



Creative Lighting & Power, LLC

Subcontractor Qualification & Pre-Approval Packet

Thank you for your interest in working with Creative Lighting & Power, LLC. To ensure compliance, financial stability, and quality workmanship across all projects, all prospective subcontractors must complete this qualification packet in full.

Completion of this packet does **not** guarantee work. Approval is required prior to being awarded any contract.

SECTION 1 – COMPANY INFORMATION

Legal Company Name: _____

DBA (if applicable): _____

Business Address: _____

City / State / Zip: _____

Mailing Address (if different): _____

Primary Contact Name & Title: _____

Phone: _____ Email: _____

Years in Business: _____ State of Incorporation: _____

Business Structure (check one): LLC Corporation Partnership Sole Proprietor

Federal Tax ID (EIN): _____

SECTION 2 – LICENSES & CERTIFICATIONS

License Type(s): _____

License Number(s): _____

Issuing State(s): _____

License Expiration Date(s): _____

Attach copies of all applicable: Electrical licenses Local jurisdiction licenses Specialty certifications (if applicable)

SECTION 3 – INSURANCE REQUIREMENTS

Attach **current certificates** for the following (minimum requirements subject to CLP review):

- General Liability Insurance
- Workers' Compensation Insurance (or Exemption, if applicable)
- Automobile Liability (if vehicles are used)

Insurance Carrier(s): _____

Policy Expiration Date(s): _____

CLP must be listed as Certificate Holder upon approval.

SECTION 4 – FINANCIAL & CREDIT INFORMATION

CLP may evaluate subcontractor financial stability as part of the qualification process.

Do you authorize CLP to obtain business credit reports through Experian and/or Dun & Bradstreet? Yes
 No (may impact approval)

Dun & Bradstreet D-U-N-S® Number (if available): _____

Primary Bank Name: _____

Bank Contact (optional): _____

Average Annual Revenue (approximate): _____

SECTION 5 – CREDIT REFERENCES (REQUIRED)

Provide **at least three (3)** business or trade credit references.

| Company Name | Contact Name | Phone | Email | Relationship |
|--------------|--------------|-------|-------|--------------|
|--------------|--------------|-------|-------|--------------|

- 1.
- 2.
- 3.

SECTION 6 – PRIOR CONTRACTOR / CLIENT EXPERIENCE

List **recent contractors, general contractors, or clients** you have worked with in the past 3–5 years (minimum three). Also please indicate types of contracts as well; ex: Healthcare, Industrial, Educational, University's Higher ED, Retail and Govt/Public Works

Company Name Contact Name Phone Email Type of Work Performed

- 1.
- 2.
- 3.

SECTION 7 – SCOPE & CAPACITY

Primary Areas of Work (check all that apply): Commercial Electrical Industrial Electrical

Lighting Installation Service / Troubleshooting Underground / Site Utilities Low Voltage

Underground up commercial Renovations

Other: _____

What systems do you self-perform Turnkey? _____

Typical Crew Size: _____

Maximum Project Size (approx.): _____

Geographic Service Area(s): _____

What are your Geographic Limits? _____

What percentage of work is self-performed? _____

What is the percentage of work sub-subcontracted out? Yes No (If yes, explain)?

SECTION 8 – SAFETY & COMPLIANCE

- Do you have a written safety program? Yes No

- Do you conduct regular safety meetings? Yes No
- Have you had any OSHA violations in the past 3 years? Yes No
 - If yes, please explain: _____

Attach safety documentation if available.

SECTION 9 – LEGAL & DISCLOSURES

- Any pending or prior litigation related to construction work? Yes No
- Any bankruptcy filings in the past 7 years? Yes No

If yes too either, please attach explanation.

SECTION 10 – CERTIFICATION & AUTHORIZATION

By signing below, the undersigned certifies that all information provided is **true, complete, and accurate**. Subcontractor authorizes Creative Lighting & Power, LLC to verify all information provided, including credit checks, references, licenses, and insurance.

Authorized Representative Name: _____

Title: _____

Signature: _____ **Date:** _____

SUBMISSION INSTRUCTIONS

Please return the completed packet with all required attachments to:

✉ office@clpllc.net

Questions? Contact **Creative Lighting & Power, LLC** at **(863) 608-7706**.