action. The foregoing applies regardless of whether Subcontractor identified any substitution, deviation or change in Subcontractor's submittal, which is superseded by the plans and specifications. Contractor has the right to inspect, on site or off site, all Subcontractor materials to ensure the required materials are present in sufficient quantities for the Project. Nothing herein shall release Subcontractor of its obligations to provide materials in sufficient quantities.

(f) Design-Build Services. If the Subcontract Work includes design-build services, then Subcontractor shall coordinate its plans and specifications with those of Architect and shall advise the Contractor and Architect of any potential conflict. As requested by Contractor, Subcontractor shall provide final scope documents for review and/or approval by the Architect, which review and/or approval, as the case may be, must be obtained prior to the commencement of the applicable Work. Subcontractor hereby grants to Contractor a license and right to use and reproduce the Subcontractor's design-build plans and specifications for purposes of completing, constructing, using, maintaining, expanding and operating the Subcontractor Work or Project. Contractor has the authority to grant or assign similar licenses to the Owner, Architect and/or other design professionals. Subcontractor's design-build and specifications shall comply with the Contract, Architecture requirements and all applicable laws, codes, ordinances, permits, rules and regulations. The rights and license granted herein shall survive termination of the Subcontract. Subcontractor shall provide Contractor with copies of all partially complete and completed design-build plans and specifications upon demand and when so demanded, the tendering of such documents to Contractor shall be a condition precedent to payment.



# Subcontractor PreQualification Questionnaire

## SUBCONTRACT

### Subcontract:

(g) Schedule of Values. Within seven (7) days of signing the Contract, Subcontractor shall submit a schedule of values identifying line items and quantities of the various portions of the Work, including a separate line item for cleanup. The total of the schedule of values shall be equal to the Subcontract Price and shall include a complete and accurate sworn statement listing the name, address, telephone number, and contact person for each sub-Subcontractor, including any applicable building trade labor groups for self-performed work. No payments will be made to Subcontractor until a complete and accurate schedule of values is provided to contractor.

**3. Contract Time.** Time is of the essence with respect to the commencement, progress and completion of the Work. Subcontractor will promptly begin the Work as soon as requested by Contractor and will carry forward and complete the Work as rapidly as Contractor may judge that the progress of the Project will permit in strict accordance with the latest Contractor-approved schedules and any modifications thereof. Contractor shall have complete control of the time, sequence and order in which the various portions of the Project shall be installed and the priority of Subcontractor's Work and the work of other subcontractors and all matters representing the timely and orderly conduct of the Subcontractor's Work. Subcontractor acknowledges and understands that Subcontractor does not control the order, sequence, or timing of the various portions of the Subcontractor's Work and that Subcontractor waives any claim that the actual order, sequence or timing of the Subcontractor's Work was changed during the progress of the Project or is different than what the Subcontractor assumed or was told prior to commencement of the Subcontractor's Work. Subcontractor shall, at its own cost and expense, increase its labor or otherwise accelerate performance if directed by Contractor or required to maintain the scheduled progress of the Work or achieve Project milestones/completion dates. Subcontractor shall cooperate with Contractor and all other contractors, subcontractors, and suppliers performing work on the Project and not cause any hindrance or delay in the work of other contractors, subcontractors, or suppliers on the Project, and shall be responsible for all increased costs and/or damages arising from any such hindrance or delay. Subcontractor's sole remedy for any non-Subcontractor caused delay, suspension, or interruption of the Work shall be an extension of time to complete the Work but only for a duration of time equal to that received by Contractor from Owner under the Prime Contract. If Subcontractor intends to claim an extension of time to perform as a result of a delay, Subcontractor must give Contractor written notice within seven (7) days after the event giving rise to the claim and follow the procedures in Section 4 for securing a change order; otherwise such claim shall be deemed waived. Unless otherwise provided, Subcontractor shall not be entitled to any winter conditions costs, whether incurred within the original schedule or a modification thereof, or any other damage for delay. If the Prime Contract provides for liquidated damages or other damages for delays, and such damages are assessed by Owner against Contractor, then Subcontractor shall be liable to Contractor for those damages that may be assessed by Owner against Contractor that are attributed to or caused by Subcontractor.

