



NEW HANOVER COUNTY

230 Government Center Drive ~ Suite # 125

Wilmington, NC 28403

Phone: 910-798-7153 ~ Fax: 910-798-7157

CONTRACTOR PRE-BID-QUALIFICATION FORM

POLICY

All contractors who intend to bid on projects for New Hanover County must complete and submit this form or the alternative the AIA A305 Statement, for review and qualifying determination of approval by the County. Documents must be submitted at least 3 business days prior to the date of bid.

The undersigned certifies under oath that the information herein is true and sufficiently complete so as not to be misleading. Furnishing incomplete, misleading or false information herein shall result in disqualification for present and future New Hanover County projects, as well as result in imposition of any and all legal remedies and sanctions.

The Undersigned certifies that the following information is accurate and complete:

CONTACT INFORMATION:

Company Name: _____

Attention: _____

Address: _____

Address: _____

Phone: _____ Fax: _____ Cell phone: _____

E-Mail: _____

Principal Office Local: _____

Type of Work:

General Contractor Plumbing HVAC Electrical / Other _____

Status of Firm:

Corporation LLC Sole Proprietorship Partnership Joint Venture

NATURE OF ENTITY:

If the contractor is structured as a *Corporation* provide:

The date of incorporation _____
The state of incorporation _____
The name of Corp. President _____
The name of Corp. V. P. _____
The name of Corp. Secretary _____
The name of Corp. Treasurer _____

If the contractor is structured as an *LLC* provide:

The date of incorporation _____
The state of incorporation _____
The name of Manager _____
The name of Member _____

If the contractor is *individually* owned, provide:

The date of organization _____
Name of Owner _____

If the contractor is structured as a *partnership*, provide:

The date of organization _____
Type of partnership _____
Names of general partners' _____

If the contractor is structured as *some other form of organization, (i.e. Joint Venture)*

Describe it and provide the name(s) of the directing individuals:

Bonding Company: _____ **Limit:** \$ _____

Insurance Company: _____

CONTRACTOR'S HISTORY

How long has the applying entity been in the contracting business? _____

How long has the said entity been operating under the current name? _____

CONTRACTOR’S EXPERIENCE:

Please list the types of work customarily performed by the contractor without assistance from outside persons or entities.

EXPERIENCE OF PRIMARY INDIVIDUALS:

Please describe the experience of the primary person(s) with the contractor and describe the most significant projects on which the person(s) is/are currently working.

LICENSING & REGISTRATION:

List geographical areas in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable, and describe the areas of practice included in the certification.

RECENT PROJECTS:

Please list and describe those major completed projects in which the contractor has been involved during the last 5 years. Please include the name, owner, architect, contract amount and the date of completion. (You may attached a project summary list)

What percentage of the work described in the paragraph above or attachment was performed by the contractor’s own efforts or those of its employees? _____

DISPUTES & LITIGATION:

Has the applying contractor filed any lawsuits or instigated other litigation or arbitration, etc. with regard to construction contracts within the last seven years? _____

If yes, please describe:

Do any judgments, claims arbitration proceedings exist or are there suits pending or outstanding against the applying contractor or its officers? _____

If yes, please describe:

Has the applying contractor ever failed to complete any work on the job which it has successfully bid? _____

Has anyone currently serving as a principal or director of the subject contractor, during the last seven years, served as a principal or director of another contractor which failed to perform a job which was awarded to it? _____

CURRENT PROJECTS:

List major currently ongoing undertakings, including identity of job, location, customer, agreed amount to complete, stage of progress and scheduled completion.

Estimate as closely as possible the total worth of work in progress. \$ _____

REFERENCES:

Please provide the following references:

Professional references; i.e. those who can speak to the contractors qualifications as a tradesman.

Financial references; e.g. banks, creditors, etc.

Surety information:

Bonding company identification: _____

Agent’s Name and address: _____

CONTRACTOR PRE-QUALIFICATION CHECKLIST

The undersigned certifies under oath that the information herein is true and sufficiently complete so as not to be misleading. Furnishing incomplete, misleading or false information herein shall result in disqualification for present and future New Hanover County projects, as well as result in imposition of any and all legal remedies and sanctions.

Please answer either “YES” of “NO” for the following questions:

- _____ 1. Have you or your organization even been declared in default on any contract with any public body in accordance with the General Conditions and Supplementary General Conditions of that contract in The State of North Carolina completed within the last three (3) years.
- _____ 2. Have you or your organization ever failed to complete an outstanding contract.
- _____ 3. Have you or your organization ever failed to comply with pre-qualification requirements?
- _____ 4. Have you or your organization ever submitted more than one bid for the same work from an individual, partnership, joint venture or corporation under the same of different name?
- _____ 5. Have you or your organization ever colluded with other bidders or been disqualified because of evidence of collusion?

- _____ 6. Have you or your organization ever failed to furnish a non-collusion affidavit upon request?
- _____ 7. Have you or your organization ever declared bankruptcy or insolvency or been declared bankrupt or insolvent.
- _____ 8. Have you or your organization ever failed to comply with conditions of a minority MBE/WBE/DBE program?
- _____ 9. Have you or your organization ever failed to return overpayments to a Project Owner as directed by the Project Architect on any public project?
- _____ 10. Is your organization participating at present in any outstanding claim against a Project Owner for any construction project?
- _____ 11. Have you or your organization ever failed to comply with a written order of a Project Owner or Project Architect?

(If you have responded "Yes" to questions #1-11, please attached a sheet with an explanation)

- _____ 12. Have you and/or your organization fully and promptly paid all subcontractors and suppliers on any construction project?
- _____ 13. Do you or your organization have all requisite licenses and qualifications to do business in the State of North Carolina?

SIGNATURE AND NOTARIZATION:

_____ Company Name
 By: _____ Signature
 _____ Print Name and Title

STATE OF _____
 COUNTY OF _____

I, _____, a Notary Public of the State and County aforesaid, certify that _____, personally came before me this day being duly sworn, deposes and states that the information provided herein is true and sufficiently complete, and is not misleading, and acknowledges the due execution of the foregoing instrument.

WITNESS my hand and official seal, this _____ day of _____, 20 _____.

 Notary Public

My commission expires: _____

REQUIRED DOCUMENTS

LIST OF THREE (3) PROJECTS COMPLETED DURING THE PREVIOUS 2 YEARS.

<u>PROJECT NAME</u>	<u>OWNER</u>	<u>LOCATION</u>	<u>DATE COMPLETED</u>
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SUBMIT THREE (3) REFERENCES FROM THESE PROJECTS

*See 6 page reference form to follow *

Please send the **Reference Form** to your previous project managers asking them to complete the reference and return it directly to New Hanover County Attention: Legal Department.

Note: the reference form can also be retrieved from www.nhcgov.com

Upon completion of this form, please fax it direct to the Legal Department at: 910-798-7157.

Steps of the qualifying process:

Once all of your documents have been received which include:

- Signed/notarized application from the applying company.
- 3 references for your company.
- Review team schedules a meeting to review file and check references, etc.
- Letter is sent from Legal Department to Company regarding the review outcome.
- Qualification is for a 2 year period of time and may be revoked if circumstances arise.
- If this is a RE-Qualification, references must be from companies not utilized in the past.

Note: All bid pre-qualifications must be completed at least 3 business days prior to bid date.

(For Office Use Only)

NHC Review Date: _____ Approved Delay Disapprove

If Delayed or Disapproved, State Reason:

Reviewed by:
