

Please complete the following information and return this form and the supporting documents to the address at the bottom of this page.

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

Type of Work: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

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

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

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

Website: \_\_\_\_\_

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

Number of Full-Time Employees: \_\_\_\_\_

# of Years in Business (company): \_\_\_\_\_

General Qualifications	Insurance Qualifications	
	Yes	No
Union Affiliation		
Certified MBE or WBE		
High-Rise Experience 7+ Floors		
Mid-Rise Experience 4-7 Floors		
Low-Rise Experience 1-4 Floors		
Multi-Family Housing Experience		
Number of Full Time Field Crews		
One-Year Warranty		
24-Hour Emergency Contact		
Fire-Stopping / Fire Caulking Experience		
OSHA Safety Officer		
Design/Build Capability		

  

Do you possess?	Yes	No	Amount
Liability Insurance			
Workers Comp			
Automobile Insurance			
Umbrella Policy			

\*Attach current certificate of insurance coverage

Rank the subcontract range in which you are most competitive and comfortable in performing on a scale of 1 to 4, 1 being the most, 4 being the least.

A. \$500,000 or less:	C. \$1,000,000 - \$3,000,000,000:
B. \$500,000 - \$1,000,000:	D. Over \$3,000,000:

## Brief Description of Work Performed

# of multi-family projects in the last three years:

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Safety experience modifier :

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Business structure / Years in the business:

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Has the company ever received bankruptcy protection? Y/N , if yes explain:

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Has the company ever defaulted on a contract? Y/N, if yes explain:

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Any current lawsuits? Y/N, if yes explain:

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\*Please submit last 3 years OSHA 300A logs

## Supporting Documents (attach documents or complete page #3):

- Include reference list of general contractors experienced in working with your firm.
- Include recent project list, including project name, location, scope of work, approx. contract value, date completed and contact person.
- Include any additional information you would like taken into consideration as we review your qualifications.
- If you are part of a union, include a letter of good standing from your association.

## Credit Information (attach current financial statement or complete page #4):

- Include reference list of general contractors experienced in working with your firm.
- Include recent project list, including project name, location, scope of work, approx. contract value, date completed and contact person.
- Include any additional information you would like taken into consideration as we review your qualifications.



**Recent Project List** (largest projects in the last 24-months)

Project Name	Date	Location	Contract Value	Work Scope	Contact Person
1.					
2.					
3.					
4.					
5.					

**Performance References** (General Contractors/Clients for whom the projects were completed)

Reference Company	Phone	Fax	Email	Contact Person
1.				
2.				
3.				
4.				
5.				

Please sign in the space provided below to authorize us to contact the references that you've listed above.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Please return this form with the supporting documents requested to Focus; ATTN: Leah Brand.

Focus  
100 South Wacker Drive, Suite 2100  
Chicago, IL 60606

p. 847.441.0474  
f. 847.441.0475  
leahb@workwithfocus.com

**Approximate Annual Sales Volume**

Year	Total Revenue	# of Projects	Average Project Size
1.			
2.			
3.			
4.			
5.			

**Bank References**

Financial Institution	Phone	Fax	Email	Contact Person
1.				
2.				
3.				

**Bond Information**

Bonding Company	Phone	Fax	Email	Contact Person
1.				
2.				
3.				

Please sign in the space provided below to authorize us to contact the references that you've listed above.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Please return this form with the supporting documents requested to Focus; ATTN: Leah Brand.

Focus  
100 South Wacker Drive, Suite 2100  
Chicago, IL 60606

p. 847.441.0474  
f. 847.441.0475  
leahb@workwithfocus.com



# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
				-					

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.