

CARROLL COUNTY
DEPARTMENT OF GENERAL SERVICES
BUREAU OF BUILDING CONSTRUCTION
WESTMINSTER, MARYLAND 21157



CONTRACTOR PREQUALIFICATION
FOR
CARROLL COUNTY CAPITAL IMPROVEMENT PROJECTS

(Check One)

- Application
 Renewal

Submitted by: _____
(Company Name)

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address: _____

Dated Submitted: _____

Instructions for completing the:

APPLICATION FOR PREQUALIFICATION

This application is to be used by general contractors seeking prequalification to bid on Carroll County Community Improvement Projects (CIP) for projects in excess of \$500,000 and administered by the Bureau of Building Construction.

1. Save the document in Word. This document was created in Word 2003 Version.
2. Tab through the form fields to complete the required information.
3. Enter as much data as needed to complete the items. The text form fields are unlimited.
4. Attach additional sheets of the form if more space is required.
5. After completing the form, print the form and sign the original as directed. Send the signed original form and any other required information to the:

Bureau of Building Construction
225 N. Center Street, Suite 107
Westminster, Maryland 21157

The application may be filed electronically to lmyers@ccg.carr.org. A signed hard copy must be received to complete the application.

6. For any questions, please contact the Bureau of Building Construction at (410) 386-2248.

This Prequalification Application is a protected document. Do not attempt to alter the text that is embedded in this document.

CARROLL COUNTY GOVERNMENT
DEPARTMENT OF GENERAL SERVICES
GENERAL CONTRACTOR'S PREQUALIFICATION APPLICATION

1. DEFINITIONS

- A. OWNER: The term "Owner" as used in the Contract Documents refers to the County Commissioners of Carroll County.
- B. OWNER'S AUTHORIZED REPRESENTATIVE: The County's authorized Representative refers to the Chief, Bureau of Building Construction. The prequalification process is administered by:

Bureau Chief, Bureau of Building Construction
225 N. Center Street, Suite 107
Westminster, Maryland 21157
410-386-2248

Questions pertaining to this application or subsequent actions shall be made to the above office.

- C. CONTRACTOR/APPLICANT: The general contractor, whether person, partnership, or corporation making application for prequalification to bid on Community Investment Projects (CIP) administered by the Bureau of Building Construction. Projects in excess of five hundred thousand dollars (\$500,000.00) require prequalification. Projects valued less than this amount do not require pre-qualification. Additionally, Design/Build projects may incorporate the pre-qualification process as part of the Request for Proposal (RFP) procedure.

2. PROCEDURES FOR PREQUALIFICATION OF GENERAL CONTRACTORS

All Contractors intending to bid on any CIP administered by the Bureau of Building Construction in excess of five hundred thousand dollars (\$500,000.00) must secure their prequalification certificate every three years on a rolling calendar basis or submit their application for prequalification fourteen (14) days prior to a specific bid date. Note: The Bureau of Engineering, Department of Public Works, separately pre-qualifies contractors for road, bridge and culvert projects.

- A. Each Contractor seeking prequalification shall submit and file an application with the Bureau of Building Construction for the capital projects administered by the Bureau.
- B. The prequalification applications can be found on the County's web site: www.ccgovernment.carr.org under Building Construction and following the links or by calling the Bureau at 410-386-2248. The document itself is <http://ccgovernment.carr.org/ccg/buildcon/prequal.doc>.
- C. All prequalification applications shall be signed and filed in hard copy in the office of:

Bureau of Building Construction
225 N. Center St., Suite 213
Westminster, Maryland 21157
410-386-2248

- D. Possession of a valid Certificate of Prequalification (“Certificate”) is valid through the expiration date stated on the Certificate. The County reserves the right to re-evaluate a Prequalified Contractor at any time. Any Contractor who holds a Certificate shall furnish additional information bearing on the Contractor’s work classification and qualifications as may be required by the County in its sole discretion.

The County may in its sole discretion reject an unopened bid of any Contractor who fails to promptly and properly furnish all information and documentation as may be required by the County.

Except as otherwise stated or identified in a County contract document, subcontractors are not required to be prequalified to perform on Projects.

3. REQUIREMENTS FOR PREQUALIFICATION

A fully completed Prequalification Application that shall include all of the following information.

