

**BID BLANK**  
**FIXED CAPITAL OUTLAY BUILDINGS**

Let by: District 5 - DeLand

(Void if used by any bidder other than one this Form issued to)

**FINANCIAL PROJECT NO(S):** 422343-5-52-01

This project is let under the authority of Chapter 337.11, F.S.

**CONTRACT CALENDAR DAYS:** 180

**CONTRACT NO.:** E5L20

**DATE BIDS DUE:** 03/24/2015

**TOTAL AMOUNT: \$** \_\_\_\_\_

**DATE OF AWARD:** \_\_\_\_\_

**DATE OF CONTRACT**

**EXECUTION:** \_\_\_\_\_

**Appropriation FY:** 2015

**Appropriation Category:** 080002



**PROPOSAL**

To Accompany  
THE STANDARD SPECIFICATIONS AS AMENDED BY THE SPECIFICATIONS PACKAGE AND  
ANY SUPPLEMENTAL SPECIFICATIONS PACKAGES, AND THE PLANS.

**FOR ABOVE PROJECT(S)**

Remove and replace emergency generator at Leesburg facility.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in Lake \_\_\_\_\_ County(ies)

**NOTE:** Attach your Proposal Guaranty to this bid blank. All Extensions must be carried out. Any changes made in unit bid prices must be initialed by bidder.

State of Florida  
DEPARTMENT OF TRANSPORTATION  
**INVITATION TO BID**

SEALED BIDS WILL BE ACCEPTED UNTIL: 2:00pm (local time), TUESDAY, MARCH 24, 2015, AT THE FRONT DESK, of the Florida Department of Transportation, District Five Office, 719 South Woodland Blvd., Deland, Florida 32720. Bids will be publicly opened and read aloud shortly after the 2:00pm deadline. Mailed or Overnight bids should be labeled "SEALED BID – ATTENTION MICHAEL NOHR, FCO MANAGER".

FINANCIAL PROJECT NO.: 422343-4-52-01, 422343-5-01 CONTRACT NO.: E-5L20

PROJECT NAME: Leesburg Operations Complex – Generator Replacement

PROJECT LOCATION: 1405 Thomas Ave., Leesburg, Fl. 34748

PROJECT DESCRIPTION: Remove/Replace existing Emergency Generator and 3 Transfer Switches.

PRE-BID MEETING (check appropriately)  Mandatory  Non-Mandatory  Not Applicable

If a pre-bid meeting is scheduled (mandatory "or" non-mandatory) it will be held at the following location, date and local time: TUESDAY, MARCH 17, 2015, 10:00AM AT FDOT – LEESBURG OPERATIONS COMPLEX, 1405 THOMAS AVE., LEESBURG, FL. 34748.

Owner representatives will be present to discuss plans, specifications, and conditions of the project. The Owner's Project Manager is: Michael Nohr and may be reached at: 386-943-5512 or michael.nohr@dot.state.fl.us

**NOTE: Any contractor who fails to attend a mandatory pre-bid meeting will not be eligible to bid on the project.**

**PLANS AND SPECIFICATIONS:** Request for Plans and Specifications must be submitted on the Departments Fax Request Form and is available at the District Contracts Web-Site: <http://www.dot.state.fl.us/contractsadministrationdistrict5/FCO/FCOContracts.shtm> or by contacting, Jamie Carter, in the District Contracts Office, at (386)943-5525.

**BID PROPOSAL:** Bids must be submitted in full accordance with the requirements of the Drawings, Specifications, Bidding Conditions, and Contractual Conditions

**MINORITY BUSINESS ENTERPRISES (MBE) UTILIZATION:** The Owner encourages the recruitment and utilization of certified and non-certified minority businesses. The Owner, its contractors, suppliers, and consultants should take all necessary and reasonable steps to ensure that minority businesses have an opportunity to compete for and perform contract work for the Owner in a nondiscriminatory environment.

**INSURANCE:** The awarded Bidder is responsible for maintaining the insurance coverage specified in the Non-Technical Specifications for the duration of this project.

