



SUBCONTRACTOR & VENDOR SETUP FORM

Instructions: Please complete this form in its entirety. If an item is not applicable to your firm or scope of work performed, please mark N/A. Please note that completion of this form does not guarantee an offer of work from Focus Design Builders, LLC.

CHECK ALL THAT APPLY:
SUBCONTRACTOR – FURNISH & INSTALL
SUBCONTRACTOR – INSTALL ONLY
SUPPLIER – MATERIALS ONLY

GENERAL INFORMATION

Legal Company Name: _____

Physical Address: _____

Main Phone #: (____)____-____ | Main Fax #: (____)____-____ No Fax

Website: _____ | Type of Firm: Corporation Partnership

Federal ID #: _____ Sole Proprietor LLC

CONTACT INFORMATION

▪ Contact Name: _____ | Title: _____

Phone #: (____)____-____ | Email: _____

Receive: ITB's: Yes No | Prequal Updates: Yes No | General SmartBid Updates: Yes No

▪ Contact Name: _____ | Title: _____

Phone #: (____)____-____ | Email: _____

Receive: ITB's: Yes No | Prequal Updates: Yes No | General SmartBid Updates: Yes No

TYPE OF WORK

List Scopes of Work Performed:

AREA OF WORK

List geographic area(s) where firm pursues work:

TRADE LICENSES (if applicable)

Please include: State of License, License Number, Type of License, and Expiration Date

▪ General: _____

▪ Electrical: _____

▪ Plumbing: _____

▪ Other: _____

▪ Mechanical: _____

HUB & MBWE CERTIFICATIONS (if applicable)

___ Minority Owned Business Certification

African American American Indian Asian American Disabled Hispanic Woman

___ Historically Underutilized Business (HUB)

Federal HUB Zone North Carolina Other: _____

___ Other: _____

Please submit this form via email to rebecca@focusdesignbuilders.com or via fax at (919) 453-2334.