To: All Construction Contractors
Subject: Contractor Questionnaire for Pre-Qualification

Beginning January 1, 2015, the Garrett County Board of Education requires pre-approval of contractors and subcontractors who wish to be considered for new school construction, renovation and/or major repair projects over $25,000.00 for the period through June 30, 2018. Pre-qualification is open throughout the three (3) year period and approved applications are valid through June 30, 2018.

The following examples represent projects that will typically require pre-qualified bidders.

- Blacktop and Paving/Excavation
- HVAC Systems/Mechanical
- Roof Repair/Replacement
- New School Construction/Alterations/Renovations
- Electrical/Plumbing
- Fire Alarm/Security Systems

In order to become pre-qualified to obtain plans and specifications, firms interested in furnishing such services must complete a Contractor’s Questionnaire, copy attached, and send it to the Facilities Department, Garrett County Board of Education, 770 Dennett Road, Oakland, Maryland 21550. If you are currently pre-qualified you will need to re-qualify for the new (3) year period. Please fill in the appropriate forms attached.

The Facilities Department will issue letters of approval/non-approval within one month of receipt of the application. If approved, this pre-qualification will be valid through June 30, 2018. However, it is important to note that the Garrett County Board of Education reserves the right to revoke pre-qualification status at any time if information becomes available which, had it been known at the time of the original decision, would have caused a non-approval.

Notices of re-application will be sent to you in the spring of 2018.

In addition to the completed questionnaire, applicants should also return the following documents to the Facilities Department:

1. Copies of current business and contractor license with the appropriate licensing authorities, including the Maryland Department of Assessments and Taxation, and any other applicable local, state or federal licensing authority.
2. A copy of insurance certificate with limits of general liability insurance not less than $1,000,000.00 Bodily Injury and Property Damage (each occurrence).
3. A copy of insurance certificate with “Garrett County Board of Education” listed as an additional insured.

The Garrett County Board of Education will maintain a list of pre-approved contractors. Evaluation of the questionnaires for inclusion on this list will be based upon the following:

1. Evidence of work quality and ability to adhere to schedule and cost limitations on previous projects of similar magnitude.
2. Bonding capability and compatibility of firm size with the dollar value of the proposed projects.
3. Insurance certification with limits of such liability not less than $1,000,000.00 Bodily Injury and Property Damage (each occurrence).
4. References for principal projects completed by the firm.
5. Required licenses from the appropriate licensing authorities the Maryland Department of Assessments and Taxation, and any other applicable local, state or federal licensing authority.
6. A credit verification which may be performed by the Garrett County Board of Education.
Firms **will be** disqualified for the following reasons:

1. Failure to complete the application or to submit the required documentation.
2. Failure to respond to a written request for an explanation to a question arising from the application.
3. Failure to provide the required insurance and licensing certifications.
4. Perjury in submitting truthful information.

Firms **may be** disqualified for the following reasons:

1. References decline to provide information or provide information that demonstrates an inability to adhere to schedule and cost limitations.
2. The firm is currently involved in litigation.

A qualified approval means that the firm would be required to discuss the circumstances of the above at a pre-award meeting if they are in a position to receive an award for a project on which they entered a bid.

As soon as it has been determined that new school construction, renovation or major services are needed for a given project above the $25,000.00 level, the Facilities Department shall notify by letter all firms on the approved pre-qualified list. Only bids from contractors or sub-contractors who have been pre-qualified will be considered for these projects above the $25,000.00 level.

If there are any questions about the procurement procedures or the questionnaire please contact Mr. William Swift in the Facilities Department at 301-334-8906.

The Garrett County Board of Education does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, marital status, sexual orientation, gender identity, genetic information, or disability.

Thank you in advance for your interest in the Garrett County Board of Education.

Sincerely,

William Swift,
Director of Facilities,
Maintenance, Operations, & Security

Copies: Dr. Janet Wilson, Superintendent of Schools
       Mr. Dave Browning, Assistant in Maintenance/Operations
       Mr. Matthew Zimmerman, Building Inspector & Automated Systems Specialist

WS/cm
Enclosures
CONTRACTOR QUESTIONNAIRE FOR NEW SCHOOL CONSTRUCTION, RENOVATION AND/OR MAJOR REPAIR PROJECTS
For the Period of July 1, 2015 through June 30, 2018

This questionnaire is intended as a basis for establishing the qualifications of contractors for undertaking new school construction, renovation, and/or repair projects over $25,000.00 under the jurisdiction of the Board of Education of Garrett County. If a contractor has not filed such a questionnaire and been approved he/she shall be ineligible to receive construction documents for bidding. Certification of pre-qualification shall be valid through June 30, 2018.