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## INVITATION TO BID

**PREQUALIFICATION:** Each bidder shall submit, with their bid, a copy of their current General or Electrical Contractors License issued by the State of Florida and, if a Florida Corporation, a copy of the Corporate Charter as prequalification of their eligibility to submit a bid on this project. The bid will be rejected if a copy of the Contractors License is not included either with the bid or provided to the Owner prior to the Letting. After the bid opening, the Department will verify that the lowest responsive bidder meets qualifications in accordance with Rule 60D-5.004 F.A.C.

**BID BOND:** If the bid amount exceeds \$100,000, the bidder must provide with the bid, a Bid Guaranty of five percent (5%) of the actual total bid in the form of a certified check, cashiers check, treasurer's check, bank draft of any national or state bank, or a surety Bid Bond made payable to the Department of Transportation. A Bid Guaranty in an amount less than five percent (5%) of the actual bid will invalidate the bid. Bid Bonds shall conform to the Departments Bid/Proposal Bond Form furnished with the proposal package.

**PERFORMANCE BOND and LABOR AND MATERIALS PAYMENT BOND:** If the contract award amount exceeds \$100,000, both a Performance Bond and a Labor and Material Payment Bond of 100% each of the contract sum are required at the time of award.

**BID POSTING / CONTRACT AWARD:** The Bid Tabulation and Notice of Award Recommendation will be posted: WEDNESDAY, MARCH 24, 2015, IN THE MAIN LOBBY AREA OF THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT 5 ADMINISTRATION OFFICE, LOCATED AT 719 S. WOODLAND BLVD., DELAND, FL. 32720.

In the event the Bid Tabulation and Notice of Award Recommendation cannot be posted in this manner, all bidders will be notified by certified United States Mail, return receipt requested, express or fax delivery, receipt requested. If no protest is filed the Owner will award the contract to the qualified, responsive low bidder. The Owner reserves the right to reject any or all bids.

**BID SOLICITATION/AWARD/NON-AWARD PROTEST RIGHTS:** Any person adversely affected by this Bid Solicitation shall file a notice of protest within 72 hours of receipt of the bid documents in accordance with Section 120.57(3), Florida Statutes and Rule Chapter 28-110, Florida Administrative Code. Any person adversely affected by the intended decision of the Owner to award a contract or to reject all bids shall file a notice of protest within 72 hours after the posting of the Summary of Bids (bid tabulation). If notice of intended decision is given by certified mail, express or fax delivery, the adversely affected person must file the notice of protest within 72 hours after receipt of the notice of intent.

A formal written protest must be filed within 10 days after filing the notice of protest. The formal written protest shall state with particularity the facts and law upon which the protest is based. All protests must be submitted in accordance with Section 120.569 and 120.57, Florida Statutes. The required notice of protest and formal protest must each be timely filed with the Clerk of Agency Proceedings, Florida Department of Transportation, 605 Suwannee Street, Room 550, General Counsel's Office, Tallahassee, Florida 32399-0458. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**DISCRIMINATION CLAUSE:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity, per Section 287.134(3)(a), Florida Statutes.

**PUBLIC ENTITY CRIME INFORMATION STATEMENT:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months for the date of being placed on the convicted vendor list.

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

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Fixed Capital Outlay Manager

## BID PROPOSAL

Bidder's Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

FEID #: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Submits proposal for construction or renovation of the following building project:

Financial Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

County: \_\_\_\_\_ Date Submitted: Yr \_\_\_\_\_

**TO THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION:**

The Bidder hereby declares that no person or persons, firm, or corporation, other than the Bidder, is interested in this proposal, as principals, and that this Proposal is made without collusion with any person, firm, or corporation, and have carefully and to our full satisfaction examined the drawings, specifications (Technical and Non-Technical), and all other related contract documents, made a full examination of the location of the proposed work and the sources of supply of materials, agree to furnish all necessary labor, equipment, and materials, fully understanding that the quantities shown herewith are approximate only, and that we will fully complete all necessary work in accordance with Plans and Specifications, and all requirements of the Owner, within the time limit specified in contract documents.

