



Design & Build · Development & Construction · Arizona

P R E Q U A L I F I C A T I O N

Subcontractor Prequalification Package

Listen. Build. Grow.

S U B M I T Y O U R C O M P L E T E D P A C K A G E T O

hello@beseler.co

480-788-2712 · beseler.co · Surprise, AZ 85387

Monday – Friday, 8:00 AM – 5:00 PM

Form BBT-PQ-01 · September 2026 · Approval valid 12 months

About This Package

Beseler Building Team, LLC prequalifies every subcontractor before issuing bid invitations or awarding work. It confirms your firm carries the right license, insurance, and safety record — and puts you on our active bid list for the trades and markets you serve.

There is no cost to prequalify, and completing this package does not obligate either party. Approved subcontractors are added to our bid list and are notified of upcoming projects that match their trade, capacity, and service area.

25+

YEARS OF LEADERSHIP

\$1B+

DEVELOPMENT PROJECTS

50M+

SQUARE FEET DELIVERED

■ How to complete this package

- Complete every section. Enter "N/A" where a question does not apply to your firm rather than leaving it blank — blank fields will delay review.
- Answer all questions for the legal entity that will sign subcontracts and issue invoices. If you operate under multiple entities or DBAs, submit a separate package for each.
- Assemble the attachments listed in Section 11 before submitting. Incomplete packages are held, not reviewed.
- Sign and date the certification in Section 12. An owner, officer, or authorized representative must sign.

■ Review and turnaround

Complete packages are reviewed within five (5) business days. We will contact you if we need clarification, and we will confirm in writing once your firm is approved, approved with conditions, or declined. If your firm is approved with a project-size or dollar limit, that limit will be stated in writing.

■ Keeping your file current

Prequalification is valid for twelve (12) months. Notify us in writing within ten (10) days of any material change — a lapse or change in insurance, a license suspension, a change in ownership or entity structure, bankruptcy, or a significant change in bonding capacity. Certificates of insurance must be kept current while under contract with us.

■ Confidentiality

Financial statements, bank references, and surety information submitted with this package are used solely to evaluate your firm and are not disclosed to third parties except to our surety, lender, insurer, or legal counsel as reasonably required.

MINIMUM REQUIREMENTS AT A GLANCE

Your firm must meet all of the following to be approved:

- Active Arizona ROC license in the classification(s) for the work you will perform
- Insurance meeting or exceeding the limits in Exhibit A, with Beseler Building Team, LLC named as additional insured
- Arizona workers' compensation coverage, or a signed Sole Proprietor Affidavit on file
- Current, signed IRS Form W-9
- A written safety program and no unresolved OSHA willful or repeat citations
- No unresolved ROC complaints, liens, or judgments that would impair performance

SECTION 1 ■ COMPANY INFORMATION

Legal company name	
DBA / trade name (if any)	
Physical address	
City / State / ZIP	
Mailing address (if different)	
Main phone	
Website	
Primary contact — name	
Primary contact — title	
Primary contact — direct phone	
Primary contact — email	
Estimating / bid contact + email	
Accounts receivable contact + email	
After-hours / emergency contact + phone	

■ Business structure

Entity type (LLC, S-Corp, C-Corp, sole proprietor, partnership)	
State of formation	
Federal Tax ID (EIN)	
Year business was established	
Years under current ownership and name	
Former company names used in the last 5 years	
Owner(s) / principal(s) — names and % ownership	
Parent, affiliate, or related companies (if any)	

SECTION 2 ■ LICENSING & REGISTRATION

List all Arizona ROC licenses your firm holds, plus any municipal or out-of-state licenses relevant to work you would perform for us. Attach copies of each active license.

ROC license #	Classification	Class (A / B / C)	Qualifying party	Expiration

AZ Transaction Privilege Tax (TPT) license #	
City / municipal business license(s) held	
Other states licensed in (if any)	
Bonded with ROC? Bond amount	

■ License history

Question	Yes / No
Has any license held by your firm or its qualifying party ever been suspended, revoked, or denied?	☐ Yes ☐ No
Has your firm had a complaint filed with the Arizona ROC in the last five (5) years?	☐ Yes ☐ No
Has your firm ever had a claim paid against its ROC recovery fund or license bond?	☐ Yes ☐ No
Is your qualifying party a full-time employee of your firm?	☐ Yes ☐ No

If you answered "Yes" to any question above, explain on a separate sheet and attach.

SECTION 3 ■ TRADES, CAPACITY & SERVICE AREA

■ Scopes of work self-performed

List the specific trades and scopes your own forces perform. Do not list scopes you would broker or sublet unless noted.

