

PRE-QUALIFICATION REQUIREMENTS FOR BIDDERS

Qualification Criteria

Contractors desiring to bid are required to complete the attached “**BIDDER QUALIFICATION QUESTIONNAIRE**”. These forms will be used to determine which firms are deemed “qualified” to bid on various H. J. High Construction projects based on, among other requirements, the following criteria:

1. **ALL BIDDERS** must submit a signed W-9 Form providing (FEIN).
2. **ALL BIDDERS** for all bid packages must demonstrate that they are financially responsible. This may require Dun and Bradstreet Reports, as well as a review with their current suppliers for applicable credit.
3. **ALL BIDDERS** must be capable of providing the payroll necessary for the project.
4. **ALL BIDDERS** must demonstrate that they are financially capable of carrying on the work until such time as they receive their first payment, and to finance the work between payments until the contract is both completed and accepted.
5. At the discretion of *H. J. HIGH CONSTRUCTION COMPANY* and the Owner, **ALL BIDDERS** shall be capable of providing 100% Performance and Payment Bond and 100% Labor and Material Bond for any contract in excess of \$100,000.00.

The bidder’s surety company **MUST** meet the following minimum requirements:

- a.) It shall be licensed to conduct business in the State of Florida.
 - b.) It shall have a current valid Certificate of Authority issued by the United States Department of Treasury under Sections 9304 to 9308 of Title 31 of the United States Code.
 - c.) It shall be in full compliance of the provisions of the Florida Insurance Code.
 - d.) It shall have a minimum “A” rating as determined by the Best’s Key Rating Guide. Sureties not rated by Best’s will not be acceptable.
6. **ALL BIDDERS** must agree to perform 100% of the project construction work with their own employees (unless otherwise approved by *H. J. High Construction Company*), and in no case perform less than 15% of the work utilizing its own employees.
 7. **ALL BIDDERS** must demonstrate that they have successfully completed no less than two (2) projects of similar size and complexity within the previous five (5) years.
 8. **ALL BIDDERS** must agree to provide necessary full time, on-site supervision by a representative of the company authorized to act on behalf of bidder.

9. **ALL BIDDERS** must acknowledge that they will take out and maintain the minimum insurance policies.
10. **ALL BIDDERS** must comply with the *H. J. High Construction Company* Safety Policy.
11. **ALL BIDDERS** must agree to comply with the requirements of the Project Schedule as maintained by *H. J. High Construction Company*.
12. **ALL BIDDERS** must agree to execute the standard *H. J. High Construction Company* Subcontract Agreement.
13. **ALL BIDDERS** must agree to comply with the *H. J. High Construction Company* Drug Free Workplace Policy.

H. J. High Construction Company, as Construction Manager, shall review all pre-qualification submissions and issue invitations to bid at its sole discretion.

The Construction Manager reserves the right to waive any information, to reject any or all Bidders, or to re-advertise for Bids. Award will be to the low responsible, pre-qualified, and invited Bidder whose Bid is responsive to the invitation and is most advantageous to the Owner, price and other factors considered. The Construction Manager specifically reserves the right to take the Bidder's past performance into consideration in determining if the Bidder and its Bid are responsible and qualified, and most advantageous to the Owner.

The following attachments must be included with the prequalification forms:

1. A W-9 form
2. A Certificate of Insurance
3. A letter from your Bonding Company (if applicable)
4. Documentation from your Worker's Comp Provider showing your EMR ratings for the last 3 years.
5. Copies of your OSHA 300 and 300A logs for the last 3 years (if applicable).

PRE-QUALIFICATION STATEMENT

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

_____	_____
Firm/Subcontractor Name	Contact Person
_____	_____
Street Address	(Area Code) Phone Number
_____	_____
City/State/Zip	(Area Code) Fax Number
_____	_____
Contact Person E-mail Address	Website

Contractor's License (if applicable): _____ State/County Issued: _____

Federal Tax Identification Number (FEIN): _____

Currently rated with Dun & Bradstreet? Yes () No () Number: _____

Type of Firm:

- Corporation
- Partnership
- Sole Proprietor
- Joint Venture
- Other _____

1. KEY PERSONNEL

LIST THE CONSTRUCTION EXPERIENCE AND PRESENT COMMITMENTS OF 2 KEY INDIVIDUALS OF YOUR ORGANIZATION.