**4. Changes.** Contractor may, at any time, without notice to Subcontractors' surety if any, and by written order of Contractor's authorized representative, make changes in, additions to and omissions from the Work, and Subcontractor shall promptly proceed with such change, addition, and/or omission in accordance with the Contract Documents. Contractor's field personnel do not have the authority to approve changes to the Work. Changes hereunder that reduce the scope of Work or otherwise omit certain portions thereof shall decrease the Subcontract Price accordingly. For changes initiated by the Owner, architect, or their respective representatives, the Contract price shall be adjusted only in the amount approved by Owner for the change less the amount of Contractor's markup on said work. In no event shall Contractor be liable to Subcontractor for an amount greater than the amount received by Contractor from Owner for such change, less the amount of Contractor's markup on said work, and nothing in this Contract shall be construed in any way to reach any different determination. For all other change requests, Subcontractor shall provide Contractor with written notice of its intent to claim an adjustment to the Contract prior to performing work for which it claims is a change. Failure to provide such notice shall constitute a waiver of such claims by Subcontractor. Provided such notice is given, Subcontractor is not entitled to any additional compensation for changes unless: (a) the changed work was done in accordance with a written change order signed by Contractor prior to the commencement of the changed work or in accordance with a written directive from Contractor directing Subcontractor to proceed with the item alleged to be a change and, following completion of the work contained in the directive, Contractor issues a change order; and (b) Owner approves the same with a change order under the Prime Contract. Failure to submit final pricing of an approved change within 7 days of the completion of the changed work shall constitute a waiver of such claims by Subcontractor. If there is a dispute regarding the performance or scope of the Work, or the entitlement to or the amount of any directed or requested change, or any other claim, Subcontractor shall nonetheless diligently proceed with the performance of the Work, including that portion that may be in dispute, as directed by Contractor. Subcontractor shall not negotiate directly with Owner for any additional Work or any modification thereof, and all requests for the same from Owner shall be forwarded to Contractor. In the event that the Prime Contract imposes any limitation on the material or labor rates that Contractor may charge Owner for work performed under a change order or change directive, Subcontractor agrees that the rates it may charge Contractor shall be limited in an identical manner. For approved change order work, Subcontractor's markup for overhead, profit and fee on the actual cost of materials or labor provided (including costs associated with Project management, administrative, and estimating activities and home office costs, which costs will not be separately charged) shall be limited to the lesser of (a) 10% or (b) the percentage specified in the Prime Contract. With respect to equipment used in connection with any change order work, the cost of equipment owned by Subcontractor and used on the Project will be charged at 85% of the rental rates listed in the latest edition of the Associated Equipment Distributors "green book" of nationally averaged rates and the cost of equipment rented from third parties shall be the actual rental rates, but shall in no event exceed local market rates. Subcontractor shall keep records of the actual labor, material, equipment rental, and other costs associated with any changed work performed by Subcontractor (even if the work is performed on a lump sum basis) and shall provide copies of this information to Contractor upon request. In the event Subcontractor fails to keep such records, any dispute as to the amount of the adjustment to the Contract amount shall be determined against the Subcontractor. Contractor reserves the right to audit Subcontractor's accounting, cost and all other records relating to performance, change orders, and the cost of the Work.

**5. Warranties.** Subcontractor warrants the materials and equipment used will be of good quality and new and that the Work will be performed in a good and workmanlike manner and free from defects. All Work shall also be performed and warranted as called for in the Prime Contract. Subcontractor shall guarantee the Work for the longer of the warranty time period prescribed in the Prime Contract or one (1) year after final completion of the Project and acceptance of all work by the Owner. Subcontractor shall repair and/or replace, at Contractor's sole option, any defective Work and any damages caused thereby promptly upon notice from Contractor. Said warranty period shall be extended for one year from the date of any repair or replacement of the Work within the warranty period. If, prior to the time final payment is due, Subcontractor goes out of business, becomes insolvent, unable to pay its debts as they become due or otherwise appears to be having financial difficulties, the Contractor may, at its option and for the length of the warranty period, withhold from the balance of the Subcontract Price an amount that the Contractor deems sufficient to cover the cost of correcting any defects or deficiencies in Subcontractor's Work that may arise during the warranty period. This amount, less the amounts to complete or correct the Subcontract Work shall be released to Subcontractor upon expiration of the warranty period. Notwithstanding the withholding, Subcontractor is liable for all costs and damages incurred by Contractor in excess of the withholding.

# Subcontractor PreQualification Questionnaire

## SUBCONTRACT

### Subcontract:

**6. Defaults: Corrective Action.** If Subcontractor is in default, including failing to commence, prosecute or complete the Work in accordance with the Contract, including but not limited to, supplying enough sufficiently skilled workers to maintain the applicable schedule, failing to remedy any defective Work or damages caused thereby, failing to perform any provision of this Contract, or otherwise breaching any Contract term, then Contractor, after 48 hours' notice to Subcontractor and provided Subcontractor fails within the 48 hours to cure the default to Contractor's satisfaction, as evidenced by written acceptance of Subcontractor's corrective action by Contractor's designated representative, may, without prejudice to any other remedies it may have, cure the default and/or terminate this Contract for cause and finish the Work by such means as Contractor sees fit. Contractor's determination of Subcontractor's default or defaults, made by Contractor in good faith under the belief that a default or defaults existed under the terms of the Contract shall be conclusive as to Contractor's right to proceed as set forth in this Section 6. Contractor may use the balance of the Subcontract price to cure the default, complete the Work and offset damages caused thereby. Contractor shall be entitled to a 10% markup on all costs incurred to cure the default and/or complete the Work. The liability of Subcontractor hereunder shall extend to and include the full amount of any and all sums paid, expenses and losses incurred, damages sustained and obligations assumed by Contractor in good faith under the belief that such amounts were necessary or required to remedy such failure or refusal, and/or to complete Subcontractor's Work, including, but not limited to, providing the labor, materials, equipment, supplies, and other items reasonably necessary to do so and/or awarding subcontracts and/or purchase orders to one or more third parties to complete all or a portion of the Subcontractor's Work; and to settle, discharge, or compromise any claims, demands, suits and judgments pertaining to or arising out of the Subcontractor's Work. If the cost to cure the default, complete the Work and/or offset other damages caused thereby exceeds the unpaid balance, then Subcontractor shall immediately pay the difference to Contractor. If reasonable grounds exist that Subcontractor will be in breach of the Contract and Subcontractor fails to give Contractor evidence satisfactory to Contractor that Subcontractor will be able to perform and/or otherwise fulfill its obligations under the Contract within 48 hours notice of Contractor's demand for such assurances, then failure to deliver such assurance shall constitute a default under this paragraph entitling Contractor to the remedies set forth herein.