Trade / scope of work (CSI division if known)	Self-perform or sublet?	Years performing

■ Project types and markets

Project types performed (ground-up commercial, tenant improvement, retail, medical, industrial, multifamily, residential, civil, other)	
Typical project size range you are best suited for (\$)	
Largest single project completed in last 3 years (\$)	
Largest project your firm can bond or carry today (\$)	
Geographic service area (counties / cities / mile radius)	
Are you willing to travel outside your primary area?	
Prevailing wage / Davis-Bacon experience?	
Union or open shop?	

**■ Workforce**

Category	Current headcount	Peak headcount (last 12 mo.)
Field supervision (foremen, superintendents)		
Journeyman / licensed tradespeople		
Apprentices / helpers / laborers		
Project management / estimating		
Office and administrative		
TOTAL EMPLOYEES		

Number of crews you can field simultaneously	
Current backlog / work under contract (\$)	
Available capacity for new work over next 6 months (\$)	
Do you use 1099 labor or labor brokers? If so, what percentage?	
Do you own your primary equipment, or rent?	

SECTION 4 ■ INSURANCE

Complete the table below and attach a current Certificate of Insurance (ACORD 25). Coverage must meet or exceed the minimum limits in Exhibit A. No work may begin without an accepted certificate on file.

Coverage	Carrier	Policy #	Limits carried	Expires
Commercial General Liability				
Automobile Liability				
Workers' Compensation				
Employer's Liability				
Umbrella / Excess				
Professional / E&O				
Pollution Liability				
Installation Floater / Tools				

Insurance agency / broker name	
Agent name	
Agent phone and email	
Is your CGL written on an occurrence form?	
Does your CGL contain a residential or habitational exclusion?	
Does your policy include a subcontractor warranty or exclusion endorsement?	
Experience Modification Rate (EMR) — current year	
EMR — prior year	
EMR — two years prior	

Question	Yes / No
Can you name Beseler Building Team, LLC as additional insured on ongoing and completed operations?	☐ Yes ☐ No
Can you provide primary and non-contributory wording?	☐ Yes ☐ No
Can you provide a waiver of subrogation in favor of Beseler Building Team, LLC?	☐ Yes ☐ No
Has any carrier cancelled or non-renewed your coverage in the last three (3) years?	☐ Yes ☐ No
Have you had any liability or workers' compensation claims exceeding \$25,000 in the last three (3) years?	☐ Yes ☐ No

If you answered "Yes" to either of the last two questions, provide a loss run summary or written explanation.

SECTION 5 ■ SAFETY

Do you have a written safety and health program? (attach table of contents)	
Name and title of person responsible for safety	
Safety contact phone and email	
Do you hold documented toolbox talks? How often?	
Are all field employees OSHA 10 certified?	
Are supervisors OSHA 30 certified?	
Do you have a written substance abuse policy?	
Do you conduct new-hire safety orientation?	
Do you perform documented jobsite safety inspections? How often?	

■ OSHA recordable history (last three years)

Year	Total hours worked	Recordable injuries	Lost-time cases	Fatalities	TRIR

Question	Yes / No
Has your firm received any OSHA citations in the last three (3) years?	☐ Yes ☐ No
Has your firm received any willful, repeat, or serious citations in the last five (5) years?	☐ Yes ☐ No
Has your firm been removed from a jobsite for safety performance?	☐ Yes ☐ No
Do you have any open or unabated OSHA violations?	☐ Yes ☐ No

If you answered "Yes" to any question above, attach a written explanation including citation numbers, dates, and resolution.

SECTION 6 ■ FINANCIAL INFORMATION

Financial information is used only to assess capacity for the size of work being considered. For subcontracts under \$250,000 (Tier 1 and Tier 2), complete the revenue and reference lines only.

Fiscal year	Gross annual revenue	Largest single contract that year	Net profit / (loss)
(most recent)			
(prior year)			
(two years prior)			

Are audited, reviewed, or compiled financial statements available?	
Name of CPA / accounting firm	
CPA phone and email	
Current working capital (\$)	
Current line of credit — amount and lender	
Do you offer standard net-30 payment terms?	
Average days to pay your own suppliers and subs	

■ Bank reference

Bank name	
Branch / city	
Account officer name	
Phone and email	
Years with this institution	

■ Bonding

Are you able to provide payment and performance bonds?	
Surety company name (must be A.M. Best A- VII or better)	
Surety agent name	
Surety agent phone and email	
Single project bonding limit (\$)	
Aggregate bonding capacity (\$)	
Current bonding capacity available (\$)	
Bond rate (%) — attach a current letter of bondability from your surety	

SECTION 7 ■ PROJECT EXPERIENCE

■ Completed projects — last three years

List five (5) completed projects most similar in size and scope to the work you are seeking with us.