Name: _____ Title: _____

Years with Company: _____ Experience: _____

Commitments: _____

Name: _____ Title: _____

Years with Company: _____ Experience: _____

Commitments: _____

2. GENERAL INFORMATION

Minority Classification: MBE WBE Issuing Agency: _____

Date of Company Organization: _____ (dd/mm/yyyy)

Years in business under present name: _____

Years performing work specialty: _____

Trades usually self-performed: _____

Percentage (%) of work performed by own forces: _____

Work that will be subcontracted to others: _____

Employee Breakdown (list number of employees in each category).

Management Staff: _____, Field Labor: _____, and Other Employees: _____

Union affiliations: Local () National () Contact Expiration: _____

Do you accept Site Labor Agreements: Yes () No ()

Is your firm in compliance with EEO requirements? Yes () No ()

3. LITIGATION HISTORY

The Bidder must have an acceptable history of working proactively to avoid litigation with Owners, Design Professionals, and other Contractors in providing his services.

You must describe all litigations (include the court and location) arbitrations, or mediations of any kind involving the Bidder, its officers or directors within the last five years. Use additional pages if necessary. Indicate "Not Applicable" below if the Bidder has no litigation history.

Does your company or any employee at your company have any judgements currently pending?

Yes () No ()

If yes, please explain: _____

In the past 3 years has your company defaulted, been terminated for cause or failed to complete a construction contract awarded to it? Yes () No ()

Does your company have any litigation arising from your company's active projects or projects worked on within the last three years? Yes () No ()

Has your company filed for bankruptcy, or had any company reorganizations within the last 10 years? Yes () No ()

(If answer to any preceding questions is Yes, submit details on separate sheet.)

4. PAST PROJECTS

LIST TWO (2) OF YOUR PAST PROJECTS COMPLETED IN THE LAST 5 YEARS.

PROJECT #1: Project Name: _____
Project Location: _____
Project Manager/GC: _____ Project Owner: _____
Project Contact: _____ Contact Phone: _____
Project Contract Amount: \$ _____
Project Completion Date: _____
Project Description: _____

PROJECT #2: Project Name: _____
Project Location: _____
Project Manager/GC: _____ Project Owner: _____
Project Contact: _____ Contact Phone: _____
Project Contract Amount: \$ _____
Project Completion Date: _____
Project Description: _____

5. CURRENT PROJECTS

LIST TWO (2) OF YOUR CURRENT PROJECTS UNDER CONSTRUCTION.

PROJECT #1: Project Name: _____
Project Location: _____
Project Manager/GC: _____ Project Owner: _____
Project Contact: _____ Contact Phone: _____
Contract Amount: \$ _____
Percentage Complete: _____% Scheduled Comp. Date: _____

PROJECT #2: Project Name: _____
Project Location: _____
Project Manager/GC: _____ Project Owner: _____
Project Contact: _____ Contact Phone: _____
Contract Amount: \$ _____
Percentage Complete: _____% Scheduled Comp. Date: _____

List your company's single largest contract completed in the last three years: \$ _____
List your annual total volume of work completed for the last three (3) years:

Last Year: \$ _____ 2 Years Ago: \$ _____ 3 Years Ago: \$ _____

Anticipate size of work you wish to perform: \$ _____

Current project backlog dollar value: \$ _____

6. GC/CM REFERENCES

LIST TWO (2) GENERAL CONTRACTORS FOR WHOM YOUR FIRM HAS WORKED WITHIN THE PAST TWO (2) YEARS.