**7. Suspension and Termination.** Contractor may suspend the Work, in whole or in part, or terminate this Contract, in whole or in part, for cause (e.g., Subcontractor is in default or other breach of the Contract and fails to cure the same within 48 hours after receiving notice from Contractor), without cause and for Contractor's convenience, or if the Prime Contract is suspended or terminated. In the event of a suspension, Subcontractor shall, upon written order, discontinue Work and proceed again at such time as directed by Contractor. In the event of termination, and provided such termination was not due to the fault of Subcontractor, then Subcontractor shall, as its sole remedy, be entitled to be paid for so much of the Work properly performed, at such price as said Work is worth in proportion to the total work to be done under this Contract, with no further compensation or damages. Notwithstanding the foregoing, Subcontractor shall not be entitled to receive any greater amount than Contractor may, on behalf of Subcontractor, recover from Owner for such termination. Upon a determination by a court of competent jurisdiction or by an arbitrator that termination of this Contract by Contractor was wrongful, then such termination will be deemed converted to a termination for convenience and Subcontractor's remedies shall be limited to those set forth in this Section 7. Upon termination by Contractor under this Section 7, Contractor may, among other things, take over the Work and any materials, equipment and tools of Subcontractor and/or Sub-subcontractors with respect to the same and Subcontractor shall (a) Cease operations as directed by Contractor; (b) Take any actions necessary, or that Contractor directs, for the protection and preservation of the Work; and (c) Except for Work directed to be performed prior to the effective date of the termination stated in the notice, terminate all existing subcontracts and material supply contracts that Contractor has not chosen to accept in accordance with this Contract. Termination of this Contract by Contractor shall not relieve Subcontractor from Subcontractor's obligations in connection with the Work performed prior to the termination nor will such termination abrogate any obligations of Subcontractor under, or rights or remedies afforded to Contractor by, this Contract or the Contract Documents including without limitation, Subcontractor's insurance and indemnity obligations.

### **8. Payments.**

(a) **Progress Payments.** In exchange for the proper and timely performance of the Work, Contractor shall pay Subcontractor the Subcontract Price. Progress payments shall be made to Subcontractor in accordance with the terms listed on the cover of this Contract less ten percent (10%) retainage, provided, however, that Contractor may delay payment to Subcontractor until Contractor receives payment from the Owner for the Work, and Subcontractor shall not be entitled to interest for any delay of payment, nor shall Subcontractor be entitled to claims under any prompt payment act or law, which Subcontractor expressly waives by signing this Contract. Contractor may deduct from any payment due or to become due Subcontractor under this Contract money owed by Subcontractor to Contractor under this or any other agreement. Contractor may withhold any payment in whole or in part under this Contract because of (i) Subcontractor's failure to comply with a term or condition of the Contract; (ii) defective Work; (iii) incomplete Work; (iv) untimely Work; (v) withholding of payments from Contractor by Owner due to an act, omission or breach of Subcontractor; (vi) actual, alleged or threatened third party claims, including, but not limited to, threatened or actual lien or bond claims, by a Sub-subcontractor; (vii) discrepancies in Subcontractor's sworn statements; or (viii) Subcontractor's failure upon demand to provide Contractor with evidence satisfactory to Contractor of Subcontractor's: (1) compliance with the insurance and bonding requirements of the Contract Documents or (2) compliance with its payment obligations under the Contract Documents, which evidence may include, if requested by Contractor, copies of any recorded lien satisfactions, lien waivers and formal withdrawal of lien notices. Contractor shall have the right to use any withheld money to cure the reason for the withholding and any damages caused thereby.

(b) **Final Payment.** Final payment shall not be due to Subcontractor until the Work is fully completed in accordance with the Contract and such time as Subcontractor has provided Contractor with (1) a final and accurate sworn statement on the form provided or approved by Contractor identifying all amounts originally owed and paid to Subcontractor and all Sub-subcontractors, as well as the alleged balances, which shall be zero or equal to the applicable portion of the final draw requested by Subcontractor and the retainage still being withheld; (2) marked-up drawings showing as-built conditions of the Work; (3) air balance (if applicable); (4) two (2) original full and final lien waivers from Subcontractor and all Sub-subcontractors on the form provided by Contractor (one each for Contractor and Owner); (5) final and official punchlist signed by an authorized representative of Contractor; (6) a final invoice with a separate invoice for change orders; (7) two (2) original warranties on a form acceptable to or provided by contractor (one each for Owner and Contractor); and (8) any other cost, change order backup or other documentation requested by Contractor or Owner. Upon complete, timely and proper performance of the Work, final approval and acceptance of the Work by Owner and Contractor, and satisfaction of all other conditions of the Contract Documents, Subcontractor is entitled to receive final payment. Final payment, less retainage, is not due until ten (10) days after the foregoing conditions are satisfied and Contractor receives payment from Owner for the Work for which final payment is sought. Retainage will not be released until ten (10) days after Contractor receives final payment, including retainage, under the Prime Contract from the Owner. Should Contractor's close-out of the entire project and receipt of final payment from Owner be delayed as a result of Subcontractor's delay or failure to submit all such project close-out documents relating to Subcontractor's Work, Subcontractor shall be responsible for any costs and expenses and damages sustained by Contractor as a result of such delay or failure. Further, Subcontractor's compliance with all other provisions of the Contract Documents is a condition precedent to Subcontractor's right to final payment. The acceptance of final payment shall

# Subcontractor PreQualification Questionnaire

## SUBCONTRACT

### Subcontract:

constitute a waiver of all Subcontractor's claims. However, final payment shall not be construed as acceptance of defective, faulty or improper Work or materials nor shall it release Subcontractor from any of its obligations under this Agreement. If attached hereto, Subcontractor is also bound by the Payment Terms Acknowledgement Form.

(c) Payment Disputes. In any dispute between Contractor and Owner with respect to the amount, classification, price, time or value of: (1) the Work, (2) any change order work performed by Subcontractor without prior written consent from the Owner and Contractor, (3) any delay in the prosecution of the Work caused by Subcontractor, or (4) any other matter whatsoever pertaining to the Work, Contractor may, in its sole discretion, compromise the same with Owner, and tender to Subcontractor the amount due Subcontractor according to that compromise which shall operate to release and discharge Contractor and Owner from all further liability to Subcontractor on that matter.

