



**Reynolds  
School District No. 7  
Fairview, Oregon**

**GENERAL CONTRACTOR PREQUALIFICATION APPLICATION  
HB Lee Middle School HVAC Upgrade  
(Mandatory Prequalification of General Contractor)**

<b>Application Deadline:</b>	<b>2:00:00 PM, May 30, 2016</b>
<b>Submit Applications to:</b>	<p><b>Physical Address:</b> Reynolds School District No. 7 RE: General Contractor Prequalification Application HB Lee Middle School HVAC Upgrades 1204 NE 201st Avenue Fairview, OR 97024</p> <p><b>US Mail Address:</b> Attn: Rachel Hopper Reynolds School District No. 7 1204 NE 201st Avenue Fairview, OR 97024</p> <p>The applicant is solely responsible for assuring the application is delivered to the Bid Desk by the application due date and time.</p>
<b>Direct Questions to:</b>	Robert Collins (Project Manager) Email: <a href="mailto:rcollins@daycpm.com">rcollins@daycpm.com</a> Phone: 503-434-3650
<b>Electronic Responses:</b>	Electronic or faxed responses shall not be accepted or considered.

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## **Introduction**

Reynolds School District (“District”) requires mandatory prequalification of general contractor (prime) prospective bidders for the following Work:

In General, the project includes demolition of existing HVAC equipment and ductwork, the refurbishing of existing unit ventilators and fan systems, furnishing of new equipment and ductwork to the existing central system presently in place, providing balancing and new mechanical controls throughout the Middle School, and new ceilings and lighting at certain locations.

Construction will include all project planning and staking, coordination, demolition, refurbishing of existing equipment, adjustments to fire sprinkler system, and finishing and installation of new equipment and ductwork, mechanical controls system, ceilings, light fixtures, and final balancing and coordination with the District’s Commissioning Agent of the upgraded HVAC systems.

Tentative Schedule:

<b>Advertise Invitation to Bid</b>	<b>May 31, 2016</b>
<b>Bid Opening</b>	<b>June 15, 2016</b>
<b>Notice of Intent to Award</b>	<b>June 17, 2016</b>
<b>Contract Execution</b>	<b>June 22, 2016</b>
<b>Construction</b>	<b>June 23, 2016 – September 6, 2016</b>

The estimated bidding schedule and construction schedule for the Project are subject to change. Applicant shall be responsible for obtaining bid documents that may contain modifications to the schedule set forth above.

## **I. Instructions**

1. Applications are due no later than May 30, 2016 at 2:00 PM, PST.
2. Type or print all answers and other entries on the application, except where signatures are required.
3. Applicants may submit their own computer-generated forms provided the layout and required information conform to the District’s application included in this document.
4. It is the responsibility of the applicant to provide all requested information and materials. Failure to do so will delay the review of the application and may be grounds for denial of prequalification.
5. An applicant that is currently prequalified with the Department of Transportation or with the Oregon Department of Administrative Services, for projects of the same size and kind, may submit proof of the prequalification in lieu of this prequalification application. Submit applicant’s certification of such prequalification under cover of this application, and include a surety letter, certificates of insurance, and affidavit.
6. Required Documents

The following hard copy documentation must be submitted with the prequalification application.

- A copy of this prequalification application, complete with responses to each question or request for information *or*, in the alternative, accompanied by proof of DAS or ODOT prequalification to bid projects of like size and kind.
- A letter from applicant’s surety indicating applicant’s single project and aggregate bonding capacity for Payment and Performance bonding and contact information for the surety’s representative.
- Certificates of insurance indicating limits for worker’s compensation, public liability, and property damage.
- Affidavit, attached, on behalf of applicant signed by a person authorized to execute contracts for applicant.

7. All answers and entries must be specific and complete in detail.
8. Provide information only for the specific company applying for prequalification.
9. Any false statement or material omission may be grounds for rejection.
10. Application signature
  - a. The prequalification application must be signed by the applicant, if a sole proprietor.
  - b. If a partnership, the application should be signed by an authorized partner.
  - c. If a corporation, the application should be signed by an authorized officer.
  - d. If a limited liability, the application should be signed by an authorized member.
11. The signatory of the affidavit guarantees the truth and accuracy of all answers, statements, and any additional information submitted to process this application.
12. The District reserves the right to request additional or supporting documents.
13. Retain a copy of your application for your records.

