



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 Planning and Construction Pre-Qual Department at **pre-qual@archchicago.org**.

Link Reference Guide:

Archdiocese of Chicago Planning and Construction home page

Upload Submissions to: **Vendor Pre-Qual Submission** or submit via fax to 312.534.9805.



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CONTRACTOR PRE-QUALIFICATION SUBMISSION CHECKLIST

Company:		Date:
Contact:	Contact Email:	
Applicable Trades:		Union: <input type="checkbox"/> Yes <input type="checkbox"/> 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				COMMENTS
	INCLUDED (APPROVED)	INCLUDED (UNAPPROVED)	MISSING	
1 PROVIDE AIA A305 Contractor Qualification Statement				
2 PROVIDE a list of wages by job title to ensure that wages paid to workers are similar to that of unions.				
3 PROVIDE details of plans, booklets, etc., explaining benefits programs to ensure that workers are provided with medical insurance, a pension plan and workers' compensation insurance and training programs.				
4 PROVIDE documentation of safe working conditions as defined by OSHA.				
5 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.				
6 PROVIDE a copy of an affirmative action policy to ensure that one is in place, enforced and that minority workers are actively solicited.				
7 PROVIDE proof of general liability, workers' compensation, etc. insurance as outlined.				General Liability: \$ /\$ million Umbrella: \$ million Workers' Comp.: \$ million

Any questions, comments or additional documentation should be sent to:

Archdiocese of Chicago
Planning and Construction Department
 835 N. Rush Street
 Chicago, IL 60611
Pre-Qual@archchicago.org

cc: Celine Coath
 cc:

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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 Name: _____

Address: _____

City: _____	State: _____	ZIP: _____
Contact Name: _____	Phone: _____	
Contact Email: _____	Fax: _____	

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.