- A. General applicant information. A Contractor shall provide the general information shown on the application form.
- B. A Contractor must have verifiable qualifications and experience to perform the specified work. The Applicant must establish their relative qualifications and experience to perform the work by presenting the information in the format provided in the application.
- C. A current financial statement is required at the time of application to determine the financial condition and stability of the Applicant. At a minimum, the Applicant’s financial statements must include a balance sheet and statement of income with note disclosures, if applicable, and the accompanying accountants’ report. The statements shall be submitted in a separate envelope clearly labeled with the applicant’s name and “Financial Statement – CONFIDENTIAL”.
- D. Name of bonding company/surety underwriter. This information shall include a specific individual and their contract information who can affirm information about the Contractor. The overall bonding capacity of the company and the available bonding shall be clearly presented on the bonding company’s letterhead and signed.
- E. A summary of, and the value of claims/liens and judgments against the company in the last five years. This shall include a brief explanation of the issues.
- F. A copy of OSHA/MOSH safety reports for each of your projects reported in the application for the past five years.

4. APPLICATION EVALUATION

- A. The Bureau of Building Construction staff oversees and is responsible for evaluating the prequalification applications. They will routinely be assisted by the County Attorney, the Comptroller’s Office, the Bureau of Purchasing and the County’s Risk Manager.
- B. All of the elements and information requested in the previous section, REQUIREMENTS FOR PREQUALIFICATION, shall form the criteria of the evaluation. Performance on past and current

projects, particularly projects of similar size and nature with respect to government ownership will be carefully reviewed.

- C. The Owner may contact any references as necessary. References will be contacted in part, about the reference's opinion of such items as the Applicant's personnel's experience, the quality and organization of its personnel, how well the work was planned and accomplished, its cooperation with others on projects, its change order and claim history, and how problems were resolved. Examples of unsatisfactory references include inappropriate project staffing, untimely performance, defective work, and submission of unreasonable claims. Unsatisfactory references may serve as a basis for disqualification of an Applicant.
- D. A bid limit will be established for each Applicant based on bonding limit and their previous successful project experience. That bid limit shall be restricted in two ways.
 - (1) The Applicant will not be qualified for any project in excess of its available bonding capacity at the time of bid. Under no circumstances will a bidder be awarded a contract if their available bonding limit at the time of bid does not equal or exceed the contract amount.
 - (2) An Applicant will not be qualified for any project over five million (\$5,000,000.00) dollars unless they can show previous success with projects of that value.
- E. An unsatisfactory rating in any one of the categories listed will be considered sufficient cause to determine that an Applicant is not qualified to bid. In considering a prospective Applicant for prequalification, the Owner shall be the sole judge of whether or not the Applicant possess a sufficient number or experienced qualified personnel at its management and supervisory level, financial soundness, history of satisfactory project performance on similar projects, all of which indicates its ability to successfully complete a project in accordance with the project schedule.

Unless the data provided clearly indicates that the Applicant has qualifications and experience, knowledge and means to perform the scale and scope of the work being bid the Applicant will be considered "not qualified to bid".
- F. Additionally, the following shall be considered grounds to be considered "not qualified to bid": submission of falsified information, failure to submit additional requested information, failure to perform satisfactorily or to comply with requirements of current or recent prior Carroll County projects, failure to secure bonding, defaulting on contract(s) in this or other jurisdictions, legal action against Carroll County or another jurisdiction, and failure to comply with applicable Federal, State, or local laws or regulations.
- G. Applicants who have not received a Certificate of Prequalification will have their bids rejected as non-responsive and returned unopened.

5. PROTEST PROCEDURE

An applicant, who has been disqualified, may protest that finding to the Owner's Representative within thirty (30) days of the notice. The Applicant shall provide documentation and reasons as to why the Owner should change its position. After appropriate review, the Owner's Representative will respond in writing as to its decision.

A conference shall be afforded any Applicant who is aggrieved by the Owner's action. Following such conference, the Owner shall make a determination on the issue in question and notify the Applicant in writing. Thereafter, the Owner's decision to prequalify or not to prequalify an Applicant is final.

An Applicant that has been denied prequalification may not reapply for a period of one year from the date of the final decision.

