

CITY OF PORTLAND, OREGON



CONTRACTOR'S PREQUALIFICATION APPLICATION

Confidential Financial, Equipment and
Experience Questionnaire

Application of _____

An Individual A Co-Partnership A Corporation
Joint Venture Member of Joint Venture

Official Address _____
(street) (P. O. Box)

City _____ State _____
(Zip Code)

Telephone Number _____

Date Application Prepared _____

Address to serve city of Portland

Tel No. _____

Specific Project (if applicable)

Title _____

Bid Opening Date _____

INSTRUCTIONS

Introductory Statement:

Prequalification is required of all bidders for most all local and public improvement projects as specified in Chapter 17 of the Code of the City of Portland, Oregon.

The City of Portland has prepared the application and questionnaire forms which are bound herewith, and has prescribed them as the prequalification forms which must be executed and submitted for the use of the City of Portland 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 receive proposal forms and plans and submit bids, pursuant to ORS 279.047.

Equal Employment Opportunity (EEO):

No applicant will be prequalified until certification has been received from the City's Contract Compliance Division that the applicant has been certified as an affirmative action equal employment opportunity employer. Information and forms for certification can be secured from the Contract Compliance Division, telephone (503) 248-4696. Address: 1220 SW 5th Avenue, Portland, Oregon 97204.

Manner of Preparing and Filling in Forms:

This application shall include the equipment and experience information for only the specific single business organization or entity which is applying for prequalification and which would be the signator on a contract with the City.

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. All pages must be returned whether applicable or not. It shall be the responsibility of the applicant to return all pages. Failure to do so shall be grounds for rejection.

All answers and entries shall be specific and complete in detail.

The prequalification application shall be signed by the applicant, or in the case of a partnership or corporation by a partner or corporate officer, in affidavit form, on page 8, the affidavit being properly executed 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 statements may be used as attachments to the prescribed form, provided that the City of Portland finds the information contained therein specifically includes the information required by this form.

Place of Submission:

Prequalification applications shall be addressed to the City Engineer, 621 SW Alder Street, Portland, Oregon 97205.

Time of Submission:

A prequalification may be submitted by a potential bidder at any time. However, for bidding Local Improvement District projects advertised through the Auditor, an application must be received by the City Engineer at least twelve (12) days prior to the date of the bid opening. This requirement is nine (9) days for all other projects which are advertised through the Purchasing Agent. Unless the City Engineer gives a verbal or written notice of disqualification at least five (5) days prior to bid opening, the bidder will be deemed qualified for that project.

When a prequalification application is submitted less than the above stated twelve (12) or nine (9) days prior to the date of bid opening, the City may, at its option, accept the application for consideration; but in so doing, the applicant waives all right of appeal for possible disqualification.

(Instructions continued inside back cover)

BIDDER'S EXPERIENCE QUESTIONNAIRE — Continued

3 List major projects your organization has completed in last five years:
(List Most Recent Projects First)

| Name and Address of Owner | Class of Work | Contract Amount | When Completed | * |
|------------------------------|------------------|--------------------|-------------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
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| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |

* Indicate whether: (P) Prime Contractor, (JV) Joint Venture, or (SUB) Subcontractor

4 List architects or engineering firms involved in the projects your organization has completed in the last five years:
 (Use same line No. as in Item 3)

| Name, Address and Phone No. of Firm | Particular Project Involved | Location of Work |
|-------------------------------------|-----------------------------|------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 | | |
| 22 | | |

BIDDER'S EXPERIENCE QUESTIONNAIRE — Continued

9 If an Oregon corporation, answer this:

When Incorporated
President
1st Vice President
Secretary
Treasurer
What officers are authorized to
execute contracts

10 If a co-partnership, answer this:

Date of organization
State whether partnership is general, limited or association.
.....
If a foreign co-partnership or persons engaging in business
in this state under an assumed business name, but not
domiciled within this state, state whether or not such part-
nership or business organization has been registered as may
be required in compliance with Chapter 648, Oregon Revised
Statutes.....
(Name and Address of Partners)
.....

11 If incorporated outside the State of Oregon, answer this:

When incorporated
In what state
Are you authorized to transact
business in the State of Oregon?
Give date of Oregon license

President
1st Vice President
Secretary
What officers are authorized to
execute contracts
Give name and address of registered office and registered
agent maintained under provisions of ORS 57.690.

12 A. How many years has your organization been in business as a prime contractor under your present business name?

B. How many years experience in construction work has your organization had:
(a) As a prime contractor? (b) As a sub-contractor?