## **II. Application Review and Determination**

1. Upon receipt of the application, the District will review it for completeness and will notify the applicant if additional information is required.
2. The date on which applicant has submitted *all* required information will be considered the receipt date of the prequalification application.
3. If a prequalification application, or any portion thereof, is submitted after the Application Deadline, the District may process the application, or reject it at the District's sole discretion.
4. The District reserves the right to request supplemental or supporting documentation, including but not limited to project history details, safety records and insurance details, or reports or citations of regulatory violation.
5. If the District does not receive the requested information within 5 days of request, the District may make a determination on the basis of available information, or may deny the application as incomplete.
6. The date on which all of the required information has been received by the District will be considered the date of prequalification application.
7. District will review only General contractor project history for work completed within the past 5 years. The District may, but will not be required to, make independent inquiries concerning any information provided in the application.
8. This application form complies with the requirements of ORS 279C.430.

## **III. Notification of Prequalification Status**

1. The District will notify the applicant of applicant's prequalification status within thirty (30) days of receipt of the application.
2. If the applicant fails to prequalify, the District will specify the reasons for denial.
3. If after prequalifying an applicant, the District has reasonable cause to believe that due to a substantial change in the applicant's conditions the applicant is no longer qualified under the standards applicable to this Project, the District may revoke prequalification after reasonable notice to the applicant, which notice will specify the reasons for disqualification and inform the applicant of applicant's right to a hearing as provided above.

## **IV. Appeals**

The written appeal must include basis for the appeal and be addressed and delivered to:

Attn: Rachel Hopper  
Reynolds School District No. 7  
1204 NE 201st Avenue  
Fairview, OR 97024

- (a) An adversely affected or aggrieved Proposer may submit to the Contracting Agency a Written protest of the Contracting Agency's decision to exclude the Proposer from the Competitive Range within seven Days after issuance of the notice of the Competitive Range, unless a different protest period is provided under the Solicitation Document. (See procedural requirements for the use of RFPs at OAR 137-049-0650.)
- (b) The Proposer's protest shall be in Writing and must specify the grounds upon which the protest is based.
- (c) A Proposer is adversely affected only if the Proposer is responsible and submitted a Responsive Proposal and is eligible for inclusion in the Competitive Range, i.e., the protesting Proposer must claim it is eligible for inclusion in the Competitive Range if all ineligible higher-scoring Proposers are removed from consideration, and that those ineligible Proposers are ineligible for inclusion in the Competitive Range because:
  - (A) Their Proposals were not responsive; or
  - (B) The Contracting Agency committed a substantial violation of a provision in the RFP or of an applicable Procurement statute or administrative rule, and the protesting Proposer was unfairly evaluated and would have, but for such substantial violation, been included in the Competitive Range.

## **V. Confidentiality**

All prequalification information submitted by applicants shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the prequalification for which the applicant requests exception from disclosure consistent with Oregon Law. Financial, trade secret or proprietary information will be kept confidential (e.g. bonding limits). If a public records request to review a company's prequalification application is made, the District will notify the applicant company of the request before releasing any records.

**Application of \_\_\_\_\_**  
*(Applicant's Registered Company Name)*

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

This Prequalification Application is submitted for the purpose determining the applicant's qualification to bid as general contractor for the project known as HB Lee Middle School HVAC Upgrade. The scheduled bid opening date is June 17, 2016.

**1. BUSINESS STRUCTURE**

Complete only sections that apply to applicant.

**Assumed Business Name**

**If applicant is doing business under an assumed business name, complete this section.**

Assumed business name \_\_\_\_\_

Owner's name & address \_\_\_\_\_

\_\_\_\_\_

ABN Registration number and date \_\_\_\_\_

**Sole Proprietorship**

If applicant is a **sole proprietorship**, complete this section.

Individual's name & address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

**General Partnership**

If applicant is a **general partnership**, complete this.

Date of organization \_\_\_\_\_

Partners' names and addresses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Foreign (out of state) partnership or persons domiciled in another state engaging in business in Oregon under an assumed name indicate whether the applicant is registered in compliance with ORS Chapter 648.  Yes  No**

Printed names and titles of officers authorized to execute contracts:

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

**Oregon Corporation**

If applicant is an **Oregon corporation**, complete this section.

