Print Form

CONTRACTOR'S PREQUALIFICATION APPLICATION

City of Grants Pass

Equipment and Experience Questionnaire
Adopted by the Department of Administrative Services

Application of: _____

Submitted Date: _____

☐ An Individual ☐ Co-Partnership ☐ Corporation ☐ Joint Venture ☐ Member of Joint Venture

Address to which all applicant's correspondence is to be mailed:

Mailing Address	City & State	Zip Code
Telephone Number	Fax Number	Email Address

This Prequalification Application is submitted for the following purpose: (Check One)

☐ This is a prequalification application for such period of time as designated by the mandatory prequalification rules adopted by the Public Contracting Agency.

☐ This is a prequalification application for the following:

_____
(Name of Project)

Scheduled Bid Opening _____
(Date)

This space for Engineering use only.

This prequalification application is subject to the provisions of Ordinance #4752, adopted by the Council of the City of Grants Pass on December 2, 1992 and Ordinance 5517/Resolution 5682 adopted by the Council of the City of Grants Pass on June 2, 2010.

PREQUALIFICATION REQUIREMENTS

REQUIREMENTS: To be prequalified to work on projects involving the construction of public facilities, a Contractor must meet the following requirements:

1. EXPERIENCE: The Contractor or the Contractors Supervisor on the project must have twelve months working as a contractor or supervisor on comparable public projects (e.g. monetary value, complexity) with the same materials as those required by City standards (i.e., ductile iron pipe for water lines) or comparable competence as determined by the City Manager.

2. INSPECTION SUBSTITUTION: This criteria can be substituted with a City approved schedule for inspection of the project by a licensed engineer with a civil or structural background. The costs of this additional inspection shall be the joint responsibility of the Contractor, Supervisor, and Developer, not the City.

3. SAFETY: The Contractor or Supervisor must have an OSHA approved, written safety program with proof of monthly safety meetings for the twelve months preceding a bid.

4. CURRENT OREGON CONTRACTOR LICENSE: The Contractor shall have a current Oregon General Contractor's License.

5. CURRENT CITY BUSINESS LICENSE: The Contractor shall have a current City Business License.

6. INSURANCE BONDS: The Contractor shall have adequate current insurance bonds to cover the contract amount (if no performance bond). Liability insurance requirements shall be set forth by resolution. (Ord 5517/Res. §2,210)

7. WORKER'S COMPENSATION: All employees must be covered by Oregon Worker's Compensation.

8. ON-SITE SUPERVISION: A crew leader with at least twelve months experience must be on-site during all work. This can be eliminated if the Contractor or Supervisor, who satisfies item 1, is on-site during all work.

9. TRAINING SESSIONS: To qualify for prequalification, the Contractor must agree to attend a City training program prior to the awarding of any bid. The training program will provide information on working on projects within the right-of-way and review City standards and requirements.

10. CONSTRUCTION AND SAFETY STANDARDS: The Contractor shall continuously abide by the terms of the contract, the City approved construction drawings, and standard City specifications for installation of all public facilities within the jurisdiction of the City of Grants Pass. The contractor has the obligation to be familiar with and comply with all applicable City, State, and Federal construction and safety standards, and applicable laws. Ignorance of these standards of laws is not an excuse for noncompliance.

DISQUALIFICATION AND RESTRICTIONS:

A contractor may be disqualified or restricted from working on projects involving the construction of public facilities if it is found that the contractor, or any agent or employee, fails to meet, or has misrepresented the Contractor's compliance with, the City's prequalification requirements.

1. HEARING:

When a Contractor is alleged to be in violation or non-compliance with any of the prequalification requirements, a hearing will be held by the Community Development Director, or a designee, as hearings officer to review the violation or non-compliance. A notice of the hearing and a brief statement of the allegation shall be mailed to the last known address of the Contractor not less than seven days prior to the hearing. At the hearing the hearings officer shall provide an opportunity for the Contractor to be advised of the basis for the allegation and to provide evidence to refute or mitigate the allegation. The hearings officer shall make a decision within five days of the hearing and shall cause the decision to be mailed to the last known address of the Contractor within four days of the decision.