I (We) hereby acknowledge receipt of the following Addenda issued during the bidding period.					
Addendum No.	Dated	Initial	Addendum No.	Dated	Initial

Base Bid: \_\_\_\_\_ (Dollars), \$ \_\_\_\_\_

With foregoing as a Base Bid, the following costs of alternate proposals, if any, are submitted in accordance with the drawings and Specifications.

Alternate #	Description of Alternate	Indicate: ADD or DELETE	Amount (\$)

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## BID PROPOSAL

The Bidder hereby agrees to perform all necessary work, as provided for in the Contract Documents, and if awarded the contract to execute the Contract Agreement within 10 calendar days after the date on which the notice of award has been given, and to fully complete all necessary work under the same within not more than 180 calendar days. It is understood and agreed that the date on which calendar days will begin to be charged to the project shall be either (1) the first calendar day from the date of issuance of the initial notice to begin work or (2) the date on which the Contractor actually begins work, whichever date is earlier.

The Bidder further agrees to bear the full cost of maintaining all work until final acceptance, as provided in the contract.

If the total amount of this bid exceeds \$100,000 a bid guaranty of five percent (5%) of the bid, payable to the Owner, must accompany this proposal. The said guaranty is to be returned to the Bidder upon delivery of a satisfactory bond. Owner officials and employees are prohibited by law from soliciting and accepting funds or gifts from any person who has, maintains, or seeks business relations with the Owner pursuant to Section 334.195, Florida Statutes.

In the event the contract is awarded to this Bidder, the Bidder will enter into a formal written agreement with the Owner in accordance with the accepted bid within ten (10) calendar days after said contract is submitted to the Bidder. If the contract sum exceeds \$100,000 the Bidder will also furnish the Owner a Contract Performance Bond and a Labor and Materials Payment Bond with sufficient sureties, satisfactory to the Owner, in the amount of 100% of the accepted bid. The Bidder further agrees that in the event of the Bidders default or breach of any of the terms of this proposal, the said bid deposit shall be forfeited as liquidated damages. Base bids plus the sum of all additive alternates, if any, on contracts \$100,000 or less are not required to have a Bid Guaranty, Performance Bond, or a Labor and Materials Payment Bond.

The Bidder, hereby certifies this proposal has been carefully examined after completion, and has verified each item placed thereon. The Bidder agrees to indemnify, defend, and save harmless, the Owner against any cost, damage, or expense which it may incur or be caused by any error in the Bidders preparation of same. By signing the submitting this proposal, the Bidder certifies that no principal (which include officers, directors, and executives) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

The Bidder hereby certifies that if electronic bidding has been used, that the substituted unit price sheets attached hereto have been prepared by the Bidder and the substituted are accurate reproductions generated from the latest diskette provided by the Owner for this project. If any errors have been made by the Bidder in repairing the substituted sheets, the Bidder hereby consents that such errors will be applied by the Owner in the manner most beneficial to the Owner.

The Bidder hereby certifies and obligates its firm as "Principal (Bidder)" to the attached Bid Bond, as if and to the same effect as if the Bidder had affixed its signature thereon.

The Bidder hereby declares that the undersigned is the person or persons responsible within the firm for the final decision as to the price(s) and amount of this bid and the Bidder further declares that:

- A. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition with any other contractor, bidder, or potential bidder.
- B. Neither the price(s) nor the amount of this bid has been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.
- C. No attempt has been made or will be made to solicit, cause, or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or to submit any intentionally high or non-competitive bid or other form of complementary bid.
- D. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or person to submit a complementary bid.
- E. The Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised, or paid cash or anything of value to any other bidder or person, whether in connection with this or any other project, in consideration for an agreement or promise by any other firm or person to refrain from bidding or to submit a complementary bid on this project.
- F. The Bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any other firm or person, and has not been promised or paid cash or anything of value by any other firm or person, whether in connection with this or any other project, in consideration for the firm's submitting a complementary bid, or agreeing to do so, on this project.
- G. The Bidder made a diligent inquiry of all members, officers, employees, and agents of the Bidder with responsibilities relating to the preparation, approval, or submission of the firm's bid on this project and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in this declaration.