C. Has your organization ever failed to complete any work awarded?
If so, where and why?

BIDDER'S EXPERIENCE QUESTIONNAIRE — Continued

12 — Continued

D. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete work under a contract? If so, state name of individual, other organization and reason thereof.

E. Has any officer or partner of your organization ever failed to complete work under a contract handled in his own name? If so, state name of individual, name of owner, and reason thereof.

F. In what other lines of business are you financially interested?

13 Insert the maximum dollar amount for each class of work which the applicant declares it is capable of performing:

- | | |
|--|--|
| _____ Street Improvements | _____ Traffic Signalization |
| _____ Concrete Paving and Flatwork | _____ Outdoor Illumination |
| _____ Reinforced Concrete Construction | _____ Building Construction |
| _____ Bridge and Overcrossing Construction | _____ Building Alteration and Repair |
| _____ Dredging and Piledriving | _____ Demolition and Related Excavation and Clearing |
| _____ Excavation and Grading | _____ Painting of Buildings and Structures |
| _____ Sewer Construction | _____ Plumbing |
| _____ Sewage Treatment Plants | _____ Heating |
| _____ Sewage Pumping Stations | _____ Roofing |
| _____ Water Lines | _____ Air Conditioning |
| _____ Water Pumping Stations | _____ Irrigation and Sprinkling Systems |
| _____ Water Reservoirs | _____ Drainage |
| _____ Water Tanks — Steel | _____ Landscaping |
| _____ Water Tanks — Concrete | _____ Park Improvements |
| _____ Electrical Wiring | _____ Other (Specify Below) |

Broad terminology such as general construction, public utilities, public improvements, etc. is not acceptable.

14 What is the total amount of work, expressed in dollars, which you consider you are capable of undertaking at any one time? \$ _____

BIDDER'S AFFIDAVIT

AFFIDAVIT FOR INDIVIDUAL

State of }
County of } ss. dba

I,, being duly sworn depose and say that the foregoing statements and answers to the questions in both the equipment and the experience questionnaires are correct and true as of the date of this affidavit; that further there has been no material reduction in my ability to carry out any project for which I desire to submit a bid; that should there be a subsequent material reduction in my ability to carry out any project for which I desire to submit a bid, I will give written notice of such change or changes to the public officer 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.

.....
(Applicant sign here)

Subscribed and sworn to before me this day of, 19.....

.....
NOTARY PUBLIC

My Commission expires

AFFIDAVIT FOR CO-PARTNERSHIP

State of }
County of } ss.

I,, being duly sworn depose and say that I am a partner of the firm of; that the statements and answers to the questions in both the equipment and the experience questionnaires are correct and true as of the date of this affidavit; that further there has been no material reduction in the co-partnership's ability to carry out any project for which we desire to submit a bid; that should there be a subsequent material reduction in our ability to carry out any project for which we desire to submit a bid, we will give written notice of such change or changes to the public officer 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 the eligibility of this partnership to submit the bid.

.....
(Member of firm sign here)

Subscribed and sworn to before me this day of, 10.....

.....
NOTARY PUBLIC

My Commission expires

AFFIDAVIT FOR CORPORATION

State of }
County of } ss.

I,, being duly sworn depose and say that I am of the corporation described in and which executed the foregoing statement; that the statements and answers to the questions in both the equipment and the experience questionnaires are correct and true as of the date of this affidavit; that further there has been no material reduction in the corporation's ability to carry out any project since the date of said statements; that should there be any subsequent material reduction in our ability to carry out any project for which we desire to submit a bid, we will give written notice of such change or changes to the public officer 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 the eligibility of this corporation to submit the bid.

.....
(Officer sign here)

.....
(Title)

Subscribed and sworn to before me this day of, 19.....

.....
NOTARY PUBLIC

My Commission expires

Notification of Action Taken by the City Engineer:

The applicant will be notified of the action of the City Engineer on his application. He will then be allowed to bid only on such projects as are within the limits of size and kind of work for which he has been declared qualified.

Appeal from Rejection of Application or Limitations Thereon:

An applicant, who has applied for prequalification within the prescribed time limits prior to the scheduled bid on a particular project, may appeal from the total or partial rejection in accordance with the provisions of Chapter 17.20 of the Code of the City of Portland, Oregon.

Period During which a Qualified Bidder Remains Qualified:

A prospective bidder who has been prequalified for projects of a given size and kind, will usually remain prequalified until the annual anniversary date assigned by the City Engineer provided the bidder remains certified as an equal employment opportunity employer. Unless such bidder is otherwise notified by the City of Portland he will be permitted to submit bids for any and all projects of said kind for which bids are to be received prior to the said assigned anniversary date.