I. General
   (a) Legal Title and Address of Organization

   ______________________________________________________________________________________
   ______________________________________________________________________________________

   Phone____________________________ Fax________________________________

   (b) Years organization has been in business as a Contractor______________________________

   (c) If a Corporation - State:
   Date of Incorporation _________________ State in which Incorporated _________________
   Name and Title of Officers: Parent, Subsidiary or Affiliate of:
   ____________________________________
   ____________________________________
   ____________________________________
   ____________________________________

   (d) Is any member of your organization employed by the State of Maryland, a member of any State Institution’s Board of Managers or trustees, or in any way officially connected with the State Government or Board of Education of Garrett County? Yes___ No___
   If yes - Explain________________________________________________________________________
   ______________________________________________________________________________________
(e) Give name and data about any projects you have failed to complete (use separate sheet if necessary).

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

(f) Has your organization ever been part to any litigation as a result of construction or operating methods, costs, etc.?  Yes   No
If yes - Explain __________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

II.  Financial
(a) Credit References (2 banks)
Name ________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Name ________________________________________________________________
Address _______________________________________________________________
City/State ___________________________ City/State ___________________________
Contact ___________________________ Contact ___________________________
Phone ___________________________ Phone ___________________________

(b) List major items of construction equipment owned by organization_________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

(c) Give total contract value of work accomplished by your organization in each of the last three (3)
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

_________________________________________ 20   ___________________________ 20   ___________________________ 20

(d) Give information on work presently being accomplished by or pending award to your organization.

Project ___________________________ Location ___________________________
Value _______________Starting Date ______________________ Completion Date ________
(e) Give maximum value of contract work for which you could obtain during this fiscal year Bonding Company and agent: __________________________________________

_____________________________________________ ________________________

(f) Can your company obtain certification of insurance with the following minimum coverage’s - General Liability $1,000,000; Automobile Liability $1,000,000; Workers Compensation (Statutory limits) ______________________________________________

If not, explain __________________________________________________________

SUBMIT A COPY OF INSURANCE CERTIFICATE WITH THIS APPLICATION TO AVOID DELAY IN APPROVING YOUR APPLICATION.....

III. Experience

(a) Indicate type of contracting undertaken by your organization and years’ experience:

General Sub Type Years

Sub __________ Type ____________________________ Years

(b) List experience of principal members of your organization:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title (as Pres, Mgr. Etc.)</th>
<th>Experience</th>
<th>Type of Work (such as Houses, Hospitals, Schools, etc.)</th>
<th>In What Capacity (Foreman, Superintendent, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(c) Give any special qualifications of firm members (Registered Engineer, Surveyor, etc.)

____________________________________________________________________________

____________________________________________________________________________
(d) List six (6) principal projects completed by your organization as a contractor (note any Garrett County Board of Education or other school related projects.)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Contract Value</th>
<th>Year</th>
<th>Owner/Contract/Address/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: These references will be contacted by the Board of Education of Garrett County. Please provide all the information requested to avoid delay in approval.

(e) If general contractor, list five (5) major sub-contractors in various fields who have worked under you.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


(f) If general sub-contractor, list five (5) major sub-contractors in various fields who have worked under you.

(1) 

(2) 

(3) 

(4) 

(5) 

(g) (1) What is the money value of the largest project accomplished by your organization in the last three (3) years ________________________________

(2) Maximum value you prefer to undertake ________________________________

(h) List the city, county, state, and/or federal authorities with whom your organization is licensed and SUBMIT COPIES OF THESE LICENSES WITH THIS APPLICATION TO AVOID DELAY IN APPROVAL. BIDDER MUST BE LICENSED AS A CONTRACTOR IN THE STATE OF MARYLAND.

<table>
<thead>
<tr>
<th>Licensing Authority</th>
<th>License Number</th>
<th>License Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I/We certify under penalties of perjury that the information submitted is correct and current. I/We further understand that if the information is found to be incorrect, it could be grounds for denial of pre-qualification or award. I/We hereby authorize the Board of Education of Garrett County to contact references.

If the information above changes significantly (i.e. change of ownership, bonding capabilities, bankruptcy), I/We will re-submit an updated form within 30 days.

________________________
Name/Title of Officer, Partner, etc.

________________________  __________________
Date                       Signature