LIST REFERENCES BELOW:

Reference #1: GC/CM Company Name: _____

GC/CM Address: _____

GC/CM Contact: _____

GC/CM Phone: _____ Fax: _____

GC/CM Contact e-mail: _____

Reference #2: GC/CM Company Name: _____

GC/CM Address: _____

GC/CM Contact: _____

GC/CM Phone: _____ Fax: _____

GC/CM Contact e-mail: _____

7. SUPPLIER REFERENCES

Reference #1: Supplier Company Name: _____

Supplier Address: _____

Supplier Contact: _____

Supplier Phone: _____ Fax: _____

Supplier Contact e-mail: _____

Reference #2: Supplier Company Name: _____

Supplier Address: _____

Supplier Contact: _____

Supplier Phone: _____ Fax: _____

Supplier Contact e-mail: _____

8. BONDING

Can your company provide a bond? Yes () No ()

If you answered "Yes", all the fields below are required.

Surety Company Name: _____

Agent Company Name: _____

Agent Contact Name: _____ Contact Phone: _____

Agent E-mail address: _____

Single Project Bonding Limit: \$ _____

Aggregate Bonding Limit: \$ _____

Current Available Capacity: \$ _____

Submit a signed letter from your Surety Agent stating the Surety name, your company's per project and aggregate limits. The letter must be dated within the last 12 months.

9. INSURANCE

Will your organization take out and maintain, for the duration of this Project, the following insurance policies with the minimum limits indicated? Yes () No ()

A.	Contractual Liability XCU Included Each Occurrence	\$1,000,000
	Damage to Rented Premises	\$50,000
	Medical Expense Each Person	\$5,000
	Personal & Advertising Liability	\$1,000,000
	General Aggregate Per Project	\$2,000,000
	Products-Completed Operations	\$2,000,000
B.	Automobile Liability Coverages, Combined Single Limit Each Accident	\$1,000,000
C.	Excess/Umbrella Liability	
	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
D.	Worker's Compensation & Employer's Liability	
	Each Accident	\$1,000,000
	Disease-Each Employee	\$1,000,000
	Disease-Policy Limit	\$1,000,000
E.	Professional Liability (if required)	\$2,000,000

Please attach current Insurance Certificate

10. SAFETY

Does your company have a written Safety Program? Yes () No ()
If you answered "Yes", please attach Safety Plan.

Does your company have a designated Safety Officer? Yes () No ()
If you answered "Yes", the following two fields are required.

Safety Officer Name: _____ Safety Officer Phone #: _____

Does your company have a drug and alcohol test policy? Yes () No ()

If you answered "Yes", please attach policy.

Does your company have a new employee orientation plans? Yes () No ()

If you answered "Yes", please attach new employee orientation plan.

Have you had any OSHA fines or fatalities within the last three (3) years? Yes () No ()

If you answered "Yes" to the above question, you **MUST** submit on a separate sheet the details describing the circumstances surrounding each incident.

OSHA 300 Log Information (list the last three years of information shown below.)

List the number of OSHA Citations received within the last three years:

Last Year: _____ 2 Years Ago: _____ 3 Years Ago: _____

List the total number of man hours worked for the last three years:

Last Year: _____ 2 Years Ago: _____ 3 Years Ago: _____

List your Total Recordable Incident Rate for the last three years:

Last Year: _____ 2 Years Ago: _____ 3 Years Ago: _____

11. WORKER'S COMPENSATION

Please list your firm's workers' compensation experience modification rate (EMR) for the last three (3) years and attach written documentation from your insurance broker confirming these rates.

YEAR _____ YEAR _____ YEAR _____

RATE _____ RATE _____ RATE _____

12. BANK REFERENCES

When does your Company's fiscal year end? _____

Does your company have access to extended credit? Yes () No ()

Total Line of Credit: \$ _____

Available Line of Credit: \$ _____

Bank Company's Name: _____

Bank Contact's Name: _____ Bank Phone: _____

13. FINANCIAL

Financial records may be required at a future date.

14. SIGNATURE

We hereby acknowledge and accept the Pre-Qualification Requirements for bidders Items 1-13 and attest the information provided herein is truthful and accurate by executing this document below. If we are the successful qualified low bidder on this project, we will sign the standard **H. J. High Construction Company** subcontract agreement, as well as comply with the **H. J. High Construction Company** "Drug Free Workplace" Policy and Safety Procedures Manual.

Witness (Notary)

Signature/Title

Name (Typed or Written)

Place Corporate Seal Above

Return Forms to Aimee Orozco, aorozco@hjhigh.com.