



ENGINEERING DEPARTMENT
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FILING FEE \$50.00

CONTRACTOR'S PREQUALIFICATION APPLICATION

Equipment and Experience Questionnaire Adopted by the Department of Administrative Services

Application of: _____

(Contractor's Registered Company Name)

- Individual Sole Proprietorship
- General Partnership
- Corporation
- Joint Venture
- Member of Joint Venture
- Limited Liability Company (LLC)
- Limited Liability Partnership (LLP)
- Limited Partnership (LP)

Address to which all correspondence should be mailed:

Address _____

City _____ State _____ Zip _____

Phone _____

Fax _____

Email _____

CCB _____

This Prequalification Application is submitted for the following purpose:

- Project _____
- Other Government Projects (valid for one year)

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 to submit a full and complete statement concerning his 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 prospective bidders and in assigning limits as to the size and kinds of projects for which the prospective bidder may submit bids.

The applicant should use care and integrity in preparing this information. The public contracting agency 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 statement 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 the designated officer of the public contracting agency.

Time of Submission:

Each Public Contracting Agency may have specific time requirements for filing applications. The applicant should check with the designated officer of the applicable agency for submission time.

Appeal Due to Denial or Revocation of Prequalification:

In case a contractor's application for prequalification is denied or in case an existing prequalification is revoked, the contractor may appeal the denial or revocation in accordance with the rules adopted by the Department of Administrative Services or the appropriate local 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 until the date specified in the notification. 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 as required by such agency. Uninterrupted prequalification is contingent upon favorable action on the application. A prequalification may be revoked under the provision of ORS 279.039.

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 with a new prequalification application. If the changes are minor, such changes may be request to the public contracting agency. Minor changes involve, but are not limited to, company name, adding or deleting classes of work. Contract Public Contracting Agency for specific procedures when there are changes to the information submitted in the application.

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.

Jurisdiction:

ORS 279.041 (1) states: (1) When a public contracting agency permits or requires prequalification of bidders, a person who wishes to prequalify shall submit a prequalification application to the agency on a standard from prescribed by the director of the Oregon Department of Administrative Services or a local contract review board. Within 30 days after receipt of a prequalification application, the public contracting officer shall investigate the prospective bidder as necessary to determine if the prospective bidder is qualified. The determination shall be made in less than 30 days, if practical, if the prospective bidder requests an early decision to allow the bidder as much time as possible to prepare a bid on a contract that has been advertised. In making its determination the agency shall consider only the applicable standards of responsibility listed in ORS 279.029 (6)(a)(B). The agency shall promptly notify the person whether or not that person is qualified.

PLEASE ANSWER EACH SECTION AND QUESTION IN THE APPLICATION. THE APPLICATION WILL BE RETURNED IF INCOMPLETE.

PLEASE FILL IN THE CLASSES OF WORK YOU WISH TO BID WORK ON. CLASSES OF WORK INCLUDE, BUT ARE NOT LIMITED TO, WORK LISTED IN PARENTHESIS.

For each class of work:

- a. Enter the maximum dollar amount of work you are capable of performing.
- b. Enter the maximum dollar amount of work you are qualified to undertake in other states.
- c. Enter the state(s) qualified for the amount shown in column B.
- d. Enter the number of years of experience in this class of work.

(Other Public Improvements)

	A. Max Dollar Amount	B. Qualified Dollar Amount	C. States	D Years Experience
Sewer Construction	_____	_____	_____	_____
Sewage Treatment Plants	_____	_____	_____	_____
Sewage Pumping Stations	_____	_____	_____	_____
Water Lines	_____	_____	_____	_____
Water Reservoirs	_____	_____	_____	_____
Water Tanks – Steel, Concrete	_____	_____	_____	_____
Electrical Wiring	_____	_____	_____	_____
Building Construction	_____	_____	_____	_____
Building Alteration & Repair	_____	_____	_____	_____
Demolition & Clearing	_____	_____	_____	_____
Painting & Decorating	_____	_____	_____	_____
Plumbing	_____	_____	_____	_____
Heating	_____	_____	_____	_____
Air Conditioning	_____	_____	_____	_____
Roofing	_____	_____	_____	_____
Sheet Metal Work	_____	_____	_____	_____
Drainage	_____	_____	_____	_____
Well Drilling	_____	_____	_____	_____
Municipal Street Construction	_____	_____	_____	_____
Sidewalk & Driveway Approach	_____	_____	_____	_____

APPLICANT’S EXPERIENCE QUESTIONNAIRE

What is the construction experience of all owners, officers, partners and principal individuals in applicant’s organization? Also list any other individual or organization who, in any way and to any extent, controls or influences the bidding.

Individual’s Name	Present Position or Office	Years of Construction Experience	Magnitude and Type of Work	In What Capacity

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

Agency or Company	Name of Project	Classes of Work	Contract Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Attach additional sheets if necessary

List the following additional information for projects listed on previous page.

	Date of Completion	Location of Work	Surety Company	Engineering Firm
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Attach additional sheets if necessary

How many years has the applicant been in business under present name:

As a prime contractor? _____ As a subcontractor? _____

Individual's Name	Present Position	Years of Construction	Magnitude and Type of Work	Capacity

The following space may be used for general remarks and explanations pertaining to the foregoing prequalification statements: (Also explain here any experience claimed which is that of a business organization or entity, other than the applicant, including a business entity superseded by the applicant.)
