



## Client Intake Form

### Instructions

Please complete the information below. The information you provide will be used by the HUB TA staff to help evaluate your technical assistance needs. Any questions regarding this form should be directed to the Technical Assistance Team by calling 512-499-4377. Please fax completed form to 512/499-4311 or email to [hay@utsystem.edu](mailto:hay@utsystem.edu).

### I. Business Contact Information

Name of Firm:		
Firm Contact Person:	Title:	
Firm Mailing Address:		
City:	State:	Zip:
Phone Number:	Fax:	E-Mail:

### II. Industry Categories

Major Categories (check all that apply):			
<input type="checkbox"/> General Contractor	<input type="checkbox"/> Trade Subcontractor	<input type="checkbox"/> Supplier	<input type="checkbox"/> Other Services
Trade Areas (check all that apply):			
<input type="checkbox"/> Concrete	<input type="checkbox"/> Masonry	<input type="checkbox"/> Metals	<input type="checkbox"/> Wood, Plastics, Composites
<input type="checkbox"/> Openings	<input type="checkbox"/> Finishes	<input type="checkbox"/> Specialties	<input type="checkbox"/> Equipment
<input type="checkbox"/> Plumbing	<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Communications
<input type="checkbox"/> Earthwork	<input type="checkbox"/> Utilities	<input type="checkbox"/> Other (please describe _____)	<input type="checkbox"/> Thermal/Moisture Protection
<input type="checkbox"/> Furnishings	<input type="checkbox"/> Fire Suppression		
When performing work in the trade areas, do you normally use your own employees? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Which trade areas do you normally subcontract out to other contractors? _____			

### III. HUB Certification/Ethnicity/Sex

State of Texas HUB? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ethnicity of Majority Owner (s): Asian Pacific <input type="checkbox"/> Hispanic <input type="checkbox"/> Black <input type="checkbox"/> Native American <input type="checkbox"/> Anglo <input type="checkbox"/> Other <input type="checkbox"/>	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
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### IV. Assistance Needed

What type of assistance is needed? Bonding__ Loan__ Insurance __ Other (please describe):
If seeking bond or loan, please indicate amount: _____
Will assistance be used to help you on a UT System or campus contract/subcontract you have or contracting/subcontracting opportunity you plan to bid on? <input type="checkbox"/> Yes <input type="checkbox"/> No

Are you currently working on a UT campus or system contract or subcontract? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of campus and project:
Are you planning to bid on a UT campus or system contract or subcontract? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of campus and project:

**V. Contract Reference Section**

**Past Performance**

Have you ever performed work on a construction project at a University of Texas System campus?  Yes  No

If you have worked on a UT campus construction project, provide information on the last three UT projects:

Yr.	Project Name	Role: Prime/Sub	Campus/Prime Contractor	Description Type of Work	Contract Amount	References Name/Phone

Please list the three largest contracts your company has performed on in the last three years:

Yr.	Project Name	Role: Prime/Sub	Project Owner Agency/Contractor	Description Type of Work	Contract Amount	References Name/Phone

**Current Projects**

Please list the three largest projects your company is currently working on:

Yr.	Project Name	Role: Prime/Sub	Project Owner Agency/Contractor	Description Type of Work	Contract Amount	References Name/Phone