



MEMORANDUM

To: Pre-qualifying Subcontractors

From: Susan C. Whitman
Pre-construction / Estimating Department

Re: Subcontractor Prequalification

Our insurance carrier has notified us that we will be required to have a completed Subcontractor Pre-qualification questionnaire in our files for all subcontractors and/or vendors listed in our estimating database. In an effort to comply with our insurance carrier's request as well as better serve our clients and subcontractors, we are asking you to complete the Subcontractor Pre-qualification forms and return it to us to update our records. The forms available on our website are:

1. Subcontractor Pre-Qualification Questionnaire
 - a. Please have completed with assistance from your insurance agent(s) and returned along with a copy of your Certificate of Insurance (COI)
 - b. Please find our sample COI: *CF Evans Insurance Specimen*
 - c. and *CF Evans Insurance Requirements* for your information
2. W-9 Form
 - a. Please complete in legal name of company
3. Nonresident Taxpayer Registration Affidavit (Form 1-312)
 - a. Nonresident Subcontractors

Along with the completed forms, please forward a copy of your contractor's license if applicable.

Please contact me at 803.536.6443, extension 226, if you have any questions or if I might provide assistance in completing this information.

Thank you for your efforts and I will look forward to receiving your completed package.

/scw

CF Evans
125 Regional Parkway, Suite 200
P.O. Box 1686
Orangeburg, SC 29116
Phone: (803) 536-6443
Fax: (803) 536-9287