

# City of Burlington



## Pre-Qualification of Construction Contractors Application

Date Received: \_\_\_\_\_

Date Checked: \_\_\_\_\_

Available for Electronic Mailing

## **Pre-Qualification of Construction Contractors Application**

This is an application for pre-qualification of construction contractors for the City of Burlington under Chapter 21 of the Code of Ordinances. The purpose of the application is to solicit information necessary to determine whether a contractor applying for work on a government funded project is a responsible contractor.

### 1. Policy

It is the policy of the City of Burlington to let contracts for city construction projects only to contractors and subcontractors that demonstrate that they are responsible contractors.

### 2. Responsible Contractor

Responsible contractors are those contractors and subcontractors who have demonstrated to the city that they are financially responsible, have experience suggesting that they have the ability to perform government projects responsibly, have demonstrated that they are responsible employers, and have demonstrated that they have fair subcontractor relations, or that they perform all work with their own forces.

### 3. Minimum Contract Amount

This pre-qualification requirement applies to any construction contract by a department, board or council of the City, or those construction projects financed by tax exempt bonds issued by the Burlington Community Development Corporation, in which the total project cost is \$100,000 or more.

### 4. Contracting Authority

This application is to be delivered to the contracting authority under the schedule determined by that authority as part of the bidding process. The contracting authority is the department, board or council, agency, or entity that is sponsoring the contract on behalf of a government funded project.

### 5. Proprietary Information

All information submitted by contractors and subcontractors in connection with a pre-qualification application shall be considered proprietary information. The City shall not release the information except as may be required by the Access to Public Records Law, or by court order.

### 6. Subcontract Work

The pre-qualification requirement does not apply to subcontractors where the total value of the work to be performed is less than \$7,500.

## **Instructions for Filing the Questionnaire, Financial Statement and Other General Information For Contractors**

### **1. Preparation of Statement:**

One copy of the questionnaire is required by the City. It must be completely executed and properly sworn to before a Notary Public. Financial Statements which are compiled, reviewed, or fully-audited must be prepared and certified by an Independent Certified Public Accountant (CPA). A Certified Public Accountant is considered on who, in Vermont, is registered by the State of Vermont Board of Public Accountancy as a CPA. For other states, the City will consider a CPA whose registration qualifications in their state equal those established in Vermont. This questionnaire must be submitted at least five (5) working days before the date of opening bids in order to ensure consideration for pre-qualification for a particular bid opening.

### **2. Notification of Action Taken:**

The City will send in writing to the applicant a notification of its decision. Questionnaires will be considered in the order received and acted upon at all times as promptly as circumstances permit. Contractors duly pre-qualified will be appraised in writing of both the amount and type of work on which they will be eligible to bid.

### **3. Duration of Pre-Qualification:**

The duration of any pre-qualification will not exceed one (1) year and will expire annually three (3) months subsequent to the closing date of the contractors fiscal year, as evidenced in their financial statement.

### **4. Revision of Pre-Qualification Rating:**

Requests for revision of pre-qualification rating will be considered at any time provided credentials showing increased assets, equipment or ability to perform work are submitted. These must be submitted at least five (5) working days prior to a bid opening to receive consideration for that bid opening. Contractors shall also report any substantial increase in liabilities that occurs during the pre-qualification period.

### **5. Request for Plans, Specifications and Proposal Form:**

Contractors having been duly pre-qualified will receive notices from time to time inviting submission of proposals for the contracts to be let on specified dates. A Contractor desiring to receive plans, proposal and specifications for any contract may obtain them upon written request only, utilizing the special form entitled A Standard Form B Request for Proposal and/or Plans. This form is furnished to all pre-qualified contractors by the City and this form must show the status of all work under contract or otherwise executed by the Contractor, both inside and outside the State of Vermont, as of the date of request.

**PRE-QUALIFICATION OF  
CONSTRUCTION CONTRACTORS  
APPLICATION**

Submitted by \_\_\_\_\_

Corporation       Partnership       Individual       Other

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Location Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Federal ID Number \_\_\_\_\_

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Experience Questionnaire**

How many years has your organization been in business as a general contractor under your present business name? \_\_\_\_\_ Under other names? (List)

\_\_\_\_\_  
\_\_\_\_\_

How many years experience in construction work has your organization had, (a) As a general Contractor, (b) As a Sub-Contractor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your organization, or any officer, partner, director or principal individual thereof ever admitted to or been convicted of any criminal violation, including but not limited to discrimination, anti-trust or labor violations, other than traffic offences; or been convicted of or is currently being sued for any civil antitrust violation or other civil suit involving fraud; or been debarred from performing work on any contract?

