



**CITY OF MANCHESTER**  
DEPARTMENT OF HIGHWAYS

**PREQUALIFICATION STATEMENT**  
**CONFIDENTIAL**

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Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

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**NOTES:**

1. Nothing in the "Rules and Regulations Governing the Prequalification of Construction Contractors shall be construed as depriving the Department of the right to reject any bid where, in the opinion of the Department, other circumstances and developments have changed the qualification or responsibility of the Bidder.
2. The City reserves the right to extend prequalification for similar projects advertised within one year of initial prequalification.
3. The City reserves the right to reject incomplete applications.

Date Received: _____ Date Approved: _____
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1. How many years has your organization been in business as a general contractor under your present business name? \_\_\_\_\_

Company is a(n)     Corporation         Co-Partnership         Individual

**2. If a corporation, answer this:**

Capital paid in cash: \_\_\_\_\_

When incorporated: \_\_\_\_\_

In what state: \_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

**3. If a co-partnership, answer this:**

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

Is partnership     general,     limited, or     association?

List the names & addresses of partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Provide a list of construction projects your organization has underway on this date. List must include the following information for each project.**

- Description of Contract
- Name, Address, and Phone Number of Owner
- Amount of Contract
- Total Value of Uncompleted Work
- Total of Uncompleted Work to be Done by Subcontractor
- Completion Date

5. Provide a list of the projects your organization has completed in the past five (5) years. Include owner's name, address, phone number, type of work, and contract value.

6. Of the projects listed above, has the organization, its partner or officers ever been assessed liquidated damages or not completed a project by the original contract date?

Yes  No  If yes, explain.

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7. Of the projects listed above, did the organization, its partners, or officers

- delay the work by more than 14 days? Yes  No
- cease work? Yes  No
- leave the job site during construction? Yes  No

If yes, explain.

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8. Has your firm ever filed a claim against an Owner, within the past 5 years? If yes, provide details and outcome of each such instance.

9. Provide employment records of principal individuals in your organization, including individuals who will be your field superintendents on the proposed work. Information should include the following:

- Individual's Name
- Present Position
- Year of Construction Experience
- Magnitude & Type of Work
- In What Capacity

10. List names and complete addresses of major material suppliers and/or subcontractors with whom your firm has done business in the past five (5) years.

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11. List names and complete addresses of each material supplier and/or subcontractor of the applicant who has given a notice of lien, filed a mechanics lien, or brought suit for payment on any contract in the last five (5) years.

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12. Name and Address of the following:

Bank: \_\_\_\_\_  
\_\_\_\_\_

Bonding Co.\*: \_\_\_\_\_  
\_\_\_\_\_

Agent: \_\_\_\_\_  
\_\_\_\_\_

\* Bonding company must be registered and licensed to do business in the State of New Hampshire.

13. Provide a list of equipment you own, including description and age, that is available for the proposed work.

14. List the names, addresses, and phone numbers of three (3) owners, architects, or engineers not employed by applicant involved in current contracts or contracts completed in the last five (5) years who can attest to the character, integrity, reputation, judgment, experience, and efficiency of the applicant.

a. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

b. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

c. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

15. List the names and addresses of all adverse parties in any suit involving the applicant in the last five (5) years. Provide explanation of suit.

a. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

b. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

c. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

16. Submit an unqualified letter from the bonding company to the effect that they will provide the required performance and payment bonds, each in the amount of 100 percent of the bid price, should the applicant be awarded the contract. Additionally, the letter must state bondability in aggregate for your organization.

17. Submit a copy of your latest financial statement.

18. CERTIFICATION:

I swear that all the statements herein contained, including the declaration of ownership or organization, the financial statement, and the record of experience have been examined by me, and to the best of my knowledge and belief, are true and correct.

I hereby authorize the Prequalification Committee or their agents to make such investigation, inquiry, checks, and tests as they, in their sole discretion, deem necessary to attempt to ascertain my qualifications. I hereby waive any and all claims, release and agree to hold harmless any person who provides to the Committee information or opinions held in good faith.

\_\_\_\_\_  
Name Typed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
Notary Public or Justice of the Peace

My commission expires \_\_\_\_\_.

NOTE: Contractor must complete three (3) copies of Page 1 of the attached **Prequal Form 1**, authorizing the City to solicit information from owners, engineers, and references.



CITY OF MANCHESTER  
DEPARTMENT OF HIGHWAYS

TO: \_\_\_\_\_  
(Leave blank)

FROM: City of Manchester, Department of Highways – Prequalification Committee

RE: PREQUALIFICATION OF: \_\_\_\_\_  
(Name of Contractor)

Dear Sir/Madam:

Your name has been obtained in connection with the application of the above-referenced contractor. The application will be carefully considered by the appropriate City body and your reply, as well as other replies, is an important part of that consideration. Your responsibility in replying to this request is as a responsible citizen rather than as a friend/adversary/acquaintance of the applicant. The City must rely on replies such as yours to be candid, fair, and complete.

Please answer the questions on the other side as accurately and completely as you can from your or your company's experience with the applicant.

Very truly yours,

City of Manchester  
Department of Highways

**RELEASE AND HOLD HARMLESS**

I, \_\_\_\_\_, of \_\_\_\_\_,  
Individual Name Contractor Name  
hereby authorize \_\_\_\_\_  
(Leave Blank)

to provide to the City of Manchester, Department of Highways, with all information of any kind which you or the City deem relevant to my qualification as an applicant. I hereby release, discharge, and hold you harmless from any claim arising out of the provision of such information.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Official Title

Do you or your company have business experience with the applicant?  Yes  No

Please state the nature, frequency, and time period of your experience with the applicant.

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With respect to that experience, please respond to the following inquiries. Please provide detail on separate paper as to any "No" answer.

Applicant:

Had satisfactory work progress	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paid all bills for labor and materials timely	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Satisfactorily settled contract disputes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Demonstrated financial capacity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Demonstrated skill, equipment, and manpower to perform your contract	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provided a quality product in accordance with plans and specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Complied with all laws and ordinances	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provided all warranty, maintenance, and service requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Managed subcontractors effectively	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Worked cooperatively with engineer and the owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did you have any job related problems with the applicant?  Yes  No

If yes, please explain.

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\_\_\_\_\_  
(Name)