

SUBCONTRACTOR REFERENCE QUESTIONNAIRE

FIRM PROVIDING REFERENCE: _____

CONTACT NAME: _____

CONTACT PHONE / FAX: _____

REFERENCE FOR: _____

A follow-up phone call may be necessary to obtain additional information on answers you have provided in this questionnaire. Please fax this document to (904) 220-7900. Should you have any questions, please contact our office at (904) 220-7600 x 1.

1. Are you willing to provide a reference for the subcontractor/vendor listed above? If you are NOT, please check NO and fax this questionnaire to our office as soon as possible. Yes No

GENERAL

2. How many contracts has this subcontractor been awarded in the past three (3) years?
 Less than 5 five (5) to ten (10) More than ten (10)
3. In your experience, has this subcontractor ever failed to honor a bid price when awarded? Yes No
4. Would you work with this subcontractor again? Yes No
5. In this trade, how would you rate this firm's overall performance?
 poor below average average above average excellent

PERFORMANCE

6. Would you say this subcontractor provides a quality and timely installation in accordance with the plans, specifications and governing regulations? Yes No
7. Does this subcontractor provide necessary staffing to complete the project in accordance with the project schedule? Yes No
8. Does this subcontractor attend and participate in the regular subcontractor coordination meetings? Yes No
9. Does this subcontractor provide submittals and shop drawings in a timely fashion? Yes No
10. Based on your experience, are their materials and supplies delivered to the site on time? Yes No
11. Is paperwork such as pay requests, schedule of values, change proposals and releases, submitted in a timely and professional manner? Yes No
12. Has the subcontractor been involved in a reportable accident while on your project in the past three years? Yes No
13. How would you rate the subcontractor's performance during the warranty period?
 poor below average average above average excellent

FINANCIAL

14. Has the subcontractor ever had problems obtaining a lien release from one of its supplies or sub-subcontractors? Yes No
15. Are you aware of any instances when this subcontractor has failed to pay their suppliers or sub-subcontractors? Yes No
16. Has the subcontractor ever requested payment on contracts due to cash-flow problems? Yes No
17. Has the subcontractor ever failed to provide insurance certificates prior to starting a project? Yes No
18. Have you ever requested a payment & performance bond for this subcontractor? Yes No