If so, give full details, including the name of any individual involved and the court and docket number of any civil or criminal actions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of reinstatement \_\_\_\_\_

2. Is your organization currently debarred from performing work on any contract? YES / NO

If yes, by whom? \_\_\_\_\_

Date of reinstatement: \_\_\_\_\_

3. Has your organization ever been denied pre-qualification? YES / NO

If so, by whom and for what reason? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Have you ever failed to complete any work awarded to you? YES / NO

If so, where and why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Has any officer, director or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? YES / NO

If so, state the name of individual, other organization and reason therefore:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Has any officer, director or partner of your organization ever failed to complete a construction contract handled in his own name? YES / NO

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If so, state name of individual, name of owner and reason therefore: YES / NO

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7. Has the organization been cited in the past three (3) years for violations of OSHA?

If so, please explain: YES / NO

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8. Has the organization currently any outstanding legal action against it by a subcontractor on a current or former job? YES / NO

If so, please explain:

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9. List all parents, subsidiaries, affiliates or divisions of your firm, and any related parties included in disclosures in your most recent financial statements or the notes thereto:

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10. List any of your officers, shareholders or directors that are affiliated with any other contractor and/or supplier:

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11. Identify all persons having final bidding authority and/or the Chief Estimator:

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12. Give names and complete addresses of three (3) major material suppliers and/or subcontractors with whom your firm has done business in the past 3 years:

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13. List the names and addresses of the following:

Bank:

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Amount of Letter of Credit:

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Bonding Co. and limit (Please specify per project and aggregate limits):

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Bonding Agent:

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Liability Insurance:

Name of Carrier:

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Limits of Liability:

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Worker's Compensation:

Name of Carrier:

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14. Does the organization have a company safety program, such as, a currently approved VOSHA plan in place?

YES / NO

If so, briefly describe:

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15. List the average wages and benefits paid by the organization over the past year for the skills, trades and job classifications intended to be employed for the contract (s) under consideration in this pre-qualification:

<u>Job Title</u>	<u>Hourly wages</u>	<u>Benefits</u>
<u>CARPENTER</u>		
<u>ELECTRICIAN</u>		
<u>PAINTERS</u>		
<u>PIPEFITTERS</u>		
<u>PLUMBERS</u>		
<u>ROOFERS</u>		
<u>POWER EQUIPMENT OPERATORS</u>		
<u>TRUCKER DRIVERS</u>		
<u>LABORERS</u>		
<u>OTHERS</u>		

16. List specific projects which your organization has completed in the last five years (Attach additional sheet if required):

<u>Contract Amount</u>	<u>Type of Work</u>	<u>% of Subcontract</u>	<u>When Completed</u>	<u>Location</u>	<u>Name, Address and Telephone of Owner</u>

17. List all field supervisory personnel and indicate their construction experience:

<u>Name</u>	<u>Present Position or Office</u>	<u>No. of Years With this Firm</u>	<u>Construction Experience</u>	<u>Magnitude and Type of Work</u>	<u>In what Capacity</u>

18. Is your firm pre-qualified by the State of Vermont?

YES / NO

If so, please state rating and type of work qualified to perform:

RATING

TYPE OF WORK


**Experience and Work Preference**

In the following tabulation indicate the various types of work in which you are experienced and for which you desire to be qualified:

Bridge Construction	_____	Bridge Rehabilitation	_____
Railroad Signals	_____	Roads Culverts	_____
Building Construction	_____	Building Demolition	_____
Surface Rehabilitation	_____	Maintenance	_____
Tank Removal/Replacement	_____	Foundation	_____
Guard Rail, Fencing & Signs	_____	Hazardous Material Removal	_____
Construction &	_____	Landscaping	_____
Rehabilitation	_____	Pavement Markings	_____
Traffic Signals & Lighting	_____	Water & Sewer	_____
Road Construction	_____	Other (as specified)	_____

19. Financial Capability.

The City reserves the right to request additional information if necessary to establish financial capability.