Project name & location	General contractor / owner	Scope performed	Contract value	Completed

■ Projects currently under contract

Project name & location	General contractor / owner	Contract value	% complete	Est. completion



SECTION 8 ■ REFERENCES

■ General contractor / owner references

Provide three (3) references who have contracted with you in the last 24 months.

Company	Contact name	Title	Phone	Email

■ Supplier / material vendor references

Company	Contact name	Phone	Email	Account since

■ Second-tier subcontractors you regularly use (if applicable)

Company	Trade	Phone

SECTION 9 ■ LEGAL & PERFORMANCE HISTORY

Answer each question for your firm, its predecessors, and its current principals. A "Yes" answer does not automatically disqualify your firm — failure to disclose does.

Question	Yes / No
Has your firm ever failed to complete a contract, been terminated for default, or been replaced on a project?	☐ Yes ☐ No
Has a surety ever completed a project or paid a claim on your firm's behalf?	☐ Yes ☐ No
Has your firm filed a mechanic's lien or bond claim in the last five (5) years?	☐ Yes ☐ No
Has a mechanic's lien, stop notice, or bond claim been filed against your firm in the last five (5) years?	☐ Yes ☐ No
Is your firm currently a party to any litigation, arbitration, or mediation?	☐ Yes ☐ No
Has your firm been a party to construction-related litigation in the last five (5) years?	☐ Yes ☐ No
Has your firm, any predecessor, or any principal filed for bankruptcy or reorganization?	☐ Yes ☐ No
Does your firm have any unsatisfied judgments, tax liens, or delinquent tax obligations?	☐ Yes ☐ No
Has your firm ever been debarred or suspended from public work?	☐ Yes ☐ No
Has your firm been assessed liquidated damages in the last three (3) years?	☐ Yes ☐ No

For each "Yes," attach a written explanation identifying the project, the parties, the amount at issue, and the current status or resolution.

■ Business certifications (optional)

Check any certifications your firm currently holds and attach documentation. These are collected for projects with participation goals.

- ☐ Small Business Enterprise (SBE)
- ☐ Minority-Owned Business Enterprise (MBE)
- ☐ Woman-Owned Business Enterprise (WBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Veteran-Owned / Service-Disabled Veteran-Owned Small Business (VOSB / SDVOSB)
- ☐ HUBZone
- ☐ Other: _____

SECTION 10 ■ OPERATIONS & ADMINISTRATION

Accounting / project software used	
Do you submit AIA-style pay applications (G702 / G703)?	
Can you provide conditional and unconditional lien waivers with each draw?	
Do you accept electronic payment (ACH)?	
Can you provide certified payroll when required?	
Do you use a digital plan or field management platform? Which?	
Preferred method of receiving bid invitations	
Do you provide detailed, line-item scope breakdowns with bids?	
Typical lead time needed from award to mobilization	
Do you provide warranty on labor? Duration	
Do you carry a service or warranty department for callbacks?	

WHAT WE EXPECT FROM OUR SUBCONTRACTORS

Approved subcontractors working with Beseler Building Team agree to the following as a baseline:

- Maintain current insurance and licensing for the full duration of the work, including the warranty period
- Provide a written, line-item scope breakdown with every bid, and identify exclusions clearly
- Attend pre-construction and coordination meetings for the projects you are awarded
- Submit pay applications and lien waivers on the schedule set in the subcontract
- Keep a competent, English-communicating supervisor on site whenever your crews are working
- Comply with the project safety plan, and stop work and notify us immediately on any injury or incident
- Keep your work area clean daily and remove your own debris
- Respond to punch list and warranty items within the time stated in the subcontract

SECTION 11 ■ REQUIRED ATTACHMENTS

Check each item as you attach it. Packages missing required items will be held until complete.

■ Required from all subcontractors

- ☐ This prequalification package, completed and signed (all sections)
- ☐ Current IRS Form W-9
- ☐ Certificate of Insurance (ACORD 25) meeting the limits in Exhibit A
- ☐ Copy of active Arizona ROC license(s) for all classifications listed
- ☐ Proof of Arizona workers' compensation coverage, or a signed Sole Proprietor Affidavit
- ☐ Table of contents of your written safety program
- ☐ Company capability statement, line card, or brochure (if available)

■ Required if applicable

- ☐ Letter of bondability from your surety (if seeking bonded work)
- ☐ Financial statements for the two most recent fiscal years (if seeking work over \$250,000)
- ☐ EMR letter from your insurance carrier
- ☐ Loss runs (if you disclosed claims in Section 4)
- ☐ Written explanations for any "Yes" answers in Sections 2, 5, and 9
- ☐ Business certification documentation (SBE / MBE / WBE / DBE / VOSB)
- ☐ Copies of municipal or specialty licenses

SUBMITTING YOUR PACKAGE

Email the completed package and all attachments to: hello@beseler.co

Subject line: Prequalification — [Your Company Name] — [Trade]

Certificates of insurance should be sent to our agent, Jeff at Insurance Pro AZ, at jeff@insuranceproaz.com, with a copy to Beseler Building Team.