2. PERIOD OF DISQUALIFICATION OR RESTRICTIONS:

A contractor found in violation or non-compliance shall be disqualified or restricted by the hearings officer regarding the construction of public facilities for a specified period of time based upon the seriousness of the violation or non-compliance. Disqualification or restriction imposed for a first offense shall be not longer than twelve months. Subsequent disqualifications or restrictions may exceed twelve months but shall not exceed twenty-four months. A period of disqualification may be followed by a period of restrictions so long as the total period does not exceed the above stated time limitations.

3. RESTRICTIONS:

When the hearings officer determines that a violation or noncompliance with the City's prequalification requirements should result in restrictions instead of disqualification, the hearings officer shall state the reasons for mitigation in the decision. A restriction may include the imposition of additional conditions and requirements including but not limited to providing a civil or structural engineer to provide full time inspections of construction, said costs being the responsibility of the Contractor.

4. APPEAL TO CITY MANAGER:

A decision by the hearings officer to disqualify or restrict a Contractor may be appealed to the City Manager by filing a written notice of appeal within fourteen days of the decision by the hearings officer. The City Manager shall conduct a hearing within thirty days of the notice to appeal. A notice of the hearing shall be mailed to the last known address of the Contractor not less than seven days prior to the hearing. At the hearing the City Manager shall provide an opportunity for the Contractor to challenge the disqualification or imposition of restrictions. The City Manager shall make a decision within five days of the hearing and shall cause the decision to be mailed to the last known address of the Contractor within four days of the decision. The City Manager may affirm, reverse, or modify the decision of the hearings officer.

The decision of the City Manager shall comply with the PERIOD OF DISQUALIFICATION OR RESTRICTION and RESTRICTIONS provisions noted above. Modification of the hearings officers' decision may include but is not limited to:

A. Increasing or decreasing the quantity or quality of restrictions imposed.
B. Changing a disqualification to a restriction.
C. Changing a restriction to a disqualification.

5. APPEAL TO CITY COUNCIL:

A decision by the City Manager to disqualify or restrict a Contractor may be appealed to the City Council by filing a written notice of appeal within fourteen days of the decision by the City Manager. The City Council shall conduct a hearing within thirty days of the notice to appeal. A notice of the hearing shall be mailed to the last known address of the Contractor not less than seven days prior to the hearing.

At the hearing the City Council shall provide an opportunity for the Contractor to challenge the disqualification or imposition of restrictions. The City Council shall make a decision within 14 days of the hearing and shall cause the decision to be mailed to the last known address of the Contractor within four days of the decision. The City Council may affirm, reverse, or modify the decision of the City Manager. The decision of the City Council shall comply with the PERIOD OF DISQUALIFICATION OR RESTRICTION and RESTRICTIONS provisions noted above. Modification of the Manager's decision may include but is not limited to:

A. Increasing or decreasing the quantity or quality of restrictions imposed.
B. Changing a disqualification to a restriction.
C. Changing a restriction to a disqualification.

6. INTERIM EFFECTIVENESS OF DISQUALIFICATION OR RESTRICTION:

A decision of the hearings officer shall be effective immediately and shall remain effective unless or until it is affirmed, reversed, or modified by the City Manager. A decision of the City Manager shall be effective immediately and shall remain effective unless or until it is affirmed, reversed, or modified by the City Council.

INSTRUCTIONS

Introductory Statement:

In accordance with the statues of the State of Oregon, every public contracting agency contemplating receiving bids for and awarding any contract for a public improvement may require any prospective bidder to submit a full and complete statement concerning his equipment and experience in constructing public improvements.

