



Department of Facilities and Construction
835 North Rush Street
Chicago, IL 60611-2030

NOTICE

TO ALL CONTRACTORS SEEKING ARCHDIOCESAN CONSTRUCTION WORK

To provide construction services to the Archdiocese of Chicago, please review and submit the following:

- Contractor's Pre-Qualification Statement,
- All documentation as requested on the Pre-Qualification Checklist,
- Complete and submit the [AIA A305](#) Contractor Qualification form with all supplemental backup documentation,
- A copy of your reviewed financial statement (all as noted in the AIA A305), and
- Current insurance certificate as per our requirements noted [here](#).

Assemble documents as numbered in the Contractor Pre-Qualification Submission Checklist, and provide notes where you may think additional information may be helpful during the review process. Please place your completed copy of the Pre-Qualification Checklist as the first page and the signed/dated Pre-Qualification Statement as the second page of your assembled documents.

NOTE: Please combine your documents into one file and upload via the [Vendor Pre-Qual Submission Link](#). If unable, please fax to 312.534.9805.

The submission will be uploaded into the review queue and once reviewed, you will be notified via email of your submission status. Please allow two weeks for a response prior to contacting the Pre-Qual department for an update.

If you have any questions, please email the Archdiocese of Chicago Facilities and Construction Pre-Qual Department at pre-qual@archchicago.org.

Link Reference Guide:

AOC-FAC Home Page: [Home Page](#)

Upload Submissions to: [Vendor Pre-Qual Submission](#) or submit via fax to 312.534.9805.



CONTRACTOR PRE-QUALIFICATION SUBMISSION CHECKLIST

Company _____

Date _____

Contact _____

Applicable Trades _____

Contact Email _____

Union Yes No

- The documents noted below are requested as a compilation of the Pre-Qualification Package.
- Review the following and note its inclusion with an “x” along with any comments you deem explanatory.
- Please use this as your guide and submit with your packet.

Documents Reviewed	Included	Missing	Comments
* PROVIDE AIA A305 Contractor Qualification Statement.			
* PROVIDE a list of wages by job title to ensure that wages paid to workers are similar to that of unions [Provide a list of wages by job title.].			
* PROVIDE details of plans, booklets, etc., explaining benefits programs to ensure workers are provided with a medical insurance, pension plan, and workman compensation insurance and training programs.			
* PROVIDE documentation of safe working conditions as defined by OSHA.			
* PROVIDE breakdown of employment by job title, race, color, sex, etc. to ensure that employment hiring practices do not discriminate on the basis of race, color, sex, national origin, handicap, or age.			
* PROVIDE a copy of an affirmative action policy to ensure that one is in place, enforced and that minority workers are actively solicited.			
* PROVIDE proof of General Liability, Workman’s Compensation, etc. insurance as outlined.			Gen. Liability: \$____/\$_ _____Million Umbrella: \$____Million Workers Comp.: \$____Million



CONTRACTOR PRE-QUALIFICATION STATEMENT

DATE

In **addition** to filing the **AIA Contractor Qualification Statement**, contractors must agree to and provide supporting documentation where appropriate as to the following statements:

- Acknowledge that workers have the right to organize into an association for representation purpose.
- Acknowledge that wages paid to workers are similar to that of unions.
- Acknowledge that workers are provided with a medical insurance, pension plan and workman compensation insurance and training programs.
- Acknowledge that workers are provided with safe working conditions as defined by OSHA.
- Acknowledge that employment of hiring practices do not discriminate on the basis of race, color, sex, national origin, handicap or age.
- Acknowledge that an affirmative action policy is in place, enforced and that minority workers are actively solicited.

Company's Name

Address

Signature

City

State

Zip

Print Name

Phone No.

Contact Email Address

Fax No.

NOTE: All the above information will be held in the strictest confidence and will not be released to anyone not in the employment of the Archdiocese of Chicago.