



## **SUBCONTRACTOR PREQUALIFICATION APPLICATION**

Thank You for your interest in Hubert Construction, LLC. As a General Contractor, Construction Manager, and Design/Builder, Hubert Construction strives to meet its commitment of Integrity, Service, and Performance on every project and in every relationship and expects that same commitment from each and every Subcontractor, Supplier and Vendor.

The Hubert Construction Subcontractor Prequalification process is a multi-part system that entails a Subcontractor application process with reviews by Hubert Construction personnel.

The first step is for the Subcontractor to fill out the Subcontractor Pre-Qualification form created by the Associated Builders and Contractors of Virginia. The intent of this form is to standardize in the region the pre-qualification process to the greatest extent possible. The form is two (2) pages and requires some additional attachments prepared by the Subcontractor. Also required is the Estimating Subcontractor/Supplier Database Information Sheet to identify the estimating contact for you firm. If more than one contact(s) exist, please copy the sheet(s) and fill in with appropriate information. The next form is the IRS W-9 for Taxpayer Identification Number and is also required to be filled out and sent to Hubert Construction. The last form is the Master Subcontract Agreement (MSA) Information Sheet. This form is to be completed and upon approval of the Subcontractor's application, a MSA will be sent to the Subcontractor for execution. Hubert Construction has moved to a Multi-Project Master Subcontract Agreement that is executed once and then on every project a Subcontract Agreement Rider (SAR) is executed delineating price, scope, schedule, and other project specific information. A draft MSA is available for download at the [www.hubertco.com](http://www.hubertco.com).

All prequalification forms can be electronically downloaded from the Hubert Construction Web site at [www.hubertco.com](http://www.hubertco.com) in either a PDF format or Word/Excel under the Subcontractor Information tab – Subcontractor Forms.