



# Memo

**TO:** Pre-qualifying Subcontractors

**FROM:** Susan C. Clary  
Pre-construction / Estimating Department

**SUBJECT:** 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.

/scc