The above protest procedure shall also pertain to the Applicants dissatisfaction with the designation of the work category the Applicant is approved to perform or the bid limit assigned.

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APPLICANT INFORMATION

APPLICATIONS MUST BE RECEIVED NO LATER THEN FOURTEEN (14) DAYS PRIOR TO A SPECIFIC BID DATE.

1. State the true and complete name, address, and telephone number under which the prospective Applicant does business and is seeking Prequalification.

Legal title of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

APPLICATION SIGNED BY: _____

Printed name and title _____

Name and telephone number of the person who can respond authoritatively to any questions regarding this response:

Name: _____

Telephone No: _____

2. Check One: Corporation Co-Partnership Individual

3. **If a Corporation:** ATTACH A COPY OF THE CERTIFICATE OF GOOD STANDING FOR THE CURRENT YEAR: for information about the certificate see <http://www.dat.state.md.us/> or call 410-767-1330

Date of Corporation: _____

State in which Incorporated _____

Resident agent of Corporation: _____

Name & Title of Principal Officers

Name	Title	Date of Assuming Position

4. **If Partnership:**

Date of Organization: _____
Nature of Partnership (General, Limited, or Associates): _____
Full names and Address of all Partners:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

5. **If Individual:**

Full Name and Address of Owner:
Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

6. Identify the typical portions of a project that are commonly self-performed. _____

7. Has the Applicant or any of its affiliates ever been removed (By debarment or deletion from a prequalified bidders list) from bidding privileges by any government or business entity?

Yes No

If yes, give date(s) of removal and reinstatement, cause for removal and project(s) involved as a separate attached narrative.

Was Applicant's reinstatement a conditional reinstatement?

Yes No Not Applicable

8. Has the Applicant or any of its affiliates ever entered into project settlement or closeout agreements?

Yes No

If yes, list with whom.

9. Is any member of organization employed by Carroll County, or in any way officially connected with County Government?

Yes No

If yes, explain: _____

PROJECT INFORMATION

1. Give total contract value of work accomplished by your organization in each of the last three (3) calendar years:

Contract Value of Work	Calendar Year
\$ _____	_____
\$ _____	_____
\$ _____	_____

2. Give dollar value of work presently (as of the date of the application) being accomplished by, or pending award to your organization.

Date: _____ Contract Value: \$ _____

3. Dollar value of largest public project ever accomplished by your organization:

\$ _____ Year _____

4. Dollar value of largest public project completed in last five (5) years:

\$ _____ Year _____

PROJECT EXPERIENCE

Provide this information for any current projects and each project for the past five years.

1. Applicant's Name: _____
Project Manager's Name: _____
Superintendent's Name: _____

2. Name of Project: _____
Contract No.: _____ Project Number: _____
Description of Project:

Original Contract Value: \$_____ Final Contract Value: \$_____
Value of Change Order to Date: \$_____
Value of Outstanding Claims to Date: \$_____
Contract Dates:
Started: _____
Contractual Completion: _____
Actual Completion: _____

3. Owner's Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Owner's Contact Person: _____
Telephone Number: _____

4. A/E's Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person: _____
Telephone Number: _____

5. Legal Action Implemented by Applicant against owner or subcontractor:
 Yes No If yes, explain on additional sheet

Legal Action Implemented by Owner:
 Yes No If yes, explain on additional sheet

Legal Action Implemented by Subcontractor:
 Yes No If yes, explain on additional sheet.

6. Name of Bonding Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person: _____
Telephone Number: _____

7. Did the project include MBE/WBE participation goals?

Yes No If yes, state goal(s) and actual attainment.

MBE Goal _____% Attained _____%

WBE Goal _____% Attained _____%

Was the project subject to State Granting agency involvement?

Yes No

If yes, name of agency: _____

Attachments to be included with application:

- Certificate of Good Standing
- Copy of State of Maryland Contractor's License
- Financial Statement (3.C)
- Surety Letter (3.D)
- Summary of claims/judgments (3.E)
- OSHA/MOSH Reports (3.F)
- Submit a copy of the Applicant's employee strength chart showing numbers of employees by discipline and titles down through project field superintendent. List years of construction experience, years with your company, and experience on similar projects.