Questions about this package? Contact us at 480-788-2712 or hello@beseler.co.

SECTION 12 ■ CERTIFICATION & SIGNATURE

The undersigned certifies that he or she is an owner, officer, or duly authorized representative of the firm named in this package, and that:

- The information provided in this package and in all attachments is true, complete, and accurate to the best of my knowledge as of the date signed.
- The firm holds all licenses required by the State of Arizona and any applicable municipality for the work described, and those licenses are in good standing.
- The firm will maintain insurance meeting or exceeding the requirements in Exhibit A for the duration of any work performed for Beseler Building Team, LLC, including any applicable warranty period.
- The firm will notify Beseler Building Team, LLC in writing within ten (10) days of any material change to the information provided, including any lapse in insurance or licensing.
- The firm authorizes Beseler Building Team, LLC to verify the information provided, including contacting the references, banks, sureties, and insurers listed.
- The firm understands that prequalification does not guarantee an invitation to bid or an award of work, and that any award is subject to a fully executed written subcontract.
- The firm understands that any material misrepresentation is grounds for immediate removal from the bid list and for termination of any existing subcontract.

Company name:		Date:	
Printed name:		Title:	
Signature:		Phone:	
Email:		ROC license #:	

FOR BESELER BUILDING TEAM USE ONLY

Date received	Reviewed by	Status	Approved limit (\$)	Expires
		☐ Approved ☐ Conditional ☐ Declined		

EXHIBIT A

Minimum Insurance Requirements

All subcontractors must carry, at minimum, the coverage and limits below before mobilizing on any Beseler Building Team, LLC project. Higher limits may be required on individual projects and will be stated in the bid documents or subcontract. All carriers must be rated A- VII or better by A.M. Best and be admitted or approved in the State of Arizona.

Coverage	Minimum limits required
Commercial General Liability (occurrence form)	\$1,000,000 each occurrence \$2,000,000 general aggregate (per project) \$2,000,000 products / completed operations aggregate \$1,000,000 personal and advertising injury
Automobile Liability	\$1,000,000 combined single limit — owned, hired, and non-owned
Workers' Compensation	Statutory limits per Arizona law
Employer's Liability	\$1,000,000 each accident \$1,000,000 disease — each employee \$1,000,000 disease — policy limit
Umbrella / Excess Liability	Per project tier — Tier 1 not required / Tier 2 \$2,000,000 / Tier 3 \$5,000,000, following form over CGL, auto, and employer's liability
Professional Liability (design-build or design assist only)	\$1,000,000 per claim / \$2,000,000 aggregate
Pollution Liability (abatement, environmental, or fuel-handling scopes)	\$1,000,000 per occurrence / \$2,000,000 aggregate
Installation Floater / Tools & Equipment	Full replacement value of materials and equipment in your care, custody, or control

■ Required endorsements and certificate language

- Beseler Building Team, LLC, and the project owner and lender when required by the subcontract, named as additional insured on both ongoing operations (CG 20 10 or equivalent) and completed operations (CG 20 37 or equivalent).
- Coverage written as primary and non-contributory with respect to any insurance carried by Beseler Building Team, LLC.
- Waiver of subrogation in favor of Beseler Building Team, LLC on general liability, auto, and workers' compensation.
- Thirty (30) days' written notice of cancellation or material change; ten (10) days for non-payment of premium.
- Completed operations coverage maintained for the full statute of repose applicable in Arizona — currently eight (8) years from substantial completion, extended to nine (9) years where the defect is discovered in the eighth year (A.R.S. § 12-552) — or as stated in the subcontract.

- No residential, habitational, or subcontractor warranty exclusion that would exclude the scope of your work.
- Certificate holder listed as: Beseler Building Team, LLC, Surprise, AZ 85387.

WHERE TO SEND CERTIFICATES

Email your certificate of insurance and all required endorsements to:

jeff@insuranceproaz.com (Insurance Pro AZ — our agent of record)

with a copy to hello@beseler.co.

Renewal certificates must be provided before expiration. Work may be suspended and payment withheld if coverage lapses.

Sole proprietors with no employees who elect not to carry workers' compensation must sign the Beseler Building Team Sole Proprietor Affidavit and carry general liability at the limits above. A waiver does not relieve you of liability for injury to any person you bring on site.