



# VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza • Suite 202  
St. Thomas, USVI 00802-6447  
Telephone: (340) 777-4432

## CONTRACTOR CAPACITY ASSESSMENT

FOR CONTRACTORS AND CONSTRUCTION COMPANIES RESPONDING IN ANY VIHFA CONSTRUCTION SOLICITATION PLEASE FILL FORM OUT IN ITS ENTIRETY

### A. OVERVIEW

AVAILABLE TO WORK ON: STT  STX  STJ

COMPANY NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PRINCIPAL/OWNER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

SECRETARY/ ADMIN. \_\_\_\_\_ CAGE # \_\_\_\_\_

BUSINESS PHYSICAL ADDRESS \_\_\_\_\_  
\_\_\_\_\_

#### LICENSE INFORMATION

EXPIRATION \_\_\_\_\_  
NO. \_\_\_\_\_  
TYPE \_\_\_\_\_

### B. STAFFING

TOTAL NUMBER OF FIELD EMPLOYEES \_\_\_\_\_

NAME:	JOB TITLE:
1. _____	_____ <i>OWNER</i> _____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

FOR ADDITIONAL EMPLOYEES, PLEASE ATTACH LIST ON SEPARATE SHEET. PROVIDE A PHOTO ID OF EACH EMPLOYEE AS SUBMITTED ON THIS LIST. IE: (COPY OF LICENSE, VOTERS ID, EMPLOYEE ID, ETC.)

Based on the staff listed above, how many projects can you work on simultaneously.

1-2       3-5       6-10       11-20       21+



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## C. EQUIPMENTS

VEHICLE/ EQUIPMENT CAPACITY: List quantity and type of each

- TRUCKS \_\_\_\_\_
- HEAVY EQUIPMENT \_\_\_\_\_
- CEMENT MIXERS \_\_\_\_\_
- OTHER \_\_\_\_\_

## D. TASKS

CURRENT AND FUTURE OBLIGATIONS: List all current projects that may affect your performance with assignments from this project.

Project	Start	End	Description	Value
1.				
2.				
3.				

FOR ADDITIONAL INFORMATION, PLEASE ATTACH ON A SEPARATE SHEET.

## E. OUTSOURCING

LIST YOUR SUBCONTRACTOR: Note: **Only one level of subcontracting is allowed.**

NAME/COMPANY:

SKILL/AREA OF EXPERTISE:

1. \_\_\_\_\_

## F. QUESTIONS:

1. LEAD AND ASBESTOS LICENSE: Are you licensed to remove these and other hazardous materials?

Yes

No

If yes, please, attach copies of your certification.



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2. **MOLD REMEDIATION:** Do you perform mold remediation?

Yes  No

3. **JOB SAFETY TRAINING:** Is your staff up to date with OSHA job safety protocols?

Yes  No

4. **CERTIFICATES:** List any other relative certificate(s) of training your company currently possess.

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PLEASE USE SEPARATE SHEET FOR ADDITIONAL CERTIFICATES IF NEEDED.

## **G. FIELD OPERATIONS:**

1. List any circumstantial facts concerning the availability or quality of any building material(s) you feel VIHFA should know about.

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2. List any significant factor(s) or suggestions VIHFA may implement or consider beforehand that may positively affect your field performance or operation while working with the program.

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3. List any special skills or talent your company possess.

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