(d) Lien Waivers and Sworn Statements. As a condition precedent to payment of any payment requested by Subcontractor, Subcontractor shall provide all documents requested by Owner or Contractor with respect to such payment, releases and lien waivers from Subcontractor and its Sub-subcontractors for all Work through the date of the payment request, which shall be on the form required by Owner or Contractor, proof of compliance with any and all applicable reporting requirements, and a sworn statement (which shall be notarized) on the form provided or approved by Contractor identifying all Sub-subcontractors, the contract amounts and balances under the subcontracts with each and which Sub-subcontractors are to be paid from the funds being requested for that pay period.

(e) Payment Obligations. Subcontractor shall promptly pay (1) its Sub-subcontractors and, with respect to lower tier Sub-subcontractors, ensure that such Sub-subcontractors are paid and (2) payroll taxes and union, trust and/or pension fund dues and fringes ("Union Dues"), which obligations are not conditioned on Subcontractor's receipt of payment from Contractor. Contractor has the right, but not the obligation, to issue joint checks to Subcontractor and any Sub-subcontractor, to pay Union Dues direct and to pay directly any Sub-subcontractor. Endorsement of a joint check shall constitute a lien waiver and/or waiver of bond rights by the payee(s) of such check up to the full amount of the check. Any such payments, and any costs or expenses Contractor incurs in connection with the same, shall be deducted from the Subcontract Price along with, where applicable, a joint check fee of \$100.00; and/or (ii) a cashier's check fee of \$100.00 Subcontractor shall pay Contractor those portions of Contractor payments under this section that are more than the Subcontract Price. Contractor has the right to make direct contact with a Sub-subcontractor, union or any other person or entity regarding claims/demands of that Sub-subcontractor, union or other person or entity or to otherwise confirm Subcontractor's sworn statement.

(f) Internet Payment Provider. Contractor may, at Contractor's sole discretion, utilize an Internet payment or other web-based provider to process payment applications and collect waivers and other documents that may be required for payment and disburse payments. If Contractor utilizes such a provider, then Contractor shall supply Subcontractor with instructions and any additional requirements of either Contractor or the provider, and Subcontractor shall comply with such instructions and requirements in addition to the other conditions precedent to payment under the Contract. Subcontractor shall be responsible for payment of any fee required by such provider.

9. Liens. Subcontractor shall keep the Project Site free from liens arising out of labor, material or other things contributed to the Project by a Sub-subcontractor. Subcontractor shall deliver the Work free from all liens, claims and encumbrances. Should a lien be placed on the Project by a Sub-subcontractor, then Subcontractor shall discharge the lien of record within seven (7) days of Contractor's demand. The scope of Subcontractor's indemnity obligations in Section 12(a) includes claims and/or liens arising from Subcontractor's failure to comply with this Section. If the Prime Contract requires Contractor to waive its right to place liens on the Project Site or any part thereof, Subcontractor hereby waives its right to place liens on the Project and agrees to cause its Sub-subcontractors to waive their respective rights to place liens on the Project.

### 10. Invoicing.

(a) Only original and complete invoices will be accepted; e-mailed copies are not permitted. All invoices must be submitted to Contractor's corporate headquarters located at 2625 Research Park Drive, Fitchburg, Wisconsin, 53711, and must contain the Project description and number as set forth on the Agreement or payment will not be processed. The terms of this Agreement shall supersede any terms attached to Subcontractor's invoice, which terms shall not be applicable to this Agreement and shall not be considered to be part of Subcontractor's exceptions to the provisions of this Agreement. Approved change orders must be invoiced separately. All items required by this Contract as conditions precedent to payment must be provided with Subcontractor's invoice. Invoices that do not include the required documentation or meet all conditions precedent will not be processed and will instead be returned to Subcontractor, and Subcontractor will be required to resubmit its invoice with the appropriate documentation. Invoices that do not clearly identify sales tax also will be returned to Subcontractor for correction and resubmittal. Contractor will backcharge Subcontractor for any clerical/accounting services necessary to fully complete Subcontractor's invoice at Contractor's standard billable rate. If a complete invoice is not received by the time a payment request is submitted to the Owner, that invoice will not be processed for payment until the next payment period after Subcontractor submits its complete invoice.

(b) Time & Material invoices, including invoices for time & material change orders, must be itemized to include labor, material and work performed, and must include backup requested by Contractor, including, but not limited to, daily time cards signed by Contractor's onsite representative and material invoices.

(c) In order to receive a response to any payment status inquiry, the following procedure must be followed when contacting Contractor: (a) Subcontractor must fax (608-204-7284, Attn: Accounts Payable) or e-mail ([apsubs@tri-north.com](mailto:apsubs@tri-north.com)) the following information: (i) Subcontractor name and fax number; (ii) Invoice number and amount; (iii) Project name, location and number; and (iv) specific question. Contractor will respond to such inquiries as it is able.

11. Clean-Up. Subcontractor shall maintain that part of the Project upon which it is working clean at all times. In the event of a failure by Subcontractor to clean the Project Site after 48 hours' notice from Contractor, Contractor may conduct its own clean-up at Subcontractor's cost and expense plus a 10% markup. Subcontractor shall pay its share of waste disposal fees at common dumpster.

### 12. Indemnification.

(a) Subcontractor shall indemnify, defend and hold harmless Contractor, Owner, any other person or entity required to be indemnified by Contractor under the Prime Contract and the officers, directors, employees, agents, insurers, successors and assigns of each, from and against any and all actual, alleged or threatened claims, fines, penalties, liens, causes of actions, suits, demands, damages, liabilities, losses, costs and expenses, including, but not limited to, actual attorneys' fees (the "Claim") arising from, relating to, or incidental to the Work, but only to the extent caused in whole or in part by Subcontractor's breach of a term of the Contract Documents or a negligent or intentional act or omission of Subcontractor, a Sub-subcontractor or any person or entity for whose acts or omissions Subcontractor or Sub-subcontractor may be responsible. Subcontractor shall obtain, maintain and pay, from the beginning until the completion of the Work and acceptance of the same by Owner, policies of insurance satisfactory to Contractor covering the liabilities mentioned above.



