

City of Cottage Grove
400 East Main Street
Cottage Grove, OR 97424



CONTRACTOR'S PREQUALIFICATION APPLICATION

Equipment and Experience Questionnaire

APPLICATION OF _____
(Contractor's Registered Company Name)

- Individual Sole Proprietorship
- General Partnership
- Corporation
- Joint Venture (JV)
- Member of Joint Venture
- Limited Liability Company (LLC)
- Limited Liability Partnership (LLP)
- Limited Partnership (LP)
- Assumed Business Name (ABN)

Address to which all correspondence should be mailed:

Physical Address _____

PO Box _____

City _____ State _____ Zip Code _____

Phone No. (Area Code) _____

Fax No. (Area Code) _____

Date Application Prepared _____

This Prequalification Application is submitted for the following Purpose:

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

(Name of Project)

Scheduled Bid Opening Date _____



INTRODUCTORY STATEMENT:

In accordance with the statutes 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 (***herein refer to as applicant***) to submit a full and complete statement concerning their 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 applicants and in assigning limits as to the size and kinds of projects for which the applicant may submit bids.

The applicant should use care and integrity in preparing this information. The City of Cottage Grove 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 City of Cottage Grove.

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 the 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.

An original signed application must be sent to the City of Cottage Grove (Xerox or fax signatures will not be accepted)

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 City of Cottage Grove Public Works Department.

Time of Submission:

In order for a contractor to prequalify to perform work for the City of Cottage Grove, a completed prequalification application must be submitted in advance of Bid Opening for any specific project being bid.

Appeal Due to Denial or Revocation of Prequalification:

In case the applicant's application for prequalification is denied or in case an existing prequalification is revoked, the applicant may appeal the denial or revocation in accordance with the rules adopted by the Cottage Grove Contract Review Board.



Notification of Action Taken:

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

Period During Which a Qualified Applicant Remains Qualified:

An applicant 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 City of Cottage Grove may limit prequalification approval to individual public improvement projects. Unless such applicant is otherwise notified by the City, the applicant will be permitted to submit bids for any and all projects of said kind and size for which bids are to be received. The City of Cottage Grove will require new or revised prequalification applications annually, and they must be approved prior to the award of a bid.

Requirement of Continuing Prequalification:

Applicants who have once been qualified and who desire to maintain an uninterrupted prequalification standing are required to submit a new application annually. Uninterrupted prequalification is contingent upon favorable action on the application. A prequalification may be revoked under the provision of ORS 279.039.

Changes:

Requests for revision of the prequalification standing of any applicant will be considered whenever the applicant can make a showing of materially improved ability, but not more often than once in three months. Major changes must be submitted with a new prequalification application. If the changes are minor, such changes may be requested by the City. Minor changes involve, but are not limited to, company name, adding or deleting classes of work. Contact the City of Cottage Grove Public Works Department for specific procedures when there are changes to the information submitted in the application.

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

Joint Venture:

When submitting a joint venture application, an applicant should specify joint venture in the application and should provide individual detail regarding each firm's capabilities.

Jurisdiction:

ORS 279.041 (1) states: (1) When a public contracting agency permits or requires prequalification of bidders, a person who wishes to prequalify shall submit a prequalification application to the agency on a standard form prescribed by the Director of the Oregon Department of Administrative Services or a local contract review board. Within 30 days after receipt of a prequalification application, the public contracting officer shall investigate the prospective bidder as necessary to determine if the prospective bidder is qualified. The determination shall be made in less than 30 days, if practical, if the prospective bidder requests an early decision to allow the bidder as much time as possible to prepare a bid on a contract that has been advertised. In making its determination, the agency shall consider only the applicable standards of responsibility listed in ORS 279.029 (6)(a)(B). The agency shall promptly notify the person whether or not that person is qualified.



PLEASE ANSWER EACH SECTION AND QUESTION IN THE APPLICATION. FAILING TO DO SO, THE APPLICATION WILL BE RETURNED FOR COMPLETION.

1 PLEASE FILL IN THE CLASSES OF WORK YOU WISH TO BID WORK ON. CLASSES OF WORK INCLUDE, BUT ARE NOT LIMITED TO, WORKLISTED IN PARENTHESIS.

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. *****

(Highways, Roads, Streets)

| Class | A. Max dollar Amount | B. Qualified Dollar Amount | C. State(s) Experience | D. Years Experience |
|--|-----------------------------|-----------------------------------|-------------------------------|----------------------------|
| Aggregate Bases | _____ | _____ | _____ | _____ |
| Asphalt Concrete Paving and Oiling (Paving, Chip Sealing, Crack Sealing, Slurry Sealing, Fog Sealing) | _____ | _____ | _____ | _____ |
| Bridges and Structures (Concrete, Steel, and Timber Bridges, Retaining Walls and Soundwalls; Seismic Retrofit; Box Culverts; Structural Plate Pipe, and Pipe Arches) | _____ | _____ | _____ | _____ |
| Buildings (Toilets, Bathhouses, Maintenance, Sand Sheds) | _____ | _____ | _____ | _____ |
| Earthwork and Drainage (Clearing, Earthwork, Blasting, Riprap, Culverts, Manholes, Inlets, Storm Sewers) | _____ | _____ | _____ | _____ |
| Illumination | _____ | _____ | _____ | _____ |
| Landscaping (Roadside Seeding, Lawns, Shrubs, Trees, Irrigation Systems, Topsoil, Temporary and Permanent Erosion Control) | _____ | _____ | _____ | _____ |
| Miscellaneous Highway Appurtenances (Guardrail, Barrier, Curbs, Walks, Fences, Protective Screening, Impact Attenuators, Cold Plane Pavement Removal, Rumble Strips) | _____ | _____ | _____ | _____ |



