



Astoria

**ENGINEERING**  
**DIVISION**

To:               CONTRACTORS BIDDING ON CITY OF ASTORIA CONSTRUCTION PROJECTS

From:            JEFF HARRINGTON, CITY ENGINEER

Subject:         PREQUALIFICATION

On March 6, 2006, the Astoria City Council adopted Resolution 06-07 requiring prequalification on all publicly bid City construction projects. The intent behind this requirement is to insure that all responsive bidders are able to meet the City bonding requirements and successfully complete the project.

Prequalification applications must be received at the Public Works Department, Engineering Division, 1095 Duane Street, Astoria, OR 97103 at least *seven (7) working days prior* to the bid opening for a specific project. Prequalification applications expire biennially (every two years) on December 31<sup>st</sup>. Contractors with current applications on file will be sent renewal notifications 45-days before the expiration date.

Please do not hesitate to call if you have any questions.

Sincerely,

CITY OF ASTORIA

Jeff Harrington, P.E.  
City Engineer

# CONTRACTOR'S PREQUALIFICATION APPLICATION

Equipment and Experience Questionnaire  
Adopted by the City of Astoria Public Works Department

Application of \_\_\_\_\_  
(Contractor's Registered Company Name)

- |  |   |
|--|---|
| <input type="checkbox"/> Individual Sole Proprietorship      | Address to which all correspondence should be mailed:<br><br>Physical Address _____<br>PO Box _____<br>City _____ State _____ Zip Code _____<br>Phone No. (Area Code) _____<br>Fax No. (Area Code) _____<br><br>Date Application Prepared _____ |
| <input type="checkbox"/> General Partnership                 |   |
| <input type="checkbox"/> Corporation                         |   |
| <input type="checkbox"/> Joint Venture (JV)                  |   |
| <input type="checkbox"/> Member of Joint Venture             |   |
| <input type="checkbox"/> Limited Liability Company (LLC)     |   |
| <input type="checkbox"/> Limited Liability Partnership (LLP) |   |
| <input type="checkbox"/> Limited Partnership (LP)            |   |
| <input type="checkbox"/> Assumed Business Name (ABN)         |   |

**This Prequalification Application is submitted for the following Purpose: (Check one)**

- This is a prequalification application for a two year period from date of approval.
- This is a prequalification application for the

\_\_\_\_\_  
(Name of Project)

Scheduled Bid Opening: \_\_\_\_\_  
(Date)

## INSTRUCTIONS

### **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 Astoria 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 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.

### **Use of Attachments:**

Schedules, reports and other forms of prequalification statements 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: City Engineer  
City of Astoria  
1095 Duane Street  
Astoria OR 97103

### **Time of Submission:**

Applications for a specific project are generally required to be submitted at least 7 working days prior to the bid opening. Check bid requirements as this may vary.

### **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 to the Public Works Director, City Manager, or City Council acting as the Contract Review Board.

**Notification of Action Taken:**

The applicant will be notified, in writing, of the action on their application. 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 for a period of two years. The public contracting agency may limit prequalification approval to individual public improvement projects. Unless such applicant is otherwise notified by the public body 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 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.**

Applicants 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. Applicants may renew their prequalification by phone or written request if the information and conditions provided with the Application have not changed. Uninterrupted prequalification is contingent upon favorable action on the application. A prequalification may be revoked under the provisions of ORS 279C.430.

**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 by a new prequalification application. If the changes are minor, such changes may be requested in letter form to the public contracting agency. Minor changes involve, but are not limited to, company name, adding or deleting classes of work.

***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.***

**Confidential Information:**

The information furnished in the prequalification application will be treated as confidential information if so requested by the applicant. 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.

# 1 For Each Class of Work.

- A Enter the maximum dollar amount of work you are capable of performing.
- B Enter the number of years of experience in this class of work.

\*\*\*\*\* If more space is required, attach additional sheets. \*\*\*\*\*

## (Highways, Roads, Streets, Airports)

Class	A. Max Dollar Amount	B. Years Experience
Land Clearing	_____	_____
Earthwork	_____	_____
Aggregate Base	_____	_____
Asphalt Concrete Paving	_____	_____
Portland Cement Paving	_____	_____
Asphalt Surface Treatment	_____	_____
Reinforced Concrete Structures	_____	_____
Retaining Walls, etc.	_____	_____
Masonry Walls	_____	_____
Curbs and Sidewalks	_____	_____
Signing and Striping	_____	_____
Traffic Signals	_____	_____
Landscaping	_____	_____
<u>Utilities</u>		
Sanitary Sewers	_____	_____
Sewage Pump Stations	_____	_____
Sewage Treatment Plants	_____	_____
Water Lines	_____	_____
Water Reservoirs	_____	_____
Water Tanks	_____	_____
Water Filtration	_____	_____
Storm Drains	_____	_____
Subsurface Drains	_____	_____
Stormwater Treatment	_____	_____
<u>Buildings</u>		
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	_____	_____
<u>Other</u>		
Fixed Dock Construction	_____	_____
Floating Dock Construction	_____	_____
Dock maintenance	_____	_____
Pile Driving	_____	_____
Railroad	_____	_____

**2** Indicate the total amount of work, expressed in dollars, which the applicant can be bonded for at one time: \$\_\_\_\_\_. Provide bond letter from bonding company for verification.

**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.

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**4** If an Oregon corporation, answer this:

When Incorporated \_\_\_\_\_

President \_\_\_\_\_

1st Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

What officers are authorized to execute contracts

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6** If a foreign (out of State) 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 279A.120? Yes  No

President \_\_\_\_\_

1st Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

What officers are authorized to execute contracts

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Name and address of registered agent in Oregon

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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 contracts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**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: \_\_\_\_\_



**Applicant's Experience Questionnaire**

List major projects applicant has undertaken in the last five years.  
 (List most recent projects first)

Name, Address and Phone Number 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			

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				
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

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 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. \_\_\_\_\_

- 15 Does applicant want the material herein to be kept confidential pursuant to ORS 192.501(2)?  
 (Check one)  Yes  No

16 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, partner, doing business in Oregon under another name. If none, so state.

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

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(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)	State of Other Firm



# 17

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 explain.

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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 explain.

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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 explain.

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

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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 explain.

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**18** Name of contact person for information regarding this application. \_\_\_\_\_

# 19

**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, 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.

\_\_\_\_\_  
(Original Signature)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_

*Notary Seal  
or  
Stamp*

\_\_\_\_\_  
Original Notary Public Signature

My commission expires \_\_\_\_\_