



**Subcontractor  
Pre-Qualification Form For:**

**Contact Information:**

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

Primary Business Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

**Profile Information:**

Trade(s) Performed: \_\_\_\_\_

Work Type(s) Preferred: New \_\_\_ Renovations \_\_\_ Property Management \_\_\_ Other \_\_\_\_\_

Typical Project \$ Size: \_\_\_\_\_ Annual \$ Volume of Work: \_\_\_\_\_

Years in Business: \_\_\_ # of Employees: \_\_\_ Bonding Capacity: \_\_\_\_\_ Dun & Bradstreet # \_\_\_\_\_

Labor Type: Union \_\_\_ Non Union \_\_\_ Prevailing Wage \_\_\_ Contractor License # (Attach Copy): \_\_\_\_\_

**Business Certifications: Attach documentation from any local, state or federal agency that has certified your company**

Minority Business Enterprise (MBE) \_\_\_ Disadvantaged Business Enterprise (DBE) \_\_\_  
Woman Business Enterprise (WBE) \_\_\_ Veteran Owned Business (VOB) \_\_\_  
Small Business Enterprise (SBE) \_\_\_ Disabled Veteran Owned Business \_\_\_  
Other: \_\_\_\_\_

**Insurance Certification: Attach a copy of your current Insurance Certificate including EMR Rating**

I understand that prior to starting any work or entering onto the jobsite the Contractor is required to furnish a satisfactory insurance certificate as proof of \$1,000,000 General Liability, Automotive Liability and Worker's Compensation coverage. I also understand that I must enroll in the Picerne mandatory Owner Controlled Insurance Program.

**Projects Recently Completed (List 2): Attach a detailed list of current contract obligations and additional references**

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

Trade(s) Performed: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Trade(s) Performed: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please Attach an Income Statement and Last Three Years Financials

## Request for Taxpayer Identification Number and Certification

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

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
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 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.

Social security number									
or									

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

Employer identification number									

### 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. person (including a U.S. resident alien).

**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 4.)

**Sign Here**

Signature of U.S. person ▶

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

In 3 above, 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.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**CONFIDENTIALITY AGREEMENT**

In consideration of the rights and obligations contained herein, \_\_\_\_\_  
(Print Company's Name here)  
("BIDDER") and **Picerne Construction, LLC** ("CONTRACTOR") agree as follows:

BIDDER hereby acknowledges that the Bid Documents it has received are confidential and proprietary information owned by CONTRACTOR, are trade secrets as that term is defined in the Trade Secrets Act ("TSA"), La. Rev. Stat. Ann. § 51:1431 *et. seq.*, and are also protected by the copyright laws of the United States. The Bid Documents include, without limitation, the Contract Documents (which include the plans, specifications and the CDMP), drawings, renderings, and any other design or construction information provided to BIDDER by on or behalf of Contractor.

Whether or not BIDDER is ultimately awarded the Subcontract for which it is bidding, BIDDER agrees to treat the Bid Documents as confidential and proprietary information, as trade secrets under the TAS, and as copyrighted material under the federal copyright laws, and to use the Bid Documents solely for the purpose of: (1) preparing its Bid, and, (2) if awarded the Subcontract for which it is bidding, for performing the work of the Subcontract. BIDDER expressly agrees not to disclose the Bid Documents to third parties and to limit dissemination and documentation of the Bid Documents to only its officers, employees, agents, and/or other associated persons who have a need to know or use the Bid Documents.

BIDDER also expressly agrees as follows:

1. If BIDDER is awarded the Subcontract for which it is bidding, BIDDER will return its original Bid Documents and any and all copies of the Bid Documents to CONTRACTOR upon completion of the work under the Subcontract. If required by law or the Subcontract, BIDDER may maintain a record copy of the Bid Documents for the time period required by law or the Subcontract. BIDDER remains subject to the terms of this Confidentiality Agreement in its retention of a record copy of the Bid Documents.

2. If BIDDER is not awarded the Subcontract for which it is bidding, BIDDER will return its original Bid Documents and any and all copies of the Bid Documents to CONTRACTOR upon notification that has not been awarded the Subcontract for which it is bidding.

IN WITNESS WHEREOF, BIDDER and CONTRACTOR signify their understanding and agreement with the terms hereof by affixing their signatures to this Confidentiality Agreement.

CONTRACTOR:

BIDDER:

**Picerne Construction, LLC**

\_\_\_\_\_  
PRINT COMPANY'S NAME

By: \_\_\_\_\_  
PRINT NAME & TITLE

\_\_\_\_\_  
PRINT BIDDER'S NAME & TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
BIDDER'S SIGNATURE

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

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