

CONTRACTOR'S QUALIFICATION STATEMENT

SECTION I – APPLICANT INFORMATION

1) Applicant (Company, Entity, or Trade Name): _____

2) Submitted by: _____
Name Title

3) Address: _____

4) Business Phone: _____ Fax Number: _____

5) Is this the same name and address that would appear on subsequent bids and agreements?

YES NO

If NO, provide further explanation using the amplification statement form on page 11.

6) Business Type: Sole Proprietor
 Partnership
 Corporation formed in the State of _____
 Joint Venture
 Other _____

7) If a Sole Proprietor, please answer the following:

A. Name in full: _____
B. Home Address: _____
C. Business Address: _____
D. Date of Birth: _____
E. Place of Birth: _____
F. Driver's License # /State: _____

8) If a Corporation, please answer the following:

1. Date & Place Incorporated: _____
President: _____
Vice-President: _____
Secretary: _____
Treasurer: _____

2. Is the corporation held publicly or privately? _____

3. Please complete a Personal Description and Release Questionnaire (Page 10) for each person shown under item 1.above.

9) If a Partnership, please answer the following:

1. Date of Organization: _____
2. General or Limited Partnership: _____
3. Is a Partnership Statement recorded: _____
 - 1) Book, Page, Date: _____
 - 2) City, County, State: _____
4. Name & Partnership Share of:

General Partner #1: _____
General Partner #2: _____
General Partner #3: _____
5. Please complete a Personal Description and Release Questionnaire (Page 10) for each Partner named above.

10) If a Joint Venture, please answer the following:

1. Date of Organization: _____
2. Is a Joint Venture agreement or statement recorded: _____
Book, Page, Date: _____
City, County, State: _____
3. Name & Type of Entity of each Joint Venturer (partnership/corp./sole prop.)

Joint Venturer #1: _____
Joint Venturer #2: _____
Joint Venturer #3: _____
4. Please complete a Personal Description and Release Questionnaire (Page 10) for each Joint Venturer named above.

SECTION II – ESSENTIAL REQUIREMENTS FOR QUALIFICATION

11) Contractor is licensed to do business as a contractor in Pennsylvania for the project or projects which it intends to submit a bid.

YES NO

12) Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.

YES NO

13) Contractor has a current workers' compensation insurance policy as required by the Labor Code.

YES NO

14) Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information?

YES NO

15) Have you attached a notarized statement from an admitted surety insurer and authorized to issue bonds in the Commonwealth of Pennsylvania, which states your current available bonding capacity?

YES NO

16) Has your contractor's license been revoked at any time in the last five years?

YES NO

17) Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five years?

YES NO

18) At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded any local, state or federal public works contract, or perform as a subcontractor on any such public works contract?

YES NO

19) At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

YES NO

SECTION III – BUSINESS HISTORY AND ORGANIZATION

20) How many years has your organization been in business as a contractor? _____

21) Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?

YES NO

If YES, provide further explanation using the amplification statement form on page 11.

22) Has your firm changed names or license number in the past five years?

YES NO

If YES, provide further explanation using the amplification statement form on page 11, including the reason for the change.

23) Has there been any change in ownership of the firm at any time during the last three years?

YES NO

If YES, provide further explanation using the amplification statement form on page 11.

24) Is the Applicant now involved in any enterprise whatsoever with the Lehigh Northampton Airport Authority?

YES NO

If YES, provide further explanation using the amplification statement form on page 11.

SECTION IV BUSINESS PERFORMANCE AND COMPLIANCE

25) State your firm's gross revenues for each of the last three (3) years:

Year	_____	\$	_____
Year	_____	\$	_____
Year	_____	\$	_____

26) Was your firm in bankruptcy at any time during the last five years?

YES NO

If YES, please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

27) At any time in the last five years has your firm been assessed and paid liquidated damages after completion of the project under a construction contract with either a public or private owner?

YES NO

If YES, provide further explanation using the amplification statement form on page 11, identifying all such projects by owner, owner's address, the date of the completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

28) In the last five years has your firm or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing any government agency or public works project for any reason?

NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position.

YES NO

If YES, provide further explanation using the amplification statement form on page 11.

29) In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

YES NO

If YES, provide further explanation using the amplification statement form on page 11. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

30) In the past five years has any claim **against** your firm concerning your firm's work on a construction project been **filed in court or arbitration**?

YES NO

If YES, provide further explanation using the amplification statement form on page 11. List the project name(s), date of the claim(s), name of the claimant(s), the court in which the claim was filed, status of the claim(s) and a copy of the pleading(s).

31) In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim in court or arbitration**?