The application and questionnaire forms which are bound herewith comply with the requirements of public contracting rules and must be used in determining the qualifications of prospective bidders and in assigning limits as to the size and kinds of projects for which the prospective bidder may submit bids. The applicant should use care and integrity in preparing this information. The public contracting agency may make independent inquiries concerning the contractor's past performance and/or capabilities.

Manner of Preparing and Filling in Forms:

This application shall include equipment and experience information for only the specific single business organization or entity which is applying for prequalification and which would be the signatory on a contract with the public contracting agency.

All answers and other entries on the forms, except signatures, should be filled in on a typewriter or printed. To make this possible, the forms may be taken apart by removing staples by which they are bound. It shall be the responsibility of the applicant to return all pages whether applicable or not. Failure to do so may be grounds for rejection.

All answers and entries shall be specific and complete in detail.

The prequalification application shall be signed by the applicant and sworn to as the form indicates. The signatory of the statement guarantees the truth and accuracy of all statements and of all answers to questions.

Use of Attachments:

Schedules, reports, and other forms of prequalification statement may be used as attachments to the prescribed form, provided that the information contained therein specifically includes the information required by this form.

Place of Submission:

Prequalification applications shall be submitted to the designated officer of the public contracting agency.

Time of Submission:

Each Public Contracting Agency may have specific time requirements for filing applications. The applicant should check with the designated officer of the applicable agency for submission time.

Appeal Due to Denial or Revocation of Prequalification:

In case a contractor's application for prequalification is denied or in case as existing prequalification is revoked, the contractor may appeal the denial or revocation in accordance with the rules adopted by the Department of Administrative Services or the appropriate local contract review board.

Notification of Action Taken:

The applicant will be notified, in writing, of the action on its application. Applicant will then be allowed to bid on such projects as are within the limits of size and kind of work for which he has been declared qualified.

Period During Which a Qualified Bidder Remains Qualified:

A prospective bidder who has been notified of prequalification for projects of a given size and kind will usually remain qualified until the date specified in the notification. The public contracting agency may limit prequalification approval to individual public improvement projects. Unless such bidder is otherwise notified by the public body he will be permitted to submit bids for any and all projects of said kind and size for which bids are to be received. The public body may from time to time require new or revised prequalification applications and have them approved prior to allowing a bid.

Requirement of Continuing Prequalification:

Prospective bidders who have once been qualified with an agency requiring prequalification and who desire to maintain an uninterrupted prequalification standing are required to submit a new application periodically as required by such agency. Uninterrupted prequalification is contingent upon favorable action on the application. A prequalification may be revoked under the provisions of ORS 279.039.

Changes:

Requests for revision of the prequalification standing of any prospective bidder will be considered whenever the bidder can make a showing of materially improved ability, but not more often than once in three months. Each such request must be accompanied by a new prequalification application.

With or without a request from the prequalified bidder, the prequalification limitation on class of work or size of project may be reviewed and increased or decreased as found appropriate. The prequalified prospective bidder will be notified in writing of any such revision.

Confidential Information:

The information furnished in the prequalification application will be treated as confidential information if so requested by the applicant. If so requested in item 14 of the application, contents of the application will not be disclosed to the public except upon the written order of the person or persons furnishing the same or upon an appropriate order of a court of competent jurisdiction.

Joint Venture:

A public contracting agency may adopt special requirements concerning joint ventures. Before submitting a joint venture application, a prospective bidder should ascertain if special instructions are applicable and obtain them from the designated public officer.

Minority Contractors:

Do not fill in item 16 unless required by the public contracting agency.

1 For Each Class of Work:

For Each Class of Work:

A. Enter the maximum dollar amount of work you are capable of performing.
B. Enter the maximum dollar amount of work you are qualified to undertake in other states.
C. Enter the state(s) qualified for the amount shown in column “B”.
D. Enter the number of years of experience in this class of work.

If more space is required, attach additional sheets.