When the City of Portland calls for separate prequalification for a specific project, all prospective bidders must submit a prequalification application.

Requirement of Continuing Prequalification:

Prospective bidders who have once been qualified and who desire to maintain an uninterrupted prequalification standing are required to submit new prequalification application each year. These may be submitted not earlier than one hundred twenty (120) days prior to the anniversary date assigned by the City Engineer. Uninterrupted prequalification is contingent upon favorable action on the application by the City Engineer prior to the assigned anniversary date. The City Engineer may terminate a prequalification at any time on any basis sufficing for limitation or rejection of a new prequalification application.

Changes:

Requests for the revision of the prequalification standing of any prospective bidder will be considered whenever the bidder can make a showing of materially improved ability, but not more often than once in three months. Each such request must be accompanied by a new prequalification application.

With or without a request from the prequalified bidder, the prequalification standing and any limitation on class of work or size of project may be reviewed by the City and increased or decreased as found appropriate. The prequalified prospective bidder will be notified in writing of any such revision.

Statements To Be Held Confidential:

The information furnished to the City of Portland in the prequalification application is confidential, and shall not be disclosed to the public except upon the written order of the person or persons furnishing the same or upon an appropriate order of a court of competent jurisdiction.

Joint Venture Prequalification:

In order to meet the requirement of the City of Portland, special instructions for prequalification of a joint venture should be obtained from the City Engineer, 621 SW Alder Street, Portland, Oregon 97205, before submitting a joint venture application.

ORDINANCE NO. **150921**

An Ordinance amending Section 5.32.130, Council as Public Contract Review Board, by adding a subsection (a) which defines the information required of prospective bidders for projects with the City of Portland which requires prequalification, and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. That Ordinance No. 141104, passed by the Council and made effective December 31, 1975 and pursuant to Chapter 771, Oregon Laws 1975, the Council was designated as the Public Contract Review Board for the City of Portland.
2. That the Public Contract Review Board is authorized by ORS 279.041 to establish a standard form of prequalification request and that the City of Portland Public Contract Review Board should make the City of Portland Contractor's Prequalification Application marked Exhibit A attached hereto and by reference made a part hereof, three copies to be on file with the City Auditor, a part of the Code of the City of Portland.
3. This action has been recommended by the City Engineer and approved by the Commissioner in charge and the City Attorney.

NOW, THEREFORE, the Council directs:

- a. Section 5.32.130 Council as Public Contract Review Board, is hereby amended by adding subsection (a) to read as follows:
 - (a) Pursuant to ORS 279.041, the City of Portland Contractor's Prequalification Application three copies of which are on file with the Auditor is adopted as the form to be submitted by prospective bidders for projects requiring prequalification by the City of Portland.
 - (1) Contractor's Prequalification Applications shall be made available to prospective bidders, upon request, by the City Engineer and/or the City Purchasing Agent.
 - (2) Contractor's Prequalification Applications prepared by the State of Oregon will be accepted by the City of

Calendar No. 4537

ORDINANCE No. 150921

Title

An Ordinance amending Section 5.32.130, Council as Public Contract Review Board, by adding a subsection (a) which defines the information required of prospective bidders for projects with the City of Portland which requires prequalification, and declaring an emergency.

| THE COMMISSIONERS VOTED AS FOLLOWS: | | |
|-------------------------------------|------|------|
| | Yeas | Nays |
| Jordan | / | |
| Lindberg | / | |
| Schwab | / | |
| Ivancie | / | |

| FOUR-FIFTHS CALENDAR | |
|----------------------|--|
| Jordan | |
| Lindberg | |
| Schwab | |
| Ivancie | |

| |
|-----------------------|
| INTRODUCED BY |
| Commissioner Lindberg |

| |
|----------------------------|
| NOTED BY THE COMMISSIONER |
| Affairs |
| Finance and Administration |
| Safety |
| Utilities |
| Works <i>ML/MS</i> |

| | |
|---|---------------|
| BUREAU APPROVAL | |
| Bureau: Street & Structural Engineering | |
| Prepared By: SOT:dvlh | Date: 11/3/80 |
| Budget Impact Review: | |
| <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Not required | |
| Bureau Head: <i>August</i> | |

| |
|---|
| CALENDAR |
| Consent <input checked="" type="checkbox"/> Regular |

| |
|-----------------------------------|
| NOTED BY |
| City Attorney |
| City Auditor |
| City Engineer <i>John M. Lang</i> |

DEC 24 1980

Filed _____

By *George Yerkovich*
 Deputy
 GEORGE YERKOVICH
 Auditor of the CITY OF PORTLAND