| Class | A. Max dollar Amount | B. Qualified Dollar Amount | C. State(s) Experience | D. Years Experience |
|--|----------------------|----------------------------|------------------------|---------------------|
| Pavement Markings (Permanent -Painted, Durable, Markers, Delineators) | _____ | _____ | _____ | _____ |
| Portland Cement Concrete Paving | _____ | _____ | _____ | _____ |
| Temporary Traffic Control (All Temporary Traffic Control Items Including Flaggers and Pilot Cars) | _____ | _____ | _____ | _____ |
| Traffic Signals (Signals, Ramp Meters, Roadway Weather Information System (RWIS), Variable Message Signs (VMS), Traffic Cameras) | _____ | _____ | _____ | _____ |
| Other, (List specific class) | _____ | _____ | _____ | _____ |



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.

(Other Public Improvements)

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



2 Indicate the total amount of work, expressed in dollars, which the applicant can be bonded for at one time: \$ _____

3 BID AND PERFORMANCE SURETY BONDS:

If the contract(s) for which this prequalification is sought require bid and performance bond(s), 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.

Agent's Name: _____

Agent's Address: _____

Agent's Telephone #: _____

4

If an Oregon corporation, answer this:
When Incorporated _____

President _____

1st Vice President _____

Secretary _____

Treasurer _____

What officers are authorized to execute bids and contracts

(Additional documentation may be required by the City of Cottage Grove)

5

If a general partnership, answer this:

Date of Organization _____

If a foreign (out of State) co-partnership or persons engaging in business in the state under an assumed 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 _____

What officers are authorized to execute bids and contracts _____

(Additional documentation may be required by the City of Cottage Grove)



6

If a foreign (out of State) corporation, answer this:

Secretary _____

When Incorporated _____

What officers are authorized to execute bids and contracts

In what state _____

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

(Additional documentation may be required by the public contracting agency)

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

Name and address of registered agent in Oregon

President _____

1st Vice President _____

7 If a limited liability company, limited liability partnership or a limited partnership indicate below:

- Check One: Limited liability company
 Limited liability partnership
 Limited partnership

Have you registered with the State Corporation Division, Business Registry? Yes No

Name and address of organizer: _____

List who is authorized to execute bids and contracts: _____

(Additional documentation may be required by the City of Cottage Grove)

8 If doing business under an assumed business name, fill out the following information:

Name of assumed business: _____

Owner's name and address: _____

Registration date: _____ Expires: _____

9 If doing business as a sole proprietorship, fill out the following information:

Individual's name liable for all obligations of business: _____

If you are a sole proprietor using an assumed business name, please list name below:

Registration date: _____

Expires: _____



11 Applicant's Experience Questionnaire

List major projects applicant has undertaken in the 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. | | | |
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| 10. | | | |
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| 18. | | | |
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| 20. | | | |
| 21. | | | |
| 22. | | | |



12 Applicant's Experience Questionnaire – Continued

List the following additional information for projects listed under Item 11
 (Use same line No. as in opposite page)

| Date of Completion (if completed) | Location of Work | . | Surety Company if Project Bonded | Architects or Engineering Firms** |
|--------------------------------------|------------------|---|-------------------------------------|--------------------------------------|
| 1. | | | | |
| 2. | | | | |
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| 21. | | | | |
| 22. | | | | |

- Indicate whether: (P) Prime Contractor, (JV) Joint Venture, (Sub) Subcontractor
- Indicate name, address and phone number including area code



13 Applicant's Experience Questionnaire – Continued

A. How many years has applicant been in business under present name?
 As a prime contractor? _____ As a subcontractor? _____

B. How many years' experience in construction work has applicant had:
 As a prime contractor? _____ As a subcontractor? _____

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

| Individual's Name | Present position or Office | Years of Construction | Magnitude and Type of Work | In What Capacity |
|-------------------|----------------------------|-----------------------|----------------------------|------------------|
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15 Indicate contractor's licenses or registration numbers held as required by Oregon Statutes:

- Corporation Division Registration No. _____
- Construction Contractors Board No. _____
- Landscape Contractors License No. _____
- Electrical License No. _____
- Plumbing License No. _____
- Pressure Vessel Installers License No. _____
- Other License No. _____

16 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).



19

a) Have you ever been denied prequalification by any state, local or federal agency in this or any other state?
(Check one) Yes No If yes, please attach an explanation.

b) Have you ever been debarred from bidding on contracts by any state, local or federal agency in this or any other state under any State Law or Federal Law?
(Check one) Yes No If yes, please attach an explanation.

c) Has any officer or partner of the applicant ever applied for prequalification with the public contracting agency under a different name?
(Check one) Yes No If yes, please attach an explanation.

d) Has the applicant ever failed to complete a state, local or federal public improvement (works) contract?
(Check one) Yes No If yes, please attach an explanation.

e) Has any officer or partner of the applicant ever been found in breach of a local, state or federal contract?
(Check one) Yes No If yes, please attach an explanation.

20 Name of contact person for information regarding this application. _____

21 AFFIDAVIT:

STATE OF _____)

ss.

County of _____)

I, _____ being first sworn, state that I

am _____ of the applicant herein and that the statements made in this application
(Title)

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, and may subject me to charges of false swearing or perjury; 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.

(Original Signature)

(Title)

Subscribed and sworn to before me this _____ day of _____, Year _____

*Notary Seal
or
Stamp*

Original Notary Public Signature

My commission expires _____