

GENERAL COMPANY INFORMATION

ABOUT THE COMPANY

Company Name	
DBA	
Total # Employees	Year Founded
Physical Address	
Mailing Address	
Service Area	
Website	
Scope of Work	
Business Entity	☐ Sole Proprietor ☐ Corporation ☐ Ind. Contractor ☐ LLC
Divisions (if known)	

COMPANY LICENSING

Company CCB#	
Issuing State	Exp. Date
License Type	☐ Commercial ☐ Residential ☐ Both
Bonding Company	
Policy #	
Contact & Phone	
EMR Rating	

CONTACT INFORMATION

Company Owner	
Email	
Phone	
General Contact	
Email	
Phone	
Billing Contact	
Email	
Phone	
Bid Invite Contact	
Email	

PROJECT INTEREST

Please describe the size and type of projects you prefer and are the strongest at performing, based on contract value. Check all that apply.

Categories	☐ Commercial ☐ Residential / Multifamily ☐ Tenant Improvement / Renovation
Project Size	☐ \$0-50k ☐ \$50k-100k ☐ \$100k-250k ☐ \$250k-500k ☐ \$500k+

COMPANY & PROJECT HISTORY

LEGAL CLAIMS

Does your company have any pending judgments, claims or suits? ☐ Yes ☐ No

Has your company been involved in Bankruptcy or Reorganization? ☐ Yes ☐ No

Has your company ever failed to complete any contact work awarded to you? ☐ Yes ☐ No

Does your company have a written safety program? ☐ Yes ☐ No

In the last three (3) years has your company been cited for a serious violation as defined by OSHA? ☐ Yes ☐ No

In the last three (3) years has your company had lost time for work related injury? ☐ Yes ☐ No

REFERENCES

Please list three (3) Trade, Creditor, or Vendor references below.

Company 1 Name

Rep. Name

Contact Phone

Company 2 Name

Rep. Name

Contact Phone

Company 3 Name

Rep. Name

Contact Phone

VOLUME OF WORK

Avg. Volume of Work Last 3 Years

Largest Contract Completed

SIGNIFICANT PROJECTS

List three (3) significant projects completed within the past 7 years.

Project 1 Name

General Contractor

Rep. Name

SOW Duration

Project Type ☐ Commercial ☐ Residential

Project City & State

Contract Amount

Size of Project
Sq. ft. and/or total cost

SOW Performed

Project 2 Name

General Contractor

Rep. Name

SOW Duration

Project Type ☐ Commercial ☐ Residential

Project City & State

Contract Amount

Size of Project
Sq. ft. and/or total cost

SOW Performed

Project 3 Name

General Contractor

Rep. Name

SOW Duration

Project Type ☐ Commercial ☐ Residential

Project City & State

Contract Amount

Size of Project
Sq. ft. and/or total cost

SOW Performed

POLICIES & CERTIFICATIONS

MWESB-SDVBE CERTIFICATION OR ELIGIBILITY

Please review the **Minority Women Emerging Small Business - Service Disabled Veteran Business Enterprises (MWESB-SDVBE) eligibility checklist**. If you are certified, eligible, or believe you may be eligible make the appropriate selection below.

Learn more via the Certification Office for Business Inclusion and Diversity (COBID)-certified firms [here](#). For more information on how to qualify for ESB, visit [oregon.gov](#). CS is an Equal Opportunity Employer and does not discriminate.

Is your business any of the following?

Check all that apply

- ☐ Minority-owned
- ☐ Women-owned
- ☐ Emerging Small Business
- ☐ Service-Disabled Veteran Business
- ☐ None of the above

Is your business Certified MWESB SDVBE?

☐ Yes ☐ No

Is your business MWESB SDVBE eligible?

☐ Yes ☐ No

☐ Possibly/Unsure

SECTION 3 STATUS OR ELIGIBILITY

The following information is per the **U.S. Department of Housing and Urban Development** website.

Section 3: Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

HUD Income Limits: Low- and very low-income limits are defined in Section 3(b)(2) of the Housing Act of 1937 and are determined annually by HUD. These limits are typically established at 80 percent and 50 percent of the area median individual income. [Click here](#) to view HUD income limits.

Is your business Certified Section 3?