**BID PROPOSAL**

- H. The Bidder has fully informed the Owner in writing of all convictions of the firm, its affiliates, and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract or for violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees of the firm or affiliates who were convicted of contract crimes while in the employ of another company.
- I. The Bidder certifies that, except as noted below, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:
  - 1. Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110 (a), by any federal department or agency.
  - 2. has within a 3-year period preceding this certification been convicted of or had a civil judgment rendered against them for; a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; b) violation of federal or state antitrust statutes; or c) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 3. Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in subparagraph 2 of this certification.
  - 4. Has within a 3-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.
- J. The Bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the Owner.
- K. The firm certifies that the Bidder is not a nonresident alien, or a foreign corporation/entity formed under the laws of a country other than the United States.
- L. Where the Bidder is unable to declare or certify as to any of the statements contained in this Proposal, the Bidder has provided an explanation in the "Exceptions" portion or by attached separate sheet.

**EXCEPTIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any exception listed above will not necessarily result in denial of award, but will be considered in determining Bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency, and dates of agency action. Providing false information may result in criminal prosecution and/or administrative sanctions. I declare under penalty of perjury that the foregoing is true and correct.

## BID PROPOSAL

**NOTE TO BIDDER:**

*For all bids exceeding \$100,000, a satisfactory Bid Guaranty of 5% (of the total bid amount) must be submitted along with the proposal or the bid will be declared non-responsive. The bid guaranty may be in the form of certified, cashier's or treasurer's check, bank draft or bid bond. Failure to fully complete and execute the proposal may also result in the bid being declared non-responsive (see Non-Technical Specifications, Section B-1 – Execution of Bid Proposal, Contract Agreement and Bonds).*

BIDDER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

(If applicable, Affix Seal)

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ATTEST: \_\_\_\_\_

PRINT NAME & TITLE / OR NOTARY: \_\_\_\_\_

### LIST OF SUBCONTRACTORS

**THIS LIST IS ATTACHED TO, AND IS AN INTEGRAL PART OF THE BID SUBMITTED BY:** \_\_\_\_\_ Date: \_\_\_\_\_

Bidders Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**FOR CONSTRUCTION OF:** \_\_\_\_\_

The undersigned, hereinafter called "Bidder", lists below the name of each subcontractor who will perform the phases of the work indicated. Failure of the Bidder to supply sufficient information to allow verification of the Corporate and Discipline License Status of the subcontractor may deem the bid as non-responsive and rejected. If applicable, complete the Minority Business Enterprises (MBE) Column identifying whether the Subcontractor is a certified or non-certified MBE. (NOTE: MBE data shall in no way influence the bid selection, order of acceptances, or rejection.)

TYPE OF WORK / PHASE SUBCONTRACT	NAME OF SUBCONTRACTOR	CORPORATE - OR - NONCORPORATE	DISCIPLINE LICENSE STATUS	MINORITY BUSINESS ENTERPRISE (MBE) <i>(Certified - OR - Non-Certified)</i>

**NOTE:** *If the prime contractor does not list a Subcontractor for the specified discipline(s), the prime contractor must have all necessary licenses to perform the work.*

Completed by :( Signature of Bidder) \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS: That we, \_\_\_\_\_, as Principal (Bidder), and \_\_\_\_\_ as Surety, are held and firmly bound unto the Florida Department of Transportation (hereinafter called the Owner), in the full and just sum of \_\_\_\_\_ FIVE PERCENT (5%) of the actual bid total on the Bid Proposal, in lawful money of the United States of America, to be paid to the Owner, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, successors, and assignees, jointly and severally and firmly be these presents:

WHEREAS, the Principal is herewith submitting a bid to the State of Florida, Department of Transportation for constructing or otherwise improving a building(s) in \_\_\_\_\_ County, particularly known as \_\_\_\_\_, located at \_\_\_\_\_, Financial Project No. (s) \_\_\_\_\_

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the Principal shall execute the Contract Agreement and give bond for the faithful performance thereof within ten (10) days after being notified in writing of the award of such contract to Principal, or if the Surety shall pay the Owner the full amount of this bond, then this obligation shall be void; otherwise it shall remain in full force and effect.