# Subcontractor PreQualification Questionnaire

## SUBCONTRACT

### Subcontract:

(b) Contractor, in its sole discretion, reserves the right to retain, at Subcontractor's cost and expense, its own counsel to defend it, Owner and/or other indemnified parties, against a Claim covered by Section 12(a). Contractor's reservation of such election to defend with counsel of its own choice shall not limit Subcontractor's obligations under Section 12(a).

(c) In Claims against any person or entity indemnified under Section 12(a) by an employee of Subcontractor or a Sub-subcontractor, the obligations under Section 12(a) shall not be limited by a limitation on the amount or type of damages, compensation or other benefits payable by or for the Subcontractor or the Sub-subcontractor under worker's compensation, disability benefit or other employee benefit acts.

(d) All indemnification obligations under this Contract, including, but not limited to, the obligations set forth in this Section 12, shall survive the making of final payment, the termination of this Contract, and completion of Subcontractor's Work.

### 13. Insurance and Bonds.

(a) Subcontractor shall maintain, at its cost and expense, commercial general liability insurance (on an occurrence basis and including products completed/operations (which shall be maintained for a period of three (3) years after completion of the Project), XCU coverage, contractual liability, and personal injury and advertising injury), workmen's compensation insurance, and auto liability insurance and other coverage as may be required under the Contract Documents at limits specified by Contractor or in the Contract Documents including professional liability insurance, if Subcontractor is providing design-build services. Certificates of insurance specifying the job name and location shall be filed with Contractor before commencement of the Work and Contractor and Owner shall be named as an additional insureds, on a primary and non-contributory basis, on all liability policies, and endorsements thereto, for both ongoing and completed operations. No payments under this Contract shall be made to Subcontractor by Contractor unless Contractor receives copies of the Certificate of insurance and the additional insured endorsement. . Notwithstanding the requirements of the Contract Documents, Subcontractor bears the sole responsibility for ensuring its insurance meets the requirements of the Contract Documents. Contractor shall have no obligation to examine any certificate(s) received or to advise the Subcontractor in the event its insurances are not in compliance with the Contract requirements. Acceptance of certificate(s) that are not compliant with the stipulated coverages shall in no way whatsoever imply that Contractor has waived its insurance requirements.

(b) Subcontractor shall ensure that general liability, excess (umbrella) liability policies and worker's compensation policies be endorsed waiving rights of subrogation against Contractor and Owner.

(c) Contractor shall have the right at any time to require Subcontractor to furnish a bond covering the faithful performance of this Contract. Subcontractor's costs associated with obtaining such bond will be reimbursed by Contractor. If a bond is required by Contractor subsequent to the signing of this Contract, and Subcontractor is then unable to procure such bond, this Contract may, at the option of the Contractor, be terminated for Contractor's convenience.

(d) Failure to obtain or maintain such insurance in force shall constitute a material breach of this Contract, permitting Contractor to, among other things, withhold payment until proper evidence of insurance is provided and/or procure the required insurance and offset the cost of the same against any balance due or to become due to Subcontractor under this Contract. If the remaining balance is insufficient to reimburse Contractor for all cost and expense that Contractor incurs in procuring the insurance Subcontractor failed to procure, then Subcontractor shall pay the overage to Contractor immediately upon demand. Contractor reserves the right to, among other things, stop Work until proper evidence of insurance is provided.

(e) If providing professional services, Subcontractor's insurance shall include professional liability insurance with limits not less than One Million Dollars (\$1,000,000) on a claims-made basis and One Million Dollars (\$1,000,000) in the aggregate with all such coverage retroactive to the earlier of the date of this Subcontract and the commencement of Subcontractor's services in relation to the Project. The Subcontractor's Professional Liability Insurance shall provide coverage for all errors and omissions in the fulfillment of the Subcontractor's professional obligations under this Agreement.

(f) Subcontractor shall carry sufficient comprehensive insurance on its equipment, personal property (including, but not limited to, tools and, if applicable, jobsite trailer), and material on and off the Project site and en route to and from the site that will not become a part of the Work. Subcontractor agrees that Owner and Contractor shall not be responsible for any loss or damage to any equipment, personal property, or materials of Subcontractor, and Subcontractor agrees to waive any and all subrogation rights against Owner and Contractor for any such loss or damage.

### 14. Workplace Safety; Smoking; Drugs and Alcohol.

(a) Subcontractor shall perform its Work in a safe manner, shall comply with all safety measures required by applicable laws and/or in the Contract Documents, and shall abide by any additional safety measures imposed by Contractor. Subcontractor shall be solely responsible for the protection, safety, and occupational health of its employees, Sub-subcontractors, and any others exposed to Subcontractor's operations. Subcontractor will be responsible for all costs, if any, incurred by Contractor to ensure Subcontractor's compliance with Contractor's safety program, the Contract Documents, and applicable laws. Such costs may include, but are not limited to, labor and material costs to oversee Subcontractor's safety program compliance, costs to provide training and costs incurred by Contractor for attendance at meetings by Contractor's safety staff. Neither the establishment of a safety program by Contractor, nor the corrective actions taken by Contractor to ensure Subcontractor's compliance with all applicable safety requirements, shall not relieve the Subcontractor or its Sub-subcontractors of their respective safety responsibilities.