When incorporated \_\_\_\_\_

Registry Number \_\_\_\_\_

President \_\_\_\_\_

1<sup>st</sup> Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Printed names and titles of officers authorized to execute contracts:

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

**Foreign Corporation**

**If applicant is a foreign corporation, complete this section.**

When incorporated \_\_\_\_\_

State of incorporation \_\_\_\_\_

**Is applicant authorized to transact business in Oregon?**  Yes  No

Oregon registration no. \_\_\_\_\_

President \_\_\_\_\_

1<sup>st</sup> Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Printed names and titles of officers authorized to execute contracts:

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

**Limited Liability Entity**

**If applicant is a limited liability entity, select one and complete this section.**

**Limited Liability Company**

**Limited Liability Partnership**

**Limited Partnership**

When organized \_\_\_\_\_

Registration no. \_\_\_\_\_

Registered agent (R/A) \_\_\_\_\_

R/A address \_\_\_\_\_

Printed names of members authorized to execute contracts:

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



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## 2. LICENSES AND REGISTRATIONS

Oregon Secretary of State Corporation

Division – Active Business Registry No.

[www.filinginoregon.com/bizreg/index.htm](http://www.filinginoregon.com/bizreg/index.htm)

Phone: (503) 986-2200 \_\_\_\_\_

Oregon Construction Contractors Board No.

[www.ccb.state.or.us](http://www.ccb.state.or.us)

Phone: (503) 378-4621 \_\_\_\_\_

City of Sandy Business License

If no City of Sandy Business License,

Applicant agrees to obtain such a license upon contract award.

\_\_\_\_\_

Yes    No

Other Licenses

\_\_\_\_\_

License No. \_\_\_\_\_

\_\_\_\_\_

License No. \_\_\_\_\_

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## 3. INSURANCE

Provide certificates of insurance showing that applicant will be able to maintain insurance meeting the minimum project requirements as follows:

	Statutory Limits
a. Workers' Compensation.	
b. Employer's Liability.	
Each Accident:	\$1,000,000
Each Bodily Injury Disease:	\$1,000,000
Aggregate Bodily Injury Disease:	\$1,000,000
c. Commercial General Liability.	
Each Occurrence:	\$2,000,000
General Aggregate:	\$3,000,000
Product/Completed Operations:	\$2,000,000
Personal & Advertising Injury:	\$2,000,000
Fire Damage Limit:	\$2,000,000
Medical Expense Limit:	\$2,000,000
d. Automobile Liability.	
Combined Single Limit:	\$2,000,000

- e. Pollution Liability.
  - Single Limit: \$1,000,000
  - Aggregate: \$1,000,000
- f. Commercial Umbrella/Excess Coverage.
  - Each Occurrence: \$1,000,000

Liability insurance policies will include the District and its officers, employees, agents, volunteers, partners, successors, and assigns as additional insureds. The policy endorsement must extend premise operations and products/completed operations to the additional insureds. The additional insured endorsement for the CGL insurance must be written on ISO Form CG 2010 (11/85), a CG 2037 (07/04) together with CG 2033 (07/04), or the equivalent; but will not use the following forms: CG 20 10 (10 93) or CG 20 10 (03 94). Minimum A.M. Best rating of A VII

**4. SURETY BONDS**

Required minimum per project limit and remaining aggregate bonding capacity is \$ \_\_\_\_\_. Provide letter from applicant's surety, as listed below, indicating applicant's per project and aggregate bonding limits for like work, surety's record of successful continuous operations in Oregon for five years, and current A.M. Best rating of A VII or better.

Per project limit for public works payment and performance bonds: \$ \_\_\_\_\_

Aggregate limit for public works payment and performance bonds: \$ \_\_\_\_\_

Available limits for public works payment and performance bonds: \$ \_\_\_\_\_

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 #: \_\_\_\_\_

Surety name: \_\_\_\_\_

Surety address: \_\_\_\_\_

Surety telephone #: \_\_\_\_\_

## 5. EXPERIENCE

List all projects, commenced or completed within five years of the date of this application, in which the applicant performed or is performing as general contractor for new construction and major remodeling or renovation of HVAC and mechanical control systems, with initial contract values exceeding \$2,000,000.

Required minimum experience is the successful completion of at least 2 projects with initial contract values greater than \$2,000,000, and at least 2 public improvement projects in the five-year period.

<b>PROJECT #1</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #2</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #3</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #4</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	

<b>PROJECT #5</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #6</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #7</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #8</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #9</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	

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## 6. PERFORMANCE AND INTEGRITY

Applicant must answer each of the following questions. Any “yes” response may result in denial of prequalification. Any unanswered question will be deemed a “yes” response for purposes of this application. For each “yes” response, the applicant may submit an explanation detailing the circumstances and resolution of the matter which the District may, but is not obligated to, consider in evaluating this application. If no explanation is provided, the prequalification application will be denied.