SIGNED, SEALED, AND DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, YR \_\_\_\_\_

NAME OF SURETY: \_\_\_\_\_ (Affix Surety Seal)

By: \_\_\_\_\_ (Agent or Attorney-In-Fact)

Printed Name: \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_ FEID Number: \_\_\_\_\_

Countersigned: \_\_\_\_\_ Florida Resident Agent)

Printed Name: \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Telephone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

The following statement is to be completed regarding the Florida Resident Agent only: STATE OF FLORIDA COUNTY OF: \_\_\_\_\_

Before me, the above signed authority, personally appeared \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ (type of identification), identification and is duly sworn, deposes and says that he/she is a

duly authorized insurance agent, properly licensed under the laws of the State of Florida to represent \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_ a company authorized to make corporate Surety Bonds

under the laws of Florida and acceptable as Surety on Federal Bonds and that he/she has signed or countersigned the above bond on the

Surety's behalf. Sworn, and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Signature: \_\_\_\_\_ Notary Public, State of Florida at Large

NOTES:

- 1. The Bidder is not required to sign this document, as execution of the Bid Proposal specifically binds the principal bidder to the obligations arising from this document. Failure of the principal bidder to execute the Bid Proposal, or failure of the surety to execute this document, shall result in the bid being declared non-responsive.
- 2. Power of Attorney showing authority of Surety's Agent or Attorney-In-Fact must be furnished with this form. Affix Corporate Seal of Surety. Also, no Bid Guaranty is required if the total amount of the bid is \$100,000 or less.

**CONTRACTOR’S EXPERIENCE QUESTIONNAIRE  
AND FINANCIAL STATEMENT**

The information listed in the Experience Questionnaire and Contractor's Financial Statement Forms is required to be filed with soliciting agencies prior to award of any contract. In order to expedite the processing of contracts, please complete the enclosed forms in accordance with these instructions.

The bidder is required to complete all the attached forms. If the bidder is a Joint Venture, then each Corporation, Partnership, or Individual that is a party to the Joint Venture must individually complete each form.

All references to "fiscal year" in this questionnaire will mean the fiscal year of the bidder filing this form.

**PAGE 2 OF 9:**

- Project Title - Indicate title of project as shown in the specifications.
- Location - Project location as shown in the specifications.
- Trades or Trades Being Bid – Enter the appropriate code number(s) from the list below which represent the trade(s) for which you are qualified to bid:

<u>Trade</u>	<u>Code Number</u>
Building Construction	1
Electrical	2
Elevator	3
Food Service	4
Heating, Ventilating & Air Conditioning	5
Laboratory Equipment	6
Landscaping	7
Plumbing	8
Power Plants (Boilers, Equipment & Piping)	9
Refrigeration	10
Roofing	11
Sanitary (Sewage Treatment Plants, Pumping Stations, etc.)	12
Other _____	13

**PAGES 3 & 4 OF 9:**

Complete in accordance with form.

**PAGE 5 OF 9:**

Section 53 - Under "c", list previous business name or names and the number of years you have done business under these names within the past 10 years.

**PAGE 6 OF 9:**

Section 54 - From your present payroll indicate the number of individuals in each category in the "Current" column. Estimate the maximum and minimum number of employees over the previous 3 fiscal years in each category.

**PAGES 7 & 8 OF 9:**

Complete in accordance with form.

**PAGE 9 OF 9**

- 1) In Section 62, Column C insert "S" if a subcontractor or "P" if a prime-contractor. The balance of section to be completed in accordance with form.
- 2) Billings for 3 fiscal years - insert year and amount.
- 3) Work in Progress at the end of the past 3 fiscal years - same as above.