(Highway, Roads, Streets, Airports)

Class	Column A Max $ Amount	Column B Qualified $Amount	Column C State(s)	Column D Years Experience
Land Clearing - Highways, Roads, Streets, and Airports				
Earthwork and Drainage - Highways, Roads, Streets, and Airport Runways				
Aggregate Crushing				
Aggregate Bases - Highways, Roads, Streets, and Airport Runways				
Asphalt Concrete Pavement and Oiling - Highways, Roads, Streets, and Airport Runways				
Portland Cement Pavement - Highways, Roads, Streets, and Airport Runways				
Reinforced Concrete, Structural Steel Bridges, and Grade Separation Structures				
Painting Steel Bridges and Grade Separation Structures				
Miscellaneous Highway Appurtenances (Guard rails, Median Barriers, Curbs, Retaining walls, Walks, Fences, Riprap				
Signing - Temporary and/or permanent for Highways, Streets, and Roads				
Illumination - Highways, Streets, Roads, Airports, Parks, and Rest Areas				
Traffic Signals - Highways, Streets, and Roads				
Landscaping - Highways, Streets, Roads, Parks, and Rest Areas (Roadside Seeding, Lawns, Shrubs, Trees, Irrigation Systems				
Buildings - Highways, Rest Areas, Parks (Toilets, Bathhouses, Maintenance, Sand Sheds)				

1 (Continued)

For Each Class of Work:

A. Enter the maximum dollar amount of work you are capable of performing.
B. Enter the maximum dollar amount of work you are qualified to undertake in other states.
C. Enter the state(s) qualified for the amount shown in column “B”.
D. Enter the number of years of experience in this class of work.

If more space is required, attach additional sheets.

Other Public Improvements

Class	Column A Max $ Amount	Column B Qualified $Amount	Column C State(s)	Column D Years Experience
Sewer Construction				
Sewage Treatment Plants				
Sewage Pumping Station				
Water Lines				
Water Reservoirs				
Water Tanks - Steel, Concrete, Wooden				
Electrical Wiring				
Building Construction				
Building Alteration and Repair				
Demolition and Related Excavation and Clearing.				
Painting and Decorating				
Plumbing				
Heating				
Air Conditioning				
Roofing				
Sheet Metal Work				
Drainage				
Well Drilling				
Municipal Street Construction				
Other				

2 Indicate the total amount of work, express in dollars, which the applicant believes it is capable of undertaking at any one time $_____

3 BID AND PERFORMANCE SURETY BONDS:

If the contracts for which this prequalification is sought require bid and performance bonds, the applicant shall state the name of the agent, and name, address and telephone number of the surety company applicant expects to provide the bonds.

Surety: _____

Agent Name: _____

Address: _____

_____

Telephone: _____

4 If an Oregon corporation, answer this:

When Incorporated: _____

President: _____

1st Vice President: _____

Secretary _____

Treasurer _____

What officers are authorized to execute contracts:

_____

_____

_____

_____

_____

5 If a co-parnership, answer this:

Date of Organization: _____

State whether Partnership is general, limited or association: _____

If a foreign co-partnership or persons engaging in business in this state under an assumed business name, but not domiciled within this state, state whether or not such partnership or business organization has been registered as may be required in compliance with Chapter 648, Oregon Revised Statutes.

Name and Address of Partners:

_____

_____

_____

6 If a foreign corporation, answer this:

When Incorporated: _____

In what state: _____

Date of authorization to transact business in the State of Oregon: _____

Has applicant filed with the Department of Revenue forms required by ORS 279.021 Yes ☐ No ☐

President: _____

1st Vice President: _____

Secretary _____

What officers are authorized to execute contracts:

_____

_____

_____

Name and address of registered agent in Oregon:

_____

_____

_____

7 Bidder's Equipment Questionnaire

Plants and equipment owned by the applicant: List only major items. Lump together small equipment and tools.

