Department of Facilities & 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, review and submit all documentation as requested on the Pre-qualification Checklist, complete and submit the AIA A305 Contractor Qualification form with all supplemental backup documentation and a copy of your reviewed financial statement (all as noted in the AIA A305) and current insurance certificate. Please use the included contractor pre-qualification submission checklist as your guide, and provide notes where you may think additional information may be helpful during the review process.

**NOTE:** Please combine your documents into one file to upload via the Vendor Pre-Qual Submission Link. [Please use the numbered](https://app.smartsheet.com/b/form?EQBCT=9d3f81cb869a4b54a91c86a88b3dc82b) order of the Pre-Qual Checklist as your guide for how to organize your pages for submission. Please place your completed copy of the Pre-Qual Checklist as the 1st page and the signed pre-qualification statement as the second page of your file.

Return all forms and supporting documents to the Facilities and Construction Department via digital upload to Vendor Pre-Qual Submission, or fax to 312.534.9805.

The submission will come into the review que and once reviewed, we will notify you via email of your submission status. Please allow two weeks prior to contacting the department for an update.

If you have any questions, please email the Archdiocese of Chicago Facilities and Construction Department at [pre-qual@archchicago.org.](mailto:pre-qual@archchicago.org)

**CONTRACTOR PRE-QUALIFICATION SUBMISSION CHECKLIST**

**Company: Date:**

**Contact: Applicable Trades:**

**Contact Email: Union?:** Yes No

**We request the below documents as a compilation of your Pre‐Qualification Package.**

**Please see the following and notate its inclusion along with any comments you deem explanatory.**

**Please use this as your guide and submit with your packet.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Documents Reviewed** | **Including** | **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 that 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 |

**Any questions or comments should be sent to:**

**Archdiocese of Chicago**

**Facilities & Construction Department 835 N. Rush Street**

**Chicago, IL 60611**

[Pre‐Qual@archchicago.org](mailto:Qual@archchicago.org)

## 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.