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## CONTRACTOR'S EXPERIENCE QUESTIONNAIRE AND FINANCIAL STATEMENT

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Insert code number of trade or trades for which you are qualified to bid on the basis of previous experience in accordance with attached detailed instructions, each on the respective line shown below:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. Is your organization currently pre-qualified with any governmental agency? \_\_\_\_\_

If so, please list. \_\_\_\_\_

4. Have you, in the previous five years, been denied a contract award on which you submitted the low bid in competitive bidding, or been refused prequalification? \_\_\_\_\_

If so, please list and describe: \_\_\_\_\_

5. Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

6. Check appropriate box:

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

The Contractor acknowledges that this Experience Questionnaire and Financial Statement is made for the express purpose of inducing the Owner to whom it is submitted to award a contract to the contractor, and further the Contractor acknowledges that the agency may at its discretion, by means which the Owner may choose, determine the truth and accuracy of all statements made by the Contractor herein.

**SECTION "A" - FINANCIAL STATEMENT**

As of \_\_\_\_\_ (Date)

**ASSETS**

7. CASH\* \$ \_\_\_\_\_

**ACCOUNTS RECEIVABLE**

8. From Government Contracts Completed \_\_\_\_\_

9. From Non-Government Contracts Completed \_\_\_\_\_

10. Claims included in 8 and 9 not yet approved or in litigation \$ \_\_\_\_\_

11. From Government Contracts in Process \_\_\_\_\_

12. From Non-Government Contracts in Process \_\_\_\_\_

13. Claims included in 11 and 12 not yet approved or in litigation \_\_\_\_\_

14. Retainage included in 11 and 12 \_\_\_\_\_

15. Other\*\* (list) \_\_\_\_\_

**NOTES RECEIVABLE**

16. Due within 90 days\*\* \_\_\_\_\_

17. Due after 90 days\*\* \_\_\_\_\_

**INVESTMENTS**

18. Listed securities - present market value \_\_\_\_\_

19. Unlisted securities - present value \_\_\_\_\_

**BID DEPOSITS**

20. Recoverable within 90 days \_\_\_\_\_

21. Recoverable after 90 days \_\_\_\_\_

**ACCRUED INTEREST**

22. Receivable on notes \_\_\_\_\_

23. Receivable on Investments \_\_\_\_\_

24. Other (list) \_\_\_\_\_

25. REAL ESTATE (Book Value or Market, whichever is less) \_\_\_\_\_

26. INVENTORIES (Not included in receivable billing & at present value) \_\_\_\_\_

27. EQUIPMENT-NET BOOK VALUE  
(Supply list by cost, depreciation, net book value) \_\_\_\_\_

**OTHER ASSETS**

28. Contract Costs in excess of Billings \$ \_\_\_\_\_

29. Cash Surrender Value of Life Insurance \_\_\_\_\_

30. Receivables from Officers and Employees \_\_\_\_\_

**SECTION "A" - FINANCIAL STATEMENT**

31. Other (list) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

32. TOTAL ASSETS \$ \_\_\_\_\_  
\*Do not include deposits for bids or other Guarantees  
\*\*Do not include receivables from officers and employees

**ACCOUNTS PAYABLE**

33. Due within 1 year \_\_\_\_\_  
34. Due after 1 year \_\_\_\_\_

**NOTES PAYABLE**

35. Due within 1 year \_\_\_\_\_  
36. Due after 1 year \_\_\_\_\_  
37. Officers and Employees \_\_\_\_\_

38. TAXES PAYABLE \_\_\_\_\_

39. ACCRUED AND ACTUAL PAYROLL PAYABLE \_\_\_\_\_

40. MORTGAGES PAYABLE \_\_\_\_\_

**OTHER LIABILITIES**

41. Federal Income Tax Provision \_\_\_\_\_  
42. Deferred Income \_\_\_\_\_  
43. Other (list) \_\_\_\_\_

**NET WORTH**

44. (If individual proprietorship or partnership) \_\_\_\_\_

**CAPITAL STOCK**

45. Common Issued and Outstanding \_\_\_\_\_  
46. Preferred Issued and Outstanding \_\_\_\_\_  
47. Treasury Stock \$ \_\_\_\_\_

