

City of Burlington



Pre-Qualification of Construction Contractors Application

Date Received: _____

Date Checked: _____

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 city-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 Contractors

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 city-funded 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. Once determined to be a responsible contractor by the City, a contractor must continue to demonstrate these qualities during the duration of the City funded project. However, they will not need to submit another prequalification application for the next twelve (12) months to submit a bid or proposal to the City. After the twelve (12) month period, they will need to submit another prequalification application.

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.

The pre-qualification requirement does not apply to subcontractors on a city funded project where the total value of the work to be performed by that subcontractor is the lesser of 25 percent of the contract value or one hundred thousand dollars (\$100,000.00).

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 of the City or any person, agency, or entity which enters into a construction contract on behalf of a city-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.

Instructions for Filing the Application 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. This questionnaire may be submitted on an annual basis for review and consideration of qualification by the Contracting Authority and must be submitted, if not currently qualified, at the time of submission of a bid on a City-funded project. Pre-qualification Applications may be submitted with a bid, unless otherwise directed in the Instructions for Bidders.

Additional qualifications may be required in the Instructions for Bidders or as directed by the Contracting Authority.

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 the 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 from the date of acceptance.

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. Contractors shall also report any substantial increase in liabilities that occurs during the pre-qualification period.

Should at any point in time during the duration of a Contractor's pre-qualified period the City finds need to amend a Contractor's qualification status as a result of its failure to maintain its status as a responsible contractor, a letter will be issued to the Applicant citing the date of their change in status pursuant to BCO 21-77.

**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

Notary

State of _____

County of _____

This document was acknowledged before more on _____ by _____.
Date Name of Individual

[NOTARY SEAL]

Signature of Notary

My commission expires: _____

1. How many years has your organization been in business as a general contractor under your recent business name? _____ Under other names? (List)

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

3. 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?

YES / NO

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 _____

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

If yes, by whom? _____

Date of reinstatement: _____

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

If so, by whom and for what reason? _____

6. Have you ever failed to complete any work awarded to you? YES / NO
If so, where and why? _____

7. 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:

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

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

9. Has the organization been cited in the past three (3) years for violations of OSHA? YES / NO
If so, please explain:

10. 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:

11. Does the organization have any documented record of not paying staff or subcontractors on any City projects? YES / NO

If so, please explain:

12. 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:

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

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

15. 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:

16. List the names and addresses of the following:

Bank:

Amount of Letter of Credit:

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

Bonding Agent:

Liability Insurance:

Name of Carrier:

Limits of Liability:

Worker's Compensation:

Name of Carrier:

17. Does the organization have a company safety program, such as, YES / NO
a currently approved VOSHA plan in place?

If so, briefly describe:

18. 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:

Job Title	Hourly wages	Health Insurance
Carpenter		
Electrician		
Painter		
Pipefitter		
Plumber		
Roofers		
Power Equipment Operators		
Trucker Drivers		
Laborers		
Others		

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

Contract Amount	Type of Work	% of Subcontract	Date Completed	Location	Owner's Name, Address, and Phone #

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

Name	Present Position	Years with this Firm	Construction Experience	Magnitude and Type of Work	In What Capacity

21. 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)	_____

22. Financial Capability.

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