



December 1, 2019

Dear Vendor,

Thank you for your interest in becoming a valued member of the Brannan Companies project team. Please complete the following Statement of Qualifications and return it, along with all of the requested attachments, to our offices at your earliest convenience. The information provided in this statement will allow Brannan's Project Management teams to ensure that your company is offered opportunities to bid or work on projects that are best suited to your company's abilities. Your completed Statement of Qualifications submittal may be returned by email to [prequal@Brannan1.com](mailto:prequal@Brannan1.com) or by mail/hand delivery to our offices at 2500 E Brannan Way, Denver, CO, 80229.

Brannan Companies asks all prospective subcontractors to submit their Statement of Qualifications on an annual basis in January of each year. However, once you have completed the initial Statement, the process should be much less time consuming as you will only need to provide updates on any material changes that occurred in the previous year and might have an impact on your company's performance.

Please note that if your submittal is incomplete or is lacking any of the requested attachments, our Brannan Project Management teams may not have the necessary information to select your company to bid on appropriate projects or to award your company a subcontract without requiring your company to provide performance and payment bonds on all projects rather than just projects that exceed the value of Brannan's standard requirement for bonded projects.

Should you have any questions regarding this required Statement of Qualifications process, please feel free to contact me by phone at 303-853-5143 or by email at [CCheney@Brannan1.com](mailto:CCheney@Brannan1.com). And again, thank you for your interest in working with the Brannan Companies.

Sincerely,  
The Brannan Companies

Cheryl Cheney  
Contract Administrator



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## Statement of Qualifications

New Vendor Set-Up

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The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: **Brannan Companies**

ADDRESS: 2500 E Brannan Way, Denver, CO 80229

SUBMISSION DATE:

SUBMITTED BY:

Corporation

NAME:

Partnership

ADDRESS:

Individual

PRINCIPLE OFFICE:

Joint Venture

Other

*(if Other, please provide details in an attachment)*

PHONE:

FAX:

TYPE OF WORK (please provide details on the type of work normally performed using your own forces):

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**1. ORGANIZATION**

- 1.1 How many years has your organization been in business as a Contractor/Subcontractor?
- 1.2 How many years has your organization been in business under its present name?
  - 1.2.1 Under what other or former names has your organization operated?
- 1.3 Submit a fully completed and executed W-9 (in the format attached).

**2. LICENSING**

- 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business (holds a license or qualification), and indicate registration or license numbers, if applicable.
  
- 2.2 Is your company qualified by any agency or jurisdiction as a MBE/DBE/WBE? If yes please provide the name of the agency/jurisdiction, your certification number and the expiration date for each certification held. Attach copies of your certification letter(s).

**3. EXPERIENCE**

- 3.1 Claims and suits. (If the answer to any of the questions below is yes, please provide details in an attachment.)
  - 3.1.1 Has your organization ever failed to complete any work awarded to it?
  - 3.1.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
  - 3.1.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?
  - 3.1.4 Has your organization been assessed liquidated damages on any construction contract in the past five years? If yes, provide an attachment with a detailed explanation.

3.2 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please provide details as an attachment.)

3.3 State total value of work in progress and under contract as of the date of this submission:

3.4 On a separate sheet, list the major projects your organization has completed in the last five years, giving the name of the project, owner, architect/engineer, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

3.4.1 State the average annual amount of construction work performed during the last five years:

3.5 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

#### **4. SAFETY**

4.1 Does your company employ a full time safety officer? If yes, provide name, title and contact information for this person.

4.2 Does your company have a written safety manual? If yes, can you provide a copy upon request?

4.3 Does your company conduct regular safety inspections at jobsites? If so, how often are they completed and by whom?

**5. INSURANCE**

5.1 Attach a copy of your current certificate of insurance detailing coverage and limits for General Liability, Automotive Liability, Excess/Umbrella Liability and Workers Compensation/Employers Liability policies. Attached are the minimum requirements for subcontractors working with Brannan Companies and sample certificate of insurance. Your company should be prepared to provide a certificate of insurance and the requested endorsements necessary to meet these minimum requirements before being allowed access to a Brannan Companies worksite.

5.2 Provide your company's EMR for the past three years

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If your EMR for any of the past 3 years exceeds 1.00, please attach copies of your OSHA 300A reports for all three years.

**6. REFERENCES**

6.1 Trade references (include at least 3 providing company name, address, phone number, fax number, email address and contact name):

6.2 Bank Reference(s) (provide company name, address, phone number, fax number, email address and contact name):

6.3 Surety:

6.3.1 Name of Bonding Company:

6.3.2 Name, Address, Phone Number and Contact Name of Agent:

- 6.3.3 Maximum aggregate bonding limit \_\_\_\_\_  
Per project bonding limit \_\_\_\_\_  
Current available bonding capacity \_\_\_\_\_

## 7. FINANCING

### 7.1 Financial Statement

- 7.1.1 Attach your most recent **full year** financial statement, preferably audited, including at a minimum a balance sheet and an income statement making sure the documents cover the same accounting period.
- 7.1.2 Name and address of firm preparing attached financial statement, and date thereof:
- 7.1.3 Is the attached financial statement for the identical organization named on page one? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).
- 7.1.4 Has your company filed for bankruptcy, been adjudicated as bankrupt, filed for protection from creditors under any bankruptcy related laws, or had any claim for receivership filed related to the company in the past five (5) years? If yes, please attach a detailed explanation.
- 7.1.5 Has any principal, controlling manager, any person with ownership interest, or any person with the authority to bind your company to contract or financial matters filed for bankruptcy, been adjudicated as bankrupt, filed for protection from creditors under any bankruptcy related laws, or had any claim for receivership filed against him/her in the past five (5) years? If yes, please attach a detailed explanation.
- 7.2 Does your company have a line of credit? If yes, provide the maximum available credit and the current available credit.

7.3 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

7.4 Will the company principal(s) act as personal guarantor(s) of the contract for construction?

7.5 By executing this document in the space provided below, the organization noted on page one of this document authorizes Brannan Companies to make a complete credit investigation of said organization, including references, credit association and public agencies regarding credit. The undersigned also warrants that he/she is authorized to execute this document on behalf of said organization.

**8. SIGNATURE**

8.1 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Organization: \_\_\_\_\_

Signed: \_\_\_\_\_

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

8.2 \_\_\_\_\_ being duly sworn does depose and say that the information contained herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(SEAL)