- A.** Has the applicant, or any principal, officer, director, or member of applicant been convicted, or received a citation, under any state or federal antitrust statutes?  
(Check one)  Yes  No **If yes, please attach an explanation.**
- B.** Has the applicant, or any principal, officer, director, or member of applicant, been convicted of a criminal offense as an incident in obtaining or attempting to obtain a public or private contract, or in the performance of such contract?  
(Check one)  Yes  No **If yes, please attach an explanation.**
- C.** Has the applicant, or any principal, officer, director, or member of applicant, been convicted under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty?  
(Check one)  Yes  No **If yes, please attach an explanation.**
- D.** Has the business license, or construction contractor’s license of any applicant’s firm, or any firm with which any applicant principal, officer, director, or member was previously associated, been revoked within the last 5 years? (Check one)  Yes  No **If yes, please attach an explanation.**
- E.** Within the last five years, has the applicant ever been denied prequalification, disqualified or had prequalification suspended or revoked by any state, local or federal agency in this or any other state?  
(Check one)  Yes  No **If yes, please attach an explanation.**
- F.** Within the last five years, has the applicant, or any firm with which any officer or partner of the applicant was previously associated, been debarred from bidding on contracts by any state, local or federal agency in this or any other state under any state or federal law?  
(Check one)  Yes  No **If yes, please attach an explanation.**
- G.** Within the last five years, has the applicant, or any firm with which any officer or partner of the applicant was previously associated, failed or refused to honor a bid for a state, local or federal public improvement contract; failed to complete work under a public improvement contract; had a state, local or federal public improvement contract terminated for cause or otherwise had its rights to proceed under such a contract terminated; or been otherwise declared in material breach or default of a state, local or federal public improvement contract by the contracting agency?  
(Check one)  Yes  No **If yes, please attach an explanation.**

**H.** Within the last three years has the applicant, or any officer, principal, agent or employee of applicant been found to have violated any state or federal prevailing wage statute or regulation (including the federal Davis-Bacon and related Acts and ORS 279C.800 et. seq.) in any Final Order issued by the Oregon Bureau of Labor and Industries or the United States Department of Labor, or by any court of competent jurisdiction?

**(Check one)**    Yes         No        **If yes, please attach an explanation.**

**I.** Within the last three years has the applicant, or any officer, principal, agent or employee of applicant been found to have violated any state or federal statute or regulation, including but not limited to Environmental Protection Agency, Department of Environmental Quality, US Fish and Wildlife Service, Department of Fish and Wildlife, US Army Corps of Engineers, Division of State Lands, Department of Agriculture or Department of Interior, or any permit issued by one of these agencies, in any agency Final Order or by any court of competent jurisdiction?

**(Check one)**    Yes         No        **If yes, please attach an explanation.**

**AFFIDAVIT**

STATE OF \_\_\_\_\_

**ss.**

County of \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, certify that I am \_\_\_\_\_  
*(Title)*

of the applicant herein and that the foregoing statements and answers in all sections of this application are correct and true as of the date of this affidavit, and that any additional information submitted to process this application will be correct and true; that should there be a material reduction in my ability to carry out the project for which I intend to submit a bid, I will give written notice of such change or changes to the public office to whom this statement is submitted at least 10 days prior to the bid opening; and that it is understood that such notice may change my eligibility to submit the bid.

\_\_\_\_\_  
*(Original Signature of Individual Authorized to Execute Bids and Contracts)*

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

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

My Commission expires: \_\_\_\_\_

Uniform Scoring System for the Reynolds School District  
Contractor Pre-Qualification program  
(Short Form Questionnaire)

Points are assigned to the proposer's response to Part 6. Performance and Integrity as follows:

- A. Five points for answering "No" \_\_\_\_\_ points.
- B. Five points for answering "No" \_\_\_\_\_ points.
- C. Five points for answering "No" \_\_\_\_\_ points.
- D. Five points for answering "No" \_\_\_\_\_ points.
- E. Five points for answering "No" \_\_\_\_\_ points.
- F. Five points for answering "No" \_\_\_\_\_ points.
- G. Five points for answering "No" \_\_\_\_\_ points.
- H. Five points for answering "No" \_\_\_\_\_ points.
- I. Five points for answering "No" \_\_\_\_\_ points.

Total Points \_\_\_\_\_ points

Bidder's Name \_\_\_\_\_

The information requested in the remainder of the contractor Qualification Questionnaire is for the District consideration in determining a contractor's capacity to perform all the requirements of the Reynolds HB Lee Middle School HVAC Upgrade Project. The District's assessment of the bidder's responses to the information not subject to scoring will be based upon the bidder's prior experience job performance, workforce capacity and bond capacity.