Quantity, Description and Capacity of items	Age In Years	Condition

Total market value of equipment: $_____

Does applicant intend to rent equipment? If so, provide a general description:

Where available?

8

Bidder's Experience Questionnaire

List major projects applicant has undertaken in last five years.

(List most recent projects first)

	Name and Address of Owner	Name of Project	Class of Work	Contract Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

9 ***(Continued)***

Bidder's Experience Questionnaire

List the following additional information for projects listed under item 8

(Use same line number as in opposite page)

	Date of Completion (if completed)	Location of Work	*	Surety Company If Project Bonded	Architects or Engineering Firms **
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

* Indicate whether: (p) Prime Contractor, (JV) Joint Venture, (Sub) Subcontractor

** Indicate name, address, and phone number, including area code.

10 *(Continued)* Bidder's Experience Questionnaire

A. How many years has applicant been in business under present name?
B. How many years experience in construction work has applicant had:

(a) As a prime contractor? _____

(b) As a subcontractor? _____

11

What is the construction experience of all owners, officers, partners, and principal individuals in applicant's organization? Also, list any other individual or organization who, in any way and to any extent, controls or influences the bidding.

Individual's Name	Present Position or Office	Years of Construction Experience	Magnitude and Type of Work	In What Capacity

12

Indicate type of all contractors licenses and license numbers held as required by Oregon statutes (e.g. **City of Grants Pass Business License;** Landscape Contractor)

_____

13

Following space may be used for general remarks and explanations pertaining to the foregoing prequalification statements: (Also, explain here any experience claimed which is that of a business organization or entity, other than the applicant, including a business entity superseded by the applicant.)

_____

_____

_____

_____

14

Does applicant want the material submitted herein deemed to be a trade secret pursuant to paragraphs (b) and (e) of subsection (1) of ORS 192.500?

(Check One) Yes ☐ No ☐

15

Ownership and Control

(a) List any organization, owned or controlled by the applicant, its officers, directors, partners and anyone owning at least 10% interest in the firm, or in which the applicant was or is an officer, director or partner, doing business in Oregon under another name. If none, so state:

_____

_____

_____

(b) List those individuals, companies or corporations owning 10% or more of applicant's firm.

_____

_____

(c) List all other personnel in applicant's organization who have a financial interest in or serve as officers or partners in another firm prequalified to bid in this or another state.

Individual's Name	Present Position or Office	Other Firm or Firms	Position in Other Firm(s)	Sate of Other Firm

16

Check the appropriate block or blocks identifying owners of firm:

☐ Woman ☐ Asian American ☐ Non Minority

☐ Black ☐ American Indian

☐ Hispanic ☐ Alaskan Native (Eskimo or Aleut)

Is your firm currently certified by the State of Oregon as a Disadvantaged Business Enterprise (DBE)?

Yes ☐ No ☐

17 Have you ever been denied prequalification in this or any other state? If yes, explain.

Have you ever been debarred from bidding on contracts in this or any other state under any State Law or Federal Law? If yes, explain.

18 Is your firm an approved training agent under Bureau of Labor and Industries' Apprenticeship and Training Division?

Yes ☐ No ☐

If yes, for which crafts? _____

19 AFFIDAVIT:

STATE OF OREGON)
) ss.
County of _____)

I, _____ being first sworn, state that I am _____ of the applicant herein and that the statements
Title
made in this application are true and I acknowledge that any false, deceptive or fraudulent statements on the application or at a hearing will result in the denial of prequalification, that should there be any subsequent material reduction in applicant's ability to carry out any project for which applicant desires to submit a bid applicant will give written notice of such change to the designated officer to whom this application is submitted at least ten days prior to the bid opening; and that it is understood that such notice may change the eligibility of applicant to submit the bid.

_____ _____
Signature *Title*

Subscribed and sworn to before me this _____ day of _____ , 201 ____

_____
Notary Public

My Commission Expires: _____