

NOTICE TO BIDDING SUBCONTRACTORS

**PLEASE BE SURE TO READ ALL BID FORMS, INSTRUCTIONS TO BIDDERS, POST-BID PROCEDURES, GENERAL AND SUPPLEMENTARY CONDITIONS, ETC.**

→ Pay particular attention to any SUBCONTRACTOR QUALIFICATIONS REQUIREMENTS listed, including the format and submittal time.

**These are often to be submitted at noon the day after the bid, with at least one original and a copy or two (faxes and scans are typically not acceptable).** We usually need the hard originals and required copies in our office by at least 2 hours earlier than the due time so we can put them all together and get the whole thing submitted in a timely manner. If your company is the sub we listed for your portion of the work, you will be notified as soon after the bid as possible, so PLEASE BE READY TO SUBMIT THE QUALIFICATIONS INFORMATION IMMEDIATELY AFTER THE BID.

→ Qualifications project history listing requirements also often include project location, percent complete for jobs in progress, project reference contact names and phone numbers, and other information you might not normally include.

If you choose to list project history using your own format, IT IS VERY IMPORTANT THAT YOU INCLUDE **ALL** REQUESTED INFORMATION of the same type as shown or listed on the specified form.

*Thanks in advance for your cooperation, and we look forward to working together soon!*



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