



Founded in 1991 by Arun Verma, Galaxy Builders specializes in multifamily housing throughout Texas. The company has built a reputation of excellence by delivering projects on time and in budget. Galaxy takes great pride in its people, with the foundation built on a culture of loyalty.

# New Subcontractor Memo

A guide to prequalifying with  
Galaxy Builders, Ltd.

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Dear Contractor,

Thank you for your interest in Galaxy Builders. To work with Galaxy Builders contractors must go through the Galaxy Prequalification Process. This is true for both contractors who would like to be added to a bid list and those who are working to secure a contract. Galaxy utilizes COMPASS Prequalification Software to complete all prequalification requests.

**If you are a new subcontractor who would like to join our bid-list, please send the following information to [Prequalification@GalaxyBuilders.com](mailto:Prequalification@GalaxyBuilders.com). For any contractors who are working with a project team to secure a contract this information can be sent directly to the Project Administrator.**

- Subject Line: New Subcontractor Request
- Company Name
- W9
- Certificate of Insurance
- Trade(s)
- Locations Serviced
- Preferred email for COMPASS Registration

If you already have a COMPASS account, send your qualification request through the COMPASS Platform, please specify in your email that you will be sending your request through COMPASS.

Please note COMPASS is a paid service, that is paid annually. To learn more please contact COMPASS directly.

We believe that registering with COMPASS will benefit you as well as offset any associated costs, as it provides a single platform to manage all your prequalification requests, including:

- Access to an industry-accepted standardized qualification form (1Form)
- QScore and ranking to increase visibility to all General Contractors utilizing the platform
- Compliance with the highest data security standards (SOC 2)
- Inclusion on the COMPASS Select lists for preferred subcontractors
- Ability to securely share the 1Form with anyone

With this COMPASS integration you will be required to update your information on a yearly basis. ***Galaxy will not award any contracts without prior prequalification of the sub-contractor.***

Compass Contact:

Kristine Broad  
kbroad@bespokemetrics.com  
<https://calendly.com/kbroad-bespokemetrics>

We look forward to a successful business relationship with you.

Sincerely,  
**Galaxy Builders, Ltd.**



*Building Relationships*

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