

**39th Avenue – Mixed Used Community Building**  
**“AAFE Center for Community and Entrepreneurship”**  
**Subcontractors Qualification Guidelines**  
**建築材料供應商建築工程分包商所需資料一覽**

**1. Company Information 公司資料**

- Company Name 公司名字
- Address 地址
- Telephone Number 聯繫電話
- Contact Person 聯繫人
- Email Address 電郵

**2. License Information 執照信息**

- Class of License and expiration date 所具備有關行業執照和有效日子

**3. Certification 執業證書**

- Certifying agency 任何一種政府部門簽發認證
- Copy of approval certification document 提供相關證明文件

**4. Insurance Information 保險資料**

- Certificate of Insurance 保險單
- General Liability Policy along with Endorsement listed 保單內各保險詳情
- Brokerage Name and Contact info 保險經紀名字、聯絡資料

**5. Surety Information 保證資料**

- A reference letter from your bonding company stating your single and aggregate project limits and current capacity available

**6. Financial Information 財務資料**

- Company's most recent audited financial statement or IRS income tax return  
公司最近期財務資料或公司報稅稅單
- Provide all financial contact information as it relates to your Company.  
提供與貴公司財務有關的公司 / 個人名字及聯絡方式

**7. References 參考資料**

- Provide complete contact information for at least (3) references.  
提供至少三位推薦人及其聯絡資料

**8. Company Officers 公司職員**

- Provide the complete name and title of all Company Officers.  
提供貴公司所有負責人的名字和其職位

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**亞洲人平等會社區與創業服務中心**  
**招工招商所需附件一覽表**

**Attachments (MANDATORY)**

- W-9 Form;
- Sample current insurance certificate and a copy of your General Liability policy along with the endorsements listed in Plaza Construction's insurance requirements;
- Reference letter from your bonding company stating your single and aggregate project limits and current capacity available (if applicable);
- Year-end financial statement or IRS income tax return;
- OSHA 300A form;
- Corporate safety plan;
- Project history list of your 10 largest projects over the last 5 years. This should contain at a minimum – project name, owner, contractor, start and end dates, contract value and location; and
- Back-up documentation for Equal Opportunity status (if applicable).

**附件（所有投標計劃書必須附有以下資料）**

- W-9 表格;
- 具有附加受保人名稱的保險憑證和商業保險複印件
- 如有的話，請提供擔保公司的推薦信證明貴公司在單個和多個工程承辦時的最高承包額以及現階段貴公司的施工能力;
- 年末財務報表或公司稅單;
- OSHA 300A 表格;
- 企業安全計劃書;
- 貴公司在最近 5 年內 10 項最大的工程。內容必須包括：項目名字，發展商，承包商，工程開始和結束日期，工程的價格和地點;
- 如有的話，請提供平等就業要求評估的備份文檔。