(b) Subcontractor shall immediately, verbally report to the Contractor the occurrence of any accident. Subcontractor shall submit to Contractor, within two (2) business days of the occurrence of any accident, copies of all reports arising out of any injuries to its employees or those of any firm or individual to whom it may have subcontracted work, or any property damages arising or alleged to have arisen from any act or omission of Subcontractor.

(c) While on the Project Site and while conducting activities in connection with this Contract off the Project Site, no Subcontractor employee may use, possess, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted only if it does not impair the employee's ability to perform the essential functions of this Contract effectively and safely.

(d) Smoking shall be prohibited on the Project Site unless Contractor designates a specific smoking area.

**15. Taxes; Utilities.** Subcontractor is responsible for the reporting and payment of its own taxes. Contractor agrees to provide utilities to the Project that are necessary for the proper performance of the Work; said utilities must be extended by Subcontractor at its own expense for its use.

**16. Equipment.** In the event that Subcontractor or a Sub-subcontractor, by rental, loan, or otherwise, makes use of any of Owner's or Contractor's equipment, scaffolding or other appliances, Subcontractor shall be deemed to agree, by signing this Subcontract, that, prior to such use, it will ensure that the persons using such items are properly trained and, if necessary, licensed to use such items and that it (i) accepts such items in their "as is" condition; and (ii) will use

# Subcontractor PreQualification Questionnaire

## SUBCONTRACT

### **Subcontract:**

such items at the sole risk of the person using such items. Subcontractor shall defend, hold harmless and indemnify Contractor and its officers, directors, employees, insurers, agents, successors and assigns from and against all claims, fines, penalties, damages, losses and expenses, including attorneys' fees, of every nature and of every kind arising from or incidental to Subcontractor's or its Sub-subcontractors' use thereof regardless of the cause of the claim, fine, penalty, damage or loss.

**17. Permits; Licenses.** Subcontractor represents and warrants that it is qualified/registered to do business in the state in which the Project is located, holds all licenses required to perform the Work, including municipal and state licenses, and has obtained all other necessary governmental approvals, including permits, to perform the Work. Upon Contractor's request, and as a condition precedent to any payment, Subcontractor shall furnish to Contractor a copy of Subcontractor's license for the state in which Subcontractor is performing the Work and other documents evidencing that all other necessary permits, approvals and licenses have been obtained.

**18. Laws.** Subcontractor shall strictly comply with all permits, codes, rules, regulations, laws, and ordinances, including, but not limited to, those relating to safety and the environment, taxation, worker's compensation, and employment, and those applicable to the Work for the Project ("Laws"), including those Laws of the municipality and state in which the Work is performed and the project is located, and federal Laws and including those that take effect during the Project. Subcontractor's indemnification contained in Section 12 shall apply with respect to any and all liability and damages, fines, costs and attorney's fees incurred by Contractor or Owner on account of Subcontractor's failure to comply with any such Laws.

**19. Disputes.** Any dispute arising from this Contract shall, at Contractor's option, be resolved by litigation, binding arbitration in accordance with, at Contractor's sole option, Wisconsin Statutes Chapter 788 or the Construction Industry Arbitration Rules of the American Arbitration Association then currently in effect, or the dispute resolution clause of the Prime Contract. Subcontractor does not object to and consents to the joinder and participation of any person or entity in an arbitration with, among others, Contractor and Subcontractor. Pending a final determination of a dispute or claim, including those relating to a progress payment, Subcontractor shall proceed diligently and expeditiously with the Work in accordance with the Contract Documents. Except as specifically provided elsewhere in the Contract, all Subcontractor claims shall be presented to Contractor in writing within seven (7) days of the event or condition giving rise to the claim or else such claim shall be deemed time barred. Forum and venue for any arbitration or litigation shall be Dane County, Wisconsin, and Subcontractor consents to the jurisdiction of the courts of Wisconsin. This Contract and any dispute arising under this Contract shall be governed and interpreted in accordance with the Laws of the State of Wisconsin.

**20. Attorneys Fees.** Subcontractor is responsible to Contractor for the actual attorneys' fees and costs Contractor may incur in enforcing any term or condition of this Contract, in connection with the defense or settlement of any claim or demand of Subcontractor or a Sub-subcontractor or arising from Subcontractor's breach of the Contract.

**21. Waiver of Damages.** In no event shall Contractor be liable to Subcontractor for, and Subcontractor waives claims for, any consequential or incidental damages, including but not limited to, lost profits on Work not executed, lost profits/opportunity costs and inefficiencies in the performance of the Work, arising from, relating to or incidental to the performance, coordination or suspension of the Work, the Contract, including a breach or the termination thereof, or the Project.

**22. Assignment and Severability.** This Contract, nor any monies due or to become due under this Contract, may not be assigned by Subcontractor without Contractor's prior written consent. Each subcontract with Sub-subcontractors shall provide for the contingent assignment of such subcontract to Contractor provided that the assignment is effective only after termination of the Contract and only for those subcontracts that Contractor accepts by notifying Subcontractor and the applicable Sub-subcontractor. The Contract represents the full and final agreement of the parties and supersedes all prior written and oral communication between the parties. The terms of this Contract are to be interpreted and applied to the fullest extent permitted by law (e.g., if unconditional lien waiver clause unenforceable then same is interpreted as conditional lien waiver clause, if retainage is more than permitted under applicable law then retainage is reduced to maximum amount permitted, etc.). The partial or complete invalidity of one or more provisions or portions of the Contract Documents shall not affect the validity or continuing force and effect of any other provision or portion thereof.

**23. Failure to Enforce; Non-Waiver.** No failure of Contractor at any time to enforce or require strict conformance with and performance of the terms and conditions of this Subcontract shall constitute a waiver of such terms and conditions and shall not affect or impair such terms or conditions in any way, or Contractor's right at any time to enforce such remedies for any breach of the Subcontract. The giving of a waiver by Contractor in any one instance shall not limit or waive the necessity to obtain Contractor's waiver in any future instance.