YES NO

If YES, provide further explanation using the amplification statement form on page 11. List the project name(s), date of the claim(s), name of the entity(ies) the claim was filed against, the court in which the claim was filed, status of the claim(s) & copy(ies) of the pleading(s).

32) At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?

YES NO

If YES, provide further explanation using the amplification statement form on page 11, including the amount of each claim, the name and phone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, and if resolved, method by which claim was resolved.

33) In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

YES NO

If YES, provide further explanation using the amplification statement form on page 11. Name the insurance carrier, the form of insurance and the year of the refusal.

34) Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

YES NO

If YES, provide further explanation using the amplification statement form on page 11.

35) Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

YES NO

If YES, provide further explanation using the amplification statement form on page 11.

36) Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

YES NO

If YES, provide further explanation using the amplification statement form on page 11.

37) Has your firm ever been required to pay either back wages or penalties for your own firm's failure to comply with Federal Davis-Bacon or State prevailing wage requirements?

YES NO

If YES, provide further explanation using the amplification statement form on page 11. Describe the nature of each violation, identifying the name of the project, date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages & penalties you were required to pay.

38) Has OSHA (federal and/or state) cited and assessed penalties against your firm for any violations of its safety or health regulations in the last five years?

YES NO

If YES, provide further explanation using the amplification statement form on page 11 to describe each citation.

39) Bonding Capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety: _____
Name of surety agent: _____
Address: _____
Phone: _____

40) Was your firm required to pay a premium of more than 1% for a performance or payment bond on any project(s) on which your firm worked at any time during the last three years? State the percentage that your firm was required to pay.

YES NO **Rate:** _____

If YES, provide further explanation using the amplification statement form on page 11, to describe why your firm was required to pay the higher percentage rate.

41) List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates which each wrote the bonds:

42) During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

YES NO

If YES, provide further explanation using the amplification statement form on page 11. Indicate the date when your firm was denied coverage and the name of the company or companies which denied coverage; and/or the period during which you had no surety bond in place.

SECTION IV EXPERIENCE

43) On a separate sheet, please list the major projects your organization has completed in the past five years. Provide the name of the project, owner, architect, contract amount, date of completion, and the percentage of cost to your organization for work you performed. Names and references must be current and verifiable. Be sure to include all residential, remodeling, and Lehigh Northampton Airport Authority projects.

44) On a separate sheet, please list the construction experience and present commitments of the key individuals of your organization.

45) Name(s) of non-working Superintendent(s) that would likely run this project (possible interview):

SECTION V REFERENCES

List three (3) persons or firms with whom you have conducted business transactions during the past three years (at least two having knowledge of your debt payment history):

Reference #1 Firm: _____
Address: _____

Telephone: _____
Contact Name & Title: _____
Nature & magnitude of purchase, sale, loan, business association, etc:

Reference #2 Firm: _____
Address: _____

Telephone: _____
Contact Name & Title: _____
Nature & magnitude of purchase, sale, loan, business association, etc:

Reference #3 Firm: _____
Address: _____

Telephone: _____
Contact Name & Title: _____
Nature & magnitude of purchase, sale, loan, business association, etc:

SECTION VI FINANCING & SURETY

Please attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

- i. Current assets (e.g. cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses).
- ii. Net fixed assets, and other assets
- iii. Current liabilities (e.g. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued payroll taxes).
- iv. Other liabilities (e.g. capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earning).

Who prepared the attached financial statements?

Name & Date: _____
Address: _____

I, the undersigned, certify and declare that I have read all the foregoing answers to this pre-qualification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe to be true. I declare under penalty or perjury under the laws of the Commonwealth of Pennsylvania, that the foregoing is correct.

SIGNATURES

Date

Submitter's Signature

Title

Name of Organization Represented

The above submitter being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Date

Notary Public Signature

Commission Expiration

For Internal Use Only:			
Date of Receipt:	_____		
SIP review:	Signature _____	Company _____	Date _____
Airport review:	Signature _____	Company _____	Date _____
<input type="checkbox"/>	Approved F.A.A Grant(s)	_____	
<input type="checkbox"/>	Not Approved		

PERSONAL DESCRIPTION AND RELEASE

Note: Sole proprietors; ALL general and limited partners; and if not a publicly held corporation or its subsidiaries, ALL officers and directors and ALL stockholders owning more than FIVE PERCENT of any class of a corporation's stock- **ALL such persons must EACH complete a copy of this page.**

The following personal information must be completed. The business and personal reputation of principles will be considered in qualifying bidders.

Name: First, Middle, Last: _____

Place and Date of Birth: _____

Driver's License # & State: _____

Business Address: _____

Business Phone Number: _____