**CAPITAL SURPLUS**

48. Earned Surplus Prior Years \_\_\_\_\_  
49. Earned Surplus Current Year \_\_\_\_\_

50. TOTAL LIABILITIES AND NET WORTH \$ \_\_\_\_\_

NOTE: IF ADDITIONAL SPACE IS REQUIRED, PLEASE NOTE AND ATTACH SCHEDULE TO STATEMENT

51. Dated this \_\_\_\_\_ day of \_\_\_\_\_, YR \_\_\_\_\_.

\_\_\_\_\_  
Name of Organization

By: \_\_\_\_\_  
Title

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**SECTION 'B' - EXPERIENCE QUESTIONNAIRE**

52. If a Corporation, answer this:

Date of incorporation \_\_\_\_\_

In what State \_\_\_\_\_

If a Partnership or Individual Proprietorship, answer this:

Date of organization \_\_\_\_\_

If a partnership, state whether partnership is general, limited association \_\_\_\_\_

Name of Officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Name and Address of Partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

53. a. How many years has your organization been in the construction business?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. How many years under your present business name ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. How many years under previous business name? (List other names)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*SUBSIDIARY OR AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST*

**NAME AND ADDRESS OF SUBSIDIARY  
OR AFFILIATED COMPANIES**

**EXPLAIN IN DETAIL THE  
PRINCIPAL'S INTEREST IN THIS  
COMPANY AND NATURE OF  
BUSINESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

=====

**NUMBER OF FULL TIME PERSONNEL WITHIN YOUR ORGANIZATION**

- 54. a. Clerical Personnel \_\_\_\_\_
- b. Engineers & Architects \_\_\_\_\_
- c. Supervisors, Foremen, or Superintendents \_\_\_\_\_
- d. Skilled Employees including Technicians \_\_\_\_\_
- e. Unskilled Employees \_\_\_\_\_
- f. Estimators \_\_\_\_\_
- g. Total number of full time personnel \_\_\_\_\_

55. WHAT IS THE CONSTRUCTION EXPERIENCE OF THE PRINCIPALS AND SUPERVISORY PERSONNEL OF YOUR ORGANIZATION? (Asterisk any personnel likely to be assigned to project being bid.)

PRINCIPAL'S NAME	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM

56. SUPERVISORY PERSONNEL	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM

57. Within the previous 3 fiscal years has your organization or predecessor organizations ever failed to complete a project? If so, state name of organization and reason thereof.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

58. Within the previous 3 fiscal years has your organization been involved in litigation? \_\_\_\_\_. If so, please list and explain nature and current status.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





### STATUS OF UNCOMPLETED CONTRACTS

As of: \_\_\_\_\_ (date)

62. Give full information about all of your present contracts. In Column C insert "S" if a subcontractor or "P" if a prime contractor, whether in progress or awarded but not yet begun; and regardless of with whom contracted.

A	B	C	D	E
Project Description Location & Owner	Design Architect And/Or Design Engineer	Total Amount of Your Contract (Or Subcontract)	Amount In Column C Sublet To Others	Uncompleted Amount of Contract
Total				

**COMPLETE THE FOLLOWING:**

Net Total Billings for Previous 3 Fiscal years:

Average Backlog for Previous 3 Fiscal Years: (Estimated total value of uncompleted work on outstanding contract)

YR \_\_\_\_\_ \$ \_\_\_\_\_  
 YR \_\_\_\_\_ \$ \_\_\_\_\_  
 YR \_\_\_\_\_ \$ \_\_\_\_\_

YR \_\_\_\_\_ \$ \_\_\_\_\_  
 YR \_\_\_\_\_ \$ \_\_\_\_\_  
 YR \_\_\_\_\_ \$ \_\_\_\_\_