**24. Submittals.** Contractor's review of Subcontractor submittals is for general conformance with the design concept of the Project and the Contract Documents. Corrections, comments, notations, or Contractor's stamp upon submittals does not relieve Subcontractor from its obligation to comply with the Contract Documents. Approval of a submittal shall not be deemed acceptance of defective Work. Subcontractor is not entitled to a claim for additional time resulting from an alleged delay in Contractor's review of submittals unless Subcontractor's submittals expressly state a reasonable timetable within which a response is required from Contractor.

**25. Independent Contractor.** No employment, partnership, or joint venture relationship is created by this Agreement. Subcontractor is an independent contractor of Contractor and shall act at all times as an independent contractor of Contractor hereunder. Neither Subcontractor nor any one employed by or acting for or on behalf of Subcontractor shall ever be construed as an employee of Contractor and Contractor shall not be liable for employment or withholding taxes respecting Subcontractor or any employee of Subcontractor. Subcontractor shall take all steps to ensure that Subcontractor and Subcontractor's employees are treated as independent contractors to Contractor. To the extent permitted by law, Subcontractor, for anyone claiming through Subcontractor, waives any and all rights to consideration, compensation or benefits, except as expressly provided for herein. Subcontractor shall be responsible for the work, materials, acts and omissions of its employees, agents, consultants, contractors, and any other person or entity performing any portion of the Work on behalf of Subcontractor or for whose acts Subcontractor may be responsible.

**26. Labor Compliance.** Subcontractor agrees that while performing Work covered by Contractor's labor agreements, Subcontractor will also have in effect a

# Subcontractor PreQualification Questionnaire

## SUBCONTRACT

### **Subcontract:**

written labor agreement with the union which is a party to Contractor's labor agreements and that has jurisdiction in the Project area over the pertinent classification of the Work, and Subcontractor shall abide by the terms and conditions of such labor agreement. Upon Subcontractor's request, Contractor will provide a list of all pertinent labor agreements it holds that are applicable to the Project. Subcontractor shall ensure harmonious labor relations on the site and shall prevent strikes or labor disputes by its employees or other trade employees. In the event of a labor dispute, including, but not limited to, strikes, Subcontractor shall take whatever action is required in order to prevent the disruption of Work on the project site.

**27. Direct Purchases.** In the event that Owner is a tax-exempt entity and chooses to save on the imposition of sales, use or similar taxes by making certain direct purchases of materials/equipment that will be incorporated into the Project, or otherwise elects to purchase materials directly, Subcontractor will be required to provide a detailed list of all materials and equipment necessary for the Work (sorted by supplier) and their costs, with applicable sales and use taxes separately calculated. Where Owner makes such direct purchases, Subcontractor will remain responsible for coordinating the acquisition and delivery of such direct purchases so as not to delay the progress of the Work. Such responsibility includes, but is not limited to, receiving, unloading and inspecting applicable direct purchases for damage and sufficiency for use, and installing the direct purchases into the Work. Subcontractor will also approve the monthly invoice for each material or equipment supplier that furnishes the Owner with direct purchases for the Work. Should any directly-purchased material or equipment fail within the warranty period specified for it under the Contract Documents, Subcontractor shall correct, repair or replace them per the Subcontractor's warranty provided herein and will defend, indemnify, and hold Contractor harmless from any additional costs associated with such correction.

**28. Estimates.** If Subcontractor includes any estimates, budgets or allowances in a proposed Change Order, Subcontractor must clearly identify such amounts as being estimates. Any amount not clearly identified as a budget, estimate or allowance will be treated as a lump sum price. Subcontractor is responsible to notify Contractor if an estimate, budget or allowance will be exceeded prior to performing any work that will cause the budget, estimate or allowance to be exceeded. A failure to notify Contractor will be deemed a waiver of any claim Subcontractor may have with respect to any costs incurred in excess of Subcontractor's estimate, budget or allowance.

**29. Quality of Workers.** Subcontractor shall provide supervision and workers of a quality commensurate with the usual requirements of the type of Work being done. Subcontractor shall also provide a sufficient number of qualified workers to maintain the schedule and not delay Contractor or other subcontractors, trades or suppliers. If, in the opinion of Contractor, Subcontractor has not provided a sufficient number of qualified workers to maintain the schedule, Contractor may, on 48 hours' notice to Subcontractor, supplement Subcontractor's workforce and deduct the cost of such supplemental workforce from any amounts due or to become due to Subcontractor, together with all costs and expenses incurred by Contractor to provide such supplemental workforce and any costs, expenses and fees (including attorneys' fees) incurred to enforce the rights under this Section 29. In addition, if, in the opinion of Contractor, Subcontractor's supervision of workers is not of a satisfactory quality, Contractor shall so notify Subcontractor, and Subcontractor shall, within 48 hours, initiate the necessary steps to remove the disapproved personnel and replace them with personnel of qualifications acceptable to Contractor.

**30. Fluency.** If all of Subcontractor's workers are not fluent in English, then Subcontractor shall provide a superintendent who is fluent in both English and the language(s) spoken by those workers.

**31. Liability.** Notwithstanding anything to the contrary contained in the Contract, no recourse under or upon any obligation, covenant or agreement contained herein shall be had against any member, officer, employee, trustee, director, manager, shareholder or agent of Contractor under this Contract and the Contract Documents, it expressly being agreed and understood that the obligations of the Contractor hereunder are solely corporate obligations of the Contractor and that no personal liability whatsoever shall attach to or shall be incurred by such members, officers, employees, trustees, directors, managers, shareholders or agents of Contractor, or any of them, because of this Agreement or by reason of any obligation, covenant or agreement contained herein or in the Contract Documents. Subcontractor hereby waives any rights which it may have, or hereafter acquire, to assert any claim, whether in law or in equity, against any such member, officer, employee, trustee, director, manager, shareholder or agent of Contractor, and Subcontractor hereby agrees to look only to Contractor to satisfy any claim which Subcontractor may have against Contractor.