☐ Yes ☐ No

Is your business Certified Section 3 eligible?

☐ Yes ☐ No ☐ N/A

BILLING POLICY

Your acknowledgment of the following policies is required.

Invoicing: Invoices are due to CS Construction on or before prior to the 20th of each month. Subcontractors must fill out and submit a CS provided Billing Summary Worksheet with their invoice.

Payment: CS Construction operates with a Pay When Paid policy. Each month, CS bills the Project Owner. Once payment is received checks are cut within 7 days. Subcontractor Conditional Waivers must be signed in order for checks to be released for amounts greater than \$1,500. CS pays by check only and does not do direct deposit or wire transfer.

☐ By checking this box, I acknowledge that I have read, understand, and agree to comply with these requirements.

SUBCONTRACTOR INSURANCE REQUIREMENTS

Subcontractor, at its own cost and expense, must maintain insurance coverage insuring against liability growing out of Subcontractor's operations, and the operations of its employees, agents, contractors or other persons acting for or on behalf of the Subcontractor, in the following minimum amounts.

	LIMITS	ADDITIONAL COVERAGE
General Liability	\$1,000,000 each occurrence \$2,000,000 General Aggregate \$2,000,000 Products & Completed Operations	Coverage on Occurrence (not Claims-Made) General Aggregate Limit applies per project Endorsements: • Additional Insured • Completed Operations • Primary & Non-Contributory • Waiver of Subrogation
Automobile Liability	\$1,000,000 combined single limit	Coverage on Any Auto (including Owned, Non-Owned, and Hired) Endorsements: • Additional Insured • Primary & Non-Contributory • Waiver of Subrogation
Workers Compensation	Meet Oregon state statutory requirements	Endorsements: Waiver of Subrogation

ADDITIONAL REQUIREMENTS

Prior to bidding a project with CS, please be aware that we require our trade partners comply with the below insurance requirements. When preparing a bid for CS Construction, we suggest sending these requirements to your insurance provider for a quote, to be included in your bid estimate.

- ✓ Insurers must have an AM Best Rating of A- VII, or better.
- ✓ All endorsements must be attached to the certificate.
Example endorsements: CG 2010 10/01, CG 2037 10/01, CG 2404, CG 2001; or equivalents.
- ✓ Additional Insured: Cohen Skovborg LLC, dba CS Construction, 1506 1st St. #1, Bend, OR 97701
- ✓ Completed Operations endorsement maintained for 10 years.
- ✓ Insurance certificates must be provided in full prior to accessing jobsite.
- ✓ Policies must be maintained active on file with our office. Failure may result in delay of payment.

ACKNOWLEDGMENT

We value our Subcontractors, and look forward to partnering with you on upcoming projects. For the protection and interest of all parties it is critical that the above insurance requirements are met, but should this present an obstacle to working with us, please let us know.

☐ By checking this box, I acknowledge that I have read, understood, and agree to comply with the requirements outlined, should I be contracted to work with CS Construction. I further understand that meeting these insurance requirements is not mandatory until I receive a Notice to Proceed. When submitting bids for CS Construction projects, I agree to factor the cost of insurance into my bid to ensure that I meet the required coverage. I also acknowledge that insurance coverage requirements may vary depending on the project.

COMPANY BIO & NOTES

Company Bio *Optional*

Additional Notes *Optional*

SUBMITTING YOUR FORM

WHAT HAPPENS NEXT?

Please submit your application on the **CS Construction website**. You will receive confirmation of receipt. We will follow up directly if we need additional information. Please note that submitting this application does not guarantee a work contract. Upon submission, you will receive an automatic confirmation acknowledging receipt of your form, and you will be considered for future solicitations.

CS Construction maintains a list of qualified trade partners who we solicit for bids. CS Construction also lists projects on the Premier Builder's Exchange, Salem Builder's Exchange, Washington Builder's Exchange, Eugene Builder's Exchange, and others. We recommend monitoring these sites for opportunities.

ACKNOWLEDGMENT

Thank you for your interest in joining CS Construction and for taking the time to complete this form. Please note, submitting this application does not guarantee a work contract with CS Construction.

☐ By checking this box, I hereby certify that all the above information is true and complete to the best of my knowledge.

Signature

Date

Name

Title