

## **VENDOR QUALIFICATION PACKAGE TO PROSPECTIVE TRADE PARTNERS:**

RVE, LLC T/A (River Valley Exteriors) operates in the sales and service industries for commercial and residential properties. We utilize trade partners capable of providing multiple services with efficiency, quality craftsmanship and customer empathy. Our values are simple – but critical in defining who we are:

- We conduct our business with unwavering high standards of honesty, integrity and professionalism.
- We put our projects interests first.
- We strive for and expect perfection.
- We honor our commitments to our project, trade partners and vendors.
- We operate with professional respect for all members of the team, and request the same in return
- We strive to have a functional but fun work environment.
- Communication is the keystone to building a successful working relationship.

If you agree to these values, you should carefully review our attached procedures and guidelines to develop an understanding of how to qualify your company as a preferred vendor.

**Upon completion of the required documentation and a phone interview with one of our vendor team specialists, your company will be added to our approved vendor list. MAIL/EMAIL THE ATTACHED DOCUMENTS AND COPIES OF NEEDED INFORMATION TO JIM or DAVE AT [info@RVExterior.com](mailto:info@RVExterior.com) or 5830A Mt. Briar Road, Keedysville MD 21756. Failure to email all required documents will delay your vendor packet and/or cause it to be rejected.**

There are specific work scope and support documentation requirements that must be met in providing services on residential properties. If your company passes the initial screening you will receive a second package that includes information regarding the following:

- Specific work scope documentation
- Support documentation requirements that must be met in providing services (Photos/Estimates/Invoices)
- Methods of payment
- Methods of document submission
- Quality assurance notice
- No compete clause notice



**I. General Information**

Contract company name: \_\_\_\_\_

Street address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone: \_\_\_\_\_

Principal contact name: \_\_\_\_\_

Contact information:

1. Email - \_\_\_\_\_

2. Phone - \_\_\_\_\_

3. Fax - \_\_\_\_\_

**II. Credentials**

Licenses your company has acquired?

Type of License \_\_\_\_\_ Years Held \_\_\_\_\_

Type of License \_\_\_\_\_ Years Held \_\_\_\_\_

Type of License \_\_\_\_\_ Years Held \_\_\_\_\_

Are you a member of the BBB? \_\_\_\_\_

Total years the company has been in business \_\_\_\_\_

Recent job completed: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

**III. Miscellaneous Information**

Statement of financial affairs. Some jobs require an initial supplies cost.

What is the maximum amount of money your company would be able to put up to pay for supplies? \$ \_\_\_\_\_

Type of entity (LLC, sole proprietorship, etc) \_\_\_\_\_

EIN/SS# \_\_\_\_\_

Are you currently or partied to a lawsuit. If yes, explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Business Reference:

1. Business Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Business Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Residential Homeowner:

1. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_
2. Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Subcontractor Past Experience Review - Long Format**

**Place a check next to the following area(s) you have experience.**

**If you have any other experience you would like to add, indicate it below:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Additions (sun, bath, etc)
- Carpentry
- Power Washing ( Note Equipment available)
- Chimney Service (repair & clean)
- Concrete
- Deck and Patio Repair/Install
- Electricity
- Excavation
- Fence Repair/Install
- Garage Door Repair/Install
- Hard scape / Landscape Install
- Hard scape / Landscape Supply
- HVAC/Duct Work
- Lawn Service
- Masonry
- Mold Remediation
- Paint
- Play sets
- Plumbing
- Pool Repair / Maintenance
- Retaining Walls Repair/Install
- Roofing
- Siding
- Tile
- Window / Door Install
- Window / Door Supply
- Wood Flooring
- Equipment: \_\_\_\_\_