**32. Communication.** All questions and communications from Subcontractor should be directed solely to Contractor. Subcontractor and its Sub-subcontractors and employees are to take no direction from, or initiate any contact with the Owner or any of its staff, visitors, or guests. Subcontractor agrees to reimburse Contractor for all costs and expenses, including time spent by Contractor's or Owner's staff and attorneys' fees, incurred to enforce the obligations of this Section 32.

**33. Confidentiality.** All drawings, designs, specifications, performance criteria, test results, product data sheets, software, manuals, and other documentation and information, including information related to this Agreement and Subcontractor's performance under the same, shall remain the property of Contractor and/or Owner, as applicable. Copyright and other intellectual property rights in all such materials shall remain in Contractor and/or Owner at all times. Subcontractor shall hold all information and materials provided by Contractor and/or Owner ("Confidential Information") in the strictest confidence and protect it from disclosure to or use by third parties, including other subcontractors on the Project, through measures, and exercising a degree of care, that are at least as protective as those Contractor exercises in safeguarding the confidentiality of its own proprietary information and that constitute not less than a reasonable degree of care under the circumstances. Confidential Information may only be disclosed to Subcontractor's employees and agents who require access in the performance of their duties for Subcontractor and who are subject to written confidentiality obligations to Subcontractor that are not less restrictive than those set forth herein. Other than as provided in the preceding sentence, Subcontractor shall not disclose Confidential Information to any third parties without the prior written authorization of Contractor and, where applicable, Owner. Subcontractor recognizes and agrees that there is no adequate remedy at law for a breach of this Section 33, that such a breach would irreparably harm Contractor, that Contractor is entitled to equitable relief (including, without limitation, injunctive relief) with respect to any such breach or potential breach in addition to other remedies, and that Subcontractor will be

# Subcontractor PreQualification Questionnaire



## SUBCONTRACT

### Subcontract:

responsible to reimburse Contractor for any and all costs and expenses, including attorneys' fees, incurred in enforcing the terms of this Section33, which costs and expenses, along with any damages suffered by Contractor, may be deducted from the Subcontract balance.

SAMPLE

# Subcontractor PreQualification Questionnaire



## SUBCONTRACT

Subcontract: \_\_\_\_\_

By signing below, Subcontractor acknowledges that it has read and understands these Terms and Conditions and accepts the same,

\_\_\_\_\_  
TRI-NORTH BUILDERS INC

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

### CONTRACTOR'S STATE LICENSE NUMBERS:

Ala. 25154	Alaska 33359	Ariz. 14576	Ark. 002779	Calif. 917621	Colo. 10594	Conn. 0901148	Del. N/A	D.C. N/A	Fla 044718
Ga. 1418	Hawaii 29501	Idaho N/A	Ill. N/A	Ind. N/A	Iowa 097255	Kan. N/A	Ky. N/A	La. 40108	Maine N/A
Md. 08818506	Mass. N/A	Mich. N/A	Minn. N/A	Miss. 13963	Mo. 9642854	Mont. 41262	Neb. 032009397671	Nev. 0056901	
N.H. N/A	N.J. N/A	N.M. N/A	N.Y. N/A	N.C. 50104	N.D. 34165	OH N/A	Tenn. 26887	Tex N/A	Utah 1428863-5501
Vt. N/A	Va. 270548878A		Wash. TRINOBI01102		W. Va. 001836	Wis. 6439	Wyo. N/A	N Mex 359999	

Subcontractor Check ONE: ☐ Corporation ☐ Partnership/Joint Venture ☐ Sole Proprietorship

### SUBCONTRACTOR'S BUSINESS ENTERPRISE TYPE:

If your company qualifies as one or more of the business enterprise types listed below, please check the appropriate box(es) and list the certifying agencies below otherwise check N/A:

- |  |   |
|--|---|
| <input type="checkbox"/> DBE (Disadvantaged Business Enterprise) | <input type="checkbox"/> SDVE (Service Disabled Veteran Enterprise) |
| <input type="checkbox"/> MBE* (Minority Business Enterprise)     | <input type="checkbox"/> WBE (Women Business Enterprise)            |
| <input type="checkbox"/> SBE (Small Business Enterprise)         | <input type="checkbox"/> N/A (Does Not apply to your firm)          |

Certifying Agencies: \_\_\_\_\_

MBE (Minority Business Enterprise)\*:

If your company is a Minority Business Enterprise, please check the appropriate box:

- |   |  |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic        |
| <input type="checkbox"/> Aleutian Indian  | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Asian            |  |

**SUBCONTRACTOR'S LICENSING:** By executing this Subcontract, Subcontractor affirms that it holds the following license(s) applicable to the Work as required by the state in which the Project is located: ☐ License not required by the State

State of: \_\_\_\_\_ License No(s): \_\_\_\_\_ Classification: \_\_\_\_\_ Exp Date: \_\_\_\_\_

**PAYMENTS WILL NOT BE PROCESSED WITHOUT COMPLETE LICENSING INFORMATION**

### SUBCONTRACTOR'S FEDERAL EMPLOYEE IDENTIFICATION NUMBER \_\_\_\_\_

(If no EI Number, enter business owner's Social Security Number) Per IRS 3402(s), 31% of each payment is required to be withheld and remitted to the IRS if EI or Social Security Number is not provided. This withholding amount will be in addition to the Subcontract Retainage